



## Ordinary Council Meeting

# Agenda

**21 March 2019**

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, 21 March 2019** commencing at **5.00pm**.

**Mayor:** Cr Denis Todd

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

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

**Mission Statement**

We will provide:

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

**Values**

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

# WARRUMBUNGLE SHIRE COUNCIL

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## AGENDA

ACKNOWLEDGEMENT OF COUNTRY – Council acknowledges the Gomeroi people, the Traditional Custodians of the Land at which the meeting is held and pays its respects to Elders, both past and present, of the Gomeroi Nation and extends that respect to other Aboriginal people who are present.

Turn Off Mobile Phones

Audio Recording of Council Meetings

### **Public Forum**

### **Apologies**

### **Disclosure of Interest**

Pecuniary Interest

Non Pecuniary Conflict of Interest

### **Mayoral Minutes**

### **Minutes of Last Meeting**

21 February 2019

### **Presentation**

Tamara Ferguson, Community Liaison Officer

Westpac Rescue Helicopter Service

### **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 7 February to 11 March 2019

#### MAYORAL MINUTE - MAYORS ACTIVITY 7 Feb 2019 to 11 Mar

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
9-Feb	Event	Attended	Dunedoo Show
11-Feb	Meeting	Attended	Newell Highway Taskforce, Parkes
11-Feb	Invitation	In	Bathurst Regional Council - Free Cuppa for the Driver launch
12-Nov	Meeting	Attended	re Newell Highway, West Wyalong
13-Nov	Phone call	Out	Leeanne Ryan re water being wasted in Baradine
14-Feb	Letter	In	RC Egan
	Meeting	Attended	re Drought, Pilliga
	Inspection	Conducted	Pilliga - Burren Junction section of Coonabarabran-Mungindi Rd
15-Feb	Discussion		Resident re council staff leaving gates open, and Inland Rail
16-Feb	Discussion		Resident re Lewis Lane
17-Feb	Event	Opened	Seniors Week, Coonabarabran - BBQ lunch
	Discussion		Resident re Lewis Lane
	Phone call	Out	Ranger re sheep (no answer)
17-Feb	Phone call	Out	Police re dogs killing sheep
18-Feb	Event	Attended	Seniors Week lunch, Baradine
	Meeting	Attended	GM re dogs and other matters
	Visit	In	Ranger inspected sheep
19-Feb	Inspection	Conducted	Caledonia Road, Kinross Rd, Munns Road
20-Feb	Discussion		Lawyer re wind farm at Coolah
	Meeting	Attended	Bendigo Bank meeting, Coolah
21-Feb	Discussion		Council's water cart driver, gave council water from own property
	Ceremony	Presided	Citizenship Ceremony, Coonabarabran
	Meeting	Attended	Council meeting, Coonabarabran
22-Feb	Meeting	Attended	Acting GM of Coonamable Shire Council
	Event	Attended	The Hon. Kevin Humphries, MP presented cheque for lights at Baradine Oval
23-Feb	Discussion		Resident re Baradine pool
			Western Shires conference, Bourke - until 26 February 2019
24-Feb	Conference	Attended	
26-Feb	Travel		Travel home from Bourke
28-Feb	Meeting	Attended	NSW Grants Commission public meeting
2-Mar	Event	Attended	Dunedo Bush Poetry
3-Mar	Inspection	Conducted	Drainage in Dunedoo, with resident Lewis Lane; also spoke with land holders re road maintenance
	Inspection	Conducted	
4-Mar	Letter	In	Premier Berejiklian re visit to Shire 27/1/19

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5-Mar	Meeting Letter Discussion	Attended In	Orana JO, Coonabarabran IPWEA re 2019 conference Baradine aerodrome contractor Australian Local Government Association – 2019 National General Assembly
6-Mar	Letter Discussion  Event	In  Attended	Resident re Guinema Road The Hon. Kevin Humphries, MP, funding announcement for 2 water projects Travel to Dubbo by car, then flight to Sydney for CMA meeting
7-Mar	Travel		
8-Mar	Meeting Debate Travel	Attended Attended	Country Mayors' Association meeting, Sydney NSW Government leaders debate, Sydney Home from Sydney Tottenham Aerodrome with Lachlan Shire mayor, Cr John Medcalf
9-Mar	Inspection	Conducted	Director Corporate and Community Services
11-Mar	Interviews	Panel	

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### MAYORAL MINUTE – KILOMETRES TRAVELED – 11 FEB TO 8 MAR

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
11-Feb	12-Feb	Parkes - Newell Highway Committee Meeting	25510	26139	629
13-Feb	13-Feb	Baradine - fuel	26139	26163	24
14-Feb	14-Feb	Pilliga drought inspection, Coonabarabran-Mungindi	26163	26361	198
17-Feb	17-Feb	Opening of Seniors Week, Coonabarabran	26361	26478	117
18-Feb	18-Feb	Baradine Seniors Week event; repairs	26478	26497	19
19-Feb	19-Feb	Bendigo Bank proposal, Coolah	26497	26609	112
21-Feb	21-Feb	Council meeting	26609	26718	109
22-Feb	22-Feb	Kevin Humphries funding announcement - Baradine Oval	26718	26737	19
24-Feb	26-Feb	Western Region of Councils Conference, Bourke	26737	27597	860
27-Feb	27-Feb	Drought meeting	27597	27617	20
28-Feb	28-Feb	Grants Commission public meeting	27617	27749	132
2-Mar	3-Mar	Dunedoo Bush Poetry event; travel home via Lewis Lane	27749	28076	327
4-Mar	4-Mar	Orana JO meeting, Coonabarabran	28076	28186	110
5-Mar	5-Mar	Coonabarabran - Kevin Humphries visit (to and from aerodrome twice); attended funeral	28186	28353	167
7-Mar	8-Mar	Baradine to Dubbo airport, return	28353	28730	377
<b>Total KM travelled for period 11/2/2019 - 8/3/2019</b>					<b>3220</b>



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### MAYORAL MINUTE - EXPENSES 7 February 2019 - 8 March 2019

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	<u>Amount (\$)</u>
7-Feb	Flight Centre	Flights - Country Mayors' Association Meeting	520.90
11-Feb	McPickelway Parkes	Meal - Newell Highway meeting, Parkes	14.00
12-Feb	Melissa Strudwick, Parkes	Accommodation - Newell Highway meeting, Parkes	15.50
3-Mar	Barbara O'Neill, Dunedoo	Accommodation - Dunedoo Bush Poetry two-day event	99.00
7-Mar	Harvest Buffet, Pymont	Pre-conference function, Country Mayors' Association	74.90
<b>Total expenditure for period 7/2/2019 - 8/3/2019</b>			<b>724.30</b>

### RECOMMENDATION

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 7 February 2019 to 11 March 2019.
2. Notes the report on the Mayor's credit card expenses between 7 February 2019 and 8 March 2019 and approves the payment of expenses totalling \$724.30.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 2 Mayoral Minute – Inland Rail**

#### **Mayoral Minute**

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The Australian Government, through the Australian Rail Track Corporation (ARTC), is constructing the 1,700km Inland Rail freight line between Melbourne and Brisbane.

The purpose of a dedicated freight line is to move goods between Melbourne and Brisbane, to move goods between the eastern states, Adelaide and Perth; to support farming regions; and to provide supply chain benefits to producers. It is expected that the Inland Rail will reduce costs and increase efficiency to freight customers, bringing more produce and goods to consumers along the eastern seaboard.

The Inland Rail corridor passes through the Warrumbungle local government area north of Baradine. The corridor does not pass through any towns in the local government area.

Graincorp Operations Ltd operates a silo along the Baradine Road, on the southern side of Baradine. The silo is used to store red wheat and has a permanent storage capacity of 41,000 tonnes (t). A further 50,000t of temporary storage is available. In 2016/17 the silo was at maximum permanent capacity of 41,000t; however, due to seasonal conditions, the average tonnage over the last five years has been approximately 15,000t. In normal conditions, the expected annual average tonnage is approximately 30,000t. Up to 80,000t has been received in previous years.

Currently, a lack of adequate infrastructure has resulted in a significant amount of business leaving the Warrumbungle local government area as producers seek storage in other areas that provide for greater transport options. A connection from the Baradine silo to the Inland Rail line would improve efficiency at the Baradine site, providing a better turn-around system for customers. A more efficient Baradine site would provide a local service for local producers who are currently using services outside of the Warrumbungle area, and has the potential to attract producers from the Gulargambone, Pilliga, Hollywood bore (Gilgooma) and Come-by-chance areas. As such, a connection from the Baradine silo to the Inland Rail line has the potential to not only prevent business leaving the Warrumbungle area, but also to attract new business to the area.

Rail connection from the Baradine silo to the Inland Rail would involve lines on the Baradine-Gwabegar line, ten kilometres north of Baradine on the western side of the existing rail line. Furthermore, a passing lane would be required for traffic flow.

#### **RECOMMENDATION**

That Council make representations to The Hon. Mark Coulton, Member for Parkes, and the Australian Rail Track Corporation to provide connectivity lines and a passing lane connecting the Baradine silo to the Inland Rail line ten kilometres north of Baradine.

**DENIS TODD**  
**MAYOR**

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### Item 3 Minutes of Ordinary Council Meeting – 21 February 2019

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

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#### **Reason for Report**

To confirm the minutes of the Ordinary Council Meeting held on Thursday, 21 February 2019.

#### **Options**

Nil

#### **Financial Considerations**

Nil

#### **Attachments**

1. Minutes of the Ordinary Council Meeting held in Coonabarabran on Thursday, 21 February 2019.

#### **RECOMMENDATION**

That Council endorse the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 February 2019.

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### Item 4 Minutes of Traffic Advisory Committee Meeting – 28 February 2019

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services Management
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	P13 – Road networks throughout the shire need to be safe, well maintained, and adequately funded.

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**PRESENT:** Cr Peter Shinton (Chairperson), Ms Sharon Grierson (RMS), Inspector David Maher (NSW Police) and Senior Constable Nikita Robinson (NSW Police).

**IN ATTENDANCE:** Mr Kevin Tighe (Director Technical Services) and Mr Mustafa Kowsar (Acting Manager Asset & Design).

**APOLOGIES:** Ms Jackie Barry (RMS) and Ms Cheyenne O'Brien (Road Safety Officer).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on 22 November 2019 be confirmed.

**Shinton/Barry**

#### **BUSINESS ARISING FROM THE MINUTES**

- Correction to Agenda Item 4 a) of 22 November 2019. Instead of RMS website, the information should be sought from NSW Police.
- It was noted that the Sorry Day Memorial Walk has now changed to 27 May 2019.

The following matters were noted as outstanding:

- Guideline for School Bus Routes and Bus Stops – *endorsed by Council on 21 February 2019 and is now available on Council's website.*
- 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.

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- Long Vehicle Parking in Coolah – *signs have been installed - completed.*
- Council and RMS information night on events that require a road closure.  
*Date to be confirmed for early 2019.*

### AGENDA ITEMS

a) No Stopping Sign in Centre Strip at Dunedoo Opposite Dunedoo Medical Centre  
No action taken on a proposal to install 'No Stopping' signs in the centre of Wargundy Street in front of the medical surgery until further investigation and consultation is undertaken.

b) Disability Parking Signs on Wellington Street, Baradine  
It was noted that the request to install a disability parking space directly in front of the supermarket in Baradine, will not meet standards for stopping distance near the pedestrian crossing. It was also noted that there is already in existence a disability parking space approximately 40 metres from the front door of the supermarket in Wellington Street.

**RECOMMENDED** that investigations be undertaken on the feasibility of installing a disability parking space in front of the Baradine Chemist including the impact on modifying the gutter and adjoining footpath.

**Maher/Grierson**

c) No Entry Sign Plan for the Public Carpark between Dalgarno Street and Little Timor Street – Entry from Little Timor Street

It was noted that the sign plan proposed for the Little Timor Street carpark does not include direction signs for vehicles entering from Dalgarno Street. It was agreed that congestion in the Little Street carpark should be monitored from time to time to assess the need to regulate traffic flow.

d) No Stopping Sign Plan in Front of Coonabarabran Court House on John Street

**RECOMMENDED** that the current 'No Stopping' sign north of the Police Station access point on John Street, Coonabarabran be moved North by 3 metres.

**Maher/Shinton**

e) Designated Disabled Carpark on Cassilis Street for Coonabarabran Physiotherapy

The Committee is not in a position to assess the merits of a proposal to install a disability parking space in Cassilis Street until a concept plan is prepared.

f) Articulate Festival Road Closure in John Street, Coonabarabran – 21 June 2019

The Committee expressed concern that consultation regarding the proposed parade as stated in the letter to Council has not occurred. In particular NSW Police have no knowledge of the parade. Also, there is not enough information and detail to assess whether or not the parade requires a full road closure with traffic diversion or whether a rolling road closure is required. There was also concern expressed about the timing of the proposed parade, being 5pm–6pm on Friday, 21 June 2019. It was agreed that further information on the parade be sought from the organisers of the Articulate Festival.

g) Bus Stop Signage at Bugaldie

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**RECOMMENDED** that 'School Bus Stop Ahead' w8-213 signage be installed 100 metres either side of the school bus stop on Baradine Road, Bugaldie.

**Maher/Grierson**

Further to this matter, it was suggested that an investigation of Baradine Road be undertaken for installation of school bus route signs.

h) RSO Monthly Report – December 2018, January & February 2019

The RSO Monthly Report for December 2018, January and February 2019 was received and noted.

### **GENERAL BUSINESS**

The following matters were discussed without resolution:

- Staging of an information night for community groups to learn about requirements for closing a road for a street event.
- Traffic counters are to be located in Bugaldie to assess vehicle speeds.

There being no further business the meeting closed at 12.40 pm.

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

### **RECOMMENDATION**

That:

1. Council accept the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 28 February 2019.
2. Investigations be undertaken on the feasibility of installing a disability parking space in front of the Baradine Chemist including the impact on modifying the gutter and adjoining footpath.
3. The current 'No Stopping' sign north of the Police Station access point on John Street, Coonabarabran be moved North by 3 metres.
4. 'School Bus Stop Ahead' w8-213 signage be installed 100 metres either side of the school bus stop on Baradine Road, Bugaldie.

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### **Item 5 Minutes of Coonabarabran Swimming Pool Advisory Committee Meeting – 12 February 2019**

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

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**PRESENT:** Cr Peter Shinton (Chairperson), Ms Narda Abel, Ms Fay Chapman, Mr David Hunter, Ms Krista Holmesby, Mr Brett England and Ms Dianne Dow.

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

**APOLOGIES:** Cr Ambrose Doolan and Ms Sharmaine Kennedy (Supervisor Pools).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Coonabarabran Swimming Pool Advisory Committee meeting held on Tuesday, 27 November 2018 be confirmed.

**Dow/Holmesby**

#### **BUSINESS ARISING FROM THE MINUTES**

- Discussion took place on alternative sources of funding for the investigation and design phase of the pool upgrade project.

#### **AGENDA ITEMS**

- a) Review of Priorities (Business Case) for the Coonabarabran Memorial Pool – Regional Facility Project

The Committee confirmed by consensus the following objectives of the Coonabarabran Memorial Pool Upgrade Project:

- 1) Design must meet the needs of the whole community; elderly, young, injured, active, families, athletes, mobility challenged.
  - 2) Meet health and safety requirements now and near future.
  - 3) Meets the Aust Swimming / NSW Swimming facility requirements to host local and regional short course events.
  - 4) Design to reflect future growth and allow for larger group usage.
  - 5) Be of economic value to our town.
  - 6) Be environmentally sustainable and utilise natural resources for heating, limiting ongoing financial cost.
  - 7) Increase tourism / visiting tourist experience.
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### **GENERAL BUSINESS**

Discussion took place on the merits of including the proposed building in plans for the upgraded pool. It was agreed that the building, which will include floor area for a gymnasium is required but may be a stage in the overall upgrade project. It was also agreed that development of design plans should include all proposed stages in the upgrade project.

The meeting was advised by the Director of Technical Services that a media release would soon appear in the Coonabarabran Times about the proposed pool upgrade project. Written submissions on the proposed project would be invited through the media release.

There being no further business the meeting closed at 5.55pm.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Wednesday, 3 April 2019 commencing 5.00 pm.

### **RECOMMENDATION**

That Council accepts the Minutes of the Coonabarabran Swimming Pool Advisory Committee Meeting held at Coonabarabran on 12 February 2019.



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### **Item 6 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 13 February 2019**

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

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**PRESENT:** Cr Kodi Brady (Chairperson), Mr Gary McKernan (Boxing), Ms Emmah Varty (Netball), Mrs Melanie Jenner (CJRL&NC) and Mr Dale Oliver (CRLFC).

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

**APOLOGIES:** Cr Fred Clancy and Mr Brad Condon (Rugby Union).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held on Tuesday, 6 November 2018 be confirmed.

**Oliver/Varty**

#### **BUSINESS ARISING FROM THE MINUTES**

- No parking signs and road markings in front of emergency gate at netball courts. The meeting was advised that these works are scheduled for late February.
- The date for the Regional Netball Carnival is Sunday, 5 May 2019.
- A quotation has been received from Barnson's in Dubbo to prepare concept plans for replacement of the amenities building at No 3 Oval.
- The squash courts inside the Sport and Recreation Building will be officially opened on the 22 February 2019.
- Consultation letter has been sent to users regarding location of proposed playground equipment within the oval complex. The Committee discussed the merits of various locations.

#### **AGENDA ITEMS**

a) Colour Options for Skate Park Shade Cover

Various colour options and combinations for the proposed shade cover over the skate park were discussed by the Committee.

**RECOMMENDED** that a two (2) sail option is pursued for the proposed shade cover over the skate park at Coonabarabran Oval. The colour of one sail will be yellow and

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the other will be blue (true blue). The colour of the support poles will be black (zeus lunar eclipse).

**Oliver/Varty**

### **GENERAL BUSINESS**

Discussion took place on the features required in an upgraded amenities building at No 3 Oval.

- Change rooms. Male and Female for home and away teams. Four change rooms in total.
- Referee rooms.
- Canteen.
- Bar (must be separate and away from canteen).
- Toilets.
- Floor area for a gym or multipurpose uses.

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

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Wednesday, 10 April 2019 commencing 5.00 pm.

### **RECOMMENDATION**

That:

1. Council accept the Minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on 13 February 2019.
2. A two (2) sail option is pursued for the proposed shade cover over the skate park at Coonabarabran Oval. The colour of one sail will be yellow and the other will be blue (true blue). The colour of the support poles will be black (zeus lunar eclipse).

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### Item 7 Minutes of Local Emergency Management Committee Meeting – 18 February 2019

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services Management
<b>Author:</b>	Emergency Services Co-ordinator – Phil Southwell
<b>CSP Key Focus Area:</b>	Our Natural Environment
<b>Priority:</b>	PI2 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

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**PRESENT:** Kevin Tighe (Chairperson) (LEMO), David Maher (LEOCON), Rodney Coombes (VRA Coonabarabran), Bob Cosgrove (SES Baradine), Nigel Boyce (LLS), Michael Robinson (RFS), Len Roberts (Essential Energy), Stephen Gilbert (VRA Coolah), Noel Gilbert (VRA Coolah), David Hunter (NSW Ambulance) and Gerard Beckers (NSW Ambulance).

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

**APOLOGIES:** Kel Wise (REMO), Rod Williams (VRA Coolah), Russell McArthur (Alt LEOCON), David Monk (SES Dubbo HQ), David Smith (SES Dunedoo), Corey Philip (RFS), Andrew Young (RFS) 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 of 19 November 2018 accepted.

**Minutes Accepted – Robinson/Cosgrove**

#### **BUSINES ARISING**

1. Animal Disposal Consequence Management Guide (CMG) Endorsement. (*see Agenda Item*).
2. Letter of appreciation from Local Emergency Management Committee (LEMC) to Baradine Emergency Information Hub. Still outstanding, LEOCON to check with RFS for a date. Inspector David Maher and Corey Philip (next week Tuesday, 26 February 2019 – Friday, 1 March 2019).
3. Emergency Operations Centre (EOC) WiFi Modem not working – to be checked.
4. Asbestos Issues for House Fires (*see Agenda Item*).

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5. 'Starship Enterprise'

The Committee re-confirmed that exercise 'Starship Enterprise' will be on Friday, 24 May 2019. The location is Coonabarabran.

Council should endorse the proposed exercise at the February monthly Council Meeting with the view of supporting the community in gaining involvement and make the exercise more realistic and thus provide better outcomes for community resilience.

The event is a one day exercise, testing RECOVERY and will require invitations to all the community as well as combat agencies and functional areas.

All agencies need to organise a representative and book this date for the full day.

### AGENDA ITEMS

1. Contact Lists – *to be distributed via email.*

2. REMO Report – *Kel Wise provided a written report.*

3. Events – *summary of events within the Shire*

a) Binnaway Show	23/02/2019
b) Coonabarabran Show	08/03/2019 – 09/03/2019
c) Baradine Show	15/03/2019 – 16/03/2019
d) Binnaway Race Meeting	04/05/2019
e) Hartwood Music Festival	08/04/2019 – 23/04/2019
f) Baradine Ute Muster	27/07/2019

4. Animal Destruction and Disposal

After a lengthy discussion at the previous meeting, the document was edited and presented to the meeting for final endorsement.

The document was further edited, but the Committee agreed to endorse the document subject to a number of small changes.

The Consequence Management Guide be endorsed by the Committee

**Motion Passed by Committee – Gilbert/Cosgrove**

Final Document will be distributed to Committee and forwarded onto REMC.

5. Rural Addressing

Over the next few months Rural Addressing numbers will be provided to newly named roads. Roads include Mirii Lane (off Warrumbungle Way), Stannix Park Drive and two (2) unnamed (at present) roads in Homeleigh Drive Estate. Maps will be sent out to the Committee once gazetted.

6. Asbestos Issues for House Fires

Kevin Tighe reported agencies appear to be reporting house fires to Council. A local arrangement to report house fires to Council still requires a formal arrangement with

# **WARRUMBUNGLE SHIRE COUNCIL**

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both fire agencies at a state level. The local arrangement is subject to various managers in the two organisations and thus subject to different interpretation.

### **GENERAL BUSINESS**

1. Rod Coombes commended the NSW Ambulance Service, in particular Chris Munns an Officer in the NSW Ambulance who with other staff, over the last 5 weeks has attended numerous accidents and has under trying circumstances been able to take charge of the situation involving crew safety, traffic control, injuries, extraction and helicopter transport. Please convey these comments onto all staff involved with the recent MVA's.
2. David Hunter will be in an acting position for 4-5 weeks in Dubbo performing Chris Wilson's duties.

### **CORRESPONDENCE**

1. Stuart Davies Email – request to LEMC can provide template for SOP's
2. Stuart Green VRA Letter – Rescue Committee item
3. CW REMO Report (Kel Wise)
4. Essential Energy Christmas Light Warning

### **DATE OF NEXT MEETING**

The next meeting will be held on Monday, 20 May 2019 at the Coolah 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 18 February 2019 at Coonabarabran.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 21 March 2019

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### Item 8 Minutes of Economic Development and Tourism Advisory Committee – 25 February 2019

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

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**Present:** A Bell, Cr Capel, Cr Shinton, Cr Brady, L Ryan, D Burton, V Evans, J Young, M Fleming, L Cutts, M Haley, Nick Kroh, G Fleming

**In Attendance:** Jo Houghton (minutes)

Cr Capel chaired the meeting.  
Cr Shinton - Acknowledgement of Country

Meeting opened 11.30am

#### **1.3 Apologies**

K Olsen, M Rickert, S Edwards, N Abel

**RECOMMENDATION:** that the apologies be accepted

**Young/Burton**

#### **2 Declaration of Pecuniary and Non Pecuniary Interests**

Nil

#### **3 Minutes of Previous Meeting:**

November recommendations accepted by February Council meeting

**Young/Burton**

#### **3.1 Business Arising from Minutes**

Cr Shinton requested an update on the electric car charging point.

#### **3.2 Action Sheet**

Manager reported on actions and updates.

#### **4 Reports**

##### **4.1.1 Shire Boundary Signs Report**

Noted the name change of Traditional Owners for Forest Road sign to Wiradjuri Country.

**Recommended:** That the Shire Boundary Signs Report be received and noted

**Young/Burton**

##### **4.1.2 Visitor Information Centre Report**

**Recommended:** The Visitor Information Centre Report be received and noted.

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**Burton/Evans**

### **4.1.3 Tourism Report.**

**Recommended:** That the Tourism Report be received and noted.

**Evans/Fleming**

In Dark Sky Park Initiatives V Evans reported on the Inland Astro Tourism Symposium in Parkes, and listed the proposed itinerary for Dark Sky Week. 'Open a window to the Night' is the theme for Capture the Cosmos astro-photography competition. Promotion required to increase diversity of people visiting the area (not just locals).

It was requested that participating parties in Dark Sky Week (or any collaborative event) to inform the co-ordinator 3 months in advance of proposed dates to reduce clashes in event scheduling.

The draft visitor guide was received, with suggestions for more photos for night sky and art and culture.

### **4.2 Guest speaker Guy Fleming from NSW Geological Survey presented Warrumbungle Geotrails**

Powerpoint presentation on Geotrails was noted and received.

Discussion occurred around the importance to include all National Parks (in our LGA) and the Pilliga within any proposed Geotrail. It was suggested to integrate links for live updates such as Warrumbungle National Park closures due to hot weather. Potential exists for Geotrails to be incorporated into High School curriculum.

### **4.3 Economic Development Report.**

**Recommended:** that the Economic Development Report be received and noted.

**Burton/Young**

### **4.4 CDC report**

Suggested changes to format to include towns and amount funded.

Cr Capel congratulated all co-ordinators for their hard work.

**Recommended:** That the CDC Report be received, and that all grants applied for by council to be added to the CDC report provided to the EDT Committee (both successful and unsuccessful).

**Young/Burton**

## **5. New Business**

**5.1.1 Local businesses closing** - Concerns raised about the number of local businesses closing in Coonabarabran. The group emphasised the importance of exit strategies, and buying and selling businesses. Also important to look at strategies to sell positive concepts of living in our communities to attract persons to the region.

**5.1.2 Logo for Capture the Cosmos** – V Evans displayed 3 logo options produced by Pip Packham. The logo with camera was preferred with variation to be notified to Pip by Vivian.

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Meeting Closed: 2pm  
Next Meeting: Monday 27 May 2019 at 12 noon

### **RECOMMENDATION**

That Council Accepts the minutes of the Economic Development and Tourism Advisory Committee Meeting 25 February 2019.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 21 March 2019

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### Item 9 Councillors' Monthly Travel Claims – February 2019

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

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#### Reason for Report

To provide Council with details of travel claims of Councillors for the month of February 2019.

#### Commentary

At the Ordinary Council meeting in July 2017 it was resolved that, “*all Councillors make public their monthly travel claims effective immediately.*” (**Resolution No 10/1718**)

#### Councillor Monthly Travel Claims

Councillor	Kilometres	\$ per KM	Total Amount (\$)
Cr Shinton	1888	0.78	1,475.64
Cr Todd	0	0.78	-
Cr Brady	0	0.78	-
Cr Capel	2797	0.78	2,181.66
Cr Clancy	0	0.73	-
Cr Doolan	220	0.78	171.60
Cr Hill	440	0.68	299.20
Cr Iannuzzi	0	0.78	-
Cr Lewis	764	0.78	595.92
		<b>Total for January:</b>	<b>4,724.02</b>

#### Financial Considerations

Outlined above.

#### Attachments

Nil

#### RECOMMENDATION

That the Councillors' monthly travel claims for February 2019 in the amount of \$4,724.02 is received for Council's information.

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## **Ordinary Meeting – 21 March 2019**

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### **Item 10 Country Mayors' Association Meeting in Sydney – 8 March 2019**

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

---

#### **Reason for Report**

To present Minutes from the Country Mayors' Association meeting held at Sydney on Friday, 8 March 2019.

#### **Commentary**

Mr Richard Colbran, Chief Executive Officer of the NSW Rural Doctors Network presented to the Association.

Following the meeting of the Association a Leaders Debate was held that included:

- John Barilaro MP, Nationals
- Mark Latham, One Nation
- Senator David Leyonhjelm, Liberal Democrats
- Paul Green MLC, Christian Democratic Party
- William Bourke, Sustainable Australia
- Robert Borsak MLC, Shooters, Fishers and Farmers
- David Shoebridge MLC, Greens

Issues put to the leaders included:

- Recycling and waste
- Funding for public libraries
- Infrastructure funding for local government
- Overhauling of the NSW planning system
- Cost shifting
- Long term sustainability of local government
- Support for the replenishing of the community housing stock
- Plans for sufficient water resources for communities
- Payment of superannuation for councillors and increased representation on councils for women

#### **Attachments**

1. Minutes of the Country Mayors' Association meeting held at Sydney on Friday, 8 March 2019.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 21 March 2019**

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### **RECOMMENDATION**

That Council notes the minutes of the Country Mayors' Association meeting held at Sydney on Friday, 8 March 2019.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 21 March 2019

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### Item 11 Western Division Conference in Bourke – 25-26 February 2019

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

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#### **Reason for Report**

On 25-26 February 2019 the Mayor and General Manager attended the Western Division Conference at Bourke.

#### **Commentary**

The Conference had many of the Western Division councils in attendance along with several other councils from around the Orana region.

Presenting at the Conference were:

- Local Government NSW President, Linda Scott
- Small Business Commissioner, Robyn Hobbs
- Mathew Dickerson, CEO Axxis Technology - Use of Social Media in Local Government
- Mr Fergus O'Connor, Executive Director, Office of Emergency Management
- The Hon Peter Primrose, MLC, NSW Shadow Minister for Local Government
- Mr Jock Laurie, NSW Drought Coordinator
- Mr James McTavish, Town Water Security Commissioner (and NSW Cross Boarder Commissioner).
- Mr Tim Hurst, CEO Office of Local Government
- Mr Gary Barnes, Department Secretary, Department of Premier and Cabinet - Regional Growth Fund and Grant Opportunities
- Geoff McKechnie, Assistant Police Commissioner - Re-engineering of Police Districts and Policing issues in the far west
- The Hon Sarah Mitchell MLC, Minister for Early Childhood Education, Minister for Aboriginal Affairs, Assistant Minister for Education
- The Hon. Niall Blair, Minister for Regional Water
- Russell James, Executive Director, MDBA's Office of Compliance and Executive Champion for the Barwon-Darling
- Margaret Crawford, Auditor General for NSW
- NSW Grants Commission, lead by Jenny Gardiner

In addition to the above a Candidates Forum for the seat of Barwon was held.

The opportunity was also taken to speak directly with some of the presenters or exhibitors about issues that relate directly to the Warrumbungle Shire.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 21 March 2019**

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### **RECOMMENDATION**

That Council notes the attendance at the Western Division Conference of the Mayor and General Manager.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 21 March 2019

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### Item 12 Coonabarabran Emergency Water Supply Project – February 2019 Update

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

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#### 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 8 March 2019.

For Council's additional information, the numbers, names and depths of all bores are summarised in the table below. Additionally, the depths of test bore holes are given.

<b>Bore No</b>	<b>Bore name/location</b>	<b>Bore depths (m)</b>
1	Robertson Street	22
2	Namoi Street, South of river	24
3	Namoi Street, North of river, new (closest to river)	90
4	Namoi Street, North of river, old (closest to White Street)	26
5	Nandi Park	48
	<i>Nandi Park test hole</i>	39
6	WTP*, old	39
7	WTP*, new	88
	<i>WTP test hole 1</i>	18
	<i>WTP test hole 2</i>	43
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

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### Issues

#### 1. Timor Dam Level

The water level in Timor Dam is currently at 17.9%. This represents a decrease of 1.0% since the last report in February 2019.

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.

From 15% onwards the stirrer to control blue green algae cannot be used anymore; the last 9% are assumed to be unusable.

#### 2. Consumption

The average daily consumption in February was 1,055 kL/d. After easing water restrictions level to level 4 on 1 March 2019, the average daily usage has increased to 1,210 kL/day.

#### 3. Standpipe Usage

Between 4/02 and 22/02/2019 a total of 66 kL was purchased from the Coonabarabran standpipe through commercial water carters. This amounts to an average of 3.5 kL/day, representing a decrease of 193 L/day compared to the last report in February.

#### 4. Supply

Council has been drawing its town water supply from nine (9) bores, of which four are located in town (Bores 1, 2, 3 and 4), two are located at the Water Treatment Plant (Bores 6 and 7) and three are located along Timor Road (Bores No 5, 8 and 10).

The Castlereagh River has not been used as water source since early January as there has been no flow over the V-notch at Poundyard Weir.

Siding Springs Observatory and non-potable water users along Timor Road continue to be supplied through the Bart Bok Bore (No 11).

#### 5. New Bores

Supply and install of pump and shed for Bore No. 12 at Timor Dam is still outstanding. An order for connecting electricity is being prepared.

#### 6. Equipment of Bores

Delivery and installation of remaining level instrumentation and data loggers for bore holes are still outstanding. Meanwhile, the level instrumentation that is installed at the new bores is read daily.

#### 7. Operability of Bores

Part of the re-allocated water carting infrastructure funds is now used to equip the new bores along Timor Road with telemetry to improve their operation. Another part is used to finalise the shire wide water carting plan.

#### 8. Water licensing

Current available entitlements are:

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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
50 + 75 temporary (2018/19)	Southern Recharge Groundwater Source	Great Artesian Basin Groundwater Source	Artesian bores	Coonabarabran (all bores)

The current annual groundwater allocation of 125 ML/a has been used up on 7 February 2019 with another 5 months to go in this water year. Emergency funding is now being applied for to purchase a permanent allocation of additional 250 ML/a.

### 9. Additional Water Security – Groundwater Pipeline

A detailed application 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 has been drafted and is expected to be submitted mid March. 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.

### 10. Water restriction levels

Restrictions have been eased to level 4 on 1 March 2019.

Level 4 permits the use of microsystems, drip systems and soaker hoses for two hours on Wednesday and Sunday for watering of gardens.

### 11. Fluoridation

A NSW Health support project has started, where NSW Health engages an engineering consultant for fluoridation operations and maintenance upgrades. As part of this project, site visits to the fluoridation plants in Coolah, Mendooran, Binnaway, Baradine and Coonabarabran occurred between 18-21 February 2019.

### **Financial Considerations**

The table in Attachment 1 summarises expenditure and committed costs to total \$2,018,503. Given that the total of grants plus Council's contribution is \$2,042,500, this leaves left over funding of \$23,997. The currently available funding is expected to cover all current drought related cost, except the purchase of groundwater allocation.

Emergency funding is being applied for in the order of \$307,500 for the purchase of 250 ML/a of permanent groundwater allocation.

### **Attachments**

1. Total Expenditure and Committed Costs for the Coonabarabran Emergency Water Supply Project



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### **RECOMMENDATION**

That Council:

1. Notes the February 2019 Update Report on the Coonabarabran Emergency Water Supply Project.
2. Endorses the expenditure to date (committed and expended) of \$2,018,503.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 21 March 2019

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### Item 13 Mendooran Water Quality Incident Review Report Implementation

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Water Services
<b>Author:</b>	Manager Warrumbungle Water – Cornelia Wiebels
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI7 - Communities across the shire are supported by the secure, long term supply of energy and clean water.

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#### 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, in Item 21 in the August 2018 and in Item 15 of the December 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
Implementation (I)	Currently being implemented. May involve updating and finalisation of management plans. May involve updating of meeting agendas for operators and senior management

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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><b><u>Recommendation 1:</u></b> <i>That online turbidity and chlorine residual monitoring is installed at Mendooran WTP.</i></p> <p><b>Status (R1):</b> Implementation</p> <p>An application for Safe and Secure Water Program (SSWP) funding was submitted successfully for a 'Mendooran Water Supply Modification Upgrade Scoping Study'. The proposed upgrade includes the installation of further online instrumentation with appropriate feedback control to PLC/SCADA.</p> <p>In relation to this, a further EOI for SSWP funding was successfully submitted for an 'Automation and Process Instrumentation Audit, Scoping Study' as well as a detailed application for a 'SCADA and Telemetry Network Upgrade, Design and Construct', where the outcome is undetermined.</p> <p><b>Change/progress since last report:</b> No change in Status Label. A technical brief is being prepared to call for quotations to undertake the Scoping Study.</p>
<p><b><u>Recommendation 2:</u></b> <i>The water supply system diagram (Figure 2.1.9 Mendooran System Flow Diagram) from the WSC DWMS (17<sup>th</sup> Oct 2014) be corrected and updated to accurately reflect the operational arrangement of the Mendooran Water Supply System.</i></p> <p><b>Status (R2):</b> Complete.</p> <p><b>Change since last report:</b> Progress from 'Development' to 'Complete'.</p>
<p><b><u>Recommendation 3:</u></b> <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><b>Comments:</b> 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 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.</p>

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## Ordinary Meeting – 21 March 2019

### Mendooran Incident Debrief Recommendations, Implementation Status and Comments

**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.

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

**Change/progress since last report:** No change in Status Label. A technical brief is being prepared to call for quotations to undertake the Scoping Study.

**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.

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/progress since last report:** No change in Status Label. A technical brief is being prepared to call for quotations to undertake the Scoping Study.

**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/progress 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.*

*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.

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### Mendooran Incident Debrief Recommendations, Implementation Status and Comments

**Change/progress since last report:** No change in Status Label. Meanwhile, six positions of the new structure have permanently been filled (Supervisor North and South, Team Leaders North, Treatment Plant Operator and Trainee Coonabarabran), one position is being filled on a temporary/casual basis (interviews following the advertisement are outstanding), one position is being temporarily filled on a higher duties basis, one position has been interviewed following re-advertisement (decision pending), one further position remains vacant, two traditionally Urban Services positions remain to be transferred/filled.

**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):** Implementation.

**Change/progress since last report:** Progress from 'Development' to 'Implementation'. A Draft Drinking Water Quality (DWQ) Policy has been prepared. It is attached as **Attachment 1**.

**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.*

**Status (R11):** Complete.

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

# WARRUMBUNGLE SHIRE COUNCIL

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### **Mendooran Incident Debrief Recommendations, Implementation Status and Comments**

has been consulted who advised that external audits are not recommended at this stage.

**Change/progress since last report:** Progress from 'Implementation' to 'Complete'. Since the Incident Review Report four (4) quarterly reviews have been undertaken/reports been prepared, for the periods ending February 2018, June 2018, September 2018, and December 2018 (South)/January 2019 (North). The next review is scheduled for May 2019.

**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/progress 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.

**Change/progress since last report:** No change in Status Label. A sheet has been created with outstanding recommendations from DOI inspection reports and added to the DWMS Improvement Plan document. To be able to integrate them, priorities remain to be assigned.

**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.

Related to Recommendation 17.

**Change/progress since last report:** No change in Status Label. The NSW Health

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support project has now commenced. It includes the development of SOPs. A summary of the scope of this support project is given in **Table 5**.

**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.

**Change/progress since last report:** None in status label. Meanwhile, nine (9) of the 15 recommendations have been completed and eight (6) are in progress. **Table 3** summarises the recommendations from the 2014 LMWUA WTP Audit report. The recommendations have been added to the DWMS Improvement Plan.

**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):** Implementation.

**Change/progress since last report:** Progress from ‘Development’ to ‘Implementation’. A contractor has been engaged to upgrade current reservoirs to comply with Circular 18. An initial site visit occurred in February, manufacturing is taking place now; installations are expected to occur in April. Further reservoir upgrade works (WHS, corroded internal structures) have been budgeted for in future financial years.

Note: The 4-yearly inspections and any required cleans were performed in February 2019.

**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*



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*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/progress since last report:** No change in status label. These 31 recommendations have been added to the DWMS Improvement Plan document; however assignment of priorities has yet to occur.

**Recommendation 19:** *That WSC review and finalise the DWMS Implementation Report (2016), so that the recommended “Emergency Response Plan” (ERP) 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):** Implementation.

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

**Change/progress since last report:** Progress from Development to Implementation. The NSW Health support project ( *Table 5*) included the development of an ERP.

**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/progress since last report:** None.

**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.



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**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/progress since last report:** None.

**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 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

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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 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.*

**Status (R29):** Implementation

**Change/progress since last report:** No change in Status Label.

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments
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><b>Recommendation 30:</b> <i>That WSC investigate and implements a process of its WTP operators to be certified under the National Certification Framework (NCF).</i></p> <p><b>Status (R30):</b> Development</p> <p>Referred to HR.</p> <p><b>Change since last report:</b> No change in Status Label.</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 NCF.</p>
<p><b>Recommendation 31:</b> <i>That WSC investigate and implement a formalised preventative maintenance program for all the WTP, reticulation and reservoir assets.</i></p> <p><b>Status (R31):</b> Implementation.</p> <p><b>Change/progress since last report:</b> Progress from 'Development' to 'Implementation'. The NSW Health support project (Table 5) includes the development of O&amp;M manuals for each WTP.</p>

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

ID	Area	Issue	Recommendation	Priority	Status
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"> <li>• Plant operations</li> <li>• Routine/scheduled maintenance</li> <li>• Plant troubleshooting</li> <li>• Laboratory tasks/procedures</li> </ul>	High	D

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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"> <li>• 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</li> <li>• Record daily (24 hr) chemical usage and plant flow. This will allow actual chemical dose rate to be calculated</li> </ul> <p>This information is useful for plant performance optimisation and troubleshooting</p>	High	I
MEN004	Information systems	Currently, no equipment maintenance plan exists	<p>Develop an equipment maintenance plan that covers:</p> <ul style="list-style-type: none"> <li>• Equipment scheduled and reactive maintenance</li> <li>• Critical spares list</li> <li>• Protocol for identifying failed equipment and response</li> </ul>	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
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

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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.	Investigate methods to maintain a higher pressure in the eyewash station water line. This may include: <ul style="list-style-type: none"> <li>• Booster pump</li> <li>• Constant pressure valve</li> </ul>	High	C
MEN011	Security	The clear water tank lids/covers are unsecured.	Ensure access to the treated water tanks are secured and locked	High	C
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
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"> <li>• Chemical hazard signs of the chemicals contained on site</li> <li>• Plant contact details</li> </ul>	High	C
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

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

Status Label	Feb-18	May-18	Aug-18	Dec-18	Mar-19
Not yet started	15	12	1	0	0
Development	11	12	14	7	3
Awaiting funding	0	0	0	0	0
Implementation	5	4	8	12	15
Complete	0	3	8	12	13
<b>Total No of Recommendations</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>

**Table 5: Scope of works for NSW Health Support Project**

Task 1	Coonabarabran Filter Inspection
Task 2	Detailed Safe and Secure funding application for the 'Automation and Process Instrumentation' Audit
Task 3	Development of 12 Standard Operating Procedures (SOPs) for the water supply systems (additional to fluoridation associated SOPs described in Task 4)
Task 4	Fluoridation Operations and Maintenance Upgrades:
Task 4a	<ul style="list-style-type: none"> <li>• Review available fluoridation information</li> <li>• Undertake WTP site visits</li> <li>• Prepare the scope of works to successfully upgrade the softener, fluoridation system, waste tank and telemetry systems at each WTP site</li> <li>• Prepare O&amp;M schedules for each WTP site</li> <li>• Prepare contract and technical documents for the renewal of the fluoridation systems</li> <li>• Manage tendering, tender assessment and make recommendations for award of Contractors engaged to undertake the works</li> <li>• Co-ordinate the delivery of training, operational support or regular follow-up "health checks" to assist in the operation, maintenance, surveillance and reporting associated with the fluoridation plants.</li> <li>• Respond to technical queries and, where reasonable, commercial questions regarding the fluoridation upgrades and the E&amp;IC contracts</li> </ul>
Task 4b	<ul style="list-style-type: none"> <li>• Provide site surveillance during the delivery phase and defects liability period in conjunction with WSC</li> <li>• Provide resources to undertake surveillance, commissioning visits</li> <li>• Liaise with the WSC project manager on a weekly basis to discuss progress, quality and any issues.</li> </ul>
Task 5	Update risk assessments for all WSC water supply systems.
Task 6	Development of Incident Response Plans for all supply systems and conduct incident exercises.

Note: This proposal encompasses Tasks 1-4 while a supplementary proposal will be issued in due course for the remaining Tasks 5 and 6.

### Options

This report is presented for Council's information only.

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### **Financial Considerations**

In relation to the Drinking Water Management System (DWMS) implementation, NSW Health continues to provide financial support to help Council meet drinking water quality expectations and standards. One example is the recent NSW Health support project (**Table 5**).

The funding for the Mendooran Water Supply Modification Upgrade Scoping Study (relating to Recommendations R1, R4 and R5) amounts to \$126,500, including a Council's contribution of \$31,625.

The recent reservoir inspections and cleans cost Council \$62,694; engaging the contractor for Circular 18 upgrades will amount to a total of \$135,908. Both projects have been budgeted for this FY.

### **Attachments**

1. Draft Drinking Water Quality Policy.

### **RECOMMENDATION**

That Council

1. Receives and notes the quarterly report on the implementation progress of the recommendations within the Mendooran Water Quality Incident Review Report.
2. Adopts the Draft Drinking Water Quality Policy.

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### Item 14 2019 ALGA National General Assembly of Local Government

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

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#### **Reason for Report**

The Australian Local Government Association (ALGA) has announced that the National General Assembly of Local Government (NGA) will be held at the National Convention Centre in Canberra from 16-19 June 2019.

#### **Commentary**

This event brings together Local Government representatives from across Australia. 2019 marks the NGA's 25<sup>th</sup> anniversary and the ALGA is celebrating past achievements whilst firmly focused on the future. The NGA theme this year, 'Future Focused', acknowledges that change is constant. The *Call for Motions Discussion Paper* is provided at Attachment 1. Motions to the NGA may be submitted until 29 March 2019.

The Prime Minister, Opposition Leader, and Federal Minister for Local Government will join leading public figures presenting keynote addresses which will help to focus discussions at the NGA.

The 2019 Regional Cooperation and Development Forum will be held on Sunday, 16 June 2019 prior to the commencement of the NGA program of events. This forum is an optional extra to the NGA, and allows for the sharing of ideas and opportunities through both a mix of academic and practitioner insights, and is the official venue for the launch of the annual State of the Regions Report.

The following seminars, conferences and meetings are endorsed for attendance by council representatives:

- Annual conference of the Local Government NSW (three (3) Councillors and General Manager)
- Roads Congress (two (2) Councillors and General Manager)
- Orana Joint Organisation meetings
- Country Mayor's Association meetings (Mayor and General Manager)
- Mining and Energy Related Councils (one Councillor and General Manager)
- ALGA National General Assembly Local Government (Canberra) (Mayor and General Manager).



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After returning from conferences, councillor/s or a member of council staff accompanying the councillor/s should provide a written report to council on the aspects of the conference relevant to council business and/or the local community.

The General Manager is not proposing to attend the 2019 NGA. A councillor may be nominated to attend in his place.

### **Financial Considerations**

Registration fees for the conference are:

1. Early bird until 10 May 2019 – \$989.00 per delegate.
2. Standard Registration from 11 May 2019 to 7 June 2019 – \$1,099.00.
3. Late Registration after 7 June 2019 – \$1,199.00.
4. Sunday Regional Forum discounted fee for NGA delegates – \$245.00 (full price for non-delegates – \$445.00)

Costs for accommodation, meals, transport and transfers are provided as per the Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors. A budget allocation exists for payment of expenses associated with attendance at Council Endorsed events.

### **Attachments**

1. Call for Motions Discussion Paper

### **RECOMMENDATION**

That Council nominates one councillor to attend the 2019 Australian Local Government Association National General Assembly with the Mayor in Canberra from 16-19 June 2019.

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### Item 15 Code of Meeting Practice

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

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### Reason for Report

The Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) was prescribed on 14 December 2018.

The NSW Government is requiring all councils to produce a new Code of Meeting Practice based upon a Model Code which was prescribed at the end of 2018. Councils must ensure that their new Code complies with the provisions of the Model Code and have been given until 14 June 2019 to adopt their new code.

### Background

On 18 December 2018, the Office of Local Government (OLG) released Circular 18-45 notifying councils of the prescription and commencement of a new Model Code of Meeting Practice to apply to all councils across NSW. All NSW councils are required to adopt a new Code of Meeting Practice based upon the provisions set out in the new Model Code of Meeting Practice.

The Circular noted that the Model Meeting Code has two elements consisting of:

- mandatory provisions that reflect the existing meetings provisions of the *Local Government Act 1993* (the Act) and update and enhance the meetings provisions previously prescribed under the *Local Government (General) Regulation 2005* (the Regulation) to reflect contemporary meetings practice by councils; and
- non-mandatory provisions that cover areas of meetings practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as being best practice.

Accordingly, councils are required to adopt a code of meeting practice that incorporates the mandatory provisions of the Model Code prescribed by the Regulation. The adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions. The adopted meeting code may also incorporate non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council. Councils and committees of

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councils of which all the members are councillors, must conduct their meetings in accordance with the code of meeting practice adopted by the Council.

A significant change arising from the prescription of the Model Code of Meeting Practice is that there will no longer be the ability for members of the public to speak at council meetings. The Model Code gives NSW councils the option of having a Public Forum which must be separate from the formal Council meeting. The Public Forum allows members of the public to speak to items that will be dealt with on the business paper at the Ordinary meeting.

Under the new Code of Meeting Practice, this section will be titled 'Public Forum' where members of the public can register to speak on items to be considered by the Council at its meeting. This section does not form part of the Council meeting.

All councils have six months from the prescription date of 14 December 2018 within the Regulation to adopt their new Code of Meeting Practice.

If a council fails to adopt a new code of meeting practice within this period, under transitional provisions contained in the Regulation and the Act, any provision of the council's adopted meeting code that is inconsistent with a mandatory provision of the Model Meeting Code prescribed under the Regulation will automatically cease to have any effect.

The Model Code also requires all councils to webcast their meetings and this must be achieved by 14 December 2019. Since July 2018 Warrumbungle Shire Council has met this requirement.

The draft Code contains mandatory provisions (black text); non-mandatory provisions (red text); and blue text represents provisions for joint organisations that do not apply to Council. Before adopting a new code of meeting practice, under section 361 of the Act councils are required to exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code. Table 1 is provided with suggested changes to the Model Code of Meeting Practice.

**Table 1**

<b>Clause</b>	<b>Proposal</b>
3.1	<p>3.1 Ordinary meetings of the Council will be held on the third Thursday of each month, commencing at 5.00pm and shall be alternated between:</p> <ul style="list-style-type: none"><li>• Council Chambers Binnia Street Coolah; and</li><li>• Council Chambers John St Coonabarabran</li></ul> <p>Council may change the time and/or date of any particular meeting by resolution.</p>
3.10	<p>A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted <b>eight (8)</b> business days before the meeting is to be held.</p>

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Clause	Proposal
4.3*	Nominated candidates at federal, state or local government elections are not permitted to speak at public forums.
4.4	To speak at a public forum, a person must first make an application to the council in the approved Form 1 <sup>^</sup> . Applications to speak at the public forum must be received by <b>midday two (2) business days</b> before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
4.5	A person may apply to speak on no more than <b>three (3)</b> items of business on the agenda of the council meeting.
4.8	No more than <b>two (2)</b> speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
4.11	Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no later than <b>midday two (2) business days</b> before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
4.13	Each speaker will be allowed <b>four (4) minutes</b> to address the council. This time is to be strictly enforced by the chairperson.
4.16	Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to <b>one (1) minute</b> .
4.18	The general manager or their nominee may, with the concurrence of the chairperson, address the council in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
4.21	If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
4.22	Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
4.23	Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
5.3**	Delete
5.6	Note: Clause 5.6 reflects section 234(1)(d) of the Act.
5.8	Note: Clause 5.8 reflects section 368(1) of the Act.
5.9	Note: Clause 5.9 reflects section 368(2) of the Act.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 21 March 2019

Clause	Proposal
5.14	Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.
5.15	Note: Clause 5.15 reflects section 10(1) of the Act.
5.16	Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
5.17	Note: Clause 5.17 reflects section 10(2) of the Act. Note: Clause 15.14 confers a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. Clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.
5.19	Delete Note 1 Delete Note 3
5.22	A recording of each meeting of the council and committee of the council is to be retained on the council's website for <b>one (1) year</b> . Recordings of meetings may be disposed of in accordance with the <i>State Records Act 1988</i> .
8.1**	Delete
8.1	The general order of business for an ordinary meeting of the council shall be: 01 Opening meeting 02 Acknowledgement of country 03 Apologies and applications for a leave of absence by councillors 04 Confirmation of minutes 05 Disclosures of interests 06 Mayoral minute(s) 07 Delegate report(s) 08 Reports of committees 09 Reports to council 10 Notices of motions/Questions with notice/Rescission motions 11 Confidential matters 12 Conclusion of the meeting
8.2	The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice. <i>(Note deleted)</i>
8.3	Despite clauses 10.20-10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.
10.31	Delete
11.1	Delete Note 2
11.4**	Delete
11.8	When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 21 March 2019

Clause	Proposal
14.11	Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by <b>midday</b> prior to the meeting at which the matter is to be considered.
14.13	No more than <b>five (5)</b> speakers are to be permitted to make representations under clause 14.9.
14.16	Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than <b>five (5)</b> speakers to make representations in such order as determined by the chairperson.
14.17	Each speaker will be allowed <b>two (2) minutes</b> to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
15.15**	Delete
<b>15.15</b>	Clause 15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
17.1	Delete Note 2.
17.10	A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than <b>one (1) business day</b> after the meeting at which the resolution was adopted.
18.1 – 18.5	Delete
20.17***	Delete
<b>20.23****</b>	Delete

\*The insertion of clause 4.3 alters the numbering of remaining clauses under Part 4 of the *Model Code of Meeting Practice* by the value of .1, indicated in **bold**.

^ *Public Forum Speaker Agreement* (see Attachment 3)

\*\* The deletion of this clause alters the numbering of remaining clauses under this Part of the *Model Code of Meeting Practice* by the value of -.1, indicated in **bold**.

\*\*\* The deletion of clause 20.17 alters the numbering of remaining clauses up to and including clause 20.25 of the *Model Code of Meeting Practice* by the value of -.1, indicated in **bold**.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 21 March 2019**

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\*\*\*\* The deletion of clause 20.23 alters the numbering of remaining clauses under Part 20 of the *Model Code of Meeting Practice* by the value of -.2, indicated in **bold**.

### **Options**

Council is required to adopt a new Code of Meeting Practice which is based upon the provisions of the Model Code of Meeting Practice produced by the Office of Local Government at the end of last year. The new Code must be in place by 14 June 2019.

### **Attachments**

1. OLG Circular 18-35 The new Model Code of Meeting Practice for Local Councils
2. Model Code of Meeting Practice for Local Councils in NSW 2018
3. Council Meeting Public Forum Policy

### **RECOMMENDATION**

That Council:

1. Endorse the Consultation Draft of the Code of Meeting Practice and the proposed changes outlined in Table 1.
2. Place the consultation draft on public exhibition for a minimum of 28 days and invite public submissions for a minimum of 42 days.
3. Consider the public comments prior to formal adoption of the Code of Meeting Practice.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 21 March 2019**

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### **Item 16 Internal Audit Committee**

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

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### **Reason for Report**

The purpose of this report is to move forward with the implementation of the Internal Audit Committee and to appoint external Committee members.

### **Commentary**

In September 2010, the Office of Local Government (OLG) released Internal Audit Guidelines to assist councils implement internal audit and risk management frameworks within their organisations. It is understood that Warrumbungle Shire Council then established an Internal Audit Committee in 2011 wherein Council agreed in principle to participate in a joint arrangement with Coonamble, Gilgandra, Narromine and Warren councils to establish an internal audit function for the five Councils.

The Internal Audit Committee operated for a term of 3 years and was then suspended in late 2014 at the conclusion of the 3 year audit plan.

The Local Government Amendment (Governance and Planning) Bill 2016 included a new section providing for the establishment of an Audit, Risk and Improvement Committee. This part of the Act has not been proclaimed as yet and is one of the remaining Phase 1 amendments which will be put in place over time.

The purpose of the Audit, Risk and Improvement Committee is to review a council's compliance; risk management; fraud control; financial management; governance; implementation of the strategic plan, delivery program and strategies; service reviews; collection of performance measurement data by the council; and any other matters prescribed by the regulations.

The OLG was previously contacted about the status of this and it has been confirmed that the legislative requirement for this Committee has still not been proclaimed. The delay in the proclamation is due to the OLG establishing a new framework and written guidance on how this Committee should operate. A Discussion Paper is expected in the near future in relation to this.

The Government has identified transitional arrangements that state:

***'123 AUDIT, RISK AND IMPROVEMENT COMMITTEES***



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 21 March 2019**

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*A council is not required to establish an Audit, Risk and Improvement Committee in accordance with Part 4A of Chapter 13, as inserted by the amending Act, until 6 months after the next ordinary election of councillors following the commencement of that Part.'*

On this basis, and if the OLG is able to complete its consultation in time and the relevant section is proclaimed, then section 123 means that Audit, Risk and Improvement Committees must come into effect by March 2021.

Until any new guidelines are provided Council will need to follow the Internal Audit Guidelines from 2010.

### **Background**

At the November 2018 meeting Council resolved to:

- Establish an Internal Audit Committee
- Adopt an Internal Audit Committee Charter
- Appoint Cr Doolan as the Councillor representative on the Committee

The Charter for Council's Internal Audit Committee is to consist of:

- One councillor (excluding the Mayor)
- Two independent external members (one with financial expertise, and one of which will be the chair)

Advertisements were placed for expressions of interest (EOI) for the external members of the Committee with five EOIs submitted, including:

- Robert Noakes
- Ron Gillard
- Grahame Marchant
- Dr Michael Armstrong
- Paul Nankivell

Discussions are to be held with several of these people on Monday 18 March 2019 and a supplementary report to be provided to Council at the Council Meeting.

### **Financial Implications**

Council currently does not have an allocation in the current year for the Committee however an amount of \$30,000 has been earmarked for the 2019-20 financial year.

### **Attachments**

1. Internal Audit Committee Charter

### **RECOMMENDATION**

That Council receive a supplementary report with a view to appointing two external candidates to the Council's Internal Audit Committee, one of whom is to be the Chair.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 21 March 2019

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### Item 17 New Model Code of Conduct and Procedures 2018

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

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#### **Reason for Report**

The 2018 Model Code of Conduct for Local Councils in NSW and the associated Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW were prescribed on 14 December 2018.

#### **Background**

In 2017 the Office of Local Government issued a Consultation Draft of the revised Model Code of Conduct for local councils in NSW. Following that consultation period the new Model Code of Conduct was prescribed on 14 December 2018. Councils must now adopt the new Model Code of Conduct and Procedures within 6 months of prescription, (**14 December 2018 – 14 June 2019**). Councils' existing adopted codes of conduct and procedures will remain in force until councils adopt a new code of conduct and procedures, based on the Model Code of Conduct and Procedures prescribed under the Regulation.

The 2018 Model Code of Conduct and Procedures only apply from 14 June 2019 or the date they are adopted by each council (whichever is first). They are not retrospective. For any allegations that relate to behaviour or conduct that occurred prior to the new Model Code and Procedures being adopted by council, the previous versions of the Model Code and Procedures apply.

Councils may include supplementary provisions in their adopted codes of conduct and may also impose more onerous requirements than those prescribed under the Model Code of Conduct. However, councils must not dilute the standards prescribed in the Model Code of Conduct.

#### **New Requirements**

Notable inclusions in the Code include:

- the Code now makes express provision for county councils and joint organisations, and includes notes that adapt terminology to be relevant to them;
- the insertion of new '*reasonable management actions*' that will not constitute bullying behaviour. These protect the legitimate exercise of a regulatory function, and legitimate implementation of a council policy or administrative process (clause 3.11 (f) and (g));

# WARRUMBUNGLE SHIRE COUNCIL

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- that designated persons, and members of staff of council, must disclose pecuniary interests 'as soon as practicable after becoming aware of the interest' (clauses 4.10 and 4.14);
- similarly, that a person must disclose a non-pecuniary conflict of interest in relation to a matter as soon as practicable 'after becoming aware of the non-pecuniary conflict' (clause 5.6);
- if the Minister allows a councillor or council committee member who has a pecuniary interest in a matter to be present at a meeting, and take part in consideration or discussion of that matter, then that permitted person must still disclose the interest they have in the matter (clause 4.39);
- if the general manager of a council has a non-pecuniary conflict of interest, a decision on how it should be dealt with must now be made in consultation and at the direction of the mayor (see clause 5.12);
- council committee members are not required to declare and manage non-pecuniary conflicts of interest under Part 5 of the Code, if they arise from an interest they have 'as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee' (see clause 5.14);
- non-pecuniary conflicts of interest arising from reportable political donations must be recorded in the minutes of a council meeting (clause 5.16);
- where a council has a loss of quorum as a result of compliance with Part 5 of the Code (Non-Pecuniary Conflicts of Interest), the Minister (rather than the Chief Executive of the Office of Local Government) may allow a councillor or council committee member to take part in a matter they would otherwise be precluded from participating in;
- there is a new 'inappropriate interaction', that prohibits councillors and administrators from approaching members of local planning panels and discussing applications that are before the panel, or that will come before the panel, unless that application forms part of the agenda of a panel meeting and the Councillor has a right to be heard by the panel at that meeting (clause 7.6);
- council record keeping must comply with the *State Records Act 1998*;
- references to the *Election Funding, Expenditure and Disclosures Act 1981* have been amended to the *Electoral Funding Act 2018*, which commenced on 1 July 2018;
- the Code has halved the threshold amounts above which gifts or debts, for example, need to be disclosed. For example, a gift does not need to be disclosed in a return if it does not exceed \$500 (as opposed to the \$1,000 proposed in the Consultation Draft); and
- New rules governing the acceptance of gifts, including mandatory reporting.

### Options

Council's existing adopted Code of Conduct and Procedures will remain in force until such time as Council adopts a new code of conduct and procedures based on the Model Code of Conduct and Procedures prescribed under the Regulation.

If a Council fails to adopt a new code of conduct and procedures based on the new Model Code of Conduct and Procedures within six months of their prescription, the provisions of the new Model Code of Conduct and Procedures will automatically override any provisions of a Council's adopted code of conduct and procedures that are inconsistent with those contained in the Model Code of Conduct and Procedures through the operation of sections 440(4) and 440AA(4) of the *Local Government Act*

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 21 March 2019**

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1993 (unless the inconsistent provisions of a council's adopted code of conduct are more onerous than those contained in the Model Code of Conduct).

In adopting a new code of conduct and procedures, Council may include provisions that are supplementary to those contained in the Model Code of Conduct and Procedures. Council may also impose more onerous requirements under their adopted codes of conduct than those prescribed under the Model Code of Conduct. However, Council must not dilute the standards prescribed under the Model Code of Conduct in their adopted codes of conduct.

Council is not required to advertise prior to the adoption of the Code.

### **Attachments**

1. OLG Circular 18-44 Commencement of the New Model Code of Conduct
2. Model Code of Conduct for Local Councils in NSW 2018
3. Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

### **RECOMMENDATION**

That Council:

1. Receive the report on the commencement of the new Model Code of Conduct for Local Councils in NSW and Procedures.
2. Adopt the Model Code of Conduct 2018 and the Model Code of Conduct Procedures 2018.
3. Note that the provisions of the Model Code of Conduct and Procedures apply to volunteers of Council services and members of Council Advisory Committees.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 21 March 2019**

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### **Item 18 Council Resolutions Report March 2019**

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

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### **Reason for Report**

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

### **Background**

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

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

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

### **Issues**

This feedback is provided to Council for information purposes.

### **Attachments**

1. Council Resolution Report, March 2019

### **RECOMMENDATION**

That the Council Resolution Report for March 2019 be noted for information.

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### Item 19 Revotes Report March 2019

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

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### **Reason for Report**

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

### **Commentary**

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

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

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

### **Attachments**

1. Revote Report, March 2019

### **RECOMMENDATION**

That the Revote Report for March 2019 be noted for information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 21 March 2019

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### Item 20 Unpaid Rates & Charges and Debt Recovery

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

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### Reason for Report

To provide a report to Council regarding how Resolution 137/1718 is to be practically implemented.

### Background

Resolution 137/1718 states that it is:

*'to become the policy of the Warrumbungle Shire Council that no legal action for unpaid rates and charges be commenced until telephone contact has been made with the concerned ratepayer. An exemption to this policy can be approved by the General Manager if it is demonstrated that telephone contact has been unable to be made after repeated attempts. Furthermore, the motion also stated that a report would be presented to Council on how this matter should be practically implemented.'*

### Issues

For four (4) continuous years, from 2014 to 2017, Council's outstanding rates and annual charges as at end of June met the Office of Local Government's benchmark of 10% or less for a Rural Council.

After Resolution 137/1718 took effect in October 2017, the outstanding rates and annual charges as at 30 June 2018 increased significantly to 14.37%.

This resulted in an estimated decrease to Council's cash receipt of roughly \$700,000 in that year.

Furthermore, there is an increasing trend of 1.7% in the outstanding percentage for each month in the current year 2018/19 as being compared to similar period in the prior financial years when the resolution was not in effect.

This change is predominantly due to lack of skills, capacity and access for Council staff to implement the resolution. Staff have also raised concerns about having to perform the dual tasks of, for example, customer service and debt recovery. Staff feel that if they are required to undertake debt recovery in the community in which they

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 21 March 2019**

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live that this will affect their relationships with rate payers and will have an adverse effect on Council as a whole.

Council has made numerous attempts to implement the resolution but has proven to be unsuccessful, in particular due to not being able to locate a phone number to contact individual rate payers. While Council would be relying on Council records and the White Pages to find phone numbers, the debt recovery agency have indicated that they have a number of further databases that assist them in finding contact numbers for rate payers.

It is therefore felt that debt recovery is best undertaken by a specialised provider who has the skills, capacity and access to undertake this task, and who is willing to add in the extra steps in relation to the required phone calls at no additional cost.

Council is therefore proposing that in order for Resolution 13/1718 to be practically implemented, and no legal action for unpaid rates and charges be commenced until telephone contact has been made with the ratepayer concerned, that contact can be made by people engaged to assist Council with debt recovery and not by Council staff.

Council is proposing a debt recovery process that practically implements Resolution 13/1718 and seeks to pre-empt recovery action through the implementation of a phone call regime designed to encourage the establishment of a debt recovery process without escalating to legal action.

The proposed process is outlined in the attached Unpaid Rates and Charges Debt Recovery Process.

This process is compliant with the timings presented in the Debt Recovery Flowchart in the Office of Local Government Guideline Paper in relation to Debt Management and Hardship Guidelines issued in November 2018.

### **Options**

Council can choose to:

1. Endorse the Unpaid Rates & Charges – Debt Recovery Process as presented; or
2. Endorse the Unpaid Rates & Charges – Debt Recovery Process with changes; or
3. Not endorse the Unpaid Rates & Charges – Debt Recovery Process.

### **Financial Considerations**

Currently the cost of debt collection falls primarily on those incurring that debt.

The cost to Council in having a debt recovery agency take care of debt recovery is nil.

If Council staff were required to complete debt recovery, including making and recording phone calls, costs have been estimated to be around \$14,000 per annum.



# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 21 March 2019**

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### **Attachments**

1. Unpaid Rates and Charges Debt Recovery Process

### **RECOMMENDATION**

That Council:

1. Engage the existing debt recovery agency to implement the Unpaid Rates and Charges – Debt Recovery Process as presented, including making two additional phone calls to debtors prior to any legal action commencing, for a trial period of 12 months; and
2. Conduct a review of debt recovery processes following the 12 month trial period, including a review of the amount and percentage of outstanding rates and charges during the trial period.

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## Ordinary Meeting – 21 March 2019

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### Item 21 Investments and Term Deposits – month ending 28 February 2019

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

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#### **Reason for Report**

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

#### **Background**

Council is authorised by section 265 of 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 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 \$9,527.67 in Interest.

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

- \$1,000,000 with WBC at a rate of 2.49%
- \$1,000,000 with AMP at a rate of 2.80%

The balance of the term deposits at the end of the month was \$14,000,001.

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## **Ordinary Meeting – 21 March 2019**

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### **At Call**

At Call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month, net transfers of \$-809,675.20 were made from these accounts and \$3,024.96 interest was received on the balances in the accounts resulting in a month end balance of \$1,454,943.01.

### **Income Return**

The average rate of return on investments for the month of 2.58% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.87% by 38 points or 0.71%.

Council's full year budget for 2018/19 for interest added to investment is \$366,560. At the end of February the amount of interest received and accrued should be around 66.67% of the total year budget, ie. \$244,373.33. On a year to date basis, interest received and accrued totals \$193,142.33 which is 52.69% 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 28 February 2019, Council had a cash at bank balance of \$2,014,220.17.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 21 March 2019

**Table 1: Investment Balances – 28 February 2019**

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
<b>At Call Accounts</b>							
NAB		At Call	At Call	ADI	ADI	1.09%	354.52
NAB		B-Pay	At Call	ADI	ADI	0.00%	292,062.51
ANZ		At Call	At Call	ADI	ADI	0.75%	7,059.24
Regional Australia		At Call	At Call	LMG	LMG	1.75%	1,541.51
T Corp IM Cash		At Call	At Call	P	P	2.34%	1,141,223.86
CBA At Call		At Call	At Call	ADI	ADI	1.45%	12,701.37
<b>Sub-Total</b>							<b>1,454,943.01</b>
<b>Term Deposits</b>							
Bank of Queensland	04-Sep-18	05-Mar-19	153	LMG	LMG	2.75%	1,000,000.00
NAB	03-Oct-18	19-Mar-19	145	ADI	ADI	2.68%	1,000,000.00
NAB	09-Oct-18	02-Apr-19	160	ADI	ADI	2.68%	1,000,000.00
CBA	22-Nov-18	17-Apr-19	152	ADI	ADI	2.53%	1,500,000.00
CBA	29-Nov-18	01-May-19	162	ADI	ADI	2.53%	1,500,000.00
WBC	21-Dec-18	15-May-19	170	ADI	ADI	2.56%	1,000,000.00
WBC	21-Dec-18	30-May-19	160	ADI	ADI	2.60%	1,000,000.00
NAB	11-Jan-19	12-Jun-19	152	ADI	ADI	2.72%	1,000,000.00
NAB	15-Jan-19	26-Jun-19	162	ADI	ADI	2.73%	1,000,000.00
AMP	21-Jan-19	10-Jul-19	170	UMG	UMG	2.75%	1,000,001.00
AMP	31-Jan-19	24-Jul-19	174	UMG	UMG	2.75%	1,000,000.00
WBC	19-Feb-19	07-Aug-19	169	ADI	ADI	2.49%	1,000,000.00

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## Ordinary Meeting – 21 March 2019

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AMP	27-Feb-19	26-Aug-19	180	UMG	UMG	2.80%	1,000,000.00
<b>Sub-Total</b>							<b>14,000,001.00</b>
<b>Total</b>							<b>15,454,944.01</b>

### Credit Rating Legend

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

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## Ordinary Meeting – 21 March 2019

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

<b>Bank</b>	<b>Opening Balance</b>	<b>Interest Added to Investment</b>	<b>Net Placements/ Withdrawals</b>	<b>Closing Balance</b>
NAB	354.52	-	-	354.52
NAB B-Pay At Call	111,595.43	127.28	180,339.80	292,062.51
ANZ	7,069.98	4.26	(15.00)	7,059.24
Regional Australia Bank	1,540.74	0.77	-	1,541.51
T Corp IM Cash Fund	1,138,331.21	2,892.65	-	1,141,223.86
CBA At Call	1,002,701.37	-	(990,000.00)	12,701.37
<b>Total at call</b>	<b>2,261,593.25</b>	<b>3,024.96</b>	<b>(809,675.20)</b>	<b>1,454,943.01</b>
WBC	1,000,000.00	9,527.67	(1,009,527.67)	-
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
WBC	1,000,000.00	-	-	1,000,000.00
WBC	1,000,000.00	-	-	1,000,000.00
NAB	1,000,000.00	-	-	1,000,000.00
NAB	1,000,000.00	-	-	1,000,000.00
AMP	1,000,001.00	-	-	1,000,001.00
AMP	1,000,000.00	-	-	1,000,000.00
WBC	-	-	1,000,000.00	1,000,000.00
AMP	-	-	1,000,000.00	1,000,000.00
<b>Total Term deposits</b>	<b>13,000,001.00</b>	<b>9,527.67</b>	<b>990,472.33</b>	<b>14,000,001.00</b>
<b>Total</b>	<b>15,261,594.25</b>	<b>12,552.63</b>	<b>180,797.13</b>	<b>15,454,944.01</b>

### **Certification of Responsible Accounting Officer**

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

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

### **RECOMMENDATION**

# **WARRUMBUNGL E SHIRE COUNCIL**

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That Council note and accept the Investments and Term Deposits Report for the month ending 28 February 2019 including a total balance \$17,469,164.18 being:

- \$1,454,943.01 in at call accounts
- \$14,000,001.00 in term deposits
- \$2,014,220.17 cash at bank

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 22 Naming of Two Private Roads in Homeleigh Drive Estate

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

---

### Reason for Report

The purpose of this report is to seek Council's endorsement on the naming of two private access roads in the Homeleigh Drive subdivision.

### Background

Homeleigh Drive Estate is a residential development. Presently it has two un-gazetted and unnamed private access roads that lead from the Council road, Homeleigh Drive.

Road naming is legislated under the *Roads Act 1993* and *Roads Regulation 2018*. As per the Geographical Names Board (GNB) New South Wales Address Policy No 2, September 2018, Clause 5.3 – Authority for Road Naming:

*'For the purposes of this policy, the GNB advises that Local Government (with jurisdiction over the area in which the road is located) are responsible for endorsing the authoritative road name and ensuring it is approved by the GNB and gazetted.'*

Therefore, under the provisions of the NSW Address Policy, Council has the authority to formally name private roads.

Council at its meeting of 13 December 2018 resolved the following:

*'240/1819 RESOLVED 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.'*

### Options

Council sought written submissions from the community for road names within the Homeleigh Drive Estate.



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Three submissions were received with the following proposed road names:

- White Gum Drive
- Biruu Gaba Road (Aboriginal word for *Distant Mountain*)
- Shawns Creek Road (nearby creek off Castlereagh River)
- Sandy Ridge Road
- Lizard Lane
- Echidna Close
- Barmera Drive (Aboriginal word for *Water Place*)

The Geographical Names Board has recently suggested that all proposed Aboriginal names be reviewed by the Local Aboriginal Lands Council (LALC) to confirm the meaning of the word and whether the name is of local origin/language. The local language for Coonabarabran is Gamilaraay.

Council sought advice from the Coonabarabran LALC on the proposed road names Biruu Gaba Road and Barmera Drive. The LALC confirmed the following:

- **Biruu Gaba Road** – the meaning of '*Distant Mountain*' is incorrect.  
The correct meaning is:  
Biruu meaning '*long way*', Gaba meaning '*good*'
- Barmera Drive – is not of local Gamilaraay language.  
Coonabarabran LALC propose the following replacement name:  
**Bagay Gali Drive** – Bagay meaning '*creek*' (or river), Gali meaning '*water*'

It is suggested that as there are only two private roads to be named in the Homeleigh Drive Estate that Council consider grouping them as follow:

### Aboriginal Names

- Biruu Gaba Road
- Bagay Gali Drive

### Native Animals

- Lizard Lane
- Echidna Close

### Landscape Features

- Shawns Creek Road
- White Gum Drive
- Sandy Ridge Road

The *Roads Regulation 2018* requires Council to publish a notice of the proposed road name and notify relevant parties as listed in the Regulation. Council may publish a notice of the new road names after considering any objections to the road name proposal.

### **Financial Considerations**

Under the Comprehensive Property Addressing System (CPAS) the naming of a private 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.

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The installation and cost of new road signs including finger signs is estimated to be approximately \$450.00.

### **Attachments**

1. Locality Map – Homeleigh Drive Estate
2. Submissions for the naming Homeleigh Drive Estate private roads
3. Coonabarabran LALC – confirmation of proposed Aboriginal road names.

### **RECOMMENDATION**

That the two private roads in the Homeleigh Drive Estate subdivision be named Biruu Gaba Road and Shawns Creek Road and advertised in accordance with procedures in the *Roads Regulation 2018*.

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### **Item 23 Coolah Youth and Community Centre Hall Building**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Development Services
<b>Author:</b>	Acting Manager Property and Risk – Kelly Dewar
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	P15 – Council manages its assets and infrastructure to meet the agreed service levels.

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#### **Reason for Report**

At the February Ordinary 2019 Council Meeting a presentation was made by representatives of the Coolah Youth and Community Centre Incorporated in regards to transfer of ownership of the Coolah Youth and Community Centre Hall. It is requested that Council consider accepting the transfer of the centre, located at 10-12 Binnia Street, Coolah, on Lots 1 and 2 DP 986752, to Councils control.

#### **Background**

The Coolah Youth and Community Centre Inc (CYCCI) is requesting that the Coolah Youth and Community Centre be transferred to Council ownership as Community Land. The Centre is currently run by the Coolah Youth and Community Centre Inc and is used by local community groups on a regular basis. There is a great demand from the community for a venue to hold private functions.

#### **Issues**

The CYCCI wishes to focus on conducting youth activities and not the running of a community hall. The CYCCI requested that the land remains a community asset and not become operational land.

The proposal put forward by CYCCI to Council for consideration is as follows:

- Coolah Men's Shed Group is looking for a place to a shed for the Men's Shed.
- The Coolah Men's Shed Group are wanting to build a shed on the land next to the hall.
- The Coolah Men's Shed members would then utilise the kitchen and amenities at the hall and contribute to the maintenance and management of the hall.
- The maintenance and management of the Hall would be Council's responsibility if the Hall was to be transferred into Council's ownership.
- There are upcoming bookings for the hall for the remainder of 2019, however some of these would not produce an income as Councils Operational Plan and Delivery Program gives the Schools and local not-for-profit organisations the ability to request a fee waiver.
- Council would need to establish a set of fees and charges for the use of the Hall to align with the other Council owned Town Halls throughout the Shire.

# **WARRUMBUNGLE SHIRE COUNCIL**

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- The Coolah Men's Shed would be required to hire the Hall and pay any fees due unless waived by Council.

Financial consideration also needs to be taken into account when taking on ownership of the Hall as any works or upgrades required to be undertaken will need to come from Council's general fund as the income generated from halls is only minimal.

### **Options**

That Council accept the transfer of the Coolah Youth and Community Centre Hall when the transfer is completed the land will be classified as operational land.

That Council declines the request to transfer ownership of the Coolah Youth and Community Centre Hall to Warrumbungle Shire Council.

### **Financial Considerations**

Council will need to establish a budget for the Coolah Youth and Community Centre Hall if Council was to accept ownership of the building.

The cost to Council for the running of the hall will include insurance, repairs and maintenance, capital works, electricity, rates, water and cleaning. Repairs and maintenance costs will not be known until a full appraisal of the building is undertaken.

Council's finances are already under significant pressures with the amount of infrastructure it currently controls and should not be taking on additional items of such significance.

### **RECOMMENDATION**

That Council advise The Coolah Youth and Community Centre Inc that it does not have an interest in accepting the transfer of ownership of the Coolah Youth and Community Centre Hall as Community Land.

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### Item 24 Draft Economic Development and Tourism Strategic Plan 2018-2023

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

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#### **Reason for Report**

To present the draft Economic Development and Tourism Strategic Plan 2018-2023 to Council for adoption with recommended changes as a result of submissions received from the general public during the public exhibition period, and to present a list of suggested actions to be implemented during the first year after formal adoption of the strategy.

#### **Background**

During 2018, Council approved the appointment of Jenny Rand 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 preparation of the draft Strategy.

A copy of the draft strategy (*Attachment 1*) was circulated to Council and endorsed for public exhibition at the November 2018 Council Meeting.

As a result of the public exhibition period of the draft document ten (10) submissions were received. As a result of the submissions, a number of changes to the document are recommended as outlined in the Response to Submissions report provided under separate cover as *Attachment 2*.

Within the draft plan, twelve (12) strategies with multiple actions have been devised for each strategy. A number of actions from each strategy have been selected for implementation during the first year after the plan is formally adopted by Council. *Attachment 3* sets out the actions to be pursued in the first 12 months.

#### **Issues**

The document does not rank the strategies and actions in priority order.

Following public exhibition, Council is required to formally adopt this document prior to it being actioned.

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### **Options**

Council may choose to formally adopt the draft plan including the recommended changes or choose to accept only the draft document without changes.

Council may also accept the list of Actions for the ensuing year or develop a list they believe to be more appropriate.

### **Financial Considerations**

The draft Economic Development Strategy has been funded from the Economic Development Promotions budget at a cost of \$15,000 plus incidental costs that may arise.

Actions as listed have been considered within the context of budget allocations for EDT.

### **Attachments**

1. Draft Warrumbungle Shire Council Economic Development and Tourism Strategy
2. Submissions
3. Responses to Submissions
4. Actions – first 12 months

### **RECOMMENDATION**

That Council:

1. Adopts the Draft Economic Development and Tourism Strategic Plan and amendments to the document as per Attachment 2.
2. Prioritises the actions in accordance with Attachment 3.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 25 Uarbry Hall Development Application Fees

<b>Division:</b>	Environment and Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Director Environment and Development Services Leeanne Ryan
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council's governance practices and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

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### Reason for Report

To provide Council with information relating to the Development Application fees for the rebuild of the Uarbry Hall on Lot 1 Section 6 DP 759014 in Church Street, Uarbry. The original building was destroyed in the Sir Ivan Fire in February 2017.

### Background

Council has received a letter from the Uarbry Hall Association Incorp requesting that the fixed fees and inspection costs relating to the DA and the rebuild be waived.

In April 2017 **Resolution 250/1617** resolved as part of the Bush Fire Recovery Assistance:

- 1. That Council waive Development Application, Construction Certificate, Inspection and Section 94A fees for those residents who meet all of the following criteria:*
  - (a) Have lost their principle place of residence and they meet the LEP requirements that allow construction of a dwelling on that property*
  - (b) Insurance held does not cover the payment of approval related fees.*
  - (c) The property has been confirmed by Council to have been destroyed by the February 2017 Sir Ivan Fire.*
  - (d) That the supplementary vote be referred to the next QBRs meeting.*
- 2. That Council waive tipping fees for the receipt of friable asbestos generated by the Sire Ivan fire and Funded by Office of Emergency Management (OEM).*

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The following fees apply to the Development Application for the Uarbry Hall:

• Administration Fee	\$ 50.00**
• Acquisition of deposited plans (mandatory)	\$ 30.00**
• DA Fees	\$ 770.00**
• Advertising	\$ 344.00**
• Section 94A Levy (construction stage)	\$1,000.00
• Long Service Levy (State Gov)	\$ 680.20**
• Long Service Levy Commission (State Gov)	\$ 19.80**
• Plan First DA fee (State Gov)	\$ 123.00**
• Plan First Commission (State Gov)	\$ 5.00**
• Construction Certificate	\$1,017.00
• Inspections	\$ 690.00
• Section 68 approvals(administration fee)	\$ 50.00**
• On site Sewerage Management System – Approval to Install and Operate	\$ 262.00**
<b>Total</b>	<b>\$5,041.00</b>

\*\* fees paid by Uarbry Hall Association Incorp on 22 February 2019

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

### Issues

The DA fees associated with the Uarbry Hall are for the rebuild of the hall on Lot 1 Section 6 DP 759014 in Church Street, Uarbry.

### Options

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

If Council decides to reduce or waive the DA fees for the Uarbry Hall then other developers may seek the same provisions.

Council can decide not to waive the DA fees for the rebuild of the Uarbry Hall as it does not meet the criteria of **Resolution 250/1617** or Council's Operational Plan and Delivery Program's requirements.

### Financial Considerations

Uarbry Hall is freehold land owned by the Uarbry Hall Association Incorp. A total of \$5,041.00 has been charged for the Development Application for the Uarbry Hall. On the 22 February 2019 an amount of \$2,334.00 was paid by the Uarbry Hall Association Incorp.

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



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### **RECOMMENDATION**

That Council advise the Uarbry Hall Association Incorp that it will not reduce or waive DA Fees for DA17/2018.

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### Item 26 Warrumbungle Shire Community Based Heritage Study 2018

<b>Division:</b>	Environment and Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Director Environment and Development Services Leeanne Ryan
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU4 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity

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#### **Reason for Report**

To present to Council the Draft Warrumbungle Shire Community Based Heritage Study 2018.

#### **Background**

Council applied for funding under the 2017-2018 NSW Heritage Grants Program Local Government Heritage Planning Studies for \$40,000 from the Office of Environment and Heritage to undertake a review of Council's heritage studies; Council's application for funding was successful.

Council's Heritage Advisor, Mr Peter Duggan, has prepared the Draft Warrumbungle Shire Community Based Heritage Study 2018 with assistance from the Warrumbungle Shire Community Heritage Group committee which was formed in August 2017 by **Resolution 68/1718** of Council. The committee members included council staff, members of the community, members of the Coonabarabran Local Aboriginal Lands Council and numerous property owners and managers who have provided access and information about their properties. Ms Ruth Longdin of Monitor Heritage Consultants, has written the Warrumbungle Shire Thematic History, being Volume II of the study.

Letters were sent the owners of nominated heritage properties in early December 2018. Several owners have made contact with Council to advise that they do not want their properties to be listed as heritage properties.

#### **Issues**

The draft study contains the following types of Heritage Listings. Extract from the Draft Warrumbungle Shire Community Based Heritage Study 2018 (page 44) reads:

*'Heritage listing is the way heritage items and places are identified and managed. It safeguards these items for present and future generations. Places of identified heritage significance are included on various heritage lists which are both statutory and non-statutory. Statutory lists give protection to heritage places under Australian or State law. Listing on a register doesn't mean that owners can't make changes to a place as it permits sympathetic development through an*

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*approvals process. The process to gain approval ensures changes retain the significance of heritage places. By providing a balanced framework listing keeps heritage places authentic, alive and useful.*

*In New South Wales heritage places are typically listed as being of **local** or **state** heritage significance. Locally significant places are listed on local council Local Environmental Plans. Places of state heritage significance are listed on the State Heritage Register. Less commonly places can also be of national or world significance. Places of national heritage significance are listed on the National Heritage List and places of world-wide significance, such as the Sydney Opera House, are inscribed on the World Heritage List.*

*Non-statutory lists do not provide legal protection for a place but have an important role in informing the community what places are considered to have heritage value as recognised by a governmental or non-governmental body.*

*There are a number of non-statutory lists including the National Trust Register, the Australian Institute of Architect's Register of Significant Buildings in NSW, the Australian Engineering Heritage Database, the Register of the National Estate and the Art Deco Society of NSW Building Register.'*

The various forms of heritage listings for the Warrumbungle Shire are outlined below:

- Statutory Listings – existing heritage items
- Existing Heritage Conservation Areas
- Non Statutory Listings – Register of National Estate
- National Trust Register
- Other Non statutory Listings
- Items to be recorded only
- Local Heritage Nominations, and
- State Heritage Nominations

A copy of the draft study is included as Attachment 1.

Attachment 2 is the Warrumbungle Shire Thematic History being Volume 2 of the study.

The draft study is required to be placed on public exhibition for 28 days inviting submissions from the owners of the listed properties, community members 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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### **Options**

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

### **Financial Considerations**

Nil

### **Attachments**

1. Draft Warrumbungle Shire Community Based Heritage Study 2018.
2. Warrumbungle Shire Thematic History (Volume 2 of the Study)

### **RECOMMENDATION**

That:

1. The Draft Warrumbungle Shire Community Based Heritage Study 2018 be adopted by Council for consultation purposes.
2. The Draft Warrumbungle Shire Community Based Heritage Study 2018 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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### Item 27 Development Applications

**Division:** Development Services

**Management Area:** Regulatory Services

**Author:** Administration Assistant Environment and Development Services – Jenni Tighe

**CSP Key Focus Area:** Rural and Urban Development

**Priority:** RU4 The attractiveness appearance and amenity of our towns and villages need to be improved

### Development Applications

#### (i) Approved – February 2019

Development Application/ Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA8/2019	21/01/2019	01/02/2019	Warrumbungle Steel Buildings	333 Carmichaels Lane	Coonabarabran	New Rural Shed	9
DA9/2019	25/01/2019	04/02/2019	Tim Duffy Optometrist	49-51 John Street	Coonabarabran	Change of Use	2
DA11/2019	30/01/2019	04/02/2019	Kevin and Daphne James	33 Nelson Street	Coonabarabran	New Patio	0
DA12/2019	15/02/2019	25/02/2019	Sam Nash	Gardener Street	Coonabarabran	Game Carcass Chillers	2
DA13/2019	18/02/2019	28/02/2019	Warrumbungle Shire Council	4 Martin Street Coolah	Coolah	New Industrial Shed	5
DA15/2019	20/02/2019	26/02/2019	Klaus Lesker	37 Morrissey's Road	Coonabarabran	Demolition of Dwelling and Installation of Manufactured Home	5

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DA17/2019	22/02/2019	27/02/2019	Grant Piper	Church Street	Uarbry	New Commercial Building	1
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\*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 February 2019, under Delegated Authority.

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### Item 28 Reports to be Considered in Closed Council

#### Item 28.1 ARTC InlandRail Confidentiality Deed Poll

**Division:** Executive Services

**Author:** General Manager – Roger Bailey

#### Summary

The purpose of this report is for the exchange of information between Council and the ARTC InlandRail project Council has been requested to enter into a Confidentiality Deed Poll.

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:

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

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

#### RECOMMENDATION

That the ARTC InlandRail Confidentiality Deed Poll 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 28.2 Organisational Development Monthly Report – March 2019

**Division:** Executive Services

**Author:** Acting Manager Human Resources – Chris Kennedy

#### Summary

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

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

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

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

### **RECOMMENDATION**

That the Organisational Development Monthly Report – March 2019 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 28.3 Three Rivers Regional Retirement Community Information Report**  
**Division: Environment and Development Services**  
**Author: Director Environment and Development Services – Leanne Ryan**

### **Summary**

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

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

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

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

### **RECOMMENDATION**

That the Three Rivers Regional Retirement Community Information Report – February 2019 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.

### **FURTHER that Council resolve that:**

1. Council go into Closed Council to consider business relating to confidential information.
2. Pursuant to section 10A(1)-(3) of the *Local Government Act 1993* (NSW), the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993* (NSW).