



## Ordinary Council Meeting

# Agenda

**18 April 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, John Street, Coonabarabran**  
on **Thursday, 18 April 2019** commencing at **8:30 am**.

**Mayor:** Cr Denis Todd

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

**Please note:**

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

**Mission Statement**

We will provide:

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

**Values**

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

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 18 April 2019**

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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 Minute**

**Minutes of Last Meeting**

21 March 2019

**Reports**

**Reports to be considered in Closed Council**

.....  
**ROGER BAILEY**  
**GENERAL MANAGER**

# WARRUMBUNGLE SHIRE COUNCIL

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# WARRUMBUNGLA SHIRE COUNCIL

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### Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 12 March to 9 April 2019

#### MAYORAL MINUTE - MAYORS ACTIVITY

##### April 2019 report

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
25-Mar	Letter	In	Captivate Conferences - Local Government Summit 11-12 April 2019
25-Mar	Letter	In	Jess Letts - request for contribution to retirement slideshow for Rex Mooney
26-Mar	Letter	In	The Hon Mark Coulton - acknowledgment of letter re Inland Rail
26-Mar	Invitation	In	Coonabarabran Rotary Changeover Dinner

#### MAYORAL MINUTE – KILOMETRES TRAVELED – 11 MAR TO 9 APR

<u>Date of Journey</u>		<u>Purpose of Journey</u>	<u>Odometer</u>		<u>KM Travelled</u>
<u>Start Date</u>	<u>End Date</u>		<u>Start</u>	<u>Finish</u>	
11-Mar	11-Mar	Coonabarabran - Interviews Director Corporate and Community	28730	28853	123
11-Mar	11-Mar	Baradine Progress Meeting	28853	28879	26
		Coonabarabran - Corporate	28879	28989	110
18-Mar	19-Mar	Parkes - Newell Highway meeting	28989	29646	657
20-Mar	20-Mar	Inland Rail meeting - Baradine	29646	29664	18
21-Mar	21-Mar	Coolah Council meeting	29664	29882	218
22-Mar	22-Mar	Coonabarabran - leave car at office	29882	29938	56
29-Mar	29-Mar	Goolhi Community Consultation Meeting (Cr Iannuzzi)	29938	30124	186
1-Apr	1-Apr	Binnaway Community Consultation Meeting (Cr Iannuzzi)	30124	30198	74
2-Apr	2-Apr	Mendooran Community Consultation Meeting (Cr Iannuzzi)	30198	30349	151
9-Apr	9-Apr	Dunedoo Community Consultation Meeting; home via Cr Doolan property (Cr Iannuzzi)	30349	30574	225
<b>Total KM travelled for period 11/3/2019 - 9/4/2019</b>					<b>1844</b>

#### MAYORAL MINUTE - EXPENSES 9 March 2019 - 8 April 2019

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	<u>Amount (\$)</u>
9-Mar	Transpsort for NSW	Train fare - Sydney (Country Mayors')	18.70
9-Mar	GM Cabs Pty Ltd	Transport - Sydney (Country Mayors')	27.41
9-Mar	Travelodge Philip Street	Accommodation - Sydney (Country Mayors')	329.00
<b>Total expenditure for period 7/2/2019 - 8/3/2019</b>			<b>375.11</b>

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### **RECOMMENDATION**

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 12 March 2019 to 9 April 2019.
2. Notes the report on the Mayor's credit card expenses between 9 March 2019 and 8 April 2019 and approves the payment of expenses totalling \$375.11.

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### **Item 2 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 March 2019.

### **Options**

Nil

### **Financial Considerations**

Nil

### **Attachments**

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

### **RECOMMENDATION**

That Council endorses the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 March 2019.



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### Item 3 Minutes of Traffic Advisory Committee Meeting – 28 March 2019

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services Management
<b>Author:</b>	Personal Assistant to the Director Technical Services – Tracy Cain
<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) and Ms Jackie Barry (RMS).

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

**APOLOGIES:** Senior Constable Kelvin Kilsby (NSW Police) and Mr Bikram Joshi (Manager Asset & Design).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on 28 February 2019 be confirmed.

**Shinton/Barry**

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

- Articulate Festival – Council held a meeting with a representative of the Articulate Festival regarding the proposed road closure in John Street for the street parade on 21 June 2019. Following the meeting the Articulate Festival withdrew the road closure application.

The following matters were noted as outstanding:

- 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 – Council is pursuing use of electronic notice boards with RMS.
- 'No Stopping' zones either side of pedestrian ramp at the intersection of Edwards Street and Cowper Street. Further investigation required.
- Council and RMS information night on events that require a road closure. *The information night is to be held on Wednesday, 26 June 2019. An information booklet is to be prepared.*

#### **AGENDA ITEMS**

- a) Baradine RSL Sub Branch – Remembrance Day – 11 November 2019

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**RECOMMENDED** that approval be granted to close Narran Street, Baradine between Wellington Street and Bligh Street on Monday, 11 November 2019 from 10.30am to 11.30am for the Remembrance Day Ceremony subject to:

- Receipt of a Traffic Management Plan
- Receipt of Public Liability Insurance
- Compliance with Council's Road Closure Guidelines
- RMS Western Region concurrence

**Barry/Shinton**

b) Formalising the Bus Zone at Baradine Preschool

**RECOMMENDED** that bus zone signage be installed in Barwon Street, Baradine adjacent to the Preschool as per the approved sign plan.

**Shinton/Barry**

c) Coolah GP – Disabled Parking in Binnia Street, Coolah

The Committee discussed a request to install two disabled parking spaces in front of the new Medical Centre at 42 Binnia Street, Coolah. It was determined that the location was to be confirmed and that in principle support be granted subject to compliance with standards including ramps. It was also suggested that the existing disabled parking area located in front of the IGA be reviewed for a proposed upgrade to meet the standards.

**RECOMMENDED** that in principle support be granted for the installation of two disabled parking spaces in front of the Medical Centre at 42 Binnia Street, Coolah subject to meeting the relevant standards.

**Barry/Shinton**

d) Jones Panel Beating – 'No Stopping' Signage at Bolaro Street, Dunedoo

**RECOMMENDED** that two 'No Stopping' signs including solid white lines be installed either side of the northern driveway at Jones Panel Beating in Bolaro Street, Dunedoo as per the approved amended sign plan.

**Barry/Shinton**

e) Sundowner Cycle Race Coonabarabran to Gunnedah – 15 June 2019

**RECOMMENDED** that in principle support be granted for the Sundowner Cycle Race to be held on Saturday, 15 June 2019 at 10.00am from Coonabarabran to Gunnedah via the Oxley Highway subject to:

- Receipt of a Traffic Control Plan
- Updated Public Liability Insurance
- Compliance with RMS Road Occupancy Licence
- RMS Regional Special Events concurrence

**Shinton/Barry**

h) RSO Monthly Report – March 2019

The RSO Monthly Report for March 2019 was received and noted and in particular the following road safety projects were discussed:

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- 2018/2019 RSO Projects – completed projects include Bike Week 2018, Child Car Seat Check for Baradine, Coonabarabran and Dunedoo, Plan B, Learner Driver Workshop and Click Every Trip.
- Plan B Win a Swag Competition – over 605 entries were made with 4 businesses not providing their entries. Top answers were have a designated driver, walk home and stay overnight as a Plan B option.
- Free Cuppa – to be promoted over Easter. Program to run until 31 May 2019.
- Stock on Roads – advertisement sent to all local newspapers.
- Child Car Seat Safety – held in Coonabarabran on 19 March 2019 with over 20 seats being checked and 10 seats fitted. Dunedoo was held on 26 March 2019.
- Speed Trailer – has been unavailable for two months as it is currently under repair.

### **GENERAL BUSINESS**

#### a) Mothers Day Classic Fun Run in Coonabarabran – 12 May 2019

It was noted that the Mother's Day Classic Fun Run event to be held on Council's roads and footpaths in Coonabarabran on Sunday, 12 May 2019 from 9.00am to 11.00am is a Class 3 Event with no road closures and approval is to be determined by Council.

It was determined that Council provide in principle support for the 2019 Mothers Day Classic Fun Run with the exception of Horsley Street road closure due to the expected low traffic volume and number of participants grouped together at that stage of the event. 'Special Event Ahead' signage is to be prepared by Council for erection during the Fun Run to advise motorists of the event when driving on Horsley Street.

There being no further business the meeting closed at 10.55 am.

The next meeting will be held in the Meeting Room of the Community Services Building, John Street, Coonabarabran on Tuesday, 16 April 2019 commencing 11.00 am.

### **RECOMMENDATION**

That:

1. Council accept the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 28 March 2019.
2. Approval be granted to close Narran Street, Baradine between Wellington Street and Bligh Street on Monday, 11 November 2019 from 10.30am to 11.30am for the Remembrance Day Ceremony subject to:
  - Receipt of a Traffic Management Plan
  - Receipt of Public Liability Insurance
  - Compliance with Council's Road Closure Guidelines
  - RMS Western Region concurrence

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3. Bus zone signage be installed in Barwon Street, Baradine adjacent to the Preschool as per the approved sign plan.
4. In principle support be granted for the installation of two disabled parking spaces in front of the Medical Centre at 42 Binnia Street, Coolah subject to meeting the relevant standards.
5. Two 'No Stopping' signs including solid white lines be installed either side of the northern driveway at Jones Panel Beating in Bolaro Street, Dunedoo as per the approved amended sign plan.
6. In principle support be granted for the Sundowner Cycle Race to be held on Saturday, 15 June 2019 at 10.00am from Coonabarabran to Gunnedah via the Oxley Highway subject to:
  - Receipt of a Traffic Control Plan
  - Updated Public Liability Insurance
  - Compliance with RMS Road Occupancy Licence
  - RMS Regional Special Events concurrence

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### **Item 4 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 3 April 2019**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services
<b>Author:</b>	Manager Urban Services – Shane Weatherall
<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 Brad Condon (Rugby Union).

**IN ATTENDANCE:** Mr Shane Weatherall (Manager Urban Services).

**APOLOGIES:** Cr Fred Clancy, Mr Kevin Tighe (Director Technical Services) and Mrs Kelly Dewar (Acting Manager Property and Risk).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held on Wednesday, 13 February 2019 be confirmed.

**Varty/Jenner**

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

- Discussed the status of Skate Park.
- Discussed the status of No 3 oval amenities.

#### **AGENDA ITEMS**

a) Location of Playground Equipment

Matter to be held over to the next meeting.

#### **GENERAL BUSINESS**

Access to Toilets in the Sport and Recreation Building

Discussion took place regarding access to toilets in the Sport and Recreation building during game days.

**RECOMMENDED** that Council investigate installation of a single unit amenities block in the netball court vicinity.

**Varty/Jenner**

Colour Scheme for Shade Shelters at the Skate Park

**RECOMMENDED** that the colour scheme for the shade shelters at the skate park is 'Night Sky' for the poles and 'Deep Ocean' for the roof as per the colorbond chart.

**Varty/Jenner**

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There being no further business the meeting closed at 5.28 pm.

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

**Comment** – There are toilet facilities within the Sport and Recreation building that may be used by netball players during competition events. Currently, access to these toilets is via the Gymnasium, which of course is not satisfactory. It is possible to access the toilets via an outside door and with modification to an internal door. This option should be investigated before construction of a new facility is considered. Recommendation 2 below is a modification of the above recommendation from the Committee.

### **RECOMMENDATION**

That:

1. Council accept the Minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on 3 April 2019.
2. Use of amenities within the Sport and Recreation building is investigated for use by netball players, with the findings of this investigation reported to the Committee.

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### Item 5 Councillors' Monthly Travel Claims – 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 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 March 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	1057	0.78	824.46
Cr Todd	0	0.78	-
Cr Brady	0	0.78	-
Cr Capel	460	0.78	358.80
Cr Clancy	0	0.73	-
Cr Doolan	160	0.68	102.00
Cr Hill	310	0.68	210.80
Cr Iannuzzi	0	0.78	-
Cr Lewis	0	0.78	-
<b>Total for March :</b>			<b>1,496.06</b>

#### Financial Considerations

Outlined above.

#### Attachments

Nil

#### RECOMMENDATION

That the Councillors' monthly travel claims report for March 2019 in the amount of \$1,496.06 is received for Council's information.

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### Item 6 Inland Astro Trail Meeting at Parkes – 6 February 2019

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Councillor Peter Shinton
<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**

To report to Council on the Inland Astro Trail meeting held at Parkes on 6 February 2019.

#### **Commentary**

The Inland Astro Trail (IAT) is a community driven open source astro tourism, cultural heritage, community development and STEAM (Science, Technology, Engineering, Arts and Mathematics) Outreach initiative to catalyse new cultural, social, economic and educational opportunities in NSW rural and remote inland.

Over 60 people attended the IAT symposium from as far afield as Melbourne, Sydney, Canberra, Tamworth, Narrabri, Coonabarabran, Parkes, Forbes, Orange, Bathurst, Cowra, Condobolin, Balranald, West Wyalong and Grenfell. We also had representatives from CENTROC, Destination Country and Outback and Arts Outwest.

It will link more than 40 astronomical research facilities, dozens of public and private observatories and many sites of astronomical significance including an aboriginal site near Condobolin and the Warrumbungle Dark Sky Park near Coonabarabran. It will give visitors to the inland new opportunities to experience the full glory of the night sky in ways that are not possible in large cities and towns because of light and other pollution.

The IAT Committee will help to co-ordinate and promote themed events, experiences and activities along the IAT and work with local communities, local government authorities and the private sector to increase visitation to the inland. Some towns on the IAT already host astro themed events such as the SSO's Starfest (October long weekend) in Coonabarabran, the Parkes Astro Fest (mid July), the Condobolin Sky Fest (mid November) and of course Coonabarabran's new Festival of the Stars and International Dark Sky Week celebrations in April.

The first task for the IAT Committee is to list the festivals, demonstrations and scientific talks to try to reduce events clashing and to perhaps create a cascading model of related activities between the various centres. Other tasks involve meetings with the curriculum Advisor, NSW Dept of Education to introduce astronomy into the



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curriculum and of course to apply for funding for any opportunity to advance the Astro Trail initiative.

The following appointments were made:

- President – Donna Burton, astronomer and astro-tourism operator, Milroy Observatory (Coonabarabran)
- Vice President – Peter Shinton, geologist, farmer and Warrumbungle Shire Councillor (Coonabarabran)
- Secretary – Tracey Callinan, musician and Executive Director of Arts Out West (Bathurst)
- Public Officer – Merrill Findlay, writer and Big Skies Collaborator (Forbes)

Non-executive Committee Members are:

- Ray Pickard – astronomer and astro-tourism operator, Bathurst Observatory Research Facility
- David Clarkson – Big Skies Collaborator, stargazer and creative director, Stalker Theatre Company (Sydney)
- Alexandra Burke – Clean TeQ Sunrise, Community Team (Parkes)
- Gail Lander – community advocate (Grenfell)

### **RECOMMENDATION**

That Council notes the Delegate's Report in relation to the Inland Astro Trail meeting held at Parkes on 6 February 2019.

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### **Item 7 Local Land Services Anniversary Celebrations at Dubbo – 27 February 2019**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Councillor Peter Shinton
<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**

To report to Council on the Local Land Services (LLS) fifth birthday celebrations hosted by Peter and Natalie Ryan at 'Belmont' in Dubbo on 27 February 2019.

#### **Commentary**

Special guest for the celebration was The Hon Niall Blair MLC, Minister for Primary Industries. We had the opportunity to discuss raising Timor Dam wall and environmental flows from a raised structure; funding for a new pump and pipeline from the old river pump site to the treatment plant in Mendooran; and a new pipeline to connect the new bores in Coonabarabran.

I also met with Jacky Wiblin and Elizabeth Bourke from the Lands Department to discuss the Hudson Pear problem at Quanda (The Five Ways) in Coonamble Shire and the proximity of the infestation to the proposed Inland Rail corridor.

#### **RECOMMENDATION**

That Council notes the report in relation to the Local Land Services fifth birthday celebrations held at Dubbo on 27 February 2019.

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### Item 8 Central West Weeds Committee Meeting at Dubbo – 5 March 2019

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Councillor Peter Shinton
<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**

To report to Council on the Central West Weeds Committee meeting held at Dubbo on 5 March 2019.

#### **Commentary**

1. Discussion on the BIS (Biosecurity Information Service) where all property weed inspections are reported.
2. Discussion on MERI (Monitoring, Evaluation Reporting and Improvement Framework) which is an auditable system and will be part of the agenda items for consideration at future meetings.
3. The funding distribution algorithm for the calculation of WAP (Weed Action Program) funding has finally been handed over to the LLS Weeds Committee by the DPI. These funds traditionally contribute to the employment of Weeds Officers and weed control and will probably need refining over time to comply with the new Biosecurity Act.
4. The new Weeds in Hay pamphlet was launched.
5. An invitation to host the 21<sup>st</sup> NSW Weeds Conference in 2 years time has been sent to all GM's within the region.
6. Hudson Pear has been raised to a WONS (Weeds of National Significance) priority as it continues to spread to every state in Australia.
7. Hudson Pear, Quanda and the Inland Rail was discussed.
8. Hudson Pear discovered on the Baradine/Goorianawa Road outside the property Wheatlands and 300m west of Bretni Road.
9. Hudson Pear has now been discovered in the Pilliga off Terebone Road, Urawilkie over a large area and the chances are that it has probably also reached the Warrumbungle National Park.
10. The new "Weed Wise App" has been launched by the DPI.

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### **RECOMMENDATION**

That Council notes the Delegate's Report in relation to the Central West Weeds Committee meeting held at Dubbo on 5 March 2019.

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### **Item 9 Castlereagh-Macquarie County Council – Hudson Pear Field Day held at ‘Quanda’ on 26 March 2019**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Councillor Peter Shinton
<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**

To report to Council on the field day held at the property ‘Quanda’ on 26 March 2019.

#### **Commentary**

Tuesday March 26 I was invited to the field day at the property Quanda, the Five Ways Quarry site in Coonamble Shire. The Five Ways Quarry is infested with Hudson Pear, it first appeared probably 20 years ago in the illegal “tip” behind the quarry and has been poorly controlled with only sporadic efforts when funding became available.

The immediate problem now is that the quarry site and the Crown Land reserve are in the path of the Inland Rail and we need a concerted effort to eradicate the infestation.

The field day attracted property owners and participants from Coonamble Shire, Central West LLS staff, North West LLS, DPI, Crown Lands, Castlereagh Macquarie County Council and Warrumbungle Shire.

The meeting following the field day determined that an eradication programme should be undertaken and a draft action plan was proposed outlining who is doing what and who is paying. Initially local landholders, Crown Lands and LLS will undertake a spraying programme in both Spring and Autumn with follow up 4 weeks later for a period of about 5 years. At this stage the plan is open for comment among the agencies and landholders.

#### **RECOMMENDATION**

That Council notes the Delegate’s Report in relation to the Hudson Pear field day held at the property ‘Quanda’ on 26 March 2019.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 April 2019**

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### **Item 10 Geotrails Project Meeting – 3 April 2019**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Councillor Peter Shinton
<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**

To report to Council on a meeting held with NSW Planning and Environment Division of Resources and Geoscience geologist, Guy Fleming, on 3 April 2019 to discuss progress with the Geotrail Project covering the Warrumbungle National Park.

#### **Commentary**

On Wednesday 3rd April I met with Guy Fleming, a geologist with NSW Planning and Environment Division of Resources and Geoscience to discuss the progress with the Geotrail Project covering the Warrumbungle National Park.

The Geotrail was the “compensation” project after our application to become Australia’s first UNESCO Geopark was refused by the NSW Government on the grounds that it would probably preclude all geological exploration, quarrying, farming and intensive agriculture.

Geotrails provide a unique tourism experience focused on the local geology. They are designed to focus on geological features accessed by either driving routes, walking tracks or lookouts and are supported by both printed material and electronic apps.

After the new magnetics data that was flown last year was interpreted, a new geological map has been produced backed by extensive field work and a brochure still in the formative stage, tells the story of how the area was formed, the geology and the various rock formations all in layman’s English and easy to understand.

#### **RECOMMENDATION**

That Council notes the report in relation to a meeting held with a NSW Planning and Environment Division of Resources and Geoscience geologist on Wednesday 3 April 2019 to discuss progress with the Geotrail Project covering Warrumbungle National Park.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 April 2019

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### Item 11 Coonabarabran Emergency Water Supply Project – March 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 5 April 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

# WARRUMBUNGLE SHIRE COUNCIL

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### Issues

#### 1. Timor Dam Level

The water level in Timor Dam is currently at 20.3% (was 17.9). This represents an increase of 2.4% (0.5m) since the last report in March 2019. There was considerable inflow into the dam following the rain event on 29/03 with 66ml measured at the Timor Dam gauge, however the level is still 6.7m below the crest.

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

#### 2. Consumption

While the average daily consumption in early to mid March was around 1,200 kL/day, it has dropped off to around 900 kL/day over the last three weeks with cooling weather reducing demand.

#### 3. Standpipe Usage

Between 23/02 and 21/03/2019 a total of 375 kL was purchased from the Coonabarabran standpipe through commercial water carters. This amounts to an average of 12.9 kL/day, representing an increase of 9,457 L/day compared to the last report in March.

#### 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. The recent rainfall at the end of March resulted in flow through the V-notch again, however water quality has been poor (high solids load)

Siding Spring Observatory and non-potable water users along Timor Road continue to be supplied through the Bart Bok Bore (No 11). Bore No. 12 at Timor Dam is yet to be equipped. The new pump will deliver 3.5 litres per second.

#### 5. New Bores

Installation of the shed at Bore No. 12 at Timor Dam has commenced.

#### 6. Equipment of Bores

Delivery and installation of remaining level instrumentation and data loggers for the old and test bore holes are expected to occur in week starting 8 April. Level instrumentation that is installed at the new bores is read daily and has also been connected to the recently installed telemetry system along Timor Road.

#### 7. Operability of Bores

The installation of telemetry to the new bores along Timor Road is complete. These bores can now individually and remotely be controlled from the WTP.

#### 8. Water licensing

Current available entitlements are:



# WARRUMBUNGLE SHIRE COUNCIL

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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 has been applied for to purchase a permanent allocation of additional 250 ML/a. Feedback has not yet been received on this application.

### 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 submitted. 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

The restriction level remains at 4 as introduced 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. There has been no change in actual and committed expenditure compare to last month's report.

The remainder of the funding is intended to contribute towards the still outstanding repair of Timor Dam fence.

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### **Attachments**

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

### **RECOMMENDATION**

That Council notes the March 2019 Update Report on the Coonabarabran Emergency Water Supply Project.

# WARRUMBUNGLA SHIRE COUNCIL

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### Item 12 Council Resolutions Report April 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, April 2019

### **RECOMMENDATION**

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

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### Item 13 Revotes Report April 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, April 2019

### **RECOMMENDATION**

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

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### **Item 14 Draft Operational Plan 2019/20**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	A/Director Corporate & Community Services – Kim Parker
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority/Strategy:</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**

Following extensive consultation, and in line with Council's Integrated Planning and Reporting Framework, the draft 1yr 2019/20 Operational Plan is presented to Council. This report seeks Council resolution to place Operational Plan and the subsequently updated Delivery Program on public exhibition. Following the exhibition period a further report will be presented to Council in June considering any submissions made, and recommending adoption of the final Delivery Program and Operational Plan.

### **Background**

The draft Operational Plan sets out Council's proposed budget for next financial year, and the three (3) years thereafter. The budgets are presented in the form of consolidated statements and schedules, together with a more detailed breakdown at a functional level.

The draft plan has been prepared following a series of budget meetings and workshops with managers, executive, and councillors over the past five (5) months. Workshops were held with councillors on:

- Thursday, 21 March 2019
- Thursday, 4 April 2019

The draft Operational Plan shows that operating revenue for 2019/20 is projected to be around \$45.498M. This total includes Capital Grants and Contributions of \$3.452M and Operational Grants and Contributions of \$17.567M.

The rates model proposed as part of the Operational Plan includes a 2.7% rate increase, in line with the cap determined by the NSW Independent Pricing and Regulatory Tribunal (IPART). The rate peg will be applied equally across all categories, meaning all ratepayers will see an effective increase of 2.7%.

The Revenue Policy includes a number of key changes, in particular rises in fees and charges for water, sewer and waste services. These changes are necessary to ensure that the Water Fund, Sewer Fund and Waste Services are all producing adequate revenue for their ongoing operations and capital programs. Whilst Council

# **WARRUMBUNGLA SHIRE COUNCIL**

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was presented with recommendations in 2018 to increase these charges by 26% and 30%, respectively, it was decided under the circumstances at the time to adopt lesser increases. Regrettably the need remains for these significant increases to occur. Additionally, while the Fit for the Future process relating to Council mergers has been finalised, there is still the need for Councils to implement the improvements they committed to, or implement alternate performance improvement strategies.

Councils have also been advised that when considering financial performance and position, they should be focussing on the Net Operating Result before Capital Grants and Contributions. This is a change in focus for this Council as previously Council focussed on a cash result. This and change will have significant impacts.

There are also a number of other significant impacts that have affected Council's financial result in this financial year and will impact future financial year results. These include:

- advance payment of Financial Assistance Grants
- impact of increased depreciation

A copy of the draft Operational Plan 2019/20 is provided under separate cover as an Appendix to the Business Paper.

### **Report**

The *Local Government Act 1993* (the Act), section 8B, provides an overview of principles of sound financial management for Councils noting that the following principles of sound financial management apply to Councils:

- (a) Council spending should be responsible and sustainable, aligning general revenue and expenses.
- (b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
- (c) Councils should have effective financial and asset management, including sound policies and processes for the following:
  - (i) performance management and reporting,
  - (ii) asset maintenance and enhancement,
  - (iii) funding decisions,
  - (iv) risk management practices.
- (d) Councils should have regard to achieving intergenerational equity, including ensuring the following:
  - (i) policy decisions are made after considering their financial effects on future generations,
  - (ii) the current generation funds the cost of its services.

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The Act, section 405, also outlines requirements in relation to Operational Plans, stating that:

- (1) A council must have a plan (its "operational plan") that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.
- (2) An operational plan must include a statement of the council's revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.
- (3) A council must prepare a draft operational plan and give public notice of the draft indicating that submissions may be made to the council at any time during the period (not less than 28 days) that the draft is to be on public exhibition. The council must publicly exhibit the draft operational plan in accordance with the notice.
- (4) During the period of public exhibition, the council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft operational plan applies.
- (5) In deciding on the final operational plan to be adopted, a council must consider any submissions that have been made concerning the draft plan.
- (6) The council must post a copy of its operational plan on the council's website within 28 days after the plan is adopted.

Following the Council meeting, Council will place the draft Operational Plan 2019/20, including Revenue Policy and the subsequently updated Delivery Program 2019/23 on public exhibition for not less than 28 days. The notice indicating the plans are on public exhibition will indicate that submissions may be made to the Council at any time during the period of public exhibition. The public notice indicating the plans are on public exhibition will be released via:

- Council's website
- Council's Facebook page

Council will also place the notice in local newspapers and on provide details to local radio stations.

Copies of the plans will be available at Council offices and local libraries. Council will include a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft Operational Plan applies at each place where Council places the plans on public exhibition.

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### Operational Plan 2019/20

The main features of the Operational Plan for 2019/20 are:

- a projected Consolidated Operating Result deficit of \$2.983M before Capital Grant & Contributions and a projected net Operating Result surplus of \$469,000 after Capital Grant & Contributions. In cash result terms the proposed result is a \$1.316M deficit (this is after add back of non-cash items of depreciation and written down value of proposed assets to be sold and the proposed total Capital Expenditure and Loan Movements).
- a projected General Fund Operating Result deficit of \$2.982M before Capital Grant & Contributions and a projected net Operating Result deficit of \$20,000 after Capital Grant & Contributions (includes Waste & Quarry).
- a projected Water Fund Operating Result deficit of \$14,000 before Capital Grant & Contributions and a projected net Operating Result surplus of \$107,000 after Capital Grant & Contributions.
- a projected Sewer Fund Operating Result surplus of \$13,000 before Capital Grant & Contributions and a projected net Operating Result surplus of \$382,000 after Capital Grant & Contributions.

### Rates and Charges

Sections 501 and 502 of the Act provide information on what services Council can impose an annual charge and charges for actual use.

Section 501 states, for what services can a Council impose an annual charge?

(1) A council may make an annual charge for any of the following services provided, or proposed to be provided, on an annual basis by the council:

- water supply services
- sewerage services
- drainage services
- waste management services (other than domestic waste management services)
- any services prescribed by the regulations.

(2) A council may make a single charge for two or more such services.

(3) An annual charge may be levied on each parcel of rateable land for which the Service is provided or proposed to be provided.

Section 502, in relation to charges for actual use, states that a council may make a charge for a service referred to in section 496 or 501 according to the actual use of the service.

In line with this, Council has developed its Revenue Policy, including fees and charges for the 2019/20 financial year. Council has proposed a number of increases in fees and charges for the 2019/20 financial year. The majority of increases are in line with the estimated Consumer Price Index (CPI) at 2.51% for 2020. General rates are rate-pegged and will increase by 2.7%. Other, more significant rate increases are in the following sections. All of these increases have been factored in to the projected results presented in this report.



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### Water Fund

In order for the Water Fund to once again become self-sufficient, as is required by the NSW Government, a change in fees and charges has been proposed. The 2019/20 result has been modelled on achieving a net operating result before capital grants and contributions of a small deficit of \$14,000.

Proposed changes are outlined in Table 1 and include:

- Consumption charge – an increase of 18% from \$2.36 per kilolitre to \$2.78 per kilolitre.
- Access charge – an increase of 18% from \$459 to \$542.

**Table 1: Water Fund Fees and Charges – 2019/20**

Type of Charge	2018/19 Charge (\$)	2019/20 Charge^ (\$)	Change (%)
<b>Consumption</b>			
Consumption – per kilolitre	2.36	2.78	18
<b>Access</b>			
Access charge	459	542	18
Access charge – Mendooran	754	837	11

*^ Proposed charge*

The increase in the access charge has been applied across the Shire. There was no increase on the additional access charge for Mendooran residents. The access charge in Mendooran is \$542 plus the existing additional charge of \$295. This results in a total access charge of \$837.

According to the Best Practice Management of Water Supply and Sewerage Guidelines, August 2007, Local Water Utilities (LWU's) with under 4,000 connected properties need to recover at least 50% of residential revenue from water usage charges.

Table 2 shows that, based on the proposed changes, in 2019/20:

- total projected revenue from access charges will be \$1,884,721 (of which \$227,392 Mendooran).
- total projected revenue from consumption will be \$1,888,557 (50.05% of proposed total income) based on 679,337 kilolitres average of last three (3) years consumption.

This projected revenue shows that Council will be compliant with Best Practice Management of Water Supply and Sewerage Guidelines referred to above.

Table 3 shows the impact of the proposed changes on a number of households across the Shire.

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**Table 3: Water Fund Fees and Charges – Examples**

Household	2018/19 Charges^	2019/20 Charges^	Change (%)*
<b>Typical Household</b>			
Access charge	459	542	18
Consumption charge	370	404	9
<b>Total</b>	<b>\$829</b>	<b>\$946</b>	Increase of \$117 or \$2.23/week
<b>Household 1 – Coolah</b>			
Access charge	459	542	18
Consumption charge	315	344	9
<b>Total</b>	<b>\$774</b>	<b>\$886</b>	Increase of \$112 or \$2.13/week
<b>Household 2 – Mendooran</b>			
Access charge	754	837	11
Consumption charge	280	306	9
<b>Total</b>	<b>\$1,034</b>	<b>\$1,143</b>	Increase of \$109 or \$2.08/week
<b>Household 3 – Coonabarabran</b>			
Access charge	459	542	18
Consumption charge	357	390	9
<b>Total</b>	<b>\$816</b>	<b>\$932</b>	Increase of \$116 or \$2.21/week

Table 4 outlines the fees and charges for water consumption and access for Local Government Areas in the surrounding region for the current year 2018/19 including:

- Coonamble Shire Council (CSC)
- Dubbo Regional Council (DRC)
- Gilgandra Shire Council (GSC)
- Gunnedah Shire Council (GUSC)
- Mid Western Regional Council (MWRC)
- Narrabri Shire Council (NSC)

Comparative Local Government Areas have also been included. These include:

- Cabonne Shire Council
- Lachlan Shire Council
- Parkes Shire Council
- Upper Hunter Shire Council

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**Table 4: Water Fund Fees and Charges<sup>#</sup> – Comparison Local Government Areas 2018/19**

Local Government Area	Access Charge(s) Size / (\$)	Consumption Charge(s) kl / \$ per kl
<b>Local Councils</b>		
Coonamble Shire Council		
Coonamble	275.00	< 450kl / 0.90 > 450kl / 1.40
Gulargambone	359.00	< 450kl / 0.95 > 450kl / 1.40
Quambone	356.00	< 450kl / 1.00 > 450kl / 1.60
Dubbo Regional Council		
Dubbo	20mm / 265.17	2.02
Wellington	20mm / 406.97	0 – 300kl / 2.18 301 – 500kl / 2.22 501 – 1,000kl / 2.40 > 1,001kl / 2.57
Gilgandra Shire Council		
Gilgandra	270.00	1.26
Tooraweenah	129.00	0.77
Gunnedah Shire Council	20mm / 193.00	1-400kl / 1.23 > 400kl / 1.85
Mid Western Regional Council	20mm / 154.00	3.03
Narrabri Shire Council		
Baan Baa	20/25mm / 706	1.32
Bellata	20/25mm / 553	1.32
Boggabri	20/25mm / 389	1.12
Gwabegar	20/25mm / 632	1.32
Narrabri – Metered	20/25mm / 364	0.99
Narrabri – Unmetered	20/25mm / 546	N/A
Pilliga	20/25mm / 591	1.32
Wee Waa	20/25mm / 357	0.99
<b>Comparative Councils</b>		
Cabonne Shire Council	20mm / 384.40	1-75kl per quarter / 2.34 76-125kl per quarter / 5.60 > 126kl per quarter / 7.54
Lachlan Shire Council	20mm / 561.00	< 600kl / 2.65 > 600kl / 4.50
Parkes Shire Council	20mm / 180.00	< 400kl / 1.90 > 400kl / 3.40
Upper Hunter Shire Council		
General	210.00	< 75kl per quarter / 2.18 > 75kl per quarter / 3.35

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Local Government Area	Access Charge(s) Size / (\$)	Consumption Charge(s) kl / \$ per kl
Murrurundi	276.00	< 75kl per quarter / 2.45
		> 75kl per quarter / 3.30

<sup>#</sup> Fees and Charges are for 2018/19

It is noted that some of the Council's listed above will need to comply with other ratio requirements for revenue under the Best Practice Management of Water Supply and Sewerage Guidelines, August 2007, due to their number of connected properties.

### Sewer Fund

In order for the Sewer Fund to once again become self-sufficient, as is required by the NSW Government, a change in fees and charges has been proposed. The 2019/20 result has been modelled on achieving a net operating result before capital grants and contributions of a small surplus. Proposed changes are outlined in Table 5.

**Table 5: Sewer Fund Fees and Charges – 2019/20**

Type	No of charges	2018/19 Access	2019/20 ^ Access	% Change	Revenue 2019/20
Residential - Connected	2,056	580	667.00	15%	\$1,371,352
Residential – Non-Connected	114	372	427.80	15%	\$48,769
<b>Total Residential (Access only):</b>	<b>2,170</b>				<b>\$1,420,121</b>
Non-Residential (Minimum)	-	566	650.90	15%	-
Sewerage Access – 20mm	270	364	418.60	15%	\$113,022
Sewerage Access – 25mm	9	568	653.20	15%	\$5,879
Sewerage Access – 32mm	5	931	1070.65	15%	\$5,353
Sewerage Access – 40mm	23	1,454	1,672.00	15%	\$38,458
Sewerage Access – 50mm	23	2,272	2,613.00	15%	\$60,094
Sewerage Access – 80mm	4	5,817	6,690.00	15%	\$26,758
Sewerage Access – 100mm	6	9,090	10,454.00	15%	\$62,721
Not Connected (Minimum)	65	364	418.60	15%	\$27,209
<b>Total Non-Residential Access:</b>	<b>405</b>				<b>\$339,495</b>
Non-residential Consumption		\$0.98	\$1.13	15%	
<b>Total:</b>	<b>2,575</b>	-	-		<b>1,759,616</b>

<sup>^</sup> Proposed charge. Figures are rounded.

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Residential households pay a fixed access fee which is determined by whether the residence is connected to the sewer system or not. It is proposed to increase this charge by 15%.

Non-residential user charges depend on a combination of the connection size, discharge factor, water usage and the base charge.

Table 6 outlines the fees and charges for sewer access for residential properties for Local Government Areas in the surrounding region and comparative Local Government Areas. The residential access charge has been selected as a comparative measure as it is Council's primary source of revenue in relation to sewer, ie. 82% of revenue.

**Table 6: Sewer Fund Fees and Charges – Comparison Local Government Areas**

Local Government Area	Type of Charge	Access Charge (\$)
<b>Local Council's</b>		
Coonamble Shire Council		
Coonamble	Residential	523.00
Gulargambone	Residential	716.00
Dubbo Regional Council		
Dubbo	Residential	755.07
Wellington	Residential	661.61
Mumbil	Residential	619.93
Guerie	Residential	661.61
Gilgandra Shire Council	Residential	407.00
Gunnedah Shire Council	Residential	561.60
Mid Western Regional Council	Residential	839.00
Narrabri Shire Council		
Boggabri	Occupied	613.00
Narrabri	Occupied	762.00
Wee Waa	Occupied	795.00
<b>Comparative Council's</b>		
Cabonne Shire Council		
Molong	General	600.10
Canowindra	General	857.10
Eugowra	General	773.10
Cudal, Manildra, Cumnock, Yeoval	General	857.20
Lachlan Shire Council	General	686.00
Parkes Shire Council	Residential	465.00
Upper Hunter Shire Council	20mm	565.00

# Fees and Charges are for 2018/19

### Waste

Section 496 of the Act, in relation to making and levying of annual charges for domestic waste management services, states that:

- (1) A council must make and levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available.

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- (2) A council may make an annual charge for the provision of a domestic waste management service for a parcel of land that is exempt from rating if:
- the service is available for that land, and
  - the owner of that land requests or agrees to the provision of the service to that land; and
  - the amount of the annual charge is limited to recovering the cost of providing the service to that land.

Further to this, section 504 states that, in relation to domestic waste management services,

- A council must not apply income from an ordinary rate towards the cost of providing domestic waste management services.
- (1A) Subsection (1) does not prevent income from an ordinary rate from being lent (by way of internal loan) for use by the council in meeting the cost of providing domestic waste management services.
- Income to be applied by a council towards the cost of providing domestic waste management services must be obtained from the making and levying of annual charges or the imposition of charges for the actual use of the service, or both.
- Income obtained from charges for domestic waste management must be calculated so as to not exceed the reasonable cost to the council of providing those services.

In line with these requirements, a change in fees and charges has been proposed. The 2019/20 result has been modelled on achieving a net operating result before capital grants and contributions of a small surplus of \$40,000. Waste is normally included as part of General Fund activities. Proposed changes to charges are outlined in Table 7.

**Table 7: Waste Fees and Charges – 2019/20**

Type of Charge	2018/19 Charge	2019/20 Charge <sup>^</sup>	Total \$ Revenue	Change (%)
<b>Base Charge</b>				
Waste Management Charge – all rateable properties	106	111	674,436	5%
<b>Additional Usage Charge – Domestic</b>				
Domestic Waste Charge Used~	345	362	1,101,566	5%
<b>Additional Usage Charge – Non-Domestic</b>				
Non-Domestic Waste Service (plus GST)	345	362	264,622	5%
Recycling Charge	223	234	75,582	5%

<sup>^</sup> Proposed only ~ Including Rural Run

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### Analysis of the Annual Financial Statements 2017/18

During the year an analysis was undertaken of the 2017/18 Annual Financial Statements. This Analysis was presented to councillors during the workshopping of the Operational Plan.

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

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

In addition to this a Draft Policy was also presented to councillors during the workshop on Financial Planning and Sustainability.

### **Financial Considerations**

The draft 2019/20 Operational Plan budget, as it currently stands, results in a consolidated Operating Result of \$2.983M (cash deficit of \$1.316M).

### **Conclusion**

This report recommends to Council the public exhibition of the draft 2019/20 Operational Plan as attached to this report.

Whilst it is recommended that Council adopt the Operational Plan, Council should not be budgeting for a long term operating surplus deficit, and should ensure the budget is balanced over the longer term.

### **Attachments**

1. Draft Operational Plan and Revenue Policy 2019/20
2. A brief analysis of the Annual Financial Statements 2017/18.
3. Draft Financial Planning and Sustainability Policy

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### **RECOMMENDATION**

That Council:

1. Receive the report on the Draft Operational Plan 2019/20.
2. Endorse the Draft Operational Plan 2019/20, including the Revenue Policy, to go on public exhibition for a period of 28 days commencing Tuesday 23 April 2019.
3. Request a further report be presented following the exhibition period including a review of any submissions made on the Draft Operational Plan 2019/20.
4. Acknowledges that:
  - (i) the Net Operating Result prior to Capital Grant income must be positive and generate a reasonable income to channel towards the capital works program and/or any new initiatives and improvements to services that Council may desire to introduce and implement;
  - (ii) steps need to be taken to introduce measures to reduce and manage operating expenditure;
  - (iii) increasing income does not appear to be a reasonable option, e.g., an increase to Rates is restricted; and
  - (iv) investigation will be undertaken into the possibilities of rationalisation of fixed assets, re-evaluating the use of council properties etc.
5. Adopts the Financial Planning and Sustainability Policy and works towards achieving the items outlined above in point 4.



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### **Item 15 Suspension of Service Approval – Castlereagh Family Day Care**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Corporate and Community Services
<b>Author:</b>	Manager Children’s and Community Services – Louise Johnson
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC1 Opportunities and support mechanisms are developed to ensure that communities across the Shire attract and retain young people and families.

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#### **Reason for Report**

To advise Council of the outcome of the application to suspend the service approval for Castlereagh Family Day Care for up to 12 months.

#### **Background**

At the Extraordinary Council Meeting held on 4 January 2019 it was resolved (271/1819) that Council apply for a suspension of the service approval for Castlereagh Family Day Care for up to 12 months.

#### **Issues**

Council submitted an application to voluntarily suspend the service approval for Castlereagh Family Day Care for a period of up to 12 months.

The Secretary, Department of Education, in accordance with the Children (Education and Care Services) National Law, has advised Council that they have approved the application.

The suspension takes effect on 29 March 2019 and expires on 27 March 2020.

While the voluntary suspension is in effect, education and care must not be provided under the service approval.

Council may apply to have the voluntary suspension lifted prior to its expiry date.

Before the suspension is due to expire, Council is required to contact the Department of Education to confirm that the service will be re-commencing operation on the proposed date.

#### **RECOMMENDATION**

That Council note the outcome of the application to suspend the service approval for Castlereagh Family Day Care for up to 12 months.

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### Item 16 Youth Strategy

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Corporate and Community Services
<b>Author:</b>	Manager Children's and Community Services – Louise Johnson
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC1 Opportunities and support mechanisms are developed to ensure that communities across the Shire attract and retain young people and families.

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### Reason for Report

To provide a report to Council outlining a proposal for the preparation of a Youth Strategy for Warrumbungle Shire.

### Background

Council is considering the development of a Youth Strategy. The purpose, scope, timeframe and expected outcomes of the Youth Strategy are yet to be determined.

Council staff are not aware of a Youth Strategy being developed previously by Warrumbungle Shire or by the former Coonabarabran or Coolah councils.

In this year's external budget submissions Council received a request from the Coolah District Development Group for the employment of a Youth Development Officer for the Shire however this request has not been supported.

### Youth in Warrumbungle Shire

Youth NSW, a program of the NSW Government, defines youth as 12-25 years.

The number of young people aged 12-25 years in Warrumbungle Shire, according to the 2016 Census of Population and Housing, is outlined in Table 1.

**Table 1: Number of people aged 12-25 years, by town and locality**

Location/Town	Number of 12-25 year olds	Population of Location / Town	12-25 Year Olds as % of Location / Town	% of Shire 12-25 Year Olds
Australia	4,142,935	23,401,892	17.70%	N/A
NSW	1,304,286	7,480,228	17.44%	N/A
Warrumbungle Shire	1,303	9,384	13.89%	100%
Baradine	112	760	14.74%	8.60%
Binnaway	41	602	6.81%	3.15%
Bugaldie	15	144	10.42%	1.15%
Coolah	191	1,290	14.81%	14.66%

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Location/Town	Number of 12-25 year olds	Population of Location / Town	12-25 Year Olds as % of Location / Town	% of Shire 12-25 Year Olds
Coonabarabran	463	3,290	14.07%	35.53%
Dunedoo	199	1,221	16.30%	15.27%
Goolhi	18	88	20.45%	1.38%
Kenebri	0	42	0.00%	0.00%
Leadville	6	169	3.55%	0.46%
Mendooran	47	559	8.41%	3.61%
Merrygoen	16	115	13.91%	1.23%
Ulamambri	24	210	11.43%	1.84%
Other	171	894	19.13%	13.12%

Table 1 also shows the proportion of the total population of 12-25 years olds in Warrumbungle Shire when considering the Shire population as well as individual towns and localities.

As Table 1 shows:

- According to the 2016 Census of Population and Housing, there were 1,303 young people aged 12-25 years in Warrumbungle Shire.
- The proportion of young people aged 12-25 years, as a proportion of the total Shire population, was 13.89%. This is lower than the proportion of young people aged 12-25 years as a proportion of both the Australian (17.7%) and NSW populations (17.44%).
- The towns and/or localities with highest number of young people aged 12-25 years, according to the 2016 Census of Population and Housing, were:
  - Coonabarabran
  - Dunedoo
  - Coolah
- The towns and/or localities with highest proportion of young people aged 12-25 years, according to the 2016 Census of Population and Housing, were:
  - Goolhi
  - Other
  - Dunedoo

Table 2 shows the number of young people aged 12-25 years from 1996 to 2016.

**Table 2: Number of people by age, by Census**

Age (years)	Census				
	1996	2001	2006	2011	2016
12	174	187	148	131	117
13	169	162	152	122	131
14	146	211	159	135	115
15	154	197	123	136	131
16	132	150	132	137	112

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Age (years)	Census				
	1996	2001	2006	2011	2016
17	130	132	123	128	102
18	98	101	85	99	75
19	66	64	85	97	70
20	86	70	69	72	95
21	74	60	63	66	76
22	102	79	76	77	71
23	88	82	72	78	69
24	116	89	77	75	65
25	124	91	68	70	74
	<b>1,659</b>	<b>1,675</b>	<b>1,432</b>	<b>1,423</b>	<b>1,303</b>
<i>Increase/ Decrease from prev. column</i>		<b>+ 16 (+ 0.96%)</b>	<b>- 243 (- 14.5%)</b>	<b>- 9 (- 0.6%)</b>	<b>- 120 (- 8.4%)</b>

Table 2 shows that the total number of people aged 12-25 years in Warrumbungle Shire has declined from 1,659 in 1996 to 1,303 in 2016. This is a reduction of 356 people or 21.45% over this 20 year period. Table 2 also shows that of the reduction of 356 people aged 12-25 years from 1996 to 2016, 33.7% of this reduction, or n=120, occurred between the 2011 and 2016 Census.

Table 3 shows the number of young people as a proportion of the total population of Warrumbungle Shire from 1996 – 2016.

**Table 3: Number of people aged 12-25 year as a proportion of Shire population**

	1996	2001	2006	2011	2016
Number 12-25 year olds	1,659	1,675	1,432	1,423	1,303
Total Population	10,764	10,576	9,808	9,589	9,384
% of total population	15.41%	15.84%	14.60%	14.84%	13.89%

Table 3 shows that the proportion of the population of 12-25 year olds in Warrumbungle Shire has reduced from 15.41% in the 1996 Census to 13.89% in the 2016 Census.

### Issues

Council no longer has any designated resources that are funded to work directly with youth. Council was previously funded to provide services and programs for young people across the Shire however this funding has changed and youth are no longer a target group under the funding that Council receives.

Council would therefore need to allocate funding for the engagement of an existing Council resource or engage a resource external to Council to develop a Youth Strategy. If Council were seeking to use an existing Council resource a strategy would need to be developed to re-allocated the resources workload in order to undertake development of the strategy.

Alternatively Council could consider applying for new funding to support the development of a Youth Strategy.

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As well as funding for the development of a strategy, Council will also need to consider the expectations associated with the development of a Youth Strategy, that is if a strategy is developed, how it will be implemented, including budget and resources for implementation.

Council has, in the past few years, submitted multiple applications for funding for the provision of youth activities across the Shire however none of these applications have been successful. At this stage, Council staff are unaware of any funding that would be suitable for the development of a Youth Strategy with funding focused on the building of infrastructure and the achievement of outputs and outcomes through the provision of programs and activities.

The following Table provides an overview of suggested actions to be taken to develop a Youth Strategy. The Table includes information on the suggested action, the purpose and a proposed timeframe.

**Table 4: Suggested Actions and Timeframes – development of a Youth Strategy**

Action	Purpose	Timeframe
Develop Situational and Needs Analysis	<ul style="list-style-type: none"> <li>To develop an understanding of the youth in Warrumbungle Shire.</li> <li>To develop an understanding of current programs, activities and services engaging with youth in Warrumbungle Shire.</li> </ul>	3 months
Councillor Workshop	<ul style="list-style-type: none"> <li>To present findings of the Situational and Needs Analysis.</li> <li>To determine the purpose, scope, timeframe and expected outcomes of the strategy.</li> </ul>	3 weeks
Engage Co-designers	<ul style="list-style-type: none"> <li>To engage youth in the development of the strategy.</li> </ul>	6 weeks
Develop Consultation Strategy	<ul style="list-style-type: none"> <li>To develop a consultation strategy that engages youth, youth service providers and local communities in the development of the strategy.</li> </ul>	1 month
Develop consultation tools	<ul style="list-style-type: none"> <li>To develop tools to assist with implementation of the Consultation Strategy – for example surveys, workshop questions and activities</li> </ul>	1 month
Implement Consultation Strategy	<ul style="list-style-type: none"> <li>To understand the needs and wants of the communities in relation to a Youth Strategy.</li> </ul>	3 months
Youth Forums – one (1) to two (2) per town, eg. one (1) for school aged and one (1) for out of school aged		
Service Provider Forums – at least two (2)		
Community Forums – one (1) per town		
Youth Survey		
Service Provider Survey		

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Action	Purpose	Timeframe
Community Survey		
Other consultation activities		
Review and analyse information and feedback	<ul style="list-style-type: none"><li>To review and analyse information and feedback to inform development of the strategy.</li></ul>	1 month
Present information from consultation to Council	<ul style="list-style-type: none"><li>To provide Council with an overview of feedback received during the consultation period.</li></ul>	2 weeks
Draft the Youth Strategy	<ul style="list-style-type: none"><li>To develop the draft Youth Strategy.</li></ul>	2 months
Present the draft Youth Strategy to Council	<ul style="list-style-type: none"><li>To present the draft Youth Strategy to Council for endorsement to place on Public Exhibition</li></ul>	1 month
Publicise the draft strategy and request feedback	<ul style="list-style-type: none"><li>To promote the draft strategy and receive feedback.</li></ul>	6 weeks
Finalise the Youth Strategy	<ul style="list-style-type: none"><li>To finalise the Youth Strategy.</li></ul>	2 weeks
Present the Youth Strategy to Council for endorsement	<ul style="list-style-type: none"><li>To receive Council endorsement for the Youth Strategy and its implementation.</li></ul>	1 month
Launch the Youth Strategy	<ul style="list-style-type: none"><li>To promote the Youth Strategy.</li></ul>	1 month
Commence implementation of the Youth Strategy	<ul style="list-style-type: none"><li>To commence implementation of the Youth Strategy and its activities.</li></ul>	To be determined

### Options

There is no requirement for Council to develop a Youth Strategy.

Council can choose to:

1. Undertake development of a Youth Strategy and allocate existing resources to support the development of the strategy;
2. Undertake development of a Youth Strategy and engage external resources to support the development of the strategy;
3. Not undertake development of a Youth Strategy.

### Financial Considerations

Council has no allocated budget to undertake the development of a Youth Strategy.

Council no longer has any designated resources that are funded to work directly with youth.

If Council was to choose to develop a Youth Strategy they would need to:

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- Allocate funding for the engagement of an existing Council resource; or
- Engage a resource external to Council to develop a Youth Strategy.

If Council were seeking to use an existing Council resource a strategy would need to be developed to re-allocate that resources workload in order to undertake development of the strategy.

Alternatively Council could consider applying for funding for the development of a Youth Strategy.

The timelines outlined in Table 4 show that development of a Youth Strategy could take up to 18 months. The cost of an appropriately qualified and experienced staff member undertaking this task for 18 months would be more than \$130,000 in staffing and on-costs alone.

In order to complete the development of the strategy additional resources such as plant hire, internal IT charges, printing and stationery and other costs would also be required meaning a budget of up to \$200,000 would be required for this project.

Council will also need to consider the expectations associated with the development of a Youth Strategy, that is if a strategy is developed, how will it be implemented, including budget and resources for implementation.

### **RECOMMENDATION**

That Council:

1. Identify suitable sources of external funding and make applications for funding for the development of a Youth Strategy; and
2. Progress with the development of a Youth Strategy only if an appropriate level of funding can be secured for this purpose.

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### Item 17 Investments and Term Deposits – month ending 31 March 2019

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Acting Assistant to the Senior Accountant – 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 details of all monies invested by Council under section 625 of the *Local Government Act 1993* must be reported to Council at each Ordinary Meeting.

#### **Background**

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

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

#### **Issues**

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

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

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

##### Marketable Securities

Council currently holds no Marketable Securities.

##### Term Deposits

During the month, \$2,000,000 of term deposits matured, earning Council a total of \$25,974.25 in Interest.

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

- \$1,000,000 with BOQ at a rate of 2.65%
- \$1,000,000 with NAB at a rate of 2.50%



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The balance of the term deposits at the end of the month was \$14,000,001.00.

### **At Call**

At Call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month \$2,458.55 interest was received on the balances in the accounts and net transfers of \$193,379.86 were made from these accounts resulting in a month end balance of \$1,264,021.70.

### **Income Return**

The average rate of return on Investments for the month of 2.59% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.77% by 82 points.

Council's full year projected budget for 2018/19 for interest is \$366,560. At the end of March the amount of interest received and accrued should approximate 75% of the total year budget, ie. \$274,920. On a year to date basis, interest received and accrued totals \$228,184.02 which is only 62.25% of the projected 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. However, the projected interest to be received on investments may be around \$50,000 short.

In addition to the 'at call accounts and term deposits' held as at 31 March 2019, Council had a 'cash at bank balance' of \$1,067,299.21.

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**Table 1: Investment Balances – 31 March 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		Bpay	at call	ADI	ADI	0.00%	97,035.79
ANZ		At Call	at call	ADI	ADI	0.75%	7,045.35
Regional Australia Bank		At Call	at call	LMG	LMG	1.75%	1,542.36
T Corp IM Cash Fund		At Call	at call	P	P	2.34%	1,143,680.45
CBA At Call		At Call	at call	ADI	ADI	1.45%	14,363.23
<b>Sub-Total</b>							<b>1,264,021.70</b>
<b>Term Deposits</b>							
NAB	09-Oct-18	02-Apr-19	175	ADI	ADI	2.68%	1,000,000.00
CBA	22-Nov-18	17-Apr-19	146	ADI	ADI	2.53%	1,500,000.00
CBA	29-Nov-18	01-May-19	153	ADI	ADI	2.53%	1,500,000.00
WBC	21-Dec-18	15-May-19	145	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
AMP	27-Feb-19	26-Aug-19	180	UMG	UMG	2.80%	1,000,000.00
Bank of Queensland	05-Mar-19	13-Sep-19	192	LMG	LMG	2.65%	1,000,000.00
NAB	19-Mar-19	27-Sep-19	192	ADI	ADI	2.50%	1,000,000.00
<b>Sub-Total</b>							<b>14,000,001.00</b>
<b>Total</b>							<b>15,264,022.70</b>

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

Bank	Opening Balance	Interest Added to Investment	Net Placements/ Withdrawals	Closing Balance
NAB	354.52	-	-	354.52
NAB B pay At Call	292,062.51	-	-195,026.72	97,035.79
ANZ	7,059.24	1.11	-15.00	7,045.35
Regional Australia Bank	1,541.51	0.85	-	1,542.36
T Corp IM Cash Fund	1,141,223.86	2,456.59	-	1,143,680.45
CBA At Call	12,701.37	-	1,661.86	14,363.23
<b>Total at call</b>	<b>1,454,943.01</b>	<b>2,458.55</b>	<b>-193,379.86</b>	<b>1,264,021.70</b>
Bank of Queensland	1,000,000.00	13,712.33	-1,013,712.33	-
NAB	1,000,000.00	12,261.92	-1,012,261.92	-
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
Bank of Queensland	-	-	1,000,000.00	1,000,000.00
NAB	-	-	1,000,000.00	1,000,000.00
<b>Total Term deposits</b>	<b>14,000,001.00</b>	<b>25,974.25</b>	<b>-25,974.25</b>	<b>14,000,001.00</b>
<b>Total</b>	<b>15,454,944.01</b>	<b>28,432.80</b>	<b>-219,354.11</b>	<b>15,264,022.70</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

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### **RECOMMENDATION**

That Council note and accept the Investments and Term Deposits Report for the month ending 31 March 2019 including a total balance of \$16,331,321.91 being:

- \$1,264,021.70 in at call accounts
- \$14,000,001.00 in term deposits
- \$1,067,299.21 cash at bank

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### Item 18 Boundary Adjustment between Mid-Western Regional Council and Warrumbungle Shire Council

<b>Division:</b>	Development Services
<b>Management Area:</b>	Town Planning
<b>Author:</b>	Acting Manager Property and Risk – Kelly Dewar
<b>CSP Key Focus Area:</b>	Rural and Urban Design
<b>Priority:</b>	RU 1.2 –Development activity is monitored and controlled to prevent fragmentation of rural lands.

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#### **Reason for Report**

To provide Council with an update on the boundary adjustment as resolution remains outstanding for a period greater than 12 months.

#### **Background**

At the Ordinary Council meeting of the Warrumbungle Shire Council on 16 November 2017 Council resolved:

- 1. Receive the property boundary adjustment recommendation of Mid-Western Regional Council on the Council locality boundary adjustment between Warrumbungle Shire Council and Mid-Western Regional Council.*
- 2. Approve the boundary adjustment transferring Lot 1 DP1224727 totalling 1.34ha from Mid-Western Regional Council to Warrumbungle Shire Council.*
- 3. Approve the amendments to rates relating to Lot 1 DP1224727 from the date of the boundary adjustment.*
- 4. Confirms no provision for rates will need to be made in the Council boundary adjustment proclamation.*
- 5. Prepare a proposal for Shire boundary adjustment as per the Local Government Act 1993.*
- 6. Make an application to the Minister for Local Government and Governor for approval for a boundary adjustment.*
- 7. Authority be granted to affix the Common Seal of the Council to any documentation required to effect boundary adjustment.*

Council received correspondence from Mr Cooney regarding a small parcel of land that he owns being Lot 1 DP1224727 located in Mid-Western Regional Council area. Mr Cooney has asked Council to undertake a Shire boundary adjustment so that this

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lot can be within the Warrumbungle Shire Council area as the majority of his property is located with the Shire.

### **Issues**

Council made the application to the Office of Local Government for the boundary adjustment on 3 April 2018.

Council has been advised that Mid-Western Regional Council has three boundary adjustment applications to be approved before the boundary adjustment between Mid-Western Regional Council and Warrumbungle Shire Council can be approved. Taking this into account there is no timeframe currently available for the boundary adjustment to be finalised.

### **Options**

The application is required to finalise the boundary adjustment to move the parcel of land into Warrumbungle Shire Council.

### **Financial Considerations**

NIL

### **RECOMMENDATION**

That Council note the April 2019 Update Report on the Boundary Adjustment between Mid-Western Regional Council and Warrumbungle Shire Council.

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### Item 19 Coonabarabran Local History Group

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

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### Reason for Report

At the March Ordinary Council meeting, Coonabarabran Dead Person Society (DPS) Local and Family History group representative Mrs Nancy Wiese addressed council regarding assistance to relocate the organisation to another location. It was requested that Council consider hosting the DPS at the Coonabarabran Visitor Information Centre (VIC).

### Background

The DPS are a not for profit organisation offering a research service for family history. Their records include valuable material that has been collected and collated from 1966 by the Coonabarabran Historical Society who then gave the custody of this resource to the Coonabarabran DPS Local and Family History Group Inc in 2003. Since then the collection has been added to extensively.

DPS is required to vacate their current office site in John Street, Coonabarabran by 19 April, 2019 and have approached Council requesting relocation to the VIC.

DPS currently have space at the VIC in what had previously been used as the Road Safety Office. This space is shared with the VIC for storage and is underutilised being 3.7m x 3.7m. It could be utilised as the DPS office. Space adjacent to that office could also be used in consultation with Council.

The proposed space has a gas and telephone outlet available, with free WiFi available at the VIC. The building is secured with monitored alarms.

### Issues

On Thursday 28 March 2019 Council were invited to inspect the current premises of the DPS. This was followed with an inspection of the current space available at the VIC. It was noted that storage of records maybe an issue if the VIC office was utilised.

On 1 April 2019, Council received correspondence from DPS advising they would like to utilise the available room at the VIC.

The cost to Council will include repairs and maintenance, electricity, rates, water and additional cleaning.



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Further to this, the following conditions are considered appropriate:

- Council offer the room for two (2) years with an option to extend for a further two (2) year period at nominal rent set to cover the cost of electricity and water usage (estimated at \$500.00 pa) as described in an agreement/Memorandum of Understanding (MOU).
- DPS to pay for the cost of the move and MOU.
- DPS staff to volunteer their time to assist working at the VIC counter to cover lunch breaks and other peak times.
- The gas heating for the room is at the cost of DPS. This is able to be separated as the gas outlet runs off a separate gas bottle.
- DPS not to enter the building outside VIC operational hours without consent of Council's Manager EDT and/or VIC Coordinator.

A number of other matters requiring consideration are as follows:

- DPS staff to register as Warrumbungle Shire Council VIC volunteers, and undergo Induction and WHS training
- Consideration of Public Liability coverage
- The need to draft and enter a formal agreement or MOU for use of the premises.

### **Financial Considerations**

As outlined above.

### **RECOMMENDATION**

That Council:

1. Provide Coonabarabran DPS Local and Family History Group Inc with office space at the Coonabarabran Visitors Information Centre as of 19 April 2019.
2. Authorise the General Manager to negotiate and enter into a formal agreement/Memorandum of Understanding outlining conditions of the agreement for use of office space at the Coonabarabran Visitors Information Centre between Coonabarabran DPS Local and Family History Group Inc for a period of two (2) years with an option to extend for a further two (2) year period.

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### Item 20 Industrial Land Subdivision – April 2019 Update

<b>Management Area:</b>	Development Services
<b>Division:</b>	Economic Development
<b>Author:</b>	Acting Manager Economic Development & Tourism – Jo Houghton
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority/Strategy:</b>	RE3.1 Ensure that council maintains an approach to land use planning that will support the growth of light industrial activity in appropriate locations within the shire.

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### Reason for Report

To provide Council with an update on the Industrial Estate Subdivision application as the resolution remains outstanding for a period greater than 12 months.

### Background

At the Ordinary Council meeting of the Warrumbungle Shire Council on November 2017 Council resolved:

1. That Council considers the proposal to subdivide and seek the land in Ulan Street as Industrial blocks
2. That Council allocates \$20,000 for preliminary plans, survey works and valuation of the Industrial land blocks in Ulan Street
3. That Council investigate further costs involved with preparation of the Industrial blocks for selling, such as provision of services, road and drainage etc
4. A further report to be presented to Council (detailing proposed plans when the costs for development are known)

In September 2018 a successful EOI was lodged with the Office of Regional Economic Development, NSW Government Premier and Cabinet (DPC), whereby Council was invited to prepare a full funding application.

In early April 2019, contact was made with DPC to receive an update on the funding application. The DPC advised they require further details on the proposal and were forwarding to Council a list of further information required. At this stage the information from DPC has not been forthcoming.

### Issues

As it is over one year since the first application was submitted, potential business owners may have lost interest and/or found alternative arrangements to expand their business.

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### **Financial Considerations**

Nil to report.

### **RECOMMENDATION**

That Council notes and receives the Industrial Land Subdivision – April 2019 Update report.

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### Item 21 Part Road Closure - Castlereagh Avenue Binnaway for the Pump House Primitive Camping Ground

<b>Division:</b>	Development Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Acting Manager Property and Risk – Kelly Dewar
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF 4.1 Ensure that Council's governance practices, policies and procedures are continuously assessed and revised in reference to the long-term goals of the CSP.

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#### **Reason for Report**

To provide Council with an update on the report for the part road closure - Castlereagh Avenue, Binnaway as resolution remains outstanding for a period greater than 12 months.

#### **Background**

At the Ordinary Council meeting of the Warrumbungle Shire Council on 21 August 2014 Council resolved:

- 1. That Council agree to continue to operate the Binnaway Pump House Camp Ground as a Primitive Camping ground subject to a new DA being approved for this use.*
- 2. The current Licence agreement for the Binnaway Pump House Camp Ground be reviewed*
- 3. That the Binnaway Pump House Camp Ground land be acquired and determined as operational land.*

The current camp ground is located on part of Castlereagh Avenue, to formalise an approval for the site to be used as a Primitive Camping Ground the road area needs to be acquired by Council. It is also necessary for a new approval to be issued as the previous approval contravened the *Local Government (Manufactured Home Estates, Caravan Park, Camping Grounds and Moveable Dwellings) Regulation 2005* with the number of sites in the primitive camping area exceeding the approved number in the regulations.

#### **Issues**

Council commenced implementation of the road closure through the Department of Lands. Through this application it was established that the part of Castlereagh Avenue Council is proposing to close and acquire was not dedicated as a public road, this was rectified with this section of Castlereagh Avenue being dedicated as a public road through the Government Gazette dated 22 June 2018.

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In 2018 an amended Crown Lands Act came into effect. The new Crown Lands Act changed the process of acquiring and closing of crown roads. The new Act requires a survey plan to be included in the government gazette and as such a registered plan is now required.

### **Options**

The road closure is required to legalise the Binnaway Pump House Primitive Camping Ground through a development application.

The current licence agreement requires reviewing. Ownership of the land will rest with Council as operational land before any further agreements are entered into.

### **Financial Considerations**

To complete the closure of the road a survey plan needs to be registered with the LPI to be included in the gazettal. Quotes for the surveying indicate the cost will be approximately \$12,500.

At this stage, a budget allocation for this amount is not available. A request will be placed before Council at the next quarterly budget review for the 2018/19 budget to cover the amount.

### **RECOMMENDATION**

That Council note the April 2019 Update Report on the Part Road Closure – Castlereagh Avenue, Binnaway for the Pump house Primitive Camp Ground.

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### Item 22 Recycling Systems at Waste Management Sites April 2019 Update Report

<b>Division:</b>	Environment and Development Services
<b>Management Area:</b>	Warrumbungle Waste
<b>Author:</b>	Director Environment and Development Services Leeanne Ryan
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI8 Local communities have access to effective and efficient waste and recycling services

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#### **Reason for Report**

To provide Council with an update on the recycling systems at all Waste Management sites that comprise of a wall with windows in situ for separate bins for household waste and recycling as **Resolution 281/1718** remains outstanding for a period greater than 12 months.

#### **Background**

At the Ordinary Council meeting of the Warrumbungle Shire Council on 16 February 2019 Council a Notice of Motion was received from Councillor Todd. Council moved a motion that Warrumbungle Shire implement a recycling system at all Waste Management sites that comprise of a wall with windows in situ for separate bins for household waste and recycling.

All Waste Management sites except for the Mendooran Waste Transfer Station have been installed with the wall with windows in situ for separate bins for household waste and recycling.

#### **Issues**

Mendooran Waste Transfer Station has at this stage not been completed because the site where the wall was planned be placed is heavily vegetated with trees and other flora.

The vegetation is present on both sides of the fence. Correct identification of the vegetation is required to be undertaken to determine whether removal can be undertaken or not. An inspection of the vegetation will be undertaken mid April.

A completion date for the project will be available once it is determined if the vegetation can be removed or not.

#### **Options**

#### **Financial Considerations**

To be determined after inspection of the area.

#### **Attachments**

Nil

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### **RECOMMENDATION**

That Council note the Recycling Systems at Waste Management Sites April 2019 Update Report.

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### Item 23 Re-establish Alcohol Free Zones

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Acting PA to Director Environment and Development Services – Joanne Hadfield
<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 re-establish Alcohol Free Zones within the towns of Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo and Mendooran as per section 646(1) of the *Local Government Act 1993*.

### Background

Council has designated Alcohol Free Zones established in Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo and Mendooran that are due to expire in July 2019. Maps showing the location of the current Alcohol Free Zones are provided as an Attachment under separate cover.

### Issues

If Council decides to renew the zones, the following process under section 644 of the *Local Government Act 1993* (as amended) is required:

1. Publish notice of the proposal in a newspaper circulating in the area, allow inspection of the proposal and invite representations or objections within 14 days (from the date of publication). The notice should state the exact location of the proposed Alcohol Free Zones and the place and time at which the proposals may be inspected.
2. Send a copy of the proposal to:
  - a. the officer in charge of the police station within or nearest to the proposed zone,
  - b. liquor licensees and secretaries of registered clubs whose premises border on or adjoin or are adjacent to the proposed zone, and invite representations or objections within 30 days (from the date of sending the copy of the proposal), and
3. Send a copy of the proposal to the NSW Anti-Discrimination Board, if the local area is listed in Appendix 2 of the guidelines.



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In addition to these statutory requirements there are other consultative avenues that would enhance the effectiveness of any Alcohol Free Zone that is subsequently established.

A copy of the proposal must be forwarded to any known organisation representing or able to speak on behalf of an identifiable Aboriginal or ethnic group within the local area and invite representations or objections within 40 days (from the date of sending the copy of the proposal).

Council is to give proper consideration to any representations, submissions or objections received and as a result may amend or withdraw a proposal to establish an Alcohol Free Zone.

### **Options:**

1. Not renew the Alcohol Free Zones in Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo and Mendooran.
2. Renew the Alcohol Free Zones by publicising Council's proposal and advertising in accordance with the Ministerial Guidelines published by the Department of Local Government February 2009.

### **Financial Considerations**

Council is responsible for advertising the proposal to declare Alcohol Free Zones and for advertising the declaration of the zones when they are renewed. It is also Council's responsibility to meet the cost of providing/updating signage within the zones.

### **Attachments**

1. Maps showing the location of the current Alcohol Free Zones - Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo and Mendooran.

### **RECOMMENDATION**

That Council commence the advertising and notification process as per section 644 of the *Local Government Act 1993* to renew the existing Alcohol Free Zones within Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo and Mendooran for a further period of four years.

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### Item 24 Development Applications

**Division:** Development Services

**Management Area:** Regulatory Services

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

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

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

### Development Applications

#### (i) Approved – March 2019

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA 5/2019	07/01/2019	11/03/2019	Warrumbungle Shire Council	Bolaro Street	Dunedoo	New Signage	53
DA 14/2019	19/02/2019	01/03/2019	Scott and Sarah Witton	19 Oban Street	Coolah	New Single Storey Dwelling	5
DA 15/2019	20/02/2019	04/03/2019	Klaus Lesker	37 Morrisseys Road	Coonabarabran	Demolition of Dwelling and Installation of a Manufactured Home	5
DA 16/2019	21/02/2019	01/03/2019	Warrumbungle Steel Buildings	4037 Baradine Road	Coonabarabran	New Garage/Shed – Rural	0

\*Development from the January 2013 Wambelong Bushfires

^ Development from the February 2017 Sir Ivan Bushfires

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### **RECOMMENDATION**

That Council notes the Applications and Certificates approved during March 2019, under Delegated Authority.

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### Item 25 Reports to be Considered in Closed Council

#### Item 25.1 Organisational Development Monthly Report – April 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:

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

#### RECOMMENDATION

That the Organisational Development Monthly Report – April 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 25.2 Three Rivers Regional Retirement Community Information Report

**Division:** Environment and Development Services

**Author:** Director Environment and Development Services – Leanne Ryan

#### Summary

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

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

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

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

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### **RECOMMENDATION**

That the Three Rivers Regional Retirement Community Information Report – 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).