



Ordinary Council Meeting

Agenda

13 December 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, 13 December 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

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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 – 15 November 2018

Reports

Reports to be considered in Closed Council

.....
ROGER BAILEY
GENERAL MANAGER

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Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 6 November 2018 to 5 December 2018

MAYORAL MINUTE - MAYORS ACTIVITY 11 Nov 2018 - 5 Dec 2018

| <u>Date</u> | <u>Type</u> | <u>In/Out</u> | <u>Activity</u> |
|-------------|---------------|---------------|---|
| 11-Nov | Event | Attended | Remembrance Day Service |
| 12-Nov | Travel | | Parkes - Newell Highway meeting |
| 13-Nov | Meeting | Attended | Newell Highway meeting |
| 13-Nov | Meeting | Attended | Dunedoo Community meeting |
| 14-Nov | Event | Opened | Community Care Expo |
| | Meeting | Attended | Baradine Showground and Racecourse Trust |
| | Letter | In | St Lawrences school - invitation to awards night |
| 15-Nov | Meeting | Attended | Council meeting Coonabarabran |
| 16-Nov | Discussion | | Concerned residents re Baradine Skate Park |
| | Event | Opened | Allison Bridge, Coolah with Mark Coulton MP |
| | Inspection | | Pandora Pass with GM |
| | Discussion | | Concerned resident re Binnaway campground |
| 17-Nov | Event | Attended | Coolah Central School 150th anniversary |
| 18-Nov | Inspection | | Lewis Lane Dunedoo |
| | Accommodation | | Cattlemans Dubbo |
| 19-Nov | Travel | | Alice Springs - Roads Congress |
| 20-Nov | | | Met Cr Lewis pre-congress |
| | Function | Attended | Roads Congress welcome reception |
| 21-Nov | Conference | Attended | Roads Congress |
| | Phone call | In | Cr Coulton re position of WOL Chairman |
| | Function | Attended | Congress Dinner at the Quarry |
| | | | Breakfast at Congress with 19 conucillors from 4 states |
| 22-Nov | Function | Attended | |
| | Travel | | Travel to Sydney |
| 23-Nov | Phone call | Out | President Coonabarabran Show re drought funding |
| | Phone call | Out | President Baradine Show re drought funding |
| 24-Nov | Conference | Attended | Mayors Weekend |
| 25-Nov | Conference | Attended | Mayors Weekend |
| | Phone call | In | Cr Fisher re Inland Rail |
| | Travel | | Dubbo, home |
| 26-Nov | Meeting | Attended | IWCM with Cr Shinton, Cr Capel and staff |
| | Letter | Out | Letter of Support - Coonabarabran Community Radio licence renewal |
| 27-Nov | Discussion | | Mike Silver re Inland Rail |
| | Phone call | Out | Graeme Fleming re GM Review |
| | Phone call | Out | Cr Karanouh re JO Meeting in Warren |
| | Discussion | | Concerned resident re Baradine skate park |
| | Letter | In | Dept Home Affairs re citizenship ceremonies |
| 28-Nov | Letter | In | Dept Planning and Environment re Inland Rail |
| 29-Nov | Meeting | Attended | Graeme Fleming re GM Review |
| | Email | In | Inland Rail consultative committee |

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| | | | |
|--------|------------|----------|--|
| 30-Nov | Meeting | Attended | Orana JO Workshop, Warren |
| | Discussion | | President Baradine Show re drought funding |
| | Discussion | | Baradine Show committee re drought funding |
| | Email | Out | Apology to Mayor's Christmas Party in Gunnedah |
| | Discussion | | Kiosk operator Baradine pool |
| | | | Weight of Loads Committee - Cr Coulton elected |
| 3-Dec | Meeting | Attended | Chair |
| | Discussion | | New owners of abattoir at Binnaway |
| | Letter | Out | Insp. Maher - congratulations on Police Award |
| 4-Dec | Phone call | In | Cr Turley re Coonabarabran-Mungindi Rd |
| | Discussion | | New owners of abattoir at Binnaway |
| 5-Dec | Meeting | Attended | Inland Rail with ARTC, JacobsGHD, GM and staff |
| | Letter | In | Dominic Perrottet MP re changes to parking fines |

MAYORAL MINUTE – Log of Kilometres Travelled

| Date of Journey | | Purpose of Journey | Odometer | | KM Travelled |
|--|----------|---|----------|--------|--------------|
| Start Date | End Date | | Start | Finish | |
| 6-Nov | | Dunedoo - TRRRC | 18932 | 19047 | 115 |
| 8-Nov | | Mendooran Community Consultation Meeting | 19047 | 19213 | 166 |
| 9-Nov | | Binnaway oval lights | 19213 | 19339 | 126 |
| 12-Nov | | Parkes - Newell Highway | 19339 | 19647 | 308 |
| 13-Nov | | Parkes to Dunedoo - Community Meeting | 19647 | 19867 | 220 |
| 14-Nov | | Dunedoo to Baradine | 19867 | 20020 | 153 |
| 15-Nov | | Council meeting - Coonabarabran | 20020 | 20130 | 110 |
| 16-Nov | | Coonabarabran - Allison Bridge opening | 20130 | 20247 | 117 |
| 17-Nov | | Coolah school function | 20247 | 20594 | 347 |
| 18-Nov | | Dubbo airport - travel to ALGA conference | 20594 | 20811 | 217 |
| 25-Nov | | Dubbo to Baradine | 20811 | 21113 | 302 |
| 29-Nov | | GM Review, Drought Communities Workshop | 21133 | 21158 | 25 |
| 30-Nov | | Warren - JO Meeting | 21158 | 21589 | 431 |
| 3-Dec | | Weight of Loads meeting | 21589 | 21700 | 111 |
| 5-Dec | | Inland Rail meeting | 21700 | 21761 | 61 |
| Total KM travelled for period 6/11/2018 - 5/12/2018 | | | | | 2809 |

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MAYORAL MINUTE – CREDIT CARD EXPENSES 9 Oct 2018 to 7 Nov 2018

| <u>Date</u> | <u>Transaction Details</u> | <u>Comments</u> | <u>Amount (\$)</u> |
|---|----------------------------|-----------------------------|--------------------|
| 15-Oct | Flight Centre | Country Mayors' Association | 413.29 |
| 24-Oct | Flight Centre | Mayors' Weekend conference | 245.34 |
| Total expenditure for period 9/10/2018 - 7/11/2018 | | | 658.63 |

RECOMMENDATION

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 6 November 2018 to 5 December 2018.
2. Notes the report on the Mayor's credit card expenses between 9 October 2018 and 7 November 2018 and approve payment of expenses totalling \$658.63.

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Item 2 Mayoral Minute – Renew our Libraries Campaign

Mayoral Minute

I am calling on Councillors to support the NSW Public Libraries Association and Local Government NSW in their advocacy to State Government for additional funds for Public Libraries.

Whilst Council receives funds from State Government, these have gradually declined. In 2015/16, State funding for Public Libraries covered only 7.5% of the total costs of operating the 368 libraries across NSW. The level of State Government funding for NSW public libraries has reached crisis point. This is an historic issue that has been ignored by successive NSW governments. The key issues are that:

- NSW public libraries receive the lowest per-capita funding from their State Government compared to all other states in Australia.
- NSW councils are currently paying 92.5% of the costs to operate public libraries, up from 77% in 1980.
- In 2015-16, NSW State Government funding for public libraries was only \$26.5 million compared to a contribution of \$341.1 million from Local Government. NSW councils are paying 12 times more than the State Government to provide library services to their communities.
- The total funding available through the NSW Public Library Funding Strategy is not indexed to population growth or consumer price index (CPI), thereby contributing to the ongoing attrition of State Government funding.
- The 2018-2019 State Budget delivered a 5% cut to current funding and cut access to all infrastructure funding for metropolitan areas
- Physical and virtual visitation, library borrowing and participation in library programs continue to increase year on year.
- Libraries play a major part in supporting the achievement of government literacy targets.
- Libraries provide collections, programs and spaces for marginalised groups including older people, refugee and multicultural communities, and people who are digitally disadvantaged.

In 2011, the NSW State Government made a pre-election commitment to comprehensively review the level and allocation of funding for NSW public libraries. The Library Council of NSW worked with the NSW Public Libraries Association and the State Library of NSW to develop an evidence-based submission.

The resulting submission Reforming Public Library Funding, recommending a fairer, simpler and more transparent method for the distribution of funds, was presented to the State Government in October 2012. Despite the undertaking of the State Government to comprehensively review funding for its public libraries, the recommendations of Reforming Public Library Funding were ignored and the funding model was neither reviewed nor improved.

In 2016, the then Minister for the Arts, the Hon. Troy Grant, undertook to review the matter of State Government funding for NSW libraries at the conclusion of the Fit For the Future program. It can be reasonably assumed that Fit For the Future has

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concluded, yet there has been no review of library funding nor any mention of libraries in the Government's pre-election undertakings. At the 2016 LGNSW Conference, the Premier Mike Baird committed to reviewing library funding.

The NSW Public Libraries Association has joined forces with Local Government NSW to establish a library funding advocacy initiative in the lead up to the 2019 NSW State election. The Renew Our Libraries strategy will be rolled out over the next 8 months to persuade the Government that its network of 368 public libraries has reached a funding flashpoint that, without significantly increased and sustainable funding, is at risk of imminent service reduction. The success of this approach relies heavily on the support of NSW councils, their libraries and their communities.

It should be noted that the following motion (submitted by the Blue Mountains City Council) was unanimously endorsed at the Local Government NSW 2017 Conference:

That Local Government NSW works with the NSW Public Libraries Association (NSWPLA) to develop a strategic partnership to:

- a) increase public awareness of the multiple roles that Local Government Public Libraries play in supporting the educational, social, cultural and economic outcomes in local communities*
- b) advocate, in the lead up to the March 2019 State election, for improved State Government funding for Local Government Public Libraries in NSW to enable public libraries to meet the growing needs of our local communities.*

As previously noted, this is not a party-political issue as every government since 1980 shares the blame for the current funding situation. Nevertheless, it is worth noting that the NSW Opposition released its Library Funding Policy on 26 March 2018 with an undertaking to increase overall funding to all suburban and regional NSW public libraries by \$50 million in the first term of government. This is a very significant pledge insofar as it is the first policy from any political party in recent history that undertakes to provide a significant and specified increase in state funding for public libraries.

NSW public libraries are governed by the Library Act 1939, a legislative instrument that was initially introduced to ensure the provision and ongoing sustainability of libraries through State Government and Local Government collaboration, and providing up to 50% of the funding required to establish and operate libraries. Since then local government has increasingly carried the funding burden with the situation deteriorating significantly since the 1980s. As a result, there are examples of attrition in library staffing, opening hours, collections, services and programs in a number of councils across the state.

Disappointingly, the 2018-19 NSW state budget delivered a 5% cut to current library funding and cut access to all infrastructure funding for metropolitan areas. The State Government has completely ignored the recommendation of its own expert panel, the Library Council of NSW which, in consultation with the State Library of NSW and the NSW Public Libraries Consultative Committee, recommended an increase in public

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library funding to \$30M in 2018-19. The public library grant funding component, which has been a budget inclusion for many years, has been scrapped entirely. This component financed a competitive grant project which has part-funded countless library infrastructure and service projects over many years.

On 24 August 2018 the NSW government announced a \$60 million funding commitment for NSW public libraries. This is as an important first step in the right direction and has thanked councils and supporters for their efforts so far. Further clarification is needed and further work is required to fix the long-term funding model for NSW public libraries. It is critical that any commitment of extra funding be recurrent, to ensure our public libraries can continue to grow and provide those valued services with certainty well into the future.

The NSW public library network is at serious risk. Neither this Council nor the broader NSW Local Government sector can continue with the high degree of uncertainty about the level of ongoing State Government funding for public libraries.

I am recommending that we support urgent action from the NSW local government sector and NSW Public Libraries Association / Local Government NSW, to reverse the ongoing deterioration of state funding for public libraries to ensure that local councils will not be forced to continue meeting the funding shortfall.

RECOMMENDATION

That Council:

1. Endorse the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, *Renew Our Libraries*.
2. Note the announcement by the NSW Government on 24 August 2018 of its intention to provide a \$60m funding package for NSW public libraries for the quadrennial period 2019-20 to 2022-23.
3. Support the ongoing Renew Our Libraries initiative to secure the pledged funding, clarify the funding components and liaise with the government regarding the funding model.
4. Support Renew Our Libraries to work with the Government to develop a sustainable future funding model with a view guaranteeing an appropriate level of ongoing and indexed state funding.
5. Make representation to the local State Member, Kevin Humphries, in relation to the need for ongoing additional funding from the NSW State Government for the provision of public library services.
6. Write to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for the provision of ongoing and indexed increases in state funding for NSW public libraries, supported by a sustainable future funding model.

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7. Take a leading role in activating the campaign locally.
8. Endorse the distribution of the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative information in Council libraries, as well as involvement in any actions arising from the initiative.
9. Formally advise the NSW Public Libraries Association and Local Government NSW that Council has endorsed the library funding advocacy initiative.

**DENIS TODD
MAYOR**

WARRUMBUNGLA SHIRE COUNCIL

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Item 3 Minutes of Ordinary Council Meeting – 15 November 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, 15 November 2018.

Options

Nil

Financial Considerations

Nil

Attachments

1. Minutes of the Ordinary Council Meeting held in Coonabarabran on Thursday, 15 November 2018.

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 15 November 2018 are endorsed.

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Item 4 Minutes of Traffic Advisory Committee Meeting – 22 November 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), Ms Jackie Barry (RMS) and Senior Constable Kelvin Kilsby (NSW Police).

IN ATTENDANCE: Mr Kevin Tighe (Director Technical Services), Mr Mustafa Kowsar (Acting Manager Asset & Design), Ms Cheyenne O'Brien (Road Safety Officer) and Mrs Tracy Cain (Minutes).

APOLOGIES: Nil.

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on 27 September 2018 be confirmed.

Shinton/Barry

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- Draft Guideline for School Bus Routes and Bus Stops – *on public display followed by a report to 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.
- 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. *As there are no policies or guidelines for the STARS Program RMS are currently conducting a trial on quieter roads not State Roads. Short term options are to be reconsidered including traffic control / VMS.*
- 'No Stopping' zones either side of pedestrian ramp at the intersection of Edwards Street and Cowper Street. Further investigation required.
- Long Vehicle Parking in Coolah – *Signs have been ordered and awaiting installation.*

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- Council and RMS information night on events that require a road closure.
Date to be confirmed for early 2019.

10.15 AM

Cr Peter Shinton left the meeting.

10.17 AM

Cr Peter Shinton re-joined the meeting.

AGENDA ITEMS

- a) Coonabarabran & District Chamber of Commerce – Proposed Closure of John Street for the 2019 Bunny Bazaar Event – 20 April 2019

Discussions were held regarding the roll out of 'Target Hardening' in NSW which includes the guidelines / recommendations for where crowds gather together and traffic is blocked by authorised vehicles so that traffic cannot access the area. Information regarding this matter to be sought from the RMS website.

RECOMMENDED that a request to close John Street, Coonabarabran on Saturday, 20 April 2019 between the hours of 7.30am and 2.00pm to conduct the annual 'Bunny Bazaar' Easter street event be approved, subject to compliance with:

- RMS Guidelines
- Council's Road Closure Guidelines
- RMS Road Occupancy Licence
- RMS Regional Special Events concurrence

Kilsby/Barry

- b) Proposed Road Closure for 2019 ANZAC Day Ceremonies in each Town of the Shire – 25 April 2019

RECOMMENDED that approval be given to close the following roads on Thursday, 25 April 2019 for the purpose of conducting an ANZAC Day March and Ceremony, subject to compliance with RMS Guidelines, Council's Road Closure Guidelines, RMS Road Occupancy Licence for State Roads, RMS Regional Special Events concurrence for State Roads that are closed and RMS Western Region concurrence for Regional Roads that are closed.

- Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street between 10.00am and 12.30pm.
- Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street between 10.00am and 1.00pm.
- Dunedoo/Leadville RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00am and 12.00pm.
- Mendooran RSL Sub Branch – Bandulla Street between Pampoo Street and Napier Street between 9.00am and 12.00pm.
- Binnaway RSL Sub Branch – Renshaw Street between Bullinda Street and Yarran Street between 9.30am and 12.00pm.
- Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00am and 12.30pm

Kilsby/Barry

- c) Coonabarabran RSL – Proposed Closure of John Street for the ANZAC Day Dawn Service – 25 April 2019

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RECOMMENDED that approval be given to a proposed road closure in John Street, Coonabarabran at the intersection of Dalgarno Street and John Street on 25 April 2019 between 5.57am and 6.20am for the ANZAC Day Dawn Service.

Kilsby/Barry

d) Coonabarabran LALC – Proposed Closure of John Street for National Sorry Day Memorial Walk – 26 May 2019

RECOMMENDED that approval be given to a proposed road closure in John Street, Coonabarabran from the Tennis Club to the Town Hall on Sunday, 26 May 2019 between 10.30am and 10.45am, subject to the Traffic Control Plan that involves NSW Police implementing a 'rolling road closure' on the southbound lane between the bridge and the Town Hall, and compliance with:

- RMS Guidelines
- Council's Road Closure Guidelines
- RMS Road Occupancy Licence
- RMS Regional Special Events concurrence

Kilsby/Barry

e) Proposed Signage for the Intersection of Gundare Road and Black Stump Way, Coolah

Matter deferred for discussion in General Business.

f) Installation of Sign on Road Approaches to Coolah (particularly near Caravan Park) – 'Reduce Noise – No Use of Exhaust Brakes'

Matter deferred for discussion in General Business.

g) RSO Monthly Report – October and November 2018

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

- Bike Week 2018 – project completed. It was noted that there was good attendance at the events held in Binnaway, Coolah and Coonabarabran.
- Child Car Seat Safety Checking Day – held at Baradine Preschool on Thursday, 13 September 2018.
- Plan B Win a Swag Competition – resources have been handed out. All hotels, clubs and pubs in the Shire have signed up to run the competition. Prizes are to be drawn in December 2018.
- Free Cuppa – promotional artwork to be ordered.
- Stock on Roads – preparation of media releases to raise awareness and educate drivers and stockman on safety tips for stock on roads.
- Learner Driver Supervisor Workshop – to be held in February 2019.
- Coonabarabran Community Expo – road safety promotional material and resources handed out.
- Speed Trailer – previously located in Coonabarabran opposite the High School. The speed trailer is currently in the workshop for repairs and will be put back out at the same location.

GENERAL BUSINESS

Proposed Signage for the Intersection of Gundare Road and Black Stump Way, Coolah

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The committee supported Council's decision that a W2-4 'Side Road Intersection Straight' sign be placed 100m south of Gundare Road on Black Stump Way, Coolah as per the sign plan. However, site distance should be factored into this decision to remain consistent with other roads in NSW.

Installation of Sign on Road Approaches to Coolah (particularly near Caravan Park) – 'Reduce Noise – No Use of Exhaust Brakes'

The committee determined that a G9-291-1 'Reduce Noise' sign be placed on Vinegaroy Road north of the Coolah Creek intersection and also on Black Stump Way approximately 200m north of the 50kph speed zone.

a) Upgrade Signs and Road Markings at the Dip in Binnaway

Safety concerns were raised regarding traffic not slowing down when entering the dip in Binnaway and that motorists did not appear to see the warning signs. It was recommended that blisters and dip warning signs be installed to narrow the road to emphasize the dip ahead. A proposed sign plan was presented to the committee.

RECOMMENDED that Council progress the concept of installing blisters and dip warning signs in Bullinda Street, Binnaway in accordance with Australian Standards and RMS Guidelines.

Kilsby/Barry

2357 Partnerships – Placement of a Christmas Tree in John Street, Coonabarabran

A request was received from 2357 Partnerships to erect a 12 foot Christmas tree with lights at the Court House in John Street, Coonabarabran. It was determined that the Road Safety Officer (RSO) and RMS confirm whether development consent was required as well as reviewing the lighting aspect.

Road Safety Strategic Plan

The Director Technical Services discussed the concept of developing a Warrumbungle Road Safety Strategic Plan to help guide RSO activities and address road safety issues for the area. It was noted that RMS had released a State Road Safety Plan of which current RSO funded projects relate to. The RSO is to provide a copy of the State Plan to the Committee for information.

There being no further business the meeting closed at 11.00 am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 28 February 2019 commencing 10.00 am.

RECOMMENDATION

That:

1. Council accept the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 22 November 2018.
2. A request to close John Street, Coonabarabran on Saturday, 20 April 2019 between the hours of 7.30am and 2.00pm to conduct the annual 'Bunny Bazaar' Easter street event be approved, subject to compliance with:

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- RMS Guidelines
 - Council's Road Closure Guidelines
 - RMS Road Occupancy Licence
 - RMS Regional Special Events concurrence
3. Approval be given to close the following roads on Thursday, 25 April 2019 for the purpose of conducting an ANZAC Day March and Ceremony, subject to compliance with RMS Guidelines, Council's Road Closure Guidelines, RMS Road Occupancy Licence for State Roads, RMS Regional Special Events concurrence for State Roads that are closed and RMS Western Region concurrence for Regional Roads that are closed.
- Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street between 10.00am and 12.30pm.
 - Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street between 10.00am and 1.00pm.
 - Dunedoo/Leadville RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00am and 12.00pm.
 - Mendooran RSL Sub Branch – Bandulla Street between Pampoo Street and Napier Street between 9.00am and 12.00pm.
 - Binnaway RSL Sub Branch – Renshaw Street between Bullinda Street and Yarran Street between 9.30am and 12.00pm.
 - Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00am and 12.30pm.
4. Approval be given to a proposed road closure in John Street, Coonabarabran at the intersection of Dalgarno Street and John Street on 25 April 2019 between 5.57am and 6.20am for the ANZAC Day Dawn Service.
5. Approval be given to a proposed road closure in John Street, Coonabarabran from the Tennis Club to the Town Hall on Sunday, 26 May 2019 between 10.30am and 10.45am, subject to the Traffic Control Plan that involves NSW Police implementing a 'rolling road closure' on the southbound lane between the bridge and the Town Hall, and compliance with:
- RMS Guidelines
 - Council's Road Closure Guidelines
 - RMS Road Occupancy Licence
 - RMS Regional Special Events concurrence.
6. Council progress the concept of installing blisters and dip warning signs in Bullinda Street, Binnaway in accordance with Australian Standards and RMS Guidelines.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 13 December 2018

Item 5 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 6 November 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 Fred Clancy (Chairperson), Cr Kodi Brady, Ms Emmah Varty (Netball), Mr Rob McMillan (Soccer) and Mr Dale Oliver (CRLFC).

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

APOLOGIES: Mr Gary McKernan (Boxing).

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held on Wednesday, 12 September 2018 be confirmed.

Brady/Weatherall

BUSINESS ARISING FROM THE MINUTES

- Children's playground within the grounds of the oval complex – discussion over proposed location.

RECOMMENDED that consultation occur with all users of the Coonabarabran Oval Complex on the location of proposed playground, including users of the Sport and Recreation building.

McMillan/Varty

- New Netball Courts – access for Emergency Services. 'No Parking' markings to be installed in front of the access gateway.
- Netball NSW Regional Carnival – a tentative date has been set for a Regional Netball Carnival in Coonabarabran – Sunday, 5 May 2019.

AGENDA ITEMS

- a) Nomination of Replacement Coonabarabran Rugby League Football Club (CRLFC) Representative(s)

The Committee accepted the Coonabarabran Rugby League Football Club nomination of Mr Dale Oliver as the replacement representative for Mrs Naomi Milsom.

WARRUMBUNGLE SHIRE COUNCIL

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b) Upgrade of Amenities at No 3 Oval

The following items were discussed in relation to the upgrade of amenities at Coonabarabran No 3 Oval:

- The Committee agreed that the existing toilet block, canteen and change rooms should be demolished.
- A quotation should be obtained for preparation of concept plans.

GENERAL BUSINESS

The following items were discussed without resolution:

- Access road into No 3 Oval – holes need filling – particularly near cricket nets.
- Lights at No 3 Oval – replacement bulbs.
- No power at canteen.
- Squash Courts – the Committee was advised that the process for hire is just about complete.
- Indoor Building – status of current project.
- Netting – cricket / indoor soccer. Existing nets no longer suitable and will be sold.
- Air Conditioner – dripping water.

Committee Membership – Additional Member

RECOMMENDED that representative from the Coonabarabran Rugby Union Club, Mr Brad Condon is accepted as a member of the Coonabarabran Sporting Complex Advisory Committee.

Brady/Oliver

There being no further business the meeting closed at 6.20 pm.

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

RECOMMENDATION

That:

1. Accepts the Minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on 6 November 2018.
2. Consultation occur with all users of the Coonabarabran Oval Complex on the location of proposed playground, including users of the Sport and Recreation building.
3. Representative from the Coonabarabran Rugby Union Club, Mr Brad Condon is accepted as a member of the Coonabarabran Sporting Complex Advisory Committee.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 13 December 2018

Item 6 Minutes of TRRRC 355 Advisory Committee Meeting – 7 November 2018

| | |
|----------------------------|---|
| Division: | Development Services |
| Management Area: | Property and Risk |
| Author: | Acting Manager Property and Risk – Kelly Dewar |
| CSP Key Focus Area: | Local Economy |
| Priority: | LE4 There are diverse products and services locally available and minimal economic leakage to larger regional areas |

MEETING OPENED: 4.10pm

PRESENT: Cr Denis Todd (Chair), Cr Wendy Hill, John Horne, Neville Stanford, Sue Stoddart, Mary Warren and Sally Dent

ATTENDING: Roger Bailey (*General Manager WSC*) Leeanne Ryan (*Director Development Services*), Kelly Dewar (*Acting Manager Property and Risk WSC*) and Darren Devenish (*Acting Manager Projects WSC*)

APOLOGIES: Cr Anne - Louise Capel, Fiona Luckhurst

HILL/WARREN

1. **DECLARATION OF PECUNIARY OR NON PECUNIARY INTEREST**

None.

2. **ACCEPTANCE OF THE MINUTES August 2018.**

RECOMMENDATION: that minutes of the Three Rivers Regional Retirement Community S355 committee meeting on 8 August 2018 be accepted

WARREN/STANFORD

3. **BUSINESS ARISING**

RECOMMENDATION: That the TRRRC Committee accept the nomination from Alice Mayers for the position of community representative, and the nomination be presented to Council at the December Council Meeting.

HILL/STODDART

4. **LETTER FROM DUNEDOO / MENDOORAN AGED HOSTEL LTD COMMITTEE**

Letter tabled from the Dunedoo / Mendooran Aged Hostel Ltd Committee in relation to the TRRRC project. A lengthy discussion was held amongst the committee members relating to matters raised in the letter.

5.14pm Neville Stanford and Roger Bailey left the meeting

5. **CAPITAL WORKS UPDATE – Acting Manager Projects**

Update on the project for the last month is as follows:

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- Unit 1 – Frame and trusses installed. Plumbing, electrical, air conditioning, rough in complete. This unit is still to pass the critical frame inspection. There has been no further works to the unit since last report.
- Unit 2 – Frame and trusses installed. Plumbing, electrical, air conditioning, rough in complete. This unit is still to pass the critical frame inspection. Verandah slabs front and rear are constructed. Roof iron has been fixed.
- Unit 3 – Frame and trusses installed. Plumbing, electrical, air conditioning, rough in complete. This unit has still to pass the critical frame inspection. Verandah slabs front and rear are constructed. Roof iron has been fixed.
- Unit 9 - Gyprock has been set. The unit is ready for fix out. Bathroom and WC tiled. There has been no further works to the unit since last report.
- Unit 10 - Gyprock has been set. The unit is ready for fix out. Bathroom and WC tiled. There has been no further works to unit since last report.
- Units 11, 12 - Gyprock has been set. The unit is ready for fix out. Bathroom and WC have floor bedded for tiling. There has been no further works to the unit since last report.
- Units 13, 14 – Unit 13 and 14 need to have defects rectified to then pass the critical frame report. There has been no further works to the unit since last report.
- Units 15, 16 – Front and rear verandahs are complete. Gyprock is hung and set. Bathroom and WC have been waterproofed. There has been no further works to the unit since last report.
- Units 17, 18 – Front and rear verandahs are complete. Gyprock is hung and set. Bathroom and WC have been waterproofed. There has been no further works to the unit since last report.
- Units 4, 5, 6, 7, 8, 25, 26 and 27 and the Community Centre site are working ready.

The Appliance Schedule in the Tender indicates that the appliances in the units will be Westinghouse for the cooktop, range hood, oven and dishwasher. The community centre appliances will be Westinghouse for the cooktop, range hood, fridge and boiling water unit.

HILL/WARREN

6. **TRRRC RENT ASSISTANCE – CENTRELINK PAYMENTS REPORT** – Acting Manager Property and Risk

Deferred to next meeting.

STODDART/HORNE

7. **TRRRC SELLING UNITS OFF THE PLAN REPORT** – Acting Manager Property and Risk

RECOMMENDATION: that Council not pursue sale of the Three Rivers Regional Retirement Community units off the plan at this stage.

WARREN/HORNE

8. **TRRRC ACTING MANAGER PROPERTY AND RISK UPDATE** – Acting Manager Property and Risk

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 13 December 2018

RECOMMENDATION: That the TRRRC Acting Manager Property and Risk Update Report be received and noted.

WARREN/STODDART

9. NEW BUSINESS

Media Releases – request has been made that Council issued media releases relating to the TRRRC be forwarded to the Committee just prior to being sent to media outlets so the Committee see them before they are published in the media.

The committee congratulated Council staff at Dunedoo, particularly Dave Smith, on keeping the TRRRC site clean and tidy. It was also acknowledged the good work the crew have undertaken with growing plants ready for transplanting to the TRRRC gardens when established.

10. NEXT MEETING: First Wednesday of each month at the Old Bank Building Meeting Room – next meeting TBC

MEETING CLOSED: 5.36pm

RECOMMENDATION

That Council:

1. Notes the minutes of the Three Rivers Regional Retirement Community S355 Committee meeting held at Dunedoo on 7 November 2018.
2. Accept the nomination from Alice Mayers for the position of community representative on the Three Rivers Regional Retirement Community S355 Committee.
3. Not pursue sale of the Three Rivers Regional Retirement Community units off the plan at this stage.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 13 December 2018

Item 7 Minutes of Local Emergency Management Committee Meeting – 19 November 2018

| | |
|-----------------------------|---|
| Division: | Technical Services |
| Management Area: | Technical Services Management |
| Author: Southwell | Emergency Services Co-ordinator – Phil |
| CSP Key Focus Area: | Our Natural Environment |
| Priority: | P12 The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management |

PRESENT: Kevin Tighe (Chairperson) (LEMO), David Maher (LEOCON), Kel Wise (REMO), Rodney Coombes (VRA Coonabarabran), Lisa Obst (NSW Ambulance), Bob Cosgrove (SES Baradine), Dave Smith (SES Dunedoo), Michael Robinson (RFS), Andrew Young (RFS), Stephen Gilbert (VRA Coolah), Anthony Hojel (NSWF&R) and Brad Size (NSWF&R).

IN ATTENDANCE: Phil Southwell (Minutes) (WSC).

APOLOGIES: Rod Williams (VRA Coolah), Nigel Boyce (LLS), Phil Lalor (SES Dubbo HQ), Russell McArthur (Alt LEOCON), Corey Philip (RFS), Len Roberts (Essential Energy) and Tom Cooper (NSWF&R).

MINUTES OF PREVIOUS MEETING

The minutes for the previous meeting were available prior to the meeting and also at the meeting for all committee members. Minutes accepted.

Minutes Accepted – Robinson/Cosgrove

BUSINES ARISING

1. Animal Disposal Department of Primary Industry (DPI) Policy document (*see Agenda Item*).
2. Letter of appreciation from Local Emergency Management Committee (LEMC) to Baradine Emergency Information Hub. Inspector David Maher will organise with Corey Philip (RFS) a suitable time to present these letters. Still outstanding, LEOCON to check with RFS for a date.
3. 'Warrumbungle Hightops 2018'
Exercise 'Warrumbungle Hightops 2018' still has an outstanding report and requires agencies to complete the Agency Evaluation Reports. Agencies include Police Rescue, VRA and RFS.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 13 December 2018

4. Standard Operating Procedure (SOP) – Emergency Operations Centre (EOC) Set Up for an Emergency
LEMC had an EOC ‘set up’ session on Monday, 10 September 2018 to check our ability to set up the EOC quickly.
5. Asbestos Issues for House Fires (*see General Business*).

AGENDA ITEMS

1. Contact Lists – *To be distributed via email.*
2. REMO Report – Kel Wise *provided a written report (previously attached).*

Summary Report

- (i) Regional Emergency Management (EM) Plans are waiting approval from State Emergency Management Committee (SEMC).
 - (ii) Local EM Plans will need to be revisited in the near future.
 - (iii) Consequence Management Guide (CMG) for Transport Accidents involving Animals is required by LEMC (*see Agenda Item*).
 - (iv) Training at Coonabarabran Fire Control Centre (FCC) in October was well attended with around a dozen participants for each day attending.
3. Events – *Summary of Events within the Shire*
 - a) Coonabarabran Christmas Spectacular 22/12/2018
 - b) Baradine Christmas Parade 24/12/2018
 - c) Coolah Christmas Parade 07/12/2018
 - d) Cassilis Rodeo 01/02/2019 – 02/02/2019
(*outside Shire but uses EM assets*)
 - e) Dunedoo Show 09/02/2019

4. Animal Destruction and Disposal – DPI Policy TI-O-158
With the release of a new policy document from DPI, at the last meeting, the concern that our LEMC does not have a CMG for Transport Accidents involving Animals was discussed and the Local Land Services (LLS) was approached to provide a Draft CMG to this meeting.

LLS forwarded a copy that was distributed prior to the meeting. After a lengthy discussion the document was edited and will be forwarded on to the committee for final endorsement at the next meeting.

5. Bush Fire Planning for Schools
Michael Robinson reported to the meeting that the public schools within the Shire had contacted him with a new Emergency Plan template that required schools to manage emergencies and relocation events.

The committee should be aware of these plans and work with schools in ensuring that the planning is in line with the committee’s evacuation concepts. The plans will be distributed as they become available.

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6. Standard Operating Procedure – Road Closure Additional Information

Following the Sir Ivan S44 Debrief a local 'Road Closure SOP' was drafted and presented at the last meeting. Information from Kel Wise reported that Region received information from the SEMC of an Interagency SOP Card, regarding Traffic Control Points (Road Closures).

The committee suggested that our Draft SOP on Road Closures should be cross referenced with this document, with the view of including it in our EM Plan.

The new Interagency SOP (*distributed prior to the meeting*) being a standard State document and also, comprehensive in its approach was suggested as a better document than the local SOP.

It was thus endorsed by the committee, and will be attached to the Warrumbungle EM Plan.

GENERAL BUSINESS

EXERCISES

1. 'Starship Enterprise'

The committee confirmed that Exercise 'Starship Enterprise' goes ahead, with a suggested date of Friday, 24 May 2019.

The event is one day exercise, testing *RECOVERY* and will require invitations to the community to participate. The location is Coonabarabran.

For the community to be fully involved will require Council, the Mayor and General Manager to 'sell' this to the community to gain involvement and make the exercise more realistic and thus provide better outcomes for community resilience.

2. Asbestos Issues for House Fires

A previous letter from Council's Environmental Health Officer indicated that Council has a responsibility to the public in the management of asbestos from house fires. The new local arrangement is for NSWFR and RFS to notify Council of any house fires.

The committee suggested that it should be addressed at a higher level so that it is standard practice for all agencies in the State. Kevin (LEMO) indicated that Council was promoting a better solution through the Shires Association.

3. New SES Structure

Kel Wise presented a Circular explaining the new SES structure for the State. The changes will have minimal effect in our LEMC.

CORRESPONDENCE

1. DPI email request clarification on Item 9
2. LLS request for CMG (*sent and received*)
3. Council request for policy on waste disposal
4. CW REMO Report (Kel Wise)
5. Essential Energy Media Release

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 13 December 2018

DATE OF NEXT MEETING

The next meeting will be held on Monday, 18 February 2019 at the Coonabarabran RFS Building.

Usual times for Rescue Meeting at 6.30pm and LEMC meeting at 7.00pm.

MEETING CONCLUDED

As there was no further business the formal part of the meeting concluded at 8.56pm.

RECOMMENDATION

That Council notes the minutes from the Local Emergency Management Committee held on 19 November 2018 at Coolah.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 13 December 2018

Item 8 Minutes of Economic Development and Tourism Advisory Committee – 26 November 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 |

Present: A Bell, Cr Capel, D Burton, S Edwards, V Evans, J Young, M Wood, B Condon, A Wherrett, M Fleming, L Cutts, E Rickert

In Attendance: J. Houghton (minutes)

Cr Capel chaired meeting commencing with acknowledgement of Country.

Meeting opened 11.30am

1.3 Apologies

K Olsen, M Rickert, L Ryan, Cr Brady.

Young/Burton

2 Declaration of Pecuniary and Non Pecuniary Interests

Viv Evans declared an interest in the Old Gallery.

3 Minutes of Previous Meeting

September recommendations accepted by October Council meeting

Burton/Young

3.1 Business Arising from Minutes

Nil

3.2 Action Sheet

Manager reported on actions.

4. Reports

4.1.1 Draft Strategic Economic Development Plan and Action Priorities Report

Recommended that the amended Draft Economic Development and Tourism Strategy be endorsed by Council for Public Exhibition

Young/ Wood

4.1.2 Shire Boundary Signs Report

WARRUMBUNGLE SHIRE COUNCIL

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Recommended that the locations for the third round of shire boundary incorporating a Gamilaroi Country bar, be located on the boundaries of Warrumbungle Shire and

- Coonamble Shire (on Coonamble Baradine Road);
- Dubbo Regional Council (on Forest Road, Mendooran); and
- Gilgandra Shire (at Warrumbungle National Park entrance)

Young/Burton

4.1.3 Terms of Reference Report

Recommended that Council endorses the draft Terms of Reference for the EDT Advisory Committee (attached).

Wood/Young

4.1.4 Visitor Information Centre Report

Recommended that the Visitor Information Centre Report be received and noted.

Wood/Evans

4.1.5 Tourism Report

Dark Sky Park Initiatives include Astro-photography Event 'Celebrate our Cosmos' competition for 2019

Recommended that the Tourism Report be received and noted

Edwards/Young

4.1.6 Economic Development Report

- Much dissatisfaction with the NBN - Mark Coulton requires letters expressing concerns from people who are having issues, or having trouble with providers.
- Electrical Car Charging Point – to be located in the VIC car park.

Recommended that the Economic Development Report be received and noted.

Cutts/ Edwards

4.1.7 CDC Report

It was noted that the report was not received in time.

Young/Burton

5. New Business

5.1 Castlereagh Family Day Care Service

Concerns raised about loss of local employment and time taken to provide financial figures related to the service.

5.2 New promotional video for Warrumbungle National Park.

5.3 Great Western Plains

Holidaying with Kids Social Media Campaign in January.

5.4 Overseas tourism opportunity

Opportunity to advertise to UK market.

Meeting Closed: 1.30pm

Next Meeting: Wednesday 27 February 2019 at 2.00pm

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 13 December 2018

Attachments

1. Draft Terms of Reference – Economic Development and Tourism Advisory Committee

RECOMMENDATION

That Council:

1. Accepts the minutes of the Economic Development and Tourism Advisory Committee Meeting 26 November 2018.
2. That the amended Draft Economic Development and Tourism Strategy be endorsed by Council for Public Exhibition.
3. Proceeds with the installation of Shire Boundary signs on the boundaries of Warrumbungle Shire and
 - Coonamble Shire (on Coonamble Baradine Road);
 - Dubbo Regional Council (on Forest Road, Mendooran); and
 - Gilgandra Shire (at Warrumbungle National Park entrance).
4. Endorses the draft Terms of Reference for the Economic Development and Tourism Advisory Committee.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 13 December 2018

Item 9 Minutes of Plant Advisory Committee Meeting – 27 November 2018

| | |
|----------------------------|---|
| Division: | Technical Services |
| Management Area: | Fleet Services |
| Author: | Director Technical Services – Kevin Tighe |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority: | GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk. |

PRESENT: Cr Ray Lewis (Chairperson), Cr Anne-Louise Capel and Cr Ambrose Doolan.

IN ATTENDANCE: Mr Kevin Tighe (Director Technical Services), Ms Louise Johnson (Acting Director Corporate Services) (via telephone in Coolah) and Mr Chris Staniforth (Manager Fleet Services).

APOLOGIES: Nil.

CONFIRMATION OF MINUTES

RECOMMENDED that minutes of the Plant Advisory Committee meeting held on Monday, 29 October 2018 be accepted.

Capel/Doolan

BUSINESS ARISING FROM THE MINUTES

Nil.

AGENDA ITEMS

a) Replacement of Plant Item No 97 – Wheel Loader – Warrumbungle Quarry

The Committee was advised that the best deal for Council is to purchase one (1) Doosan DL300 Wheel Loader from Tracserv Pty Ltd that complies with tender specifications at a price of \$249,960.00 (ex GST) and that Council sells Plant Item No 97 to Pickles Auctions Tamworth for a price of \$109,090.91 (ex GST) resulting in a changeover price of \$140,869.09 (ex GST) being \$79,130.91 under budget.

RECOMMENDED that Council purchase one (1) Doosan DL300 Wheel Loader with a general purpose bucket from Tracserv Pty Ltd at a price of \$249,960.00 (ex GST) and that Council sells Plant Item No 97 to Pickles Auctions Tamworth.

Capel/Doolan

b) Replacement of Plant Item No 103 – Articulated Motor Grader – Road Operations Coonabarabran

The Committee was advised that the best deal for Council is to purchase one (1) Caterpillar 12M Motor Grader with front bull blade from Westrac Pty Ltd that complies with tender specifications at a price of \$391,971.28 (ex GST) and that Council

WARRUMBUNGLE SHIRE COUNCIL

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auction Plant Item No 103 at Pickles Auctions Tamworth with a reserve price of \$160,000 (ex GST) resulting in a changeover price of \$231,971.28 (ex GST) being \$11,971.28 over budget depending on auction results.

RECOMMENDED that Council purchase one (1) Caterpillar 12M Motor Grader with front bull blade from Westrac Pty Ltd at a price of \$391,971.28 (ex GST) and that Council auction Plant Item No 103 at Pickles Auctions Tamworth.

Lewis/Doolan

c) **Replacement of Plant Item No 113 – Smooth Drum Roller – Road Operations Coolah**

The Committee was advised that the best deal for Council is to purchase one (1) Caterpillar CS68B Smooth Drum Roller with compaction meter from Westrac Pty Ltd that complies with tender specifications at a price of \$157,060.68 (ex GST) and that Council sells Plant Item No 113 to Regional Auctions Dubbo for a price of \$65,454.55 (ex GST) resulting in a changeover price of \$91,606.13 (ex GST) being \$28,393.87 under budget.

RECOMMENDED that Council purchase one (1) Caterpillar CS68B Smooth Drum Roller with compaction meter from Westrac Pty Ltd at a price of \$157,060.68 (ex GST) and that Council sells Plant Item No 113 at Regional Auctions Dubbo.

Lewis/Capel

d) **Replacement of Plant Item No 115 – Smooth Drum Roller – Road Operations Coolah**

The Committee was advised that the best deal for Council is to purchase one (1) Caterpillar CS68B Smooth Drum Roller with compaction meter from Westrac Pty Ltd that complies with tender specifications at a price of \$157,060.68 (ex GST) and that Council sells Plant Item No 115 to Regional Auctions Dubbo for a price of \$56,363.64 (ex GST) resulting in a changeover price of \$100,697.04 (ex GST) being \$19,302.96 under budget.

RECOMMENDED that Council purchase one (1) Caterpillar CS68B Smooth Drum Roller with compaction meter from Westrac Pty Ltd at a price of \$157,060.68 (ex GST) and that Council sells Plant Item No 115 at Regional Auctions Dubbo.

Lewis/Doolan

GENERAL BUSINESS

Plant Utilisation Report as at 23 November 2018 – Plant, Truck and Minor Plant

The Plant Utilisation Report as at 23 November 2018 for Plant, Truck and Minor Plant was noted. It was also noted that the report contains a number of 'miscellaneous' items that should be deleted.

There being no further business the meeting closed at 10.08 am.

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 13 December 2018

Financial Considerations

The cumulative impact of recommended purchases on the budget is an under budget expenditure of \$114,856.46.

RECOMMENDATION

That Council:

1. Accept the Minutes of the Plant Advisory Committee meeting held at Coonabarabran on 27 November 2018.
2. Purchase one (1) Doosan DL300 Wheel Loader with a general purpose bucket from Tracserv Pty Ltd at a price of \$249,960.00 (ex GST) and that Council sells Plant Item No 97 to Pickles Auctions Tamworth.
3. Purchase one (1) Caterpillar 12M Motor Grader with front bull blade from Westrac Pty Ltd at a price of \$391,971.28 (ex GST) and that Council auction Plant Item No 103 at Pickles Auctions Tamworth.
4. Purchase one (1) Caterpillar CS68B Smooth Drum Roller with compaction meter from Westrac Pty Ltd at a price of \$157,060.68 (ex GST) and that Council sells Plant Item No 113 at Regional Auctions Dubbo.
5. Purchase one (1) Caterpillar CS68B Smooth Drum Roller with compaction meter from Westrac Pty Ltd at a price of \$157,060.68 (ex GST) and that Council sells Plant Item No 115 at Regional Auctions Dubbo.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 13 December 2018

Item 10 Minutes of Coonabarabran Swimming Pool Advisory Committee Meeting – 27 November 2018

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

PRESENT: Cr Peter Shinton (Chairperson), Cr Ambrose Doolan, Mr David Hunter, Ms Krista Holmesby, Mr Brett England, Ms Paula Duggan and Ms Dianne Dow.

IN ATTENDANCE: Mr Kevin Tighe (Director Technical Services) and Mr Shane Weatherall (Manager Urban Services) and Ms Sharmaine Kennedy (Supervisor Pools).

APOLOGIES: Ms Narda Abel, Ms Fay Chapman and Ms Sharmaine Kennedy (Supervisor Pools).

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Coonabarabran Swimming Pool Advisory Committee meeting held on Wednesday, 22 August 2018 be confirmed.

Hunter/Dow

BUSINESS ARISING FROM THE MINUTES

Nil.

AGENDA ITEMS

- a) Review of Plans and Funding Submissions for Coonabarabran Memorial Pool – Regional Facility Project
 - Discussion held on feedback received for the unsuccessful funding application under the NSW Government's Regional Sports Infrastructure Fund (RSIF). It was noted that Council's application scored highly in relation to meeting objectives of the funding program and in aligning with Regional and State strategies for sport. Council's application could have been stronger in relation to affordability criteria, particularly in relation to meeting expected life cycle costs, and it could have been stronger in relation to project risk. Of the 38 projects invited to make a business case submission, 21 projects were successful in competing for a share of the \$100m on offer.
 - It was acknowledged that detailed designs have not been prepared for the pool project and those assumptions around project risk and affordability can be better demonstrated if site investigations were undertaken including condition assessment of existing concrete floor in the main pool.

WARRUMBUNGLE SHIRE COUNCIL

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- Discussion was held around staging the implementation of the pool upgrade project and that upgrade works should be undertaken according to the list of prioritised outcomes presented in Council's RSIF application.
- Discussion took place around development of detailed designs and construction specifications for the project.
- It was suggested that all Councillors receive a copy of the Regional Sports Infrastructure Fund (RSIF) feedback report and an allocation is made in the 2019/20 budget for preparation of detailed design plans.

RECOMMENDED that a process of preparing detailed designs and construction specifications in accordance with sketch plans prepared by the Coonabarabran Swimming Pool Advisory Committee for upgrading the Coonabarabran Memorial Pool is undertaken.

Dow/Hunter

GENERAL BUSINESS

Nil.

There being no further business the meeting closed at 6.05pm.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Tuesday, 12 February 2019 commencing 5.00 pm.

Financial Considerations

There is no budget allocation for preparation of designs and construction specifications. The cost of preparing designs and specifications is not known until a brief is prepared and indicative quotations obtained. It is expected that cost estimates will be prepared and presented to Council as a budget submission for 2019/2020.

RECOMMENDATION

That:

1. Council accept the Minutes of the Coonabarabran Swimming Pool Advisory Committee Meeting held at Coonabarabran on 27 November 2018.
2. A report is provided on a process for preparing detailed designs and construction specifications in accordance with sketch plans prepared by the Coonabarabran Swimming Pool Advisory Committee for upgrading the Coonabarabran Memorial Pool.

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Item 11 Councillors' Monthly Travel Claims – November 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 November 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 | November | 3300 | 0.78 | 2574.00 |
| Cr Todd | November | 0 | 0.78 | - |
| Cr Brady | November | 0 | 0.78 | - |
| Cr Capel | November | 0 | 0.78 | - |
| Cr Clancy | November | 0 | 0.73 | - |
| Cr Doolan | November | 310 | 0.78 | 241.80 |
| Cr Hill | November | 530 | 0.68 | 360.40 |
| Cr Iannuzzi | November | 210 | 0.78 | 163.80 |
| Cr Lewis | November | 694 | 0.78 | 541.32 |
| | | | Total for November: | 3,881.32 |

Options

Nil

Financial Considerations

Outlined above.

RECOMMENDATION

That the Councillors' monthly travel claims for November 2018 in the amount of \$3,881.32 is received for Council's information.

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Item 12 ALGA National Roads Congress in Alice Springs – 20-22 November 2018

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

Reason for Report

To report to Council in accordance with Council Policy on the Australian Local Government Association (ALGA) National Roads Congress held in Alice Springs on 20-22 November 2018.

Commentary

The ALGA National Roads Congress was held on 20-22 November 2018 in Alice Springs and attended by Cr Lewis and myself.

Delegates from councils across Australia were present at the Congress.

The agenda covered the following topics:

- The role of local government in transport.
- Local government's position
 - Collaboration
 - Funding
 - Capacity and Capability Building
- Transport Challenges
 - Demographic Changes
 - Technological Transformation and Market Disruption
 - Increasing Freight Task
 - Impacts of Climate Change
 - Changes to the Nature and Location of Work
 - Governance
 - Financing Transport
- Major Transport Themes
 - Liveability
 - Transformation
 - Productivity
 - Heavy Vehicle Road Reform
 - Zero Harm – Road Safety

The following presentations were made:

- Allan Garcia, CEO Infrastructure Tasmania – 'Integrating people, land use and transport'

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- Prof. Narelle Haworth, Centre Director, Centre for Accident Research and Road Safety - Queensland – ‘It’s time to stop counting the dead’
- David Bobbermen, Safety Program Manager, Austroads – Network-wide road design
- Peter Frazer, President, Safer Australian Roads and Highways Inc. – ‘Raising the Bar’: showing your road safety leadership’
- Jerry Tan, Safety Specialist, BHP Billton – Innovation: pavements
- Jamie French, General Manager, ITS and On Road Electrical, Downer Group – Smart City Applications: lessons learned

RECOMMENDATION

That Council notes the Delegate’s Report in relation to the Local Government Annual Conference held in Albury on 21-23 October 2018.

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Item 13 Binnaway Sewerage Scheme Funding

| | |
|----------------------------|--|
| Division: | Executive Services |
| Management Area: | Warrumbungle Water |
| Author: Wiebels | Manager Warrumbungle Water – Cornelia |
| 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 advise Council that the funding application for the Binnaway Sewerage Scheme (project Phase 2) was successful; provide summary information on the project; and to explore funding options for Council's share in the Binnaway Sewerage Scheme project from community contributions.

Background

Following a preliminary Options Assessment on sewerage collection and treatment systems in the township of Binnaway, an Expression of Interest followed by a detailed application for funding under the Safe and Secure Water Program were submitted. Council has recently been informed that the submission was successful and a draft funding deed is in preparation.

Outstanding is the signing of the funding deed, preparation of tenders documents, calling of tenders, evaluation of tender submissions and award of contract.

The scope of project Phase 2 includes:

- Consultation with NSW Department of Industry – Water
- Formation of a community reference group
- Preferred options study
- Community consultation
- Preferred site selection
- Concept design for the collection and treatment systems
- Environmental impact assessment.

This project phase is anticipated to be completed in 2020, a time schedule is provided in Attachment 1.

Issues

As Binnaway has not had sewerage previously, no contributions through rates and usage fees from this part of the community are present within Council's sewer fund. As per item 3 in Council resolution 103/1819, Council's share in the funding of the Binnaway Sewerage Scheme project – through community contributions – needs to be explored.

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There are two parts to Council's share in the project cost: the current (lesser) contribution to project Phase 2 and a future (significant) contribution to project Phase 3.

Options

There are generally three options to cover the cost for Council's share in the project:

1. Use current sewer fund. (This option is not preferred as it would mean that all other communities already connected to sewer would bear the cost for the Binnaway works.)
2. Contribution from Binnaway rate payers (here the 287 water rate payers are considered, assuming these will also connect to sewer).
3. Contribution from all 6,000 Shire rate payers.

For options 2 and 3 there are three different scenarios:

- A. A one off payment per rate payer.
- B. Use Council's sewer fund to loan the money to the community, which would mean loss in income due to loss in investment but better interest rates to the community. An interest rate of 2.5% is assumed in this scenario, based on past experience.
- C. Take out a loan, which would mean higher interest rates. 5% is assumed under this scenario based on the current repayment arrangement for the Mendooran Water Treatment Plant.

Financial Considerations

Council's share in project Phase 2 is \$132,500, \$30,000 have already been budgeted for, leaving \$102,500.

Council's share in project Phase 3 is estimated to \$1,792,500.

The tables below summarise Options 1, 2, 3 and A, B, C for Council's share in project Phase 2:

| | Option 1: Sewer fund | Option 2: Binnaway community (287 water rate payers) | Option 3: Whole community (6,000 rate payers) |
|---|-------------------------|--|---|
| | \$102,500 | - | - |
| Scenario A – one off payment | - | \$357.14 | \$17.08 |
| Scenario B – use Council fund (2.5% interest rate), 10 year repayment | - | \$40.81 | \$1.71 |
| Scenario B – use Council fund (2.5% interest rate), 20 year repayment | - | \$22.91 | \$0.85 |
| Scenario C – take out loan (5% interest rate), 10 year repayment | - | \$46.25 | \$2.21 |

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And Council's share in project Phase 3:

| | Option 1: Sewer fund | Option 2: Binnaway community (287 water rate payers) | Option 3: Whole community (6,000 rate payers) |
|---|-------------------------|--|---|
| | \$1,792,500 | - | - |
| Scenario A – one off payment | - | \$6,245.64 | \$298.75 |
| Scenario B – use Council fund (2.5% interest rate), 10 year repayment | - | \$713.62 | \$34.13 |
| Scenario B – use Council fund (2.5% interest rate), 20 year repayment | - | \$400.64 | \$19.16 |
| Scenario C – take out loan (5% interest rate), 10 year repayment | - | \$808.84 | \$38.69 |

A further option would be the establishment of a Council wide annual levy to build a long term project fund. This levy could be \$50. Assuming an investment interest rate of 3.5%, a fund of \$1,116,725 would build over 10 years, with the Binnaway Sewerage Scheme contribution to project Phase 3 being paid off.

Attachments

1. Time schedule for Binnaway Sewerage Scheme, project Phase 2

RECOMMENDATION

That Council:

1. Notes this report on the Binnaway Sewerage Scheme Funding.
2. Accepts the Phase 2 funding for the Binnaway Sewerage Scheme.
3. Funds its remaining share of \$102,500 in project Phase 2 to 100% from Binnaway water rate payers (\$357.14 per rate payer as a one-off payment).
4. Undertakes consultation with the Binnaway Community for this proposal to provide sewer to the community and forecast that a loan charge over 10 years be applied for Phase 3 of the project.

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Item 14 Coonabarabran Emergency Water Supply Project – December 2018 Update

| | |
|----------------------------|---|
| Division: | Executive 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 30 November 2018.

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

| Bore No | Bore name/location | Bore depth, new bores (m) |
|----------------|---|----------------------------------|
| 1 | Robertson Street | |
| 2 | Namoi Street, South of river | |
| 3 | Namoi Street, North of river, new (closest to river) | 90 |
| 4 | Namoi Street, North of river, old (closest to White Street) | |
| 5 | Nandi Park | 48 |
| 6 | WTP*, old | |
| 7 | WTP*, new | 88 |
| 8 | Nandi Creek | 150 |
| 9 | <i>Morrissey's Corner – discontinued/not equipped due to insufficient yield</i> | 150 |
| 10 | Homeleigh Drive | 150 |
| 11 | Bart Bok | 136 |
| 12 | New bore at Timor Dam | 150 |

*WTP = Water Treatment Plant, Coonabarabran

Issues

1. Timor Dam Level

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The water level in Timor Dam is currently at 21.4%. This represents an increase of 0.1% since the last report in November due to recent rainfalls.

Gravity draw down is not possible and the dead storage pump out system will need to be used if sourcing of dam water is required.

2. Consumption

The 7-day average daily usage was stable at 0.84 – 0.85 ML/day over the last 3 weeks.

3. Standpipe Usage

Between 7/11/2018 and 21/11/2018 a total of 38kL was purchased from the Coonabarabran standpipe through commercial water carters. This amounts to an average of 2.5kL/day, representing a reduction of 950L/day compared to the last report in November.

4. Supply

Until recently and over the past months, Council has been drawing all its town water supply 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 had been supplied through the Bart Bok Bore (No 11) since early October.

5. New Bores

After the connection of power to Bores No 5, 8 and 10, the bores at Nandi Creek (No. 8) and Homeleigh Drive (No. 10) were commissioned, providing additional security to the town water supply. The bore at Nandi Park (No. 5) had an issue with the bore pump and is anticipated to be online by early December.

Pump sizing and licencing for bore No. 12 can now proceed with the hydrogeological report recently received.

6. Equipment of Bores

Depths of the old bores (No 1, 2, 4 and 6) need to be confirmed prior to equipment with level measurement instrumentation.

7. Water licencing

Current available entitlements are:

| Entitlement (ML/year) | Water source (management zone) | Water Sharing Plan | Access/Storage | Location |
|------------------------------|--|---|--|------------------------------|
| 800 | Castlereagh River Above Binnaway Water Source (Castlereagh River – Timor Dam to Pound Yard Weir Management Zone) | Castlereagh (below Binnaway Unregulated and Alluvial Water Sources) | In-river dam (1,140 ML), Pound Yard Weir | Timor Dam, Castlereagh River |

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| Entitlement (ML/year) | Water source (management zone) | Water Sharing Plan | Access/Storage | Location |
|-----------------------|--------------------------------------|---|----------------|---------------------------|
| 50 | Southern Recharge Groundwater Source | Great Artesian Basin Groundwater Source | Artesian bores | Coonabarabran (all bores) |

Since Timor Dam has failed as main town supply, the groundwater allocation of 50ML/year is insufficient to supply the township with water. Between 1 July and 23 November 54.8ML have already been used.

Council wrote to both DOI Water and the Minister in September, requesting additional permanent aquifer allocation. A formal reply to this letter has not yet been received.

Meanwhile, and after discussion with DOI Water, Council is in the progress of purchasing a temporary allocation of 75ML from Gilgandra Shire Council. The purchase cost is \$50/ML (\$3,750 plus), which will be funded from the emergency funds.

8. Additional Water Security – Groundwater Pipeline

An EOI for funding under the Safe and Secure Water Program to construct a dedicated groundwater pipeline between the Bart Bok bore (No 11) and the WTP had been submitted - an invitation to prepare a detailed application has now been received. The project includes the installation of a 8.7km long and 200mm diameter pipeline parallel to the current gravity feed main coming from Timor dam. If funding is received, the project would take approximately 12 months to complete.

9. Water restriction levels

With the increased water security of additional available bores, the intention is to ease the level of restriction from 6 to a modified 5, in order to enable residents to preserve established trees and shrubs. Since the last restriction notice has been issued, Council's restriction policy has changed through the adoption of the Drought Management Plan in October 2018. Current Level 6 restrictions and proposed Level 5 restrictions are provided in *Attachment 1*. It is noted that the proposed Level 5 restrictions represent a modification to the restriction policy in so far as a daily 2-hour usage of buckets would be allowed for watering gardens as opposed to on Sunday's only.

Close monitoring of demand and river flows will be necessary to ensure that the ease of water restriction levels does not cause an unsustainable increase in consumption. Should this be the case reversion to Level 6 restrictions will need to be considered.

10. Fluoridation

Issues were identified with the operation of Council's fluoridation systems and operation ceased in December 2015. NSW Health was notified of these issues and interruptions. They have confirmed that other councils across NSW experience very similar issues.

Investigations and liaison with equipment suppliers and engineering contractors were undertaken with the aim to return Council's fluoridation system to service.

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NSW Health has now confirmed to assist Council further by engaging a specialist contractor to upgrade and repair Council's fluoridation systems. This engagement is anticipated to start in Early 2019.

Financial Considerations

The table in *Attachment 2* summarises expenditure and committed costs to total \$2,013,206. Given that the total of grants plus Council's contribution is \$2,042,500, this will leave a surplus of funds of \$29,294.

The committed expenditure currently includes \$120,000 for the installation of water carting infrastructure. The new bores are seen to be capable of providing a sustainable amount of water to Coonabarabran under restricted conditions. Therefore, Council requested formal permission from DOI Water to use this allocation for other water security related issues, investigations and works, in addition to the current surplus of \$29,294.

The total cost for installation of the groundwater pipeline is estimated at \$2,000,000. \$1,800,000 have been applied for through the Safe and Secure Water Program, \$200,000 would need to be contributed by Council. A reduced 10% contribution is being applied for compared to the usual 25% due to financial hardship caused by the current drought.

Attachments

1. Current Level 6 and proposed Level 5 restrictions for Coonabarabran
2. Total Expenditure and Committed Costs for Completion of all Bores

RECOMMENDATION

That Council:

1. Notes the December 2018 Update Report on the Coonabarabran Emergency Water Supply Project.
2. Endorses the expenditure to date (committed and expended, currently still including \$120,000 for water carting infrastructure) of \$2,013,206; and notes the reallocation of water carting infrastructure funds (\$120,000) to other water security related investigations, issues and works.
3. Endorses the action taken to reallocate the funding of \$120,000 for water carting infrastructure for other works associated with the Coonabarabran Emergency Water Supply project and related investigations.
4. Eases water restriction levels from 6 to 5, to allow residents the preservation of established trees and shrubs, while monitoring demand and river flows closely; and acknowledges that the proposed level 5 restriction notice is modified compared to the current restriction policy as per Drought Management Plan.
5. Submit a detailed application for installation of groundwater pipeline to connect the emergency bores to the Coonabarabran Water Treatment Plant

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under the Safe and Secure Water Program at a total estimated cost of \$2 million with a 10% contribution from Council.

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Item 15 Mendooran Water Quality Incident Review Report Implementation

| | |
|----------------------------|---|
| Division: | Executive Services |
| Management Area: | Water Services |
| Author: Wiebels | Manager Warrumbungle Water – Cornelia |
| 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

The reason for this report is to inform Council on a quarterly basis of the progress in implementing recommendations from the Water Quality Incident Review Report on the Mendooran boil water alert, as per Council **Resolution 196/1718**.

Background

Following the Mendooran boil water alert in June 2017, a Water Quality Incident Review Report was prepared, which was discussed in Item 25 of the November 2017 Business Paper. The final report contained 31 recommendations. A previous report on the implementation progress was given in Item 39 of the February 2018 Business Paper as well as in Item 20 of the May 2018 and Item 21 in the August 2018 Business Papers.

Issues

Each recommendation from the Mendooran Incident Review Report is listed below in **Table 2**. The table also includes a brief description of Council's response, progress since the last report and an indication of completion status through a label. **Table 1** provides a description of the status label. **Table 4** provides an overall summary of progress towards completion at the end of each quarter.

Table 1: Description of Progress Status Label applied to each Recommendation

| Status | Description |
|----------------------|--|
| Not yet started (NS) | Recommendation has been reviewed and prioritised. Some initial investigation may have occurred however no substantial progress. |
| Development (D) | Investigation and design work underway. May involve consultation with Government Agencies and other division within Council. May also involve preparation of contract documents for engagement of Contractors. |
| Awaiting funding (F) | Submission for funding has been made. Recommendation able to be implemented until funding is available |

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| | |
|--------------------|---|
| Implementation (I) | Currently being implemented. May involve updating and finalisation of management plans. May involve updating of meeting agendas for operators and senior management |
| Status | Description |
| Complete (C) | The recommendation has been completed. Management plans have been updated. Operators and Senior Management reviewing treatment processes on a regular basis. |
| Shaded | Previously completed |

Table 2: Recommendations

| Mendooran Incident Debrief Recommendations, Implementation Status and Comments |
|---|
| <p><u>Recommendation 1:</u> <i>That online turbidity and chlorine residual monitoring is installed at Mendooran WTP.</i></p> <p>Status (R1): Implementation, funding submission successful.</p> <p>A detailed application for Safe and Secure (S&S) funding was submitted in September 2018, for a 'Mendooran Water Supply Modification Upgrade'. The proposed upgrade includes the installation of further online instrumentation with appropriate feedback control to PLC/SCADA.</p> <p>In relation to this, further EOIs for S&S funding were successfully submitted for an 'Automation and Process Instrumentation Audit' as well as for a 'SCADA and Telemetry Network Upgrade'.</p> <p>Change since last report: Progress from 'Development' to 'Implementation' (draft funding deed is in preparation).</p> |
| <p><u>Recommendation 2:</u> <i>The water supply system diagram (Figure 2.1.9 Mendooran System Flow Diagram) from the WSC DWMS (17th Oct 2014) be corrected and updated to accurately reflect the operational arrangement of the Mendooran Water Supply System.</i></p> <p>Status (R2): Complete.</p> <p>Change since last report: Progress from 'Development' to 'Complete'.</p> |
| <p><u>Recommendation 3:</u> <i>That WSC investigates the operational control arrangements with a view to including the Standpipe reservoir level as part of the start/stop control of the clear water pumps, so that either the Coolabah reservoirs or Standpipe reservoirs can start/stop the clear water pumps</i></p> <p>Comments: This recommendation aims to reduce the water age in the reservoirs, mainly the Coolabah ones where consumption is low compared to the reservoir capacity. High water age reduces the level of disinfection potential via the chlorine residual, hence increases the contamination risk.</p> <p>This recommendation interlinks with <i>Recommendation 5</i>.</p> <p>This recommendation interlinks with <i>Recommendation 4</i>: the standpipe reservoir</p> |

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments

needs to be kept at near full level to supply adequate reticulation pressure. Keeping the reservoir near full however increases the water age in times of low demand.

Status (R3): Complete.

The current set-up already enables both reservoirs, standpipe and Coolabah, to call for water/start the high lift pumps depending on their levels.

Change since last report: None (complete).

Recommendation 4: *That WSC investigates the installation of an inline booster pumping station on the outlet of the Standpipe reservoir to provide sufficient water pressure for a regular water main flushing program to be implemented, to improve the water supply system's firefighting capacity and reduce overall water age by only storing water volumes sufficient to meet peak day demands.*

Status (R4): Implementation, funding submission successful.

The proposed upgrade referred to in *Status (R1)* includes the installation of an inline booster pump downstream of the standpipe reservoir.

Change since last report: Progress from 'Development' to 'Implementation' (draft funding deed in preparation).

Recommendation 5: *That WSC investigates options to reduce water age in the Coolabah rural residential estate water supply zone. This could include isolation of individual reservoirs i.e. Reservoirs No. 1, No. 2 and/or No. 3, on a seasonal basis to only store water volumes sufficient to meet peak day demands.*

Status (R5): Implementation, funding submission successful.

The proposed upgrade referred to in *Status (R1)* includes a re-design of the chlorine dosing system at the Coolabah reservoir site to implement a recirculation system with a set chlorine concentration.

Change since last report: Progress from 'Development' to 'Implementation' (draft funding deed in preparation).

Recommendation 6: *That WSC review and regularly revise these water supply reticulation plans (Figures 4 & 5) as required to maintain up to date records.*

Status (R6): Implementation.

In collaboration with Council's GIS officer.

Change since last report: None.

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

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments

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

Status (R7): Implementation.

A draft structure water and wastewater has been developed, discussed and partially been implemented.

Change since last report: None in status label, however three positions of the new structure have permanently been filled, one is in the selection process, and a further four (4) are or are in the process of being advertised or re-advertised.

Recommendation 8: *That the EHO provides a copy of water quality results to WTP Operators at the time of onsite sampling and testing and/or leaves these results at the WTP. Any CCP exceedances or unusual results recorded by the EHO are to be immediately reported to WTP Operators and W&S Manager.*

Status (R8): Complete.

Procedure in place to report any non-conforming results.

Change since last report: None (complete).

Recommendation 9: *That WSC staff with NSW Health staff undertake regular, at least annually, familiarisation and/or training in the implementation of NSW Health's drinking water quality incident response protocols.*

Status (R9): Complete.

Quarterly Drinking Water Management Systems (DWMS) Review meetings are held involving operational and inviting NSW Health staff. These meetings can be used to facilitate the described training.

Change since last report: None (complete).

Note: The last meeting was held on 21 November 2018 and involved 3 operational staff, the Water Technical Officer, and a DOI Water representative.

Recommendation 10: *That WSC prepare and formally adopts a "Drinking Water Quality Policy" and this policy is then "highly visible, continually communicated, understood and implemented by employees and contractors of the organisation".*

Status (R10): Development.

A Drinking Water Quality Policy is in preparation.

Change since last report: None.

Recommendation 11: *That WSC undertake an annual internal review of its DWMS, using the HH2O revised NSW Health's annual report template and consult their local PHU to develop an appropriate external review/audit frequency.*

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments

Status (R11): Implementation.

Quarterly internal reviews are currently undertaken using the named template and quarterly reports provided to the local PHU as well as to DOI Water. The local PHU has been consulted who advised that external audits are not recommended at this stage.

Change since last report: None.

Recommendation 12: *That WSC develop and implement a DWMS review and continual improvement program which is regularly reviewed by the Senior Executive Team and reported to Council.*

Status (R12): Implementation.

The DWMS Improvement Plan is being reviewed and intended to be discussed in dedicated meeting at length at the next quarterly Drinking Water Quality (DWQ) review meeting. Reporting to Council is intended quarterly after the DWQ review meeting.

Change since last report: None.

Recommendation 13: *That notices received from DPI-Water should be regularly reported to senior management together with an Action Plan, Works Budget and Timeline for the rectification of issues raised during DPI-Water Inspections. This Action Plan information should also be regularly reported back to DPI-Water and NSW Health.*

Status (R13): Implementation.

A list of still outstanding recommendations from previous DOI inspection reports has been created.

Change since last report: None.

Recommendation 14: *That WSC urgently develop and implement a regular (weekly/monthly/annual) reservoir integrity inspection and reporting program for the Mendooran water supply system. This inspection and reporting program should be used to develop an Action Plan in order to urgently address all the existing integrity issues at the Mendooran water supply system. Annual reservoir integrity reports to be submitted to DPI-Water in accordance with LWU Circular No. 18.*

Status (R14): Development.

Financial assistance is being sought through NSW Health for the development of water supply related Standard Operating Procedures (SOPs), including reservoir inspections.

Reservoir access is related to WHS issues that will need to be addressed through reservoir upgrades and/or operator training.

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments

Related to Recommendation 17.

Change since last report: None.

Recommendation 15: *That WSC liaises with DPI-Water to prepare a program of capital works required to address current water treatment plant and water supply issues identified in this report, with the aim of obtaining funding under the “Safe & Secure Water Program” to complete these works.*

Status (R15): Complete.

DPI Water’s Regional Inspector Bruce Lamont was consulted by the Manager Warrumbungle Water prior to the preparation of the S&S EOI for the proposed upgrade referred to in *Status (R1), (R4) and (R5)*. The proposed upgrade additionally includes replacement of the hypochlorite dosing system with a liquefied chlorine gas dosing system as well as re-configuration of the potassium permanganate/ poly-aluminium chloride dosing to allow for adequate contact time.

Change since last report: None (complete).

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

Status (R16): Implementation.

Six (6) of the 15 recommendations have been completed, eight (8) are in progress and one is outstanding. All recommendations are to be included in the DWMS Improvement Plan.

Change since last report: None in status label, however now seven (7) of the 15 recommendations have been completed and eight (8) are in progress. **Table 3** summarises the recommendations from the 2014 LMWUA WTP Audit report.

Recommendation 17: *That WSC review all reservoir inspection reports (2014 and 2017) to develop an Action Plan and urgently implement any outstanding recommendations. This Action Plan information should also be regularly reported back to DPI-Water.*

Status (R17): Development.

Quotes were obtained from LMWUA contractor to upgrade all Council reservoirs to comply with Circular 18; budget allowance has been made for FY2018/19 to perform these upgrades.

The 4-yearly detailed reservoir inspection has also been budgeted for FY2018/19.

Change since last report: None.

Note: The reservoir upgrade work is currently scheduled for January to March 2019, however the contractor appears overloaded and has not been responsive. Alternatives are currently investigated. A reservoir inspections project is revived

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though the new Orana Water Utilities Alliance (OWUA), however may now not occur any more within FY2018/19.

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

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

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

Status (R18): Implementation.

Related to Recommendations 11 and 12.

Change since last report: None.

Note: These 31 recommendations still need to be included in the DWMS Improvement Plan.

Recommendation 19: *That WSC review and finalise the DWMS Implementation Report (2016), so that the recommended “Emergency Response Plan” can be utilised for any future incidents and emergencies.*

It is recommended that an exercise of the incident response plan be organised with the PHU (mid-2018).

Status (R19): Development.

Comment: The Emergency Response Protocol (ERP) forms part of Council’s DWMS and interlinks with Council’s Business Continuity Plan (BCP).

Change since last report: None.

Recommendation 20: *That WSC develop and implement a “Drinking Water Quality (DWQ) Monitoring Plan” which formalise staff/role responsibilities, authorities reporting and communication protocols and review existing procedures for sampling and testing. The monitoring plan should be built based on the NSW Health Drinking Monitoring Plan (available on the NSW Health website).*

Status (R20): Development.

Comment: Regulatory Services has a DWQ Monitoring Program in place and is currently updating their sampling and testing procedure including clear identification of sample sites. An all-including DWQ Monitoring Plan will need to be completed including formalisation of staff responsibilities/authorities reporting/communication protocols.

Change since last report: None.

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Recommendation 21: *A new sampling site be created for the correct monitoring locations in Bandulla Street. Sample site 123 (57 Bandulla Street) can then be archived.*

Status (R21): Complete.

Change since last report: Progress from 'Development' to 'Complete'

Recommendation 22: *That WSC develop and implement procedures for all staff involved in sampling and monitoring which clearly reflect responsibilities in accordance with the DWMS, CCP limits and NSW Health protocols for monitoring water quality incidents. This would include investigations and appropriate remedial actions of any Total Coliform detections and to also follow CCP corrective actions for any free chlorine level exceedances.*

Status (R22): Complete.

Comment: Council's DWMS Critical Control Point (CCP) Reference Guide was updated, discussed and re-distributed in March 2018 and again in July 2018. The DWMS document contains a response protocol (flowchart) for microbiological quality incidents.

Change since last report: None (complete).

Recommendation 23: *That the onsite sampling and testing conducted by the EHO includes turbidity and these field results are provided to the WTP operators on the same day that FASS samples are collected.*

Status (R23): Complete.

WTP operators take daily turbidity reads across the reticulation system. An additional turbidity meter is being purchased for EHO future use.

Change since last report: None (complete).

Recommendation 24: *That WSC finalise draft CCPs provided the DWMS Implementation Report (Bligh Tanner, 2016) and include an additional WTP Final pH CCP.*

Status (R24): Implementation.

Comment: The CCPs from the 2016 Bligh Tanner Report had been finalised. A final pH 'COP' (Critical Operational Point) has been introduced for the Mendooran WTP. A CCP (Critical Control Point) cannot be introduced as the final pH at the Mendooran WTP cannot be controlled but only monitored. Development of a COP reference guide as well as introduction of Final pH CCPs/COPs for other WTPs in the Shire is outstanding.

Change since last report: Progress from 'Development' to 'Implementation'.

Recommendation 25: *The DWMS CCP summary tables are reviewed, finalised and posted on the noticeboards at the WTP, kept in work vehicles and included in*

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regular training sessions/toolbox talks, incident response protocol/training and included in the water quality monitoring procedures and log sheets.

Status (R25): Complete.

CCPs are revised quarterly and updated laminated print-outs given to operational staff.

Change since last report: None (complete).

Recommendation 26: *That WSC update the daily water quality (WQ) log sheets to include turbidity and temperature, and CCP limits and actions to be taken if the CCP limits are exceeded. This will prompt the WTP operator to take appropriate actions and notifications if results are above the alert or critical limits.*

That the WTP operators use a simple system, where they colour in the results (using highlighter pens) to identify where the results lie within the CCP ranges.

Status (R26): Complete.

Turbidity has been included in the daily WQ log sheets, temperature is being included now. Production of an updated carbon copy book is in preparation. Operators currently highlight alert and critical CCP exceedances using highlighters.

Change since last report: Progress from 'Implementation' to 'Complete'.

Note: The CCP Reference Guide - including actions to be taken if CCP limits are exceeded – is displayed on the wall of the WTP lab where water samples are analysed.

Recommendation 27: *That WSC implement a simple "Water Quality (WQ) Monitoring Incident Report" sheet for WTP operators to complete if any field results fall outside of the ranges set out on the field monitoring log sheets*

Status (R27): Completed.

Change since last report: Progress from 'Development' to 'Completed'

Note: A WQ Incident Report sheet for the exceedance of critical CCPs has been developed and introduced. Exceedances of alert and critical CCP limits continue to be highlighted in different colours by operational staff on the log sheets.

Recommendation 28: *That the WSC include WTP operators and other staff involved in water supply activities to attend the Drinking Water Quality Meetings.*

Status (R28): Complete.

Change since last report: None (complete).

Recommendation 29: *That the Human Resources records for relevant staff are reviewed, and that training is undertaken for all water supply operational staff, WTP operators and relief staff to upskill and to be appropriately trained in WTP*

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| Mendooran Incident Debrief Recommendations, Implementation Status and Comments |
|--|
| <p><i>processes (i.e. DPI-Water Part 1 and 2 as a minimum). It is also recommended that all staff involved with water quality sampling, testing and monitoring, undergo training and are involved in developing procedures for their work tasks.</i></p> <p>Status (R29): Implementation</p> <p>Referred to HR.</p> <p>Change since last report: Progress from 'Development' to 'Implementation'</p> <p>Note: A Training Warrumbungle Water program has been drafted and is being finalised prior to scheduling training. DOI Water courses only run once to twice a year.</p> |
| <p>Recommendation 30: <i>That WSC investigate and implements a process of its WTP operators to be certified under the National Certification Framework.</i></p> <p>Status (R30): Development</p> <p>Referred to HR.</p> <p>Change since last report: Progress from 'Not yet started' to 'Development'.</p> <p>Council has investigated the status of its WTP Operators training and is developing a training plan/schedule to get them certified under the National Curriculum Framework.</p> |
| <p>Recommendation 31: <i>That WSC investigate and implement a formalised preventative maintenance program for all the WTP, reticulation and reservoir assets.</i></p> <p>Status (R31): Development.</p> <p>NSW Health has advised of their intent to engage a consultant to develop a WTP Maintenance Schedule.</p> <p>Change since last report: None.</p> |

Table 3: Recommendation 16 from the 2014 LMWUA WTP Audit report (the status label from Table 1 is used to indicate progress)

| ID | Area | Issue | Recommendation | Priority | Status |
|----|------|-------|----------------|----------|--------|
| | | | | | |

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| | | | | | |
|--------|---------------------|--|---|------|---|
| MEN001 | Information systems | Daily plant operational data sheets are currently stored in an electronic format at the council office. However, the collected data is not utilised to identify possible efficiency improvements | Utilise plant operational data to optimise chemical dosing and plant performance (ie monitor plant flows and configurations and chemical usage trends and compare to water quality) | High | C |
| MEN002 | Information systems | Currently there are no standard operating procedures that exist for the plant. General operating procedures are being developed in unison with the alliance | Develop operating procedures that cover the following areas: <ul style="list-style-type: none"> • Plant operations • Routine/scheduled maintenance • Plant troubleshooting • Laboratory tasks/procedures | High | D |
| MEN003 | Information systems | Instantaneous and daily chemical dose rates are currently not monitored or compared to instantaneous and daily plant flows. | <ul style="list-style-type: none"> • Perform daily chemical drop rates. This will allow operators to monitor pump performance and compare against instantaneous plant flow rate to calculate chemical dose rate • Record daily (24 hr) chemical usage and plant flow. This will allow actual chemical dose rate to be calculated <p>This information is useful for plant performance optimisation and troubleshooting</p> | High | I |
| MEN004 | Information systems | Currently, no equipment maintenance plan exists | Develop an equipment maintenance plan that covers: <ul style="list-style-type: none"> • Equipment scheduled and reactive maintenance • Critical spares list • Protocol for identifying failed equipment and response | High | D |
| MEN005 | Information systems | Plant pressure vessels currently do not have calibration certificates displayed | Perform pressure vessel calibration and display certificates on site. | High | I |

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|--------|--------------------------------------|--|---|--------|---|
| MEN006 | Process unit – Aeration, coagulation | Poly aluminium chloride and potassium permanganate are both dosed through the same diffuser into the top of the aeration stairway | <p>Perform jar tests to determine optimum coagulant dose rates and mixing configurations.</p> <p>Investigate (by performing jar tests) using separated dosing diffusers for improved efficiency of both coagulation and metal removal</p> | Medium | C |
| MEN007 | Wash water recovery | Wash water is directed to the sedimentation ponds for recovery. A concentration of contaminants unable to be removed in the sedimentation process may occur increasing the load on the filters | Consider a sedimentation stage with long residence times prior to returning the wash water to the inlet works. This may be achieved through installing baffles in the lagoon to reduce short circuiting | Medium | D |
| MEN008 | Sludge handling | Sludge is pumped out of the sedimentation ponds and disposed of onsite | Sample and test the sludge prior to removing from the lagoon to ensure it is appropriate to apply/dispose on site. The sludge should be tested for metals, organics, pH and moisture content | High | I |
| MEN009 | Iron and manganese issues | The plant experiences high manganese levels | Perform jar testing to determine optimum manganese removal dosing configurations | High | C |
| MEN010 | Safety | The eyewash station experiences low pressure. | <p>Investigate methods to maintain a higher pressure in the eyewash station water line. This may include:</p> <ul style="list-style-type: none"> • Booster pump • Constant pressure valve | High | C |
| MEN011 | Security | The clear water tank lids/covers are unsecured. | Ensure access to the treated water tanks are secured and locked | High | D |
| MEN012 | Security | Critical equipment is currently exposed | Install a door with lock on the existing treated water delivery pumps to reduce risk of pump damage | High | C |

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|--------|------------------------|---|--|------|---|
| MEN013 | Signage | The plant entrance gates do not contain the appropriate signs | Erect signs on the entrance gates that display the following information: <ul style="list-style-type: none"> • Chemical hazard signs of the chemicals contained on site • Plant contact details | High | D |
| MEN014 | Reservoir hypochlorite | The sodium hypochlorite dosing line and dosing point is exposed and unsecured. There is the potential for damage for damage, contamination or vandalism | Cover and secure the dosing line and dosing point. | High | C |
| MEN015 | Reservoir hypochlorite | The sodium hypochlorite bulk storage tank and fill point is not currently bunded. Any chemical leaks/spills will be unable to be contained | Install a chemical bund in the hypochlorite dosing room. Consider constructing a bunded fill point for the delivery vehicle | High | C |

The scope of the funded project referred to under R1, R4 and R5 (Mendooran Water Supply Modification Upgrade) includes the preparation of a Master Plan, with development of work packages as well as options assessment and concept designs where necessary.

Outstanding is the signing of the funding deed, preparation of tender documentation, advertisement of the tender, evaluation of tender submissions, and award of contract. Project Phase 1 is expected to be completed within 5 months once a contract is awarded.

Table 4: Summary of Implementation Status of Recommendations Reported to Council

| Status Label | Feb-18 | May-18 | Aug-18 | Nov-18 |
|------------------------------------|-----------|-----------|-----------|-----------|
| Not yet started | 15 | 12 | 1 | 0 |
| Development | 11 | 12 | 14 | 7 |
| Awaiting funding | 0 | 0 | 0 | 0 |
| Implementation | 5 | 4 | 8 | 12 |
| Complete | 0 | 3 | 8 | 12 |
| Total No of Recommendations | 31 | 31 | 31 | 31 |

Options

This report is presented for Council's information only.

Financial Considerations

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In relation to the DWMS implementation, NSW Health continues to provide financial support to help Council meet drinking water quality expectations and standards.

The funding application for the Mendooran Water Supply Modification Upgrade Scoping Study (relating to Recommendations R1, R4 and R5) was successful and a draft funding deed is in preparation.

The funding for this project phase amounts to \$94,875, with an additional Council's contribution of \$38,000 making a total project value of \$132,875.

The delivery phase is estimate to cost between \$250,000 and \$450,000, of which Council would need to contribute between \$62,500 and \$112,500 with successful funding.

RECOMMENDATION

That Council receives and notes the quarterly report on the implementation progress of the recommendations within the Mendooran Water Quality Incident Review Report.

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Item 16 Water Restrictions – Dunedoo

| | |
|----------------------------|---|
| Division: | Executive 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 provide Council with an update on town water supply in Dunedoo.

Commentary

Due to ongoing dry conditions, dropping water supplies and high usage, the use of town water in Dunedoo was placed on Level 2 restrictions on 17 January 2018. Level 2 restrictions as at 17 January 2018 are set out in Table 1 below.

Table 1

| Type of consumer | Level 2 restrictions |
|---|---|
| Residential: gardens, car washing, window cleaning | Sprinklers, soaker hoses banned. Hand held hose allowed any time. Micro sprinklers 6-7pm |
| Swimming pools (private) | Filling of new pools allowed. Topping up of pools allowed. Emptying and refilling of existing pools banned. |
| Washing of driveways, paved areas and roofs | Buckets or watering cans only for health or safety reasons. |
| Public gardens | Sprinklers 1 hr/day 7-8am. |
| Nurseries | Sprinklers 2 hrs/day |
| Commercial washing of: motor vehicles buses, taxis, food transport, ambulances and garbage vehicles | No restriction |
| Bowling greens | Sprinklers 2 hrs/day 7-9am |
| Water cartage from town supply | No restriction |
| Automatic flush toilets | No restriction |

Dunedoo town water is supplied by bore. Water restrictions in Dunedoo have previously been imposed based on observation of the level of available water and water demand. Residents are advised of water restrictions by letter box drop to all households, with advertising also going to local newspapers, radio, Council's website and social media.

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The water level of the well at Dunedoo is lower than at this time last year; however, water consumption is consistent with this time last year. Consequently, Level 3 water restrictions may now be required.

At the Ordinary Council meeting of 18 October 2018, Council adopted a new Drought Management Plan:

'152/1819 RESOVLED 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*
 - iv. *Council authorise for the General Manager to make any minor adjustments provided that the intent of the plans are not changed.*

Level 3 restrictions prescribed by the Drought Management Plan are set out in Table 2 below.

Table 2

| Type of consumer | Level 3 restrictions |
|--|--|
| Domestic, Target Water Consumption: 220L/person/day | |
| Watering of residential lawns and gardens <i>Note: Subject to varying Summer and Winter times</i> | Watering systems, non fixed sprinklers, hand held hoses not permitted at any time. Microsprays, drip systems, soaker hoses only. Summer time between 6-9am and between 6-9pm every second day as per odds and evens system. Winter time between 7-10am and between 4-7pm every second day as per odds and evens system |
| Topping up, filling garden water features | Permitted |
| Irrigation of new turf | Permitted for one week after laying after which level 3 restriction on watering lawns applies |
| Washing down of walls or paved surfaces | Not permitted |
| Topping up private swimming pools/spas | Only between the hours of 7-9am and between 6-8pm, every day provided pool covers are used |
| First fill of private swimming pools | Only with Council permission and provided pool covers are used |
| Washing cars at home | Permitted with bucket only on lawn between 9am-12pm any day |
| Baths, showers | Permitted |
| Washing of clothes | Full loads only encouraged |

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| Type of consumer | Level 3 restrictions |
|---|--|
| Use of evaporative air conditioners | Permitted |
| Inflatable or temporary children's pools | Permitted |
| Commercial | |
| Watering of lawns and gardens <i>Note: Subject to varying Summer and Winter times</i> | Watering systems, non fixed sprinklers, hand held hoses not permitted at any time. Microsprays, drip systems, soaker hoses only. Summer time between 6-9am and between 6-9pm every second day as per odds and evens system. Winter time between 7-10am and between 4-7pm every second day as per odds and evens system |
| Topping up public swimming pools/spas including those in motels etc. | Only between hours of 7-9am and between 6-8pm, every day provided pool covers are used |
| First fill of public swimming pools/spas including those in motels etc. | Only with Council permission |
| Turf farm irrigation, market gardens | Irrigation only between 8pm-8am. Business must prepare Water Saving Action Plan (WSAP) |
| Irrigation of new turf on non-residential premises | Permitted for one week after laying after which level 3 restriction on watering lawns applies |
| Construction industry e.g. mortar or concrete mix | Permitted |
| All other commercial use including nurseries, accommodation, hospitality, health care, schools/technical colleges, pet care, truck/car wash facilities, construction (wash down, paint prep, curing), exterior cleaning | Permitted, but business must prepare WSAP |

Options

Council may choose to:

- Increase water restrictions on the Dunedoo town water supply to Level 3.
- Leave restrictions on the town water supply at Dunedoo on Level 2.

Financial Considerations

Increases in water restriction level generally decrease revenue through water usage.

Attachments

Nil

RECOMMENDATION

That Council:

1. Increases water restrictions at Dunedoo to Level 3 due to decreased water supply.
2. Gives the General Manager the authority to vary water restrictions if required.

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Item 17 Waste to Energy Study

| | |
|----------------------------|--|
| 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 Council with information from the Waste to Energy meeting included in the Country Mayors' Association meeting in Sydney on 1 November 2018.

Commentary

At the Ordinary Council meeting held on Thursday 15 November 2018, Council received a Delegate's Report from Mayor Denis Todd on the Country Mayors' Association (CMA) meetings held in Sydney on 1-2 November 2018. The report to Council stated:

'The Waste to Energy meeting resolved that:

- 1. The Association write to NSW Councils requesting a maximum contribution of \$15,000 to fund the Waste to Energy Feasibility Study at a local scale that is to be subject to a pro rata redistribution rebate subject to the amount collected.*

Council resolved on 15 November 2018:

'185/1819 RESOLVED that Council:

- 2. Notes the Delegate's Report in relation to the Country Mayors' meetings in Sydney on 1-2 November 2018.*
- 3. Report to the December 2018 meeting on the Waste to Energy meeting held in Sydney on 1 November 2018.'*

The background to this matter has been that Tenterfield Shire Council is spearheading a comprehensive study into the feasibility of waste to energy for rural and regional communities. There are a number of projects both internationally and in other Australian jurisdictions that process waste to energy and are predominantly large scale. There has been no comprehensive review of the degree to which smaller scale projects are economically viable and environmentally beneficial.

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The key elements of the proposed study are defining the general context for waste to energy in Australia in general, and NSW in particular:

- Review of actual and perceived obstacles to waste to energy projects
- A review and short-listing of potential technologies
- Selection of four “exemplar” case-study areas for environmental and economic review
- Groundwork for assessing costs, benefits and issues associated with pilot projects in the case study areas

The intent is to ensure that the study is comprehensive, robust and defensible. This is essential to ensure that the study has credibility and performs its intended function of mitigating the risk associated with these types of projects. In particular, the study is intended to assess the smallest scale at which such a facility would operate, with the core aim being diversion from our own landfill.

The request by CMA referred to above has now been received by Council and is included as an attachment to this report. CMA outline the preliminary feasibility study carried out by Tenterfield Shire Council and request financial assistance of \$15,000 to enable completion of a comprehensive feasibility study.

Options

Council may choose to do one of the following:

- Accede to the Country Mayors’ Association request for financial assistance of up to \$15,000 to enable completion of a comprehensive feasibility study into Waste to Energy.
- Not accede to the Country Mayors’ Association request for financial assistance of \$15,000 to enable completion of a comprehensive feasibility study into Waste to Energy.
- Agree to contribute an amount less than \$15,000 to enable completion of a comprehensive feasibility study into Waste to Energy.

The study could potentially provide a significant benefit to Council, if small-scale waste to energy projects prove to be economically and environmentally feasible. The increasing pressures on landfill operations and the very significant capital costs of expanding traditional landfill operations mean that if significant waste can be diverted from landfill this would allow Council to extend the operational life of the existing facility and, potentially defer the next stage of expansion following the current project.

The project could also potentially assist Council to mitigate risks associated with increased material to landfill as a result of the closure of some major current overseas markets for recyclables.

Financial Considerations

The amount of \$15,000 is not currently available in the 2018/19 budget for donations and financial assistance.

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Attachments

1. Letter of request for financial support from Country Mayors' Association
2. Tenterfield Council Waste to Energy Feasibility Study Outline

RECOMMENDATION

That Council approves contributing up to \$15,000 to enable completion of a comprehensive feasibility study into Waste to Energy in association with Tenterfield Shire Council and the NSW Country Mayors' Association.

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Item 18 Council Resolutions Report December 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: | GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan |

Reason for Report

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

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Attachments

1. Council Resolution Report, December 2018

RECOMMENDATION

That the Council Resolution Report for December 2018 be noted for information.

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Item 19 Community Consultation Meetings

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Children's and Community Services |
| Author: | Acting Director Corporate and Community Services – Louise Johnson |
| CSP Key Focus Area: | Governance and Finance |
| Priority: | GF2: The demographic makeup of the community is well-represented in local activities, service delivery and decision-making. |

Reason for Report

To present draft Minutes from the Community Consultation Meetings held in October and November 2018 to Council.

Background

In October and November 2018, Council conducted a series of Community Consultation Meetings across the Shire.

Meetings were held in:

- Coolah – Monday, 29 October 2018
- Baradine – Tuesday, 30 October 2018
- Binnaway – Monday, 5 November 2018
- Mendooran – Thursday, 8 November 2018
- Coonabarabran – Monday, 12 November 2018
- Dunedoo – Tuesday, 13 November 2018

Issues

As per the Terms of Reference for Community Consultation Meetings, as endorsed by Council at the September 2018 Council Meeting, Minutes of Community Consultation Meetings will be recorded and submitted to the Council Meeting for endorsement before being circulated.

Once Meeting Minutes have been endorsed by Council they will be circulated to meeting attendees no later than two (2) weeks following the Council Meeting.

Minutes will also be uploaded to the Warrumbungle Shire Council website, following endorsement by Council. Minutes will therefore be available to all members of local communities.

Minutes endorsed and circulated will be draft Minutes only. Minutes will not be confirmed until the next round of Community Consultation Meetings which are expected to be held in March 2019.

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Attachments

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

RECOMMENDATION

That Council:

1. Note the draft Minutes from the Community Consultation Meetings held in October and November 2018.
2. Note that Minutes from the Community Consultation Meetings held in October and November 2018 will now be released to meeting attendees and on Council's website.

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Item 20 2018/19 Community Financial Assistance Donations – Round One

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Children's and Community Services |
| Author: | Acting Director Corporate and Community Services – Louise Johnson |
| CSP Key Focus Area: | Community and Culture |
| Priority: | CC4: There is a high degree of public involvement in community activities including volunteerism. |

Reason for Report

To present to Council applications received in Round One of the 2018/19 Community Financial Assistance Donations for determination by Council.

Background

Each year Warrumbungle Shire Council offers two (2) rounds of Community Financial Assistance Donations to support local community groups and organisations in Warrumbungle Shire. Through the provision of Community Financial Assistance Donations, Warrumbungle Shire Council provides support for community based projects and activities in Warrumbungle Shire. Community Groups and organisations are encouraged to apply for funding to support projects which promote and support people living in the towns and villages in Warrumbungle Shire.

The Community Financial Assistance Donations are made in addition to annual donations and contributions outlined in Council's Donations Policy which is included in the Operational Plan and Delivery Program. The budget for the Community Financial Assistance Donations for the 2018/19 financial year is \$20,000.

Issues

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

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

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

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

Groups and organisations were required to complete and submit the Community Financial Assistance Donations Application Form by the due date. Only applications made on the Application Form were accepted. Applications were to be submitted no later than 4:30pm on Friday, 23 November 2018. Applications submitted after the due date have been marked as being received late.

A full list of applications is provided as an Attachment to this report. The list of applications includes information on whether or not the applicant:

- received funding in the 2017/18 Community Financial Assistance Donation Program for the same purpose as their 2018/19 application.
- receives an annual donation from Council as part of Council's Donations Policy.

The maximum amount of financial assistance provided is \$500. Where an amount was not included in the application an amount of \$500 has been included.

Financial Considerations

The budget for the Community Financial Assistance Grants for the 2018/19 financial year is \$20,000.

Options

Council can choose to:

- (a) Fund all applications, leaving an amount of \$6,001 for Round Two of the Community Financial Assistance Donations; or
- (b) Fund all applications and increase the budget for Round Two of the Community Financial Assistance Donations; or
- (c) Fund some of the applications for an amount less than \$13,999 with the remaining amount to be expended in Round Two of the Community Financial Assistance Donations.

Attachments

1. Community Financial Assistance Donations – List
2. Community Financial Assistance Donations – Applications

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RECOMMENDATION

That Council determine projects and activities to be funded under Round One of the 2018/19 Community Financial Assistance Donations.

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Item 21 Minutes of Drought Communities Programme – Extension Selection Committee Meeting

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Corporate and Community Services |
| Author: | Acting Director Corporate and Community Services – Louise Johnson |
| CSP Key Focus Area: | Governance and Finance |
| Priority: | GF2: The demographic makeup of the community is well-represented in local activities, service delivery and decision-making. |

PRESENT: Cr Denis Todd (Mayor), Cr Aniello Iannuzzi (Deputy Mayor), Cr Kodi Brady, Cr Anne-Louise Capel, Cr Ambrose Doolan, Cr Wendy Hill, Cr Ray Lewis, Cr Peter Shinton, Roger Bailey (General Manager).

IN ATTENDANCE: Kevin Tighe (Director Technical Services), Leeanne Ryan (Director Development Services), Louise Johnson (Acting Director of Corporate and Community Services)

APOLOGIES: Cr Fred Clancy

DECLARATION – CONFLICTS OF INTEREST

Councillor Ray Lewis declared a conflict of interest as he is the Council Representative on the Coonabarabran Showground Trust.

Councillor Kodi Brady declared a conflict of interest as he is a community representative on the Coonabarabran Showground Trust.

PROPOSED PROJECTS – OVERVIEW

The Mayor requested that the Acting Director Corporate and Community Services provide an overview of the projects that had been submitted.

The Acting Director Corporate and Community Services provided an overview of the projects submitted through the consultation period. Councillors were advised that they had been provided with:

- a listing of projects
- a summary of the results from the Community Survey
- the Business Paper Report that had been presented to the November Council Meeting

PROPOSED PROJECTS – QUESTIONS AND ANSWERS

Councillors discussed the proposed projects and the process of applying for funding.

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DROUGHT COMMUNITIES PROGRAMME – SELECTION OF PROJECTS

Councillors considered the proposed projects. The projects and project amounts that were selected and endorsed by Councillors were:

| Project | Amount of funding to be applied for (\$) |
|---|---|
| Banners and Banner Poles – poles in four (4) towns, banners for six (6) towns | 150,000 |
| Tourism App – including bird trails | 50,000 |
| Free WiFi – six (6) towns | 65,000 |
| Aerodrome Fence – Baradine | 75,000 |
| Aerodrome Fence – Coonabarabran | 85,000 |
| Bore – Coonabarabran showground | 80,000 |
| Swimming Pool upgrades – Binnaway and Dunedoo | 100,000 |
| Campground upgrades – Binnaway | 30,000 |
| Employment and Infrastructure Program | 365,000 |

MOVED: Councillor Lewis

SECONDED: Councillor Capel

The projects and project amounts selected and endorsed by Councillors under the Employment and Infrastructure Program were:

| Employment and Infrastructure Program | Amount of funding to be applied for (\$) |
|--|---|
| Binnaway Hall – Stage | 50,000 |
| Coolah Recreation Grounds – installation of kitchen | 25,000 |
| Coolah Recreation Grounds – upgrades to Secretary's Office | 40,000 |
| Coonabarabran Town Hall – floor, painting, blinds | 146,000 |
| Neilson Park Coonabarabran – installation of shelters and upgrades to well | 17,000 |
| Main Street Coolah – installation of public art | 5,000 |
| Cemeteries – upgrades | 42,000 |
| Mendooran Mechanics Institute – floor | 40,000 |

MOVED: Councillor Shinton

SECONDED: Councillor Hill

The full list of projects and project amounts to be submitted for funding are:

| Project | Amount of funding to be applied for (\$) |
|---|---|
| Banners and Banner Poles – poles in four (4) towns, banners for six (6) towns | 150,000 |
| Tourism App – including bird trails | 50,000 |
| Free WiFi – six (6) towns | 65,000 |
| Aerodrome Fence – Baradine | 75,000 |

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| Project | Amount of funding to be applied for (\$) |
|---|--|
| Aerodrome Fence – Coonabarabran | 85,000 |
| Bore – Coonabarabran showground | 80,000 |
| Swimming Pool upgrades – Binnaway and Dunedoo | 100,000 |
| Campground upgrades – Binnaway | 30,000 |
| Employment and Infrastructure Program | 365,000 |
| • <i>Binnaway Hall – Stage</i> | <i>50,000</i> |
| • <i>Coolah Recreation Grounds – installation of kitchen</i> | <i>25,000</i> |
| • <i>Coolah Recreation Grounds – upgrades to Secretary’s Office</i> | <i>40,000</i> |
| • <i>Coonabarabran Town Hall – floor, painting, blinds</i> | <i>146,000</i> |
| • <i>Neilson Park Coonabarabran – installation of shelters and upgrades to well</i> | <i>17,000</i> |
| • <i>Main Street Coolah – installation of public art</i> | <i>5,000</i> |
| • <i>Cemeteries – upgrades</i> | <i>42,000</i> |
| • <i>Mendooran Mechanics Institute – floor</i> | <i>40,000</i> |

It was noted that putting in an application was not a guarantee of funding.

RECOMMENDATION

That Council accepts the Minutes of the Drought Communities Programme – Extension Selection Committee Meeting held at Coonabarabran on 29 November 2018 including the selection of the following projects to be submitted for funding under the Drought Communities Programme – Extension:

- Banners and Banner Poles – poles in four (4) towns, banners for six (6) towns (\$150,000)
- Tourism App – including bird trails (\$50,000)
- Free WiFi – six (6) towns (\$65,000)
- Aerodrome Fence – Baradine (\$75,000)
- Aerodrome Fence – Coonabarabran (\$85,000)
- Bore – Coonabarabran showground (\$80,000)
- Swimming Pool upgrades – Binnaway and Dunedoo (\$100,000)
- Campground upgrades – Binnaway (\$30,000)
- Employment and Infrastructure Program (\$365,000)

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Item 22 Quarterly Budget Review Statement for the quarter ending 30 September 2018

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Financial Services |
| Author: | Acting Chief Financial Officer – Chris Wright |
| 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 present a summary of Council's financial position as at the end of the September 2018 quarter, including information regarding the collection performance related to rates and annual charges and supplementary vote requests.

Background

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

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

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

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The Quarterly Budget Review Statement is composed of, but not limited to, the following budget review components:

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

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

- Balance Sheet as at 30 September 2018 (Part 9)
- A Summary of Results that links the function view of Council's activities back to Council's Income Statement and Cashflow Statement (Part 4)
- A Loan Movement Schedule (Part 11)

The Quarterly Budget Review Statement is an opportunity for Council to explain major variations and recommend changes to the budget. Explanations for major variations are reported within the Quarterly Budget Review Statement. Also included is a list of supplementary votes for approval.

A copy of Council's first quarter Quarterly Budget Review Statement for the 2018/19 financial year, for the quarter ending 30 September 2018, is provided under separate cover as an Attachment to the Business Paper.

Issues

The first quarter Quarterly Budget Review Statement shows that Council's revised income from continuing operations budget for the 2018/19 financial year is \$52,174,861 with expenses from continuing operations projected to be \$41,695,739. This is expected to result in an operating result from continuing operations of \$10,479,122 and a net operating result before capital grants and contributions of a deficit of \$725,000.

As outlined in the attached first quarter Quarterly Budget Review Statement, total revenue at the end of the first quarter is 31% of the total annual budget. This is similar to the end of the first quarter of last financial year (32%). It should be noted that revenue is higher than pro-rata due to full recognition of rates and annual charges at the beginning of the year.

Operational expenditure is again similar to last financial year, at the end of the first quarter. Operational expenditure at the end of the first quarter in 2018/19 is 25% of

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the budget. In the 2017/18 financial year operational expenditure at the end of the first quarter was 26% of the budget.

Capital expenditure at the end of the first quarter is once again low at 14% of the total annual budget. In the 2017/18 financial year Council had only spent 11% of the total annual budget for capital expenditure at the end of the first quarter so this year is an improvement on that result.

Capital revenue is at 1% of the total annual budget at the end of the first quarter. Although this is not consistent with the amount of capital expenditure, it is consistent with where capital revenue was at the end of the first quarter in the 2017/18 financial year (2%). This difference in revenue and expenditure is due to work needing to be completed and funds expended before grant claims and payments are made.

Overall, these indicators show that, in terms of proportion of income and expenditure against the total annual budget, Council is in a similar position to the end of the first quarter last financial year.

Items to be monitored include:

- Outstanding rates and annual charges – the percentage of outstanding rates and annual charges at the end of the first quarter was 12.36%. This is slightly higher than at end of the first quarter in the 2017/18 financial year (12.12%).
- Operational income for roads – operational income for roads at the end of the first quarter was 8% of the total annual budget, however expenditure was 22%. This is due to timing issues related to incomplete capital works however this will continue to be closely monitored.
- Quarry revenue at the end of the first quarter was only 10% of the total annual budget, however expenses are 25%. This will continue to be closely monitored. Council is currently reviewing whether or not there are seasonal factors affecting this result.

Further information is provided in the First Quarter Quarterly Budget Review Statement which is provided as an Attachment to this report.

Revote

At the August 2018 Ordinary Council Meeting, Council resolved (51/1819) to approve the request to revoke \$13,582,950 for uncompleted capital projects from the 2017/18 financial year in to the 2018/19 financial year.

The total cost to Council of the requested revotes was \$13,582,950. It was projected that \$2,559,354 of this amount will come from General Funds with the remainder coming from Grants or Restricted Assets. As at 30 June 2018 Council's cash and cash equivalents balance, including investments, was \$17,044,221. In Council's 2018/19 budget, Council had budgeted for a cash deficit of \$597,315. After approving the revoke amount of \$13,582,950, Council's capital works program for the 2018/19 financial year will be \$28,840,253

Supplementary Vote Requests

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

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The total amount of supplementary vote requests is \$1,372,182 with the net impact on the budget being an improvement of \$13,020.

Table 1: Supplementary Vote Requests

| Description | Revenue | Expenditure | Net Impact on Budget |
|---|---------|-------------|----------------------|
| General Fund | | | |
| Regional Roads Reseals | - | -10,000 | 10,000 |
| John Oxley Rest Area – Baradine | - | 10,000 | -10,000 |
| Local Bridge – Todd's Crossing, Terridgerie Creek, Baradine (R2R) | 100,006 | 100,006 | 0 |
| Coonabarabran Over Dimension Route – Assessment of Weir Crossing | 80,000 | 121,000 | -41,000 |
| Crane Street rehabilitation | - | -30,001 | 30,001 |
| Local Roads Re-sheeting (R2R) | - | -512,986 | 512,986 |
| Local re-sheet – Wingabutta Road (R2R) | - | -89,600 | 89,600 |
| Local re-sheet – Wingabutta Road (R2R) | - | 89,600 | -89,600 |
| Boltons Creek Road gravel re-sheeting (R2R) | - | 70,000 | -70,000 |
| Local re-sheet – Bingie Grumble Road (R2R) | - | 45,000 | -45,000 |
| Local re-sheet – Angus Road (R2R) | - | 100,000 | -100,000 |
| Local re-sheet – Digilah Road (R2R) | - | 100,000 | -100,000 |
| Local re-sheet – Tannabar Road (R2R) | - | 50,000 | -50,000 |
| Local re-sheet - A'Becketts Road (R2R) | - | 48,386 | -48,386 |
| Bowen Oval Lighting Upgrade | 300,000 | 300,000 | 0 |
| Leadville Hall upgrades & new toilet block | 160,653 | 160,653 | 0 |
| Mendooran Mechanics Institute – upgrades to hall & amenities | 177,428 | 177,428 | 0 |
| Baradine Skate & Activity Park construction | 168,300 | 168,300 | 0 |
| Coonabarabran Skate Park - Installation of shade | 33,846 | 33,846 | 0 |
| Mendooran Turf Club and Golf Club | 132,504 | 132,504 | 0 |
| Binnaway Bowling Club upgrades | 78,968 | 78,968 | 0 |
| Flood Levee Design | 53,859 | 53,859 | 0 |

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| Description | Revenue | Expenditure | Net Impact on Budget |
|--|------------------|------------------|----------------------|
| Rural Fire Service – Weetaliba Station | 11,168 | 11,168 | 0 |
| Rural Fire Service Leadville Station (budget pending) | 5,264 | 5,264 | 0 |
| Rural Fire Service Toilets (budget pending) | 685 | 685 | 0 |
| Road Safety SP – Free Cuppa | 43,765 | 43,765 | 0 |
| Road Safety SP – Child Restraint Checking Day | 1,022 | -2,026 | 3,048 |
| Road Safety SP – Bike Week | 38 | -2,930 | 2,968 |
| Road Safety SP – Slow Down On Local Roads | 3,000 | 3,000 | 0 |
| Road Safety SP – Plan B | 5,100 | 5,100 | 0 |
| Road Safety SP – Click Every Trip | 1,000 | 1,000 | 0 |
| Road Safety SP – Stock on Road | 1,000 | 1,000 | 0 |
| Road Safety SP – Kid Safety | -2,405 | - | -2,405 |
| Road Safety SP – Just Slow Down | - | -1,932 | 1,932 |
| Road Safety SP – Workshops For Parents of Learners | - | -7,477 | 7,477 |
| Binnaway Streets Reseals | - | -2,000 | 2,000 |
| Footpath rehabilitation | - | 2,000 | -2,000 |
| Regional Widening and rehabilitation MR55: 10.82-13.29k (RMS) | - | 551,385 | -551,385 |
| Regional Pavement widening and rehabilitation MR55 - Black Stump Way (RMS) | - | -382,385 | 382,385 |
| Pavement rehabilitation and widening – MR7519 (RMS) | - | -169,000 | 169,000 |
| Local Causeway rehabilitation – Napier Lane, Garrawilla | - | 12,500 | -12,500 |
| Local re-sheet – Sandy Creek Road | - | -12,500 | 12,500 |
| Sub-total | 1,385,202 | 1,372,182 | 13,020 |
| Water Fund | | | |
| Main Extension between Castlereagh Street and Ulinda Street | | -12,000 | 12,000 |
| Coonabarabran Water Main Extension – removal of dead ends | | -25,000 | 25,000 |
| Coonabarabran – upgrade tank and reservoirs C18 | | -18,000 | 18,000 |

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| Description | Revenue | Expenditure | Net Impact on Budget |
|---|------------------|------------------|----------------------|
| Mains Replacement – Wargundy Street | | 30,000 | -30,000 |
| Mendooran mains extension Farnell Street – between Cobra and Benewa Streets | | 25,000 | -25,000 |
| Sub-total | 0 | 0 | 0 |
| Sewer Fund | | | |
| Baradine – replace pot valves | | 11,567 | -11,567 |
| Pot servicing | | -1,917 | 1,917 |
| Installation of new vacuum pot at Baradine pumping station | | 18,033 | -18,033 |
| Mains relining – Coolah | | 84,533 | -84,533 |
| Mains – relining various sections, Coonabarabran | | -3,250 | 3,250 |
| Mains replacement / rehabilitation | | -56,571 | 56,571 |
| Mains – relining various sections, Dunedoo | | -52,395 | 52,395 |
| Sub-total | 0 | 0 | 0 |
| Total | 1,385,202 | 1,372,182 | 13,020 |

Rates and Annual Charges

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

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

Council's outstanding ratio as at 30 June 2018 was 8.68% which is below the recommended benchmark.

Council's outstanding rates and annual charges for the last five (5) financial years is:

| Year | Rates and Annual Charges Outstanding Ratio |
|------|--|
| 2019 | 12.36% |
| 2018 | 8.68% |
| 2017 | 7.91% |
| 2016 | 8.32% |
| 2015 | 8.44% |
| 2014 | 11.41% |
| 2013 | 13.30% |

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The outstanding rates and annual charges ratio as at 30 September 2018 is 12.36%. This is higher than the 10% benchmark recommended by the Office of Local Government.

The proportion of rates and annual charges outstanding related to residential properties is 58%. 32% of outstanding rates and annual charges relates to farmland and 10% to business.

Table 2 provides an overview of outstanding rates and annual charges, as at 30 September 2018, by rate and/or charge type.

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

| Rate/ Charge Type | Rate Arrears 2017/18 | 2018/19 Levy | Pensioner Write-off | Abandoned | Interest | Legal Fees | Rate Arrears & Net Levy | Total Payments to Date | Total Outstanding 2017/18 | Collection (%) 2018/19 | Total Arrears as at EOM | Outstanding Rates & Annual Charges (%) |
|---|----------------------------|-------------------|------------------------|---------------|---------------|---------------|-------------------------------|------------------------------|---------------------------------|------------------------------|-------------------------------|---|
| General | 617,754 | 7,930,844 | -156,887 | -8,645 | 13,394 | 4,760 | 8,401,220 | -2,473,325 | 5,927,895 | 29.44% | 921,230 | 10.97% |
| Water | 306,800 | 1,611,169 | -69,408 | | 3,923 | - | 1,852,484 | -630,981 | 1,221,503 | 34.06% | 290,527 | 15.68% |
| Sewerage | 140,265 | 1,262,577 | -50,480 | | 2,077 | - | 1,354,439 | -437,718 | 916,721 | 32.32% | 142,790 | 10.54% |
| Trade Waste | 1526 | 8,633 | - | - | 8 | - | 10,167 | -5,254 | 4,913 | 51.68% | 561 | 5.52% |
| Storm Water | 13,795 | 105,288 | - | | 210 | - | 119,293 | -42,021 | 77,272 | 35.23% | 14,148 | 11.86% |
| Garbage | 378,122 | 2,018,833 | -105,647 | -11 | 4,498 | - | 2,295,795 | -832,233 | 1,463,562 | 36.25% | 328,640 | 14.31% |
| Total Rates & Annual Charges | 1,458,262 | 12,937,344 | -382,422 | -8,656 | 24,110 | 4,760 | 14,033,398 | -4,421,532 | 9,611,866 | 31.51% | 1,697,896 | 12.10% |
| Sewerage Access | 104,003 | 155,308 | - | -199 | 738 | - | 259,850 | -55,225 | 204,625 | 21.25% | 49,317 | 18.98% |
| Water Consumption | 651,349 | 1,156,116 | - | -558 | 6,486 | 623 | 1,814,016 | -402,743 | 1,411,273 | 22.20% | 252,113 | 13.90% |
| Sewer Consumption | 31,395 | 82,007 | - | - | 157 | - | 113,559 | -19,729 | 93,830 | 17.37% | 11,823 | 10.41% |
| Trade Waste Usage | 9,954 | 45,245 | - | -553 | 12 | - | 54,658 | -8,741 | 45,917 | 15.98% | 672 | 1.23% |
| Total Water Supply Services | 796,701 | 1,438,676 | - | -1,310 | 7,393 | 623 | 2,242,083 | -486,438 | 1,755,645 | 21.70% | 313,925 | 14.00% |
| Grand Total | 2,254,963 | 14,376,020 | -382,422 | -9,966 | 31,503 | 5,383 | 16,275,481 | -4,907,970 | 11,367,511 | 30.16% | 2,011,821 | 12.36% |

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Options

The total amount of supplementary vote requests is \$1,372,182 with the net impact on the budget being an improvement of \$13,020.

Council can choose to:

1. Accept the Quarterly Budget Review Statement (QBRs) and:
 - (a) approve all supplementary votes requested; or
 - (b) select projects from the supplementary votes and approve a lower amount; or
 - (c) approve the supplementary votes requested and postpone selected current year projects to reduce the capital works program for 2018/19; or
2. Accept the Quarterly Budget Review Statement (QBRs) subject to changes and:
 - (a) approve all supplementary votes requested; or
 - (b) select projects from the supplementary votes and approve a lower amount; or
 - (c) approve the supplementary votes requested and postpone selected current year projects to reduce the capital works program for 2018/19; or
3. Not accept the Quarterly Budget Review Statement (QBRs) and:
 - (a) revoke the whole amount requested; or
 - (b) select projects from the requested revotes and approve a lower revoke amount; or
 - (c) approve the revotes requested and postpone selected current year projects to reduce the capital works program for 2018/19.

Financial Considerations

The total amount of supplementary vote requests is \$1,372,182 with the net impact on the budget being an increase of \$13,020.

Statement by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter indicates that Council's financial position as at 30 June 2019 is satisfactory having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Responsible Accounting Officer

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Attachments

1. Quarterly Budget Review Statement – First Quarter 2018/19 (September)

RECOMMENDATION

That Council:

1. Accept the first quarter Quarterly Budget Review Statement for the 2018/19 financial year, as presented.
2. Approve the variations as described in Table 1.
3. Note and accept the information provided on the status of the rates and annual charges for the year ending 30 September 2018.

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

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

Reason for Report

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

Background

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

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

Issues

Comments on Performance

Marketable Securities, Term Deposits and At Call Investment Accounts

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

Marketable Securities

Council currently holds no Marketable Securities.

Term Deposits

During the month, \$1,000,000 worth of term deposits matured, earning Council a total of \$9,692.05 in interest.

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

- \$1,500,000 with CBA at a rate of 2.53%
- \$1,500,000 with CBA at a rate of 2.53%

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The balance of the term deposits at the end of the month was \$12,500,002.

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 \$158,921.96 were made from these accounts and \$2,333.77 interest was received on the balances in the accounts resulting in a month end balance of \$1,549,841.27.

Income Return

The average rate of return on investments, for the month, of 2.49% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.95% by 54 points or 27.57%.

Council's full year budget for 2018/19 for interest added to investment is \$366,560. At the end of November the amount of interest received and accrued should be around 41.67% of the total year budget, ie. \$152,733.33. On a year to date basis, interest received and accrued totals \$108,475.91 which is 29.59% of the annual budget.

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.

In addition to the at call accounts and term deposits, as at 30 November 2018, Council had a cash at bank balance of \$2,722,315.27.

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Table 1: Investment Balances – 30 November 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 | 354.52 |
| NAB | | B-Pay | At Call | ADI | ADI | 0.00 | 322,537.43 |
| ANZ | | At Call | At Call | ADI | ADI | 0.75 | 7,091.15 |
| Regional Australia Bank | | At Call | At Call | LMG | LMG | 1.75 | 1,539.04 |
| T Corp IM Cash Fund | | At Call | At Call | P | P | 2.26 | 218,319.13 |
| CBA | | At Call | At Call | ADI | ADI | 1.45 | 1,000,000.00 |
| Sub-Total | | | | | | | 1,549,841.27 |
| Term Deposits | | | | | | | |
| CBA | 18-Jun-18 | 17-Dec-18 | 182 | ADI | ADI | 2.69 | 1,500,000 |
| WBC | 26-Sep-18 | 08-Jan-19 | 104 | ADI | ADI | 2.48 | 1,000,000 |
| NAB | 26-Sep-18 | 15-Jan-19 | 111 | ADI | ADI | 2.65 | 1,000,000 |
| AMP | 23-Jul-18 | 21-Jan-19 | 182 | UMG | UMG | 2.80 | 1,000,001 |
| AMP | 23-Jul-18 | 21-Jan-19 | 182 | UMG | UMG | 2.80 | 1,000,001 |
| WBC | 03-Oct-18 | 19-Feb-19 | 139 | ADI | ADI | 2.52 | 1,000,000 |
| Bank of Queensland | 04-Sep-18 | 05-Mar-19 | 182 | LMG | LMG | 2.75 | 1,000,000 |
| NAB | 03-Oct-18 | 19-Mar-19 | 167 | ADI | ADI | 2.68 | 1,000,000 |
| NAB | 09-Oct-18 | 02-Apr-19 | 175 | ADI | ADI | 2.68 | 1,000,000 |
| CBA | 22-Nov-18 | 17-Apr-19 | 146 | ADI | ADI | 2.53 | 1,500,000 |
| CBA | 29-Nov-18 | 01-May-19 | 153 | ADI | ADI | 2.53 | 1,500,000 |
| Sub-Total | | | | | | | 12,500,002 |
| Total | | | | | | | 14,049,843.27 |

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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 |

Table 2: At Call and Term Deposits – Monthly Movements

| Bank | Opening Balance | Interest Added to Investment | Net Placements/ Withdrawals | Closing Balance |
|----------------------------|----------------------|------------------------------|-----------------------------|----------------------|
| NAB | 170,256.57 | 97.95 | (170,000.00) | 354.52 |
| NAB | 30,459.39 | | 292,078.04 | 322,537.43 |
| ANZ | 7,105.28 | (14.13) | - | 7,091.15 |
| Regional Australia Bank | 282,160.21 | 378.83 | (281,000.00) | 1,539.04 |
| T Corp IM Cash Fund | 1,216,448.01 | 1,871.12 | (1,000,000.00) | 218,319.13 |
| CBA At Call | - | | 1,000,000.00 | 1,000,000.00 |
| Total At Call | 1,706,429.46 | 2,333.77 | (158,921.96) | 1,549,841.27 |
| CBA | 1,000,000.00 | 9,692.05 | (1,009,692.05) | - |
| 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 |
| WBC | 1,000,000.00 | - | - | 1,000,000.00 |
| Bank of Queensland | 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 | - | - | 1,500,000.00 | 1,500,000.00 |
| Total Term Deposits | 10,500,002.00 | 9,692.05 | 1,990,307.95 | 12,500,002.00 |
| Total | 12,206,431.46 | 12,025.82 | 1,831,385.99 | 14,049,843.27 |

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

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RECOMMENDATION

That Council note and accept the Investments and Term Deposits Report for the month ending 30 November 2018 including a total balance \$16,772,158.54 being:

- \$1,549,841.27 in at call accounts
- \$12,500,002.00 in term deposits
- \$2,722,315.27 cash at bank

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Item 24 Boundary Changes to Localities at Coonabarabran, Ulamambri, Napier, Binnaway, Purlewaugh and Weetaliba

| | |
|----------------------------|--|
| Division: | Technical Services |
| Management Area: | Asset and Design 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 new boundary changes to a number of localities (suburb) within Warrumbungle Shire. The changes to localities include Coonabarabran, Ulamambri, Napier, Binnaway, Purlewaugh and Weetaliba

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

1. Localities of Ulamambri, Dandry and Napier

The issue of properties along Oxley Highway being in Napier Lane, Ulamambri and Dandry Localities (*refer to Note 1 in the table below*).

This problem created confusion with Emergency Services. The map (*RFS extract*) below shows the Rural Fire Service mapping system with a fire on the Oxley Highway being described as the Locality of Ulamambri.



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The most important consideration in choosing the Locality for any particular property is the ability for Emergency Services to find the correct address. All Emergency Dispatch Centres work on the concept of identifying the Locality (suburb) first, then the road and then the number.

Unfortunately on a few occasions emergency vehicles have headed out of Coonabarabran on the wrong radial road only to find that the property was on another road.

2. Wattle Springs and Tannabar

The problem that the locality of Wattle Springs and Tannabar are not widely known and residents all have a Coonabarabran postal address (*refer to Note 2 in the table below*). Issues were along Warrumbungles Way and Coonabarabran Road towards Mollyan.

3. Box Ridge Road and Ropers Road

Residents of Box Ridge Road and Ropers Road had an address with the road name the same as the Locality name. These old localities have been incorporated into Binnaway and Ulamambri (*Refer to Note 3 in the table below*).

Solution

The following table provides an indication of the residents contacted by phone during the process of changing boundaries.

Table 1 – Residents Contacted

| New Locality | Area | Agreed or Objected |
|-----------------------------------|--|---|
| Coonabarabran (Note 1) | <u>Oxley Highway</u> The solution is to incorporate the properties along the Oxley Highway including the Estates between the Newell Highway and Oxley Highway (ie Stannix Park) into the Coonabarabran Locality. This will also match their postal address of Coonabarabran. Phone contact made with properties on the southern edge of Oxley Highway in both the old Ulamambri / Napier Lane localities. | Agreed (nil objections). |
| Coonabarabran (Note 2) | <u>Wattle Spring & Tannabar Localities</u> Residents along Warrumbungles Way near David Knight Bridge and toward Mow Rock Creek were contacted by phone. Some went Binnaway, some Coonabarabran and some to Ulamambri localities. | No objection to complete areas joining Coonabarabran at the public meeting. |

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| | | |
|---|---|--|
| Coonabarabran | <u>Wattle Spring area along Coonabarabran Road North of Mollyan.</u> Mendooran Post Office consulted. Their mail contractor runs north to Greenbah Creek and this aligns with the old Wattle Spring boundary, thus no change to the boundary. Residents north of this will go into Coonabarabran Locality that aligns with their present postal address. | |
| Binnaway / Ulamambri (Note 3) | Residents on the western side of Box Ridge Road were phoned and asked if they wish to go into Binnaway, Purlewaugh or Ulamambri. | Boundary created with residents all agreeing. |
| Ropers Road | The old locality of Ropers Road moved into Binnaway. A few residents on the top side have elected to go into Purlewaugh. | No objection to the removal of Ropers Road Locality at the public meeting. |
| Weetaliba | A number of written objections to the removal of Weetaliba Locality have been received. New addresses may become confusing; 3 Morven Street Weetaliba would be called 3 Morven Street, Binnaway. | Objections received from two residents who complained in writing. Other verbal complaints included the Weetaliba Locality to remain unchanged. |
| <u>Note</u> <i>In calling residents, not all were able to be contacted and the resulting contacts were mostly made to local residents that had landline phones.</i> | | |

Options

After a public meeting and community consultation the attached maps should be considered as the preferred option.

The boundary change has been discussed with the Geographical Names Board (GNB) with no formal objection from them. They will advertise the changes before formal gazettal of the boundaries.

Financial Considerations

The changes to boundaries will create new formal addresses for a large number of Rural Residents. This will have to be updated into Council's Rates System. This will occur as normal business over a period of time.

Attachments

1. Map of New Boundary Changes to Localities
2. Map of Previous Localities

RECOMMENDATION

That the new localities of Coonabarabran, Ulamambri, Napier, Binnaway, Purlewaugh and Weetaliba be accepted and formalised as per the Geographical Names Board gazettal process.

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Item 25 Extension of Swimming Pool Opening Times

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

Reason for Report

This is a feasibility report on extending opening hours at each town pool in accordance with the following Council resolution:

'180/1819 RESOLVED that Council seek a report from staff on feasibility of increasing the unsupervised operating hours at our public pools.'

Background

Council received several requests, at recent town consultation meetings, to increase opening times at each of the pools. In particular, requests have been received to allow access in morning periods and to extend opening times beyond 6.00pm in the evening. The current timetable for each pool in the Shire has evolved over time and reflects historical patterns in temperature and utilisation. While there are similarities in current timetables for each pool, no two timetables are the same.

Council introduced a no Lifeguard session for lap swimmers between the hours of 6.00am and 8.00am in 2016 following a trial period in Baradine during the 2015 season. Season ticket holders only have access during this early morning session. Season ticket holders receive a key for the early morning session upon payment of a bond and signing of an agreement regarding use. The early morning lap swimming session for season ticket holders has been well received and utilisation during this period has generally increased. During the early morning session there is no opportunity for casual users to access the pool, so this is a disadvantage for visitors to town wanting to access the pool.

This report considers the feasibility of extending the time for unsupervised swimming to 3.00pm each on weekdays during school term. A new set of pool opening timetables for each town is proposed based on underlying principles of extending opening times and that a Lifeguard should be available at those times that children are most likely to attend the pool. Children are most likely to be at the pool after school and during school holidays and this fact underlines proposed opening times with a Lifeguard. The Lifeguards undertake operational duties, such as collection of entry fees or tending to issues arising on the grounds, while on duty at the pools.

During preparation of this report, contact was made with Midcoast Council who own and operate a number of pools, including three small pools that are both unsupervised and have free entry. These pools are open everyday regardless of school times and school

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holidays. It appears from a management perspective that the free and unsupervised pools work well and no major incidents have occurred. However, there are constant reports of anti social behaviour at these pools, including patrons allowing their dogs into the pool.

Council's insurer, Jardine Lloyd Thompson (JLT) was also contacted during preparation of this report. JLT provided Council with Statewide Mutual Guidance Notes on 'Swimming Pool Operations' and recommended review of the Royal Life Saving Australia's 'Guidelines for Safe Pool Operations'. JLT advised that Council had a duty of care as well as compliance with both legislative and regulatory requirements including regular risk assessments.

Issues

Council is required to have a risk management framework in place for operation of swimming pools. There are various risk management documents that provide both guidance and industry standards for operations of pools, these include:

- 'Swimming Pool Operations' – *Statewide Mutual Guidance Note, February 2011;*
- 'Signs as Remote Supervision' – *Statewide Mutual, Best Practice Manual, October 2012;*
- 'Risk Management – Principles and Guidelines'; *AS/NZS ISO 31000:2009;*
- 'Practice Note 15 – Water Safety' – *Office of Local Government;*
- 'Guidelines for Safe Pool Operation' – *Royal Life Saving Society Australia.*

In particular a risk assessment must be undertaken of the proposal to allow access to a pool without the presence of a Lifeguard. It appears that risk sources associated with operating a pool without a Lifeguard can be grouped into one of three categories:

- **Safety of patrons:** Injury may occur to patrons due to a range of trip, slip and fall hazards as well as electrical hazards. The likelihood of injury is influenced by behaviour of the patron and the behaviour of others. Injury may also occur when the capacity of the patron to swim in the pool is exhausted. Over the last few seasons there are no documented reports from Lifeguards having to perform life saving first aid on patrons. Lifeguards have on numerous occasions been required to provide first aid to patrons, mostly on patrons under the age of 18 years.

Warning and information signs are a recognised method of providing supervision to users of a Council facility. Statewide Mutual has developed a procedure and guidance on the information that should be displayed on the sign. The most appropriate sign design will depend upon the type of pool facility, number of people using the pool and the frequency of use.

Resuscitation equipment is available at each pool, but it is not generally accessible. Facilities for the storage and accessibility of resuscitation equipment will need to be reviewed and upgrades may be necessary, for those times when a Lifeguard is not on duty.

- **Pool maintenance and operation tasks:** Lifeguards currently attend to a number of maintenance and operation tasks they may not be undertaken if there is a reduced staff presence. For example, water quality testing, pump operation,

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toilet cleaning, cleaning of pool concourse area, removal of pool vacuum and grounds maintenance. These operations may need to be undertaken by day labour staff in the Urban Services in each town.

- **Controlling access:** Access to each of the pools between 6.00am and 8.00am is only permissible for patrons who have a season ticket and who have been issued with a key. When a key is issued, patrons sign an agreement which includes clauses around behaviour and acceptance of risk. If the key access for season ticket holder's procedure is extended to other times there will be issues for user groups who have been reliant on Council staff to assist with a range of tasks. Currently, user groups such as schools, learn to swim programs and water fitness activities are required to make a booking for the pool. Council's Lifeguard has been on hand to manage those occasions where two or more groups want to use the pool at the one time or when user group activities clash with general users of the pool. Also, many user groups, particularly schools and learn to swim groups also rely on Council having a Lifeguard on hand during their pool activities.

If key access for season ticket holders is extended to 3.00pm each day, during the weekday and during school term, then access by casual users and visitors will not be possible. It is not known how this proposal may impact on pool utilisation and visitor reputation as statistics have not been collected on the nature of casual use. The proposed timetable of opening hours, however does allow casual use during school holiday term and after 3.00pm during school and on the weekends, the times when casual use appears to be most likely.

All of the pools have kiosk facilities and Council offers a retainer to any operator wanting to take up a lease to operate the kiosk for the season. When the kiosk is open, there is a reliance on the operator to monitor access and collect entry fees. However, the take up of a lease agreement at each pool does not always occur and even when an agreement is in place, the operation is not reliable. The management of kiosks in the future may need review, however in the immediate term and for the purpose of opening times there does not seem to be a role for kiosks in monitoring pool entry.

Options

A proposed timetable of opening hours for each pool is provided in the attachment. The timetable is based on extending opening hours during morning and afternoon sessions. Extending the opening hours during morning sessions is based on extending opening times for season ticket holders during school term and without a Lifeguard. The proposed timetables include a Lifeguard being on duty when children are most likely to visit the pool. Consideration of Award requirements in relation to employment of Lifeguards has been taken into account when preparing the timetables and calculating the cost of having Lifeguards on duty.

The proposed opening hour's timetable in the attachment will increase opening hours by 83% across all pools as shown in Table 1.0 below. The proposed timetable reduces the calculated ordinary hours worked by Lifeguards by 5% across all pools for the entire season as shown in Table 2.0.

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Table 1.0
Change in Opening Hours (excluding 6am to 8am)

| | Coonabarabran | Baradine | Binnaway | Coolah | Dunedoo | Mendooran | Totals |
|--------------------|---------------|----------|----------|--------|---------|-----------|--------|
| Current Timetable | 1264 | 896 | 820 | 972 | 980 | 781 | 5713 |
| Proposed Timetable | 1778 | 1699 | 1735 | 1734 | 1698 | 1709 | 10355 |
| Change (%) | 41% | 90% | 112% | 78% | 73% | 119% | 81% |

Table 2.0
Calculated Annual Lifeguard Ordinary Hours

| | Coonabarabran | Baradine | Binnaway | Coolah | Dunedoo | Mendooran | Totals |
|--------------------|---------------|----------|----------|--------|---------|-----------|--------|
| Current Timetable | 1542 | 1133 | 1057 | 1213 | 1331 | 1030 | 7307 |
| Proposed Timetable | 1322 | 1128 | 1107 | 1105 | 1127 | 1080 | 6870 |

The proposed opening hour's timetable shown in the attachment is a significant departure from the existing timetable and Council may wish to seek feedback on the proposal through a public call for submissions. At the same time Council may wish to trial the new timetable in some or all of the pools. Currently the timetable for summer school holidays is about to commence and given that there is not a significant change to the proposed timetable, it may be appropriate to commence the trial at the end of the holidays. It should also be kept in mind that users wanting to access the morning sessions without a Lifeguard in February and March during the trial period will need to purchase a season ticket.

Financial Considerations

The proposed timetable of opening hours shown in the attachment will reduce the cost of employing Lifeguards by 5% as shown in Table 3.0.

Table 4.0 below provides information on attendance at each pool over the last three years. This information may then be used to calculate the 'unit' cost (\$/person) of employing Lifeguards under current and proposed opening times as shown in Table 5.0.

The information in Table 6.0 provides actual data on annual revenue at each pool over the last three financial years and Table 7.0 provides data on nett operating costs. From nett operating costs the 'unit' cost (\$/person) of operating each pool can be calculated based on recorded attendance figures, Table 8.0. The data indicates that the pools at Binnaway, Mendooran and Baradine have the lowest attendance and are the most costly to operate in comparison to the pools at Dunedoo, Coolah and Coonabarabran. The proposed increase in opening times is the largest for the pools in Binnaway, Mendooran and Baradine and it is possible that with increased utilisation there may be a reduction in 'unit' operating costs at these pools.

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**Table 3.0
Calculated Annual Lifeguard Costs**

| | Coonabarabran | Baradine | Binnaway | Coolah | Dunedoo | Mendooran | Totals |
|--------------------|---------------|----------|----------|----------|----------|-----------|-----------|
| Current Timetable | \$47,233 | \$34,702 | \$32,369 | \$37,143 | \$40,774 | \$31,551 | \$223,772 |
| Proposed Timetable | \$40,490 | \$34,558 | \$33,899 | \$33,854 | \$34,512 | \$33,082 | \$210,395 |

**Table 4.0
Pool Attendance Data**

| | Coonabarabran | Baradine | Binnaway | Coolah | Dunedoo | Mendooran |
|----------------|---------------|----------|----------|--------|---------|-----------|
| 2015 - 2016 | 14,797 | 7,519 | 4,644 | 10,929 | 10,686 | 4,889 |
| 2016 - 2017 | 15,643 | 8,444 | 3,090 | 11,218 | 10,529 | 5,588 |
| 2017 - 2018 | 16,544 | 6,979 | 2,804 | 13,930 | 11,359 | 6,466 |
| 3 Year Average | 15,661 | 7,647 | 3,513 | 12,026 | 10,858 | 5,648 |

**Table 5.0
Unit Cost of Employing Lifeguards based on Attendance Data (\$/person)**

| | Coonabarabran | Baradine | Binnaway | Coolah | Dunedoo | Mendooran |
|--------------------|---------------|----------|----------|--------|---------|-----------|
| Current Timetable | \$3.02 | \$4.54 | \$9.21 | \$3.09 | \$3.76 | \$5.59 |
| Proposed Timetable | \$2.59 | \$4.52 | \$9.65 | \$2.82 | \$3.18 | \$5.86 |

**Table 6.0
Annual Pool Revenue (\$)**

| | Coonabarabran | Baradine | Binnaway | Coolah | Dunedoo | Mendooran | Totals |
|---------|---------------|----------|----------|----------|----------|-----------|-----------|
| 2015/16 | \$39,189 | \$13,642 | \$8,590 | \$24,763 | \$18,483 | \$9,838 | \$114,505 |
| 2016/17 | \$39,506 | \$17,015 | \$7,408 | \$26,555 | \$20,715 | \$12,815 | \$124,014 |
| 2017/18 | \$41,699 | \$11,985 | \$8,564 | \$29,289 | \$19,172 | \$9,432 | \$120,141 |

**Table 7.0
Annual Net Operating Costs (\$)**

| | Coonabarabran | Baradine | Binnaway | Coolah | Dunedoo | Mendooran | Totals |
|---------|---------------|-----------|----------|----------|----------|-----------|-----------|
| 2015/16 | \$77,352 | \$85,227 | \$83,427 | \$70,918 | \$69,889 | \$77,310 | \$464,124 |
| 2016/17 | \$106,186 | \$84,612 | \$70,248 | \$92,934 | \$69,524 | \$90,414 | \$513,919 |
| 2017/18 | \$119,840 | \$118,007 | \$70,296 | \$87,837 | \$88,480 | \$83,897 | \$568,358 |
| Average | \$101,126 | \$95,949 | \$74,657 | \$83,897 | \$75,964 | \$83,874 | |

**Table 8.0
Unit Operating Cost Based on Attendance Data**

| | Coonabarabran | Baradine | Binnaway | Coolah | Dunedoo | Mendooran |
|---------------------|---------------|----------|----------|--------|---------|-----------|
| Unit Cost \$/person | \$6.46 | \$12.55 | \$21.25 | \$6.98 | \$7.00 | \$14.85 |

Attachments

1. Current and Proposed Pool Opening Timetables

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RECOMMENDATION

That:

1. The proposed opening hours timetable shown in the attachment for the pools at Mendooran, Binnaway and Baradine is implemented as a trial as soon as practicable.
2. A report on the trial is prepared for Council following the close of the season.

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Item 26 Proposal to Name and Gazette Private Roads in Homeleigh Drive Estate

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

Reason for Report

The purpose of this report is to seek Council's endorsement to name and gazette private access roads within the Homeleigh Drive subdivision.

The report is in response to requests from residents over the unnamed roads within the Homeleigh Drive Estate and the difficulties Emergency Services may have in identifying addresses.

Background

Homeleigh Drive Estate is a residential development. Presently it has two (2) ungazetted and unnamed private access roads that lead from the Council road, Homeleigh Drive off Timor Road, Coonabarabran.

Gazetting is required to make it easier for Emergency Services to locate these residences and apply Rural Addressing numbering.

The NSW Department of Land and Property Information (LPI) authorises Local Government to be the road naming authority for roads within its boundaries. Council has the power to name these roads formally.

A map showing the location and layout is attached.

Issues

Following are the two (2) principal issues of roads being unnamed:

1. Difficulty in locating a residence in case of an emergency, such as bushfire or medical. Emergency Services will find the road with the rural number, but this will not help them to find the entrance or gate to that property.
2. Addresses within the subdivision cannot be officially recognised. This can lead to difficulties for the residents to access utilities, government services or possible invalidation of insurance policies.

Options

The favoured option for consideration by Council is as follows:

- Conduct a survey to find two (2) suitable names for these roads.

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- Officially name and gazette the two (2) unnamed roads:
- Under Section 2.4.3 of the Comprehensive Property Addressing System (CPAS) Guidelines it states:

'This policy applies to all roads in NSW, regardless of custodianship and maintenance agreements. Importantly, under this policy, all roads in NSW shall be authoritatively named and the names gazetted.'

- Create new Rural Addressing numbers based on the new road names

Financial Considerations

Under CPAS the naming of a road does not equate to responsibility for the maintenance of the road transferring to Council. Thus there is no direct cost to Council in the future.

The installation and cost of new road signs including finger signs that include the words 'Private Access' is estimated to be approximately \$600.

Attachments

1. Locality Map of Unnamed Roads within the Homeleigh Drive Estate

RECOMMENDATION

That Council:

1. Undertake the official naming and gazetting of the private roads in the Homeleigh Drive subdivision.
2. Notify residents of the changes.
3. Install the appropriate signage to ensure public knowledge of the addresses within the subdivision.

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Item 27 Shire Integrated Transport Strategy

| | |
|----------------------------|--|
| Division: | Technical Services |
| Management Area: | Technical Services |
| Author: | Director Technical Services – Kevin Tighe |
| CSP Key Focus Area: | Local Economy Public Infrastructure and Services |
| Priority: | LE1 Agricultural activities continue to be recognised and supported as a foundation of our local economy PI1 Public transport alternatives including bus and rail services connect local towns and villages and provide links with other regional centres PI3 Roads throughout the shire are safe, well maintained and appropriately funded. |

Reason for Report

The purpose of this report is to consider the concept of an Integrated Transport Strategy for Warrumbungle Shire and to recommend a process for development of the strategy.

Background

Council owns and manages an extensive network of roads, bridges and footpaths that are used to deliver a range of social and economic benefits across the Shire and to surrounding regions. There are transport assets within the Shire not owned by Council such as State Highways and rail lines that have a significant impact on social and economic wellbeing of the Shire. There is of course a wide variety of users, on each of these transport networks to cater for the expectations of a variety of primary, secondary and tertiary industries. A study of transport infrastructure extends beyond the road, bridge and footpath network and may include aerodromes, cycleways and rail lines.

The purpose of a Transport Strategy is to guide decisions on future development of transport infrastructure for the Shire. They are usually developed in response to existing or foreseeable capacity constraints and they may be developed to provide a vision for transport infrastructure in the medium to long term, say 10 to 30 years.

The actions and targets established in a Transport Strategy must by necessity align with other strategy documents that may be developed by Council, such as; Land Use Strategy, Economic Development and Tourism Strategy, Long Term Financial Plan and Asset Management Plans. A Transport Strategy for the Shire should also align with State Government initiated strategies such as the Castlereagh Regional Economic Development Strategy, State Highway Corridor Plans and Road Safety

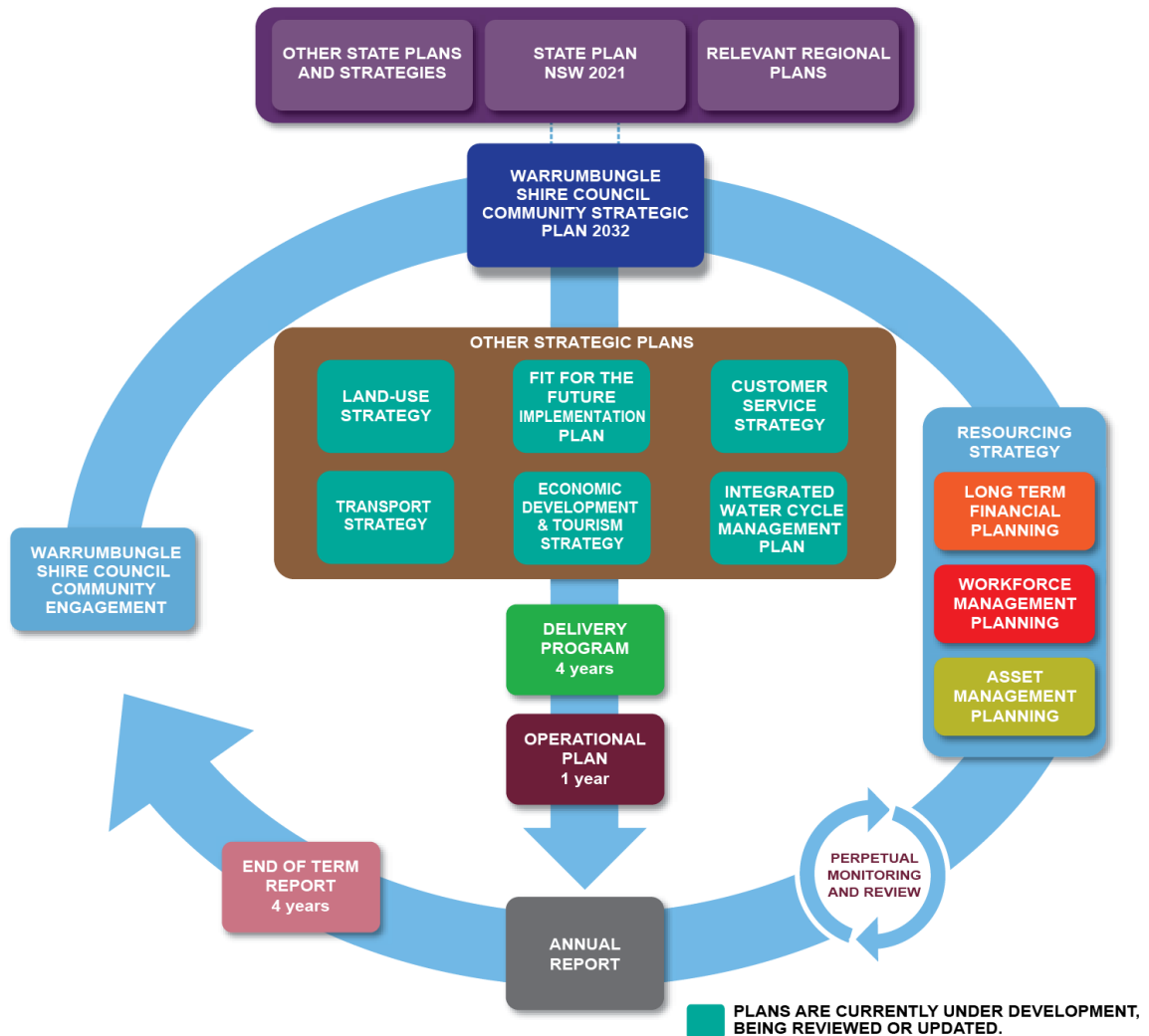
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Plans. A depiction of how a Transport Strategy might integrate with existing statutory Integrated Planning and Reporting requirements is shown in Figure 1.

A snapshot of transport infrastructure that exists within the Shire is provided in Figure 2.

Figure 1 – Integrated Planning & Reporting Framework



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Figure 2 – Transport Infrastructure & Services Snap Shot

- Rural Roads – The local rural road network of 1,986km in the Shire is categorised according to hierarchy and whether the road is sealed or unsealed. A summary table of categorisation is shown as follows:

| | Sealed Length (km) | Unsealed Length (km) | Total Length (km) |
|----------------------|-------------------------------|---------------------------------|------------------------------|
| Arterial Roads | 200 | 21 | 221 |
| Distributor Roads | 208 | 526 | 734 |
| Collector Roads | 64 | 532 | 596 |
| Access Roads | 7 | 398 | 405 |
| Unformed Roads | 0 | 30 | 30 |
| Total Lengths | 479 | 1507 | 1986 |

- Regional Roads – Purlough Road, Baradine Road, Gwabegar Road, Warrumbungles Way, Vinegaroy Road, Forest Road. Total length 385km.
- Urban Centres – Baradine, Binnaway, Coolah, Coonabarabran, Coolah, Dunedoo and Mendooran. Total length of town streets – 139km.
- State Highways – Newell Highway, Golden Highway, Oxley Highway, Castlereagh Highway. Total length within the Shire - 334km.
- Routes for Restricted Access Vehicles – A range of routes for restricted access vehicles exists and may be found on an interactive map facility on the NSW Roads & Maritime Services' website. The interactive map provides route details for 4.6m high vehicles, B Double routes and Road Train routes including any conditions attached to the route.
- Aerodromes – There is a sealed runway at Coonabarabran and unsealed runways at Baradine and Coolah. Both the Coonabarabran and Coolah aerodromes are registered with the Civil Aviation Safety Authority (CASA).
- Rail Lines – The following freight rail lines traverse the Shire; Wallerawang Binnaway Line (via Dunedoo and Merrygoen), Binnaway Werris Creek Line and Merrygoen Dubbo Line. Abandoned rail lines include; Binnaway Gwabegar Line (via Coonabarabran) and Dunedoo Coolah Line.
- Public Transport – Transport NSW operate a daily bus service to and from Lithgow train station. The bus service takes in the following towns within the Shire; Dunedoo, Coolah, Mendooran, Binnaway, Coonabarabran and Baradine.
- Community Care Bus – Warrumbungle Shire Council operates a community care bus on a timetable that covers each town within the Shire.
- Cycleways – A constructed off road shared bike path exists in Coonabarabran and Coolah. A Bike Plan exists for future development of cycleway infrastructure.
- Footpaths – A Pedestrian Access Mobility Plan exists to guide future upgrades and development of pedestrian facilities within each of the urban centres.

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Issues

There appears to be limited guidance or reference documents available on development of an Integrated Transport Strategy specific for a medium sized Rural Council. Some of the larger Regional Councils in NSW have a Transport Strategy that may be useful as a reference document for development of a strategy. However, the strategies developed by large Regional Councils are in response to traffic congestion and parking constraints caused by rapid population increases and by rapid regional economic growth. *“.. the Transport Strategy is the blueprint for the city’s transport network over the next 25 years, with a particular focus on expected accelerated growth in the region”* (Cessnock Traffic and Transport Strategy, 2018). *“The city’s existing road and transport network has developed over time to cater for increasingly expanding outer settlements, but we need a new and integrated approach if we are to support our growing population, economy and position as a regional centre”* (Wagga Integrated Transport Strategy and Implementation Plan 2040).

The population of Warrumbungle is expected to continue to decline in the medium term, unless there is a substantial increase in economic activity, and traffic congestion is not likely to be an issue in the foreseeable future in any of the urban centres. The economy of Warrumbungle Shire Council is primarily dependent on agriculture and perhaps the focus of a Transport Strategy may be access to an effective freight network. The social needs of Shire residents are constantly changing and a Transport Strategy may also focus on demands for access to health and education services.

There are many transport infrastructure decisions made by both State and Australian Governments that impact on Warrumbungle Shire, for example the Coonabarabran Heavy Vehicle Project and the Inland Rail Project. Council may be in a better position to influence such decisions if a Transport Strategy existed for the Shire.

A focus on freight networks in a Transport Strategy may lead to actions and targets being established in relation to upgrading the road network to allow access for higher productivity trucks. A Roads Asset Management Plan has several objectives including those that may be found in a Transport Strategy such as; a demand forecast of future road asset and service requirements and the expected level of service to be provided by the asset. Council’s Roads Asset Management Plan is not yet fully developed, however outcomes from the plan to date include budget information to inform the Long Term Financial Plan.

A Transport Strategy for Warrumbungle Shire Council may have several focus areas other than roads including; aerodromes, public transport, cycleways, school buses, truck rest areas, use of ‘intelligent’ traffic management devices and vehicles and road safety.

The process of developing a Transport Strategy must first start with a clear understanding of strategy focus and strategy objectives. This then will enable effort associated with data collection and community consultation to be targeted towards meeting strategy objectives. Specialist advice will be required to assist Council with development of a Data Collection Strategy and Community Consultation Strategy.

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Options

Council may wish to fund the development of a comprehensive Transport Strategy for the Shire. A process for development would need to be established, which will have many components including; a process of consultation with the community and relevant Government agencies and industry representatives, a process for collection of data and a process of document review. Council does not have in house resources available to develop a Transport Strategy and specialist consultants will need to be engaged. To ensure that Council objectives for a Transport Strategy are met, it may be necessary for Council to establish a steering committee or even an advisory committee for the project. Until a framework is established it is difficult to estimate the time required to develop a strategy, however it is likely that such a project will take 10 to 15 months. Council is currently not in a position to make decisions on process and overall framework and costing details for development of a strategy, and a report to Council will be necessary before Council is able to commit to the project.

It appears that one of the top priorities for the Orana Joint Organisation of Councils (JOC) is development of a Regional Road Strategy. Council is a member of the Orana JOC and Council may wish to defer development of a Shire Transport Strategy until a Regional Roads Strategy is developed by this organisation. Recently, Council participated in a data collection survey put out by Orana JOC, which sought information on various roads within the Shire including; traffic volume, safety data, road pavement defect, connectivity and potential travel time savings. The focus of Orana JOC Road Strategy Project is on having a road network that optimises efficient movement of agricultural and mining freight across the region.

Rather than development of a comprehensive Transport Strategy, Council may wish to focus on developing a strategy for particular categories of transport for particular types of infrastructure in the Shire. The movement of agricultural freight within and through the Shire is likely to be a prominent feature of any Transport Strategy and Council may wish to focus on a Road Transport Strategy for the agriculture sector in the Shire. Such a strategy could focus on the existing local and regional road network and existing and proposed routes for access by B Double and Road Train trucks and their derivatives and for access by a range of agricultural equipment. Development of a Shire Road Strategy for trucks on local and regional roads, including town streets but excluding State highways, could be undertaken as a project by Council's resources. For example, not all arterial or distributor roads (formerly Category 1.0 roads) on the local rural road network are open to B Double access and Council may wish to commence a process of assessment of these roads.

Council may wish to defer making a decision on development of a Shire Transport Strategy until such time that supporting strategy documents are in place. For example, Council may wait until a Regional Roads Strategy is developed by the Orana JOC. Also, Council may wish to wait until Council's Road Asset Management Plan is fully developed and implemented.

Financial Considerations

There is no allocation in the current budget or Long Term Financial Plan for development of a comprehensive Shire Transport Strategy. Engagement of specialist consultants to collect the necessary data, formulate a Consultation

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Strategy and participate in public consultation and liaise with an advisory committee may cost between \$40,000 an \$80,000.

RECOMMENDATION

That Council consult with the Orana Joint Organisation of Councils regarding timeframe for completion of Regional Roads Strategy.

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Item 28 Council Crown Land Funding Support Program

| | |
|----------------------------|---|
| Division: | Development Services |
| Management Area: | Property and Risk |
| Author: | Acting Manager Property and Risk – Kelly Dewar |
| CSP Key Focus Area: | Recreation and Open Space |
| Priority: | RO2 – National parks and reserves in and around the Shire need to be well-maintained and accessible in the long term for recreational activities. |

Reason for Report

To inform Council of the Crown Land Plans of Management Funding Support Program.

Background

The *Crown Lands Management Act 2016* (the Act) commenced on 1 July 2018, introducing a consolidated, modern piece of legislation to govern the management of Crown land in NSW.

The Act introduced significant changes to the management of Crown land by Councils. Councils will now be required to manage their dedicated or reserved land as if it were public land under the *Local Government Act 1993* (LG Act). Most of this land is expected to be classified as “community land” under the LG Act, meaning that Council will be required to have a plan of management in place for the land. A transition period of 3 years is provided for council to have these plans in place.

Issues

The change in legislation means the following:

- Council will be required to manage Crown land reserves as if they were Council-owned land under the LG Act.
- Council will not generally be required to seek the Minister for Lands approval for dealings; instead, in most cases council will manage these reserves as if they were community land.
- There will be the ability to manage land as operational land in appropriate circumstances.
- The requirement to have plans of management for each reserve that is classified as community land will be phased in over time and council will not have to go through the full LGA process for initial plans. To address initial cost, some financial assistance from the Government will be available.
- Council will continue to be eligible to apply for grants from the Public Reserve Management Fund Program to support the management and up-keep of Crown reserves.
- Council will need to appoint a trained native title manager to ensure compliance with obligations under the Commonwealth Native Title Act.

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Funding has been allocated to Council to help meet the costs in establishing a Plan of Management for Crown Reserves for which Council has been appointed Crown Reserve Manager.

The methodology for allocating the funding is based on both the number of reserves managed by Council and the resource capacity of Council. Council has received an offer of \$89,982 to assist develop our Plan of Management based on the methodology as outlined above..

Council has a total of 103 Crown Reserves that require a Plan of Management to ensure the use, licencing or leasing of this land is compliant under the Crown Lands Management Act.

If Council is of the opinion that Council no longer wishes to be Crown Reserve Manager of a reserve, Section 3.12(2) of the Crown Land Management Act 2016 states that “a Local Council cannot resign as a Crown Land Manager without the Ministers approval”. Council will need to make applications to the Minister for any Crown Reserves they no longer wish to be the Crown Reserve Manager of.

Options

Council can accept the funding agreement as is and make variations under section 12 of the agreement. This funding will enable Council to undertaken the planning and establishment of a Plan of Management for Crown Reserves as per requirements of the Crown Lands Management Act 2016. The Plan of Management is required to be completed by 30 June 2021.

Council can also decide not to pursue the funding at this time. If Council does not pursue the funding the cost of establishing the Plan of Management for Crown Reserves will need to be paid for by Council.

Financial Considerations

If accepted the Funding Support Program will allocate \$89,982 to Council to establish the Plan of Management for Crown Reserves.

RECOMMENDATION

That Council:

1. Receives and notes the report on the Council Crown Land Funding Support Program.
2. Accepts the Council Crown Land Funding Support Program and deal with any variations required under Section 12 of the agreement.

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Item 29 Draft Economic Development and Tourism Strategic Plan – 2018-2023

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

Reason for Report

To present to Council the draft Economic Development and Tourism Strategy for 2018 – 2023.

Background

Council appointed Jenny Rand & Associates as the consultant to prepare the draft strategy for Economic Development and Tourism for the next five (5) years for Warrumbungle Shire.

Consultations were held with stakeholders, in person and by phone prior to the preparation of the draft Strategy. Meetings were held in each community with interested persons and business groups to gain an understanding of the future economic development and tourism needs for our Shire.

A copy of the draft strategy was circulated to the Executive Leadership Team (ELT) and Council's Economic Development and Tourism Committee (EDT Committee) members seeking input on the draft. Submissions from the ELT and EDT Committee were sent to the consultant for incorporation into the draft strategy.

Issues

The draft strategy contains a number of strategies and actions, though these have not been ranked in priority order at the time the draft document was prepared. A copy of the draft strategy is included as Attachment 1.

It is proposed that prioritising of the actions will be undertaken in 2019 to detail those actions that will be carried out each year over the next 5 years. The actions will be prioritised by staff and relevant measures for achieving generated.

The draft strategy is required to be placed on public exhibition for 28 days inviting submissions from community and interested persons.

A further report will be prepared for Council after the submission period has expired noting any further changes identified by the general public that may be needed to be incorporated into the draft strategy before it is formally adopted by Council.

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This document must reflect the aspirations of the Community Strategic Plan which was developed in consultation with community in 2012 and amended in 2017.

Options

It is likely that further changes may be required to the document following the public exhibition period and before the final strategy report is presented and adopted by Council in February 2019.

Financial Considerations

The draft Economic Development Strategy has been funded from Council's economic development budget. To date \$8,886.21 has been expended on development of the strategy.

Attachments

1. Draft Warrumbungle Shire Economic Development and Tourism Strategic Plan 2018 – 2023.

RECOMMENDATION

That:

1. The Draft Warrumbungle Shire Economic Development and Tourism Strategic 2018 - 2023 be adopted by Council.
2. The Draft Warrumbungle Shire Economic Development and Tourism Strategic 2018 - 2023 be placed on public exhibition for 28 days.
3. A further report be presented to Council on submissions received after the public exhibition period.

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Issues

Before an application for the compulsory acquisition is lodged, approval from the Department of Primary Industries – Lands needs to be received. The application seeks whether Council wants to acquire the whole or part of the lot. Council will apply for the acquisition of part of the land that the current road is situated on.

Council must also apply for the approval of the Minister for Local Government and the Governor to acquire the land by compulsory process.

Once these approvals have been issued, Council can commence the acquisition process. To acquire part of a lot, Council will need to obtain, lodge and register an acquisition plan.

To formalise Silo Road, application for the compulsory acquisition of part of the land will be required. Silo Road crosses over a number of crown land lots that have separate reserves as follows:

- Lot 7306 DP1146075 is Reserve 750246 notified 29 June 2007 for Future Public Requirements and there is a grazing licence held on the land.
- Lot 29 DP750246 Reserve 6936 notified 11 August 1888 for Camping and Travelling Stock and an Aboriginal Land Claim 30779 lodged 9 September 2010 is currently on the land.
- Lot 7005 DP1002065 Reserve 6214 notified 21 April 1888 for Camping and Travelling Stock.
- Lot 7017 DP1051677 part Reserve 22303 notified 9 March 1895 for Travelling Stock and an Aboriginal Land Claim 30783 lodged 9 September 2010 is currently on the land.
- Lot 7006 DP1002065 Reserve 83121 notified 14 April 1961 for Travelling Stock.

A search of the Native Title Register will need to be obtained for submission with Council's application to the Office of Local Government.

Council will need to obtain a search of the Aboriginal Land Claims register to submit with its application to the Office of Local Government and will also need to address Aboriginal Land Claim No 30779 by obtaining either:

- the written consent of the NSW Aboriginal Land Council and the local Aboriginal Land Council for the compulsory acquisition of this Crown land to proceed, or
- the written agreement of the NSW Aboriginal Land Council and the Local Aboriginal Land Council to remove the Crown land subject to Council's application from the ALC existing claims.

Options

Council has the option of undertaking a compulsory acquisition of the land to formalise the already constructed and maintained road known as Silo Road, Baradine.

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Council has the option of not undertaking a compulsory acquisition. If the acquisition is not undertaken Silo Road will be reinstated as Crown Land and there will be no access for residents or Graincorp to access their property.

Financial Considerations

Costs involved with the compulsory acquisition of land are not known at this stage as there are a number of steps that are required to be undertaken to acquire the parcel of land including costs for the consent from Crown Lands, solicitors costs for the advice relating to the extinguishment of any Native Title Claims, surveyors costs and Just Terms Compensation.

RECOMMENDATION

That Council:

1. Apply to the Department of Primary Industries – Lands for consent under section 11 of the *Land Acquisition (Just Terms Compensation) Act 1991* to issue a proposed acquisition notice to acquire part of Lot 7306 DP1146075, Lot 29 DP750246, Lot 7005 DP1002065, Lot 7017 DP1051677 and Lot 7006 DP1002065 to establish a roadway, subject to the approval of the Minister for Local Government.
2. Make an application for the compulsory acquisition of part of the land described as Lot 7306 DP1146075, Lot 29 DP750246, Lot 7005 DP1002065, Lot 7017 DP1051677 and Lot 7006 DP1002065 for the purpose of forming a road in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.
3. Make an application to the Minister and Governor for approval to acquire the part of the land described as Lot 7306 DP1146075, Lot 29 DP750246, Lot 7005 DP1002065, Lot 7017 DP1051677 and Lot 7006 DP1002065 by compulsory process under section 186 of the *Local Government Act 1993*.
4. Authorise for the Common Seal of the Warrumbungle Shire Council to be affixed to any documentation required to effect acquisition of the land, if required.

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Item 31 Werribee Road Premer

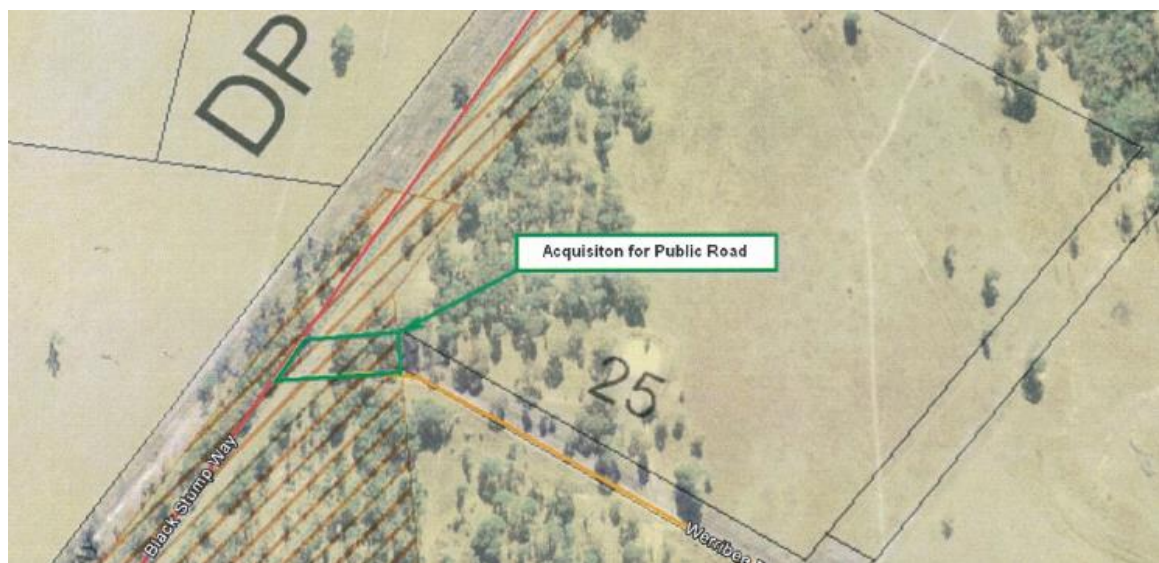
| | |
|----------------------------|--|
| Division: | Development Services |
| Management Area: | Property and Risk |
| Author: | Acting Manager Property and Risk – Kelly Dewar |
| CSP Key Focus Area: | Public Infrastructure and Services |
| Priority: | P13 Roads throughout the Shire are safe, well-maintained and appropriately funded. |

Reason for Report

To apply for compulsory acquisition of part Lot 7304 DP1159006, Black Stump Way, Premer to construct a legal access to Werribee Road. The access will cross Crown Land dedicated for a Travelling Stock Route Reserve 1697, therefore a compulsory acquisition of land is required to formalise access to Werribee Road.

Background

In June 1998, Terra Shell Pty Ltd applied for a 29 Lot Rural Subdivision located at “Werribee” Black Stump Way, Premer. The proposed application was approved in January 1999 with conditions. In January 2002 the Acting Director Environmental Services signed an internal memo addressed to the General Manager to sign and release the linen plans. The subdivision plans indicated a new road which was to be named Werribee Road needed to be constructed in accordance with Council’s requirements to ensure access to each lot was through a separate entrance. Once Werribee Road was constructed a compulsory acquisition should have been applied for to allow access from Black Stump Way, this however was not undertaken at the time. The proposed section of land to be acquire is indicated in green in the below map, the area is approximately 0.1ha.



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Issues

Since the completion of the subdivision, Council has approved three development applications along Werribee Road. Council was not aware at the time of the approvals that there was no legal access across the Crown Land from Black Stump Way to Werribee Road.

Before an application for the compulsory acquisition is lodged approval from the Department of Primary Industries – Lands needs to be received. The application requests if Council wants to acquire the whole or part of the lot or the land for an easement. Council will apply for the acquisition of part of the land for the construction of an access road. Once approval has been issued Council can commence the acquisition process.

To formalise the access to Werribee Road an application for the compulsory acquisition of part of the land will be required. The parcel of land is located along the Black Stump Way and is dedicated as a Reserve for Travelling Stock (R1697) notified 21 March 1881. There is also a current Aboriginal Lands Claim lodged 23 November 2005 - claim number 8286.

A search of the Native Title Register will need to be obtained for submission with Council's application to the Office of Local Government.

Council will need to obtain a search of the Aboriginal Land Claims (ALC) register to submit with its application to the Office of Local Government and will also need to address Aboriginal Land Claim No 8286 by obtaining either:

- the written consent of the NSW Aboriginal Land Council and the local Aboriginal Land Council for the compulsory acquisition of this Crown land to proceed, or
- the written agreement of the NSW Aboriginal Land Council and the Local Aboriginal Land Council to remove the Crown land subject to Council's application from the ALC existing claims.

Options

Council has the option of undertaking a compulsory acquisition of the land to allow access for the owners of properties on Werribee Road.

Council has the option of not undertaking a compulsory acquisition. If the acquisition is not undertaken there will be no legal access to Werribee Road, Premer.

Financial Considerations

Costs involved with the compulsory acquisition of land are not known at this stage as there are a number of steps that are required to be undertaken to acquire the parcel of land including costs for the consent from Crown Lands, solicitors costs for the advice relating to the extinguishment of any Native Title Claims and surveyors costs and Just Terms Compensation.

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RECOMMENDATION

That Council:

1. Apply to the Department of Primary Industries – Lands for consent under section 11 of the *Land Acquisition (Just Terms Compensation) Act 1991* to issue a proposed acquisition notice to acquire part of Lot 7304 DP1159006 to establish a roadway, subject to the approval of the Minister for Local Government.
2. Make an application for the compulsory acquisition of part of the land described as Lot 7304 DP1159006 for the purpose of forming an access road in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.
3. Make an application to the Minister and Governor for approval to acquire the part of the land described as Lot 7304 DP1159006 by compulsory process under section 186 of the *Local Government Act 1993*.
4. Authorise for the Common Seal of the Warrumbungle Shire Council to be affixed to any documentation required to effect acquisition of the land, if required.

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Item 32 Development Applications

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

Development Applications

Approved – November 2018

| Development Application/ Complying Development | Date Lodged | Date Approved | Applicant's Name | Location | Town | Type Of Development | Stop the Clock Referral Days |
|--|----------------|------------------|------------------------------|---------------------------------|---------------|--|---------------------------------------|
| DA23/2018 | 27/06/2018 | 27/11/2018 | Warrumbungle Shire Council | 14-22 John Street | Coonabarabran | Alterations and Additions to Commercial Building | 139 |
| DA44/2018 | 16/10/2018 | 15/11/2018 | Jeremy Berthet | Murilla 544 Warrumbungle Way | Binnaway | Conversion to Change of Use | 13 |
| DA46/2018 | 17/10/2018 | 01/11/2018 | James Butcher | 79 Homeleigh Drive | Coonabarabran | Dual Occupancy | 0 |
| DA50/2018 | 22/10/2018 | 1/11/2018 | Taylor Made Buildings | 4525 Black Stump Way | Coolah | Installation of Manufactured Home | 0 |
| DA51/2018 | 24/10/2018 | 1/11/2018 | Stuart Curtis | 14 Clarke Street | Leadville | Alterations and Additions to Existing Building | 0 |
| DA53/2018 | 25/10/2018 | 06/11/2018 | Nylie Martin | 42 Binnia Street | Coolah | Change of Use | 0 |
| DA54/2018 | 26/10/2018 | 30/11/2018 | Warrumbungle Steel Buildings | 126 Dalgarno Street | Coonabarabran | New Residential Garage/Shed | 7 |
| DA55/2018 | 01/11/2018 | 02/11/2018 | Warrumbungle Shire Council | 67 South Street | Ulamambri | Installation of Toilet Block | 0 |

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| | | | | | | | |
|-----------|------------|------------|------------------------------|--------------------|---------------|-----------------------------------|---|
| DA56/2018 | 01/11/2018 | 02/11/2018 | Warrumbungle Shire Council | Plumb Street | Leadville | Installation of Toilet Block | 0 |
| DA58/2018 | 13/11/2018 | 20/11/2018 | Warrumbungle Steel Buildings | 2 Dalgarno Street | Coonabarabran | Awning – Residential | 6 |
| DA59/2018 | 14/11/2018 | 20/11/2018 | Taylor Made Buildings | 183 Kurrajong Road | Bugaldie | Installation of Manufactured Home | 1 |

*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 November 2018, under Delegated Authority.

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Item 33 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 November Ordinary Council meeting, Councillor Lewis and Councillor Shinton presented Council with questions for the next meeting. The questions and answers are outlined below.

Question 1 – Cr Lewis

Binnaway Men's Shed wants to know when to apply for donations.

Response

Contact was made with Binnaway Men's Shed and they have put in an application for a Community Financial Assistance Donation. The Men's Shed have a contact within Council that they can follow up with in relation to funding opportunities.

Question 2 – Cr Shinton

Sir Ivan Fire Mayor's Fund has ~ \$20,000 promised for a shelter shed. The fund finishes soon, where are we with this undertaking?

Response

Council has been unable to identify a suitable piece of land, owned by Council, for this purpose. Council has received advice from the Department of Industry that there are blocks of land in Uarbry that are Crown land that are reserved for a purpose which might be consistent with the proposal for construction of a skillion. The Department of Industry also advised that the identified parcels of land are managed by a local community trust board and the current active use appears to be for grazing purposes. There would need to be negotiation between Council and the trust board and Council would need to not require direct control of the land that the structure is to be built on.

Question 3 – Cr Shinton

\$94,000 in funding for cameras in the main street. What's happening with this?

Response

Preliminary discussions have taken place with Tamworth Regional Council in their capacity as Council's information technology support provider to provide assistance with this project. Tamworth Regional Council has a staff member who has experience in this area and is willing to assist with implementation of the project. Council has

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been limited in our ability to progress this project due to limited human resources in this area. With the assistance of Tamworth Regional Council it is expected that this project will commence in January 2018.

Options

Nil.

Financial Considerations

Nil.

Attachments

Nil

RECOMMENDATION

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

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Item 34 Reports to be Considered in Closed Council

Item 34.1 Human Resources Monthly Report – November 2018

Division: Corporate and Community Services

Author: Acting Manager Human Resources – Chris Kennedy

Summary

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

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

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

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

RECOMMENDATION

That the Human Resources Monthly Report – November 2018 be referred to Closed Council pursuant to section 10A(2)(a) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with personnel matters concerning particular individuals (other than councillors).

Item 34.2 Bowen Oval Lighting Upgrade Tender

Division: Technical Services

Author: Manager Urban Services – Shane Weatherall

Summary

The purpose of the Bowen Oval Lighting Upgrade Tender report is to provide Council with relevant information required to select the most suitable company to carry out the lighting upgrade within the Bowen Oval Sporting Complex.

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

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

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(d) commercial information of a confidential nature that would, if disclosed:

(i) prejudice the commercial position of the person who supplied it, or

RECOMMENDATION

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

Item 34.3 Three Rivers Regional Retirement Community Information Report

Division: Development Services

Author: Director Development Services – Leeanne Ryan

Summary

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

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

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

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

RECOMMENDATION

That the Three Rivers Regional Retirement Community Information Report – December 2018 be referred to Closed Council pursuant to section 10A(2)(g) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Item 34.4 Mayoral Minute – Interim General Manager's Performance Review

Division: Executive Services

Author: Mayor – Councillor Denis Todd

Summary

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The purpose of the Mayoral Minute – Interim General Manager’s Performance Review is to report on the review that was carried out on 29 November 2018.

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

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

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

RECOMMENDATION

That the 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).

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.
- (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).