



Ordinary Council Meeting

Agenda

16 May 2019

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993* that an **Ordinary Meeting of Warrumbungle Shire Council** will be held in the **Council Chambers, Binnia Street, Coolah** on **Thursday, 16 May 2019** commencing at **5:00 pm**.

Mayor: Cr Denis Todd

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

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Council's Vision
Excellence in Local Government

Mission Statement

We will provide:

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

Values

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

WARRUMBUNGLE SHIRE COUNCIL

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AGENDA

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

Turn Off Mobile Phones

Audio Recording of Council Meetings

Public Forum

Apologies

Disclosure of Interest

Pecuniary Interest

Non Pecuniary Conflict of Interest

Mayoral Minute

Minutes of Last Meeting

18 April 2019

Reports

Reports to be considered in Closed Council

.....
ROGER BAILEY
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 9 April to 3 May 2019

MAYORAL MINUTE - MAYORS ACTIVITY 11 Mar 2019 to 8 May 2019

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
9-Apr	Letter	In	The Hon Michael McCormack, MP - update on Inland Rail Project
18-Apr	Meeting	Chaired	Council meeting, Coonabarabran
25-Apr	Event	Attended	ANZAC Day, Baradine
29-Apr	Meeting	Attended	Orana JO extra ordinary meeting
30-Apr	Meeting	Attended	Inland Rail, Narromine
1-May	Letter	In	Premier Berejiklian - thank you letter
1-May	Phone call	In	Cr Iannuzzi re OLG s430 Investigation A Time for Change Australia - enclosed DVD re climate change
2-May	Letter	In	
2-May	Phone call	In	Cr Doolan re OLG s430 Investigation
3-May	Meeting	Attended	GM

MAYORAL MINUTE - EXPENSES 9 April 2019 to 3 May 2019

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
29-Apr	Durgesh Swamy and Stac, Narromine	Meal - Inland Rail Meeting, Narromine	37.00
29-Apr	Peppercorn Motor Inn, Narromine	Accommodation - Narromine (Inland Rail)	94.00
30-Apr	Flight Centre	Flights - Country Mayors' Association Meeting	507.88
Total expenditure for period 9/4/2019 - 3/5/2019			638.88

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MAYORAL MINUTE – KILOMETRES TRAVELED – 16 APR TO 3 MAY

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
16-Apr	16-Apr	Coonabarabran to Baradine	30574	30667	93
18-Apr	18-Apr	Coonabarabran - Council Meeting	30667	30749	82
29-Apr	30-Apr	Gilgandra - Orana JO, Narromine - Inland Rail	30749	31196	447
3-May	3-May	Coonabarabran - met with GM			0
Total KM travelled for period 16/4/2019 - 3/5/2019					622

RECOMMENDATION

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 9 April 2019 to 3 May 2019.
2. Notes the report on the Mayor's credit card expenses between 9 April 2019 and 3 May 2019 and approves the payment of expenses totalling \$638.88.

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Item 2 Minutes of Ordinary Council Meeting – 18 April 2019

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

Reason for Report

To confirm the minutes of the Ordinary Council Meeting held on Thursday, 18 April 2019.

Options

Nil

Financial Considerations

Nil

Attachments

1. Minutes of the Ordinary Council Meeting held in Coonabarabran on Thursday, 18 April 2019.

RECOMMENDATION

That Council endorses the resolutions contained in the Minutes of the Ordinary Council meeting held on 18 April 2019.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 May 2019

Item 3 Minutes of Traffic Advisory Committee Meeting – 16 April 2019

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Personal Assistant to the Director Technical Services – Tracy Cain
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI3 Road networks throughout the shire need to be safe, well maintained, and adequately funded.

PRESENT: Cr Peter Shinton (Chairperson), Ms Jackie Barry (RMS) and Senior Constable Kelvin Kilsby (NSW Police).

IN ATTENDANCE: Senior Constable Michael Abra (NSW Police), Mr Kevin Tighe (Director Technical Services), Mr Bikram Joshi (Manager Asset & Design), Ms Cheyenne O'Brien (Road Safety Officer) and Mrs Tracy Cain (Minutes).

APOLOGIES: Nil.

CONFIRMATION OF MINUTES

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

Shinton/Barry

BUSINESS ARISING FROM THE MINUTES

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.*
- Binnaway Dip – Council progress the concept of installing blisters and dip warning signs in Bullinda Street, Binnaway in accordance with Australian Standards and RMS Guidelines.
- 'Reduce Noise' (G9-291-1) sign to be installed on Vinegaroy Road north of the Coolah Creek intersection and Black Stump Way approximately 200m north of the 50kph speed zone.
- The current 'No Stopping' sign north of the Police Station access point on John Street, Coonabarabran to be moved North by 3 metres.

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- 'School Bus Stop Ahead' w8-213 signage to be installed 100 metres either side of the school bus stop on Baradine Road, Bugaldie.
- Bus zone signage to be installed in Barwon Street, Baradine adjacent to the Preschool.
- Two 'No Stopping' signs including solid white lines to be installed either side of the northern driveway at Jones Panel Beating in Bolaro Street, Dunedoo.
- Sundowner Cycle Race Coonabarabran to Gunnedah on 15 June 2019 – approved TCP to be forwarded via email to RMS.

AGENDA ITEMS

- a) Road Safety Concerns at the Intersection of Indian Lane and Aerodrome Road, Baradine

RECOMMENDED that:

- a) The current 'Give Way' sign at the intersection of Indian Lane and Aerodrome Road, Baradine be replaced with a 'Stop' sign and continuity line.
- b) Road widening options be investigated.
- c) Council refer to the Australian Standard on the suitability of installing a Convex Safety Mirror at the intersection of Indian Lane and Aerodrome Road, Baradine.

Barry/Kilsby

- b) Baradine Junior Sports Club – Request for Closure of Darling and Masman Streets for the 2019 JRL&NC Competition

RECOMMENDED that request by Baradine Junior Sports Club to close part Darling Street and Masman Street, Baradine on Saturday; 11 May 2019, 18 May 2019, 22 June 2019 and 17 August 2019 for the JRL&NC competition be approved subject to compliance with Council's Road Closure Guidelines and receipt of current public liability insurance.

Kilsby/Shinton

- c) Binnaway Lions Club – Doganabuganaram Fun Ride – 21 September 2019

RECOMMENDED that in principle support be granted for the Binnaway Lions Club Doganabuganaram Fun Ride to be held on Saturday, 21 September 2019 from 8.30am to 1.30pm subject to:

- Authorised Traffic Control Plan
- Receipt of Current Public Liability Insurance
- Compliance with Council's Road Closure Guidelines
- Transport for NSW Western Region concurrence.

Barry/Kilsby

- d) RSO Monthly Report – April 2019

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

- Free Cuppa – program to be promoted over the Easter and Anzac Day periods. A pop up stand is currently being prepared for late April / early May 2019.
- Slow Down on Local Roads – advertisements and media releases to be published following the Easter / School Holiday period.

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LATE AGENDA ITEM

- e) North West Equestrian Expo – Request for Closure of Reservoir Street, Coonabarabran – 1 & 2 June 2019

RECOMMENDED that request by North West Equestrian Expo to close Reservoir Street, Coonabarabran on Saturday, 1 June 2019 and Sunday, 2 June 2019 from 9.00am to 2.30pm for the cross country phase of the eventing be approved subject to compliance with Council's Road Closure Guidelines and receipt of currently public liability insurance.

Kilsby/Shinton

GENERAL BUSINESS

The following items were discussed without resolution:

- Stock trucks on the Golden Highway – height of vehicle complies with standards.
- Council and RMS Information Night – Wednesday, 26 June 2019. Request for attendance by NSW Police Traffic Committee Member (*Traffic Services Mudgee*). Informal discussion to be held following the next Traffic Committee meeting to confirm content. Invitations to be forwarded to Council representatives, Councillors, Statewide Insurance (*risk / liabilities*), VIC and Development Coordinators.
- RMS Road train field trial held in John Street, Coonabarabran on 10 April 2019.

There being no further business the meeting closed at 11.50 am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 23 May 2019 commencing 10.00 am.

RECOMMENDATION

That:

1. Council accepts the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 16 April 2019.
2.
 - a) The current 'Give Way' sign at the intersection of Indian Lane and Aerodrome Road, Baradine be replaced with a 'Stop' sign and continuity line.
 - b) Road widening options be investigated.
 - c) Council refer to the Australian Standard on the suitability of installing a Convex Safety Mirror at the intersection of Indian Lane and Aerodrome Road, Baradine.
3. A request by Baradine Junior Sports Club to close part Darling Street and Masman Street, Baradine on Saturday; 11 May 2019, 18 May 2019, 22 June 2019 and 17 August 2019 for the JRL&NC competition be approved subject to compliance with Council's Road Closure Guidelines and receipt of current public liability insurance.

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4. In principle support be granted for the Binnaway Lions Club Doganabuganaram Fun Ride to be held on Saturday, 21 September 2019 from 8.30am to 1.30pm subject to:
 - Authorised Traffic Control Plan
 - Receipt of Current Public Liability Insurance
 - Compliance with Council's Road Closure Guidelines
 - Transport for NSW Western Region concurrence.

5. A request by North West Equestrian Expo to close Reservoir Street, Coonabarabran on Saturday, 1 June 2019 and Sunday, 2 June 2019 from 9.00am to 2.30pm for the cross country phase of the eventing be approved subject to compliance with Council's Road Closure Guidelines and receipt of currently public liability insurance.

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Item 4 Minutes of Coonabarabran Swimming Pool Advisory Committee Meeting – 10 April 2019

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

PRESENT: Cr Ambrose Doolan (Chairperson), Ms Fay Chapman, Ms Dianne Dow and Mr David Hunter.

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

APOLOGIES: Cr Peter Shinton, Ms Narda Abel, Ms Paula Duggan, Mr Brett England, Ms Krista Holmesby and Ms Sharmaine Kennedy (Supervisor Pools).

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Coonabarabran Swimming Pool Advisory Committee meeting held on Tuesday, 12 February 2019 be confirmed.

Hunter/Dow

BUSINESS ARISING FROM THE MINUTES

- The Committee was advised that public feedback is being sought on concept plans for upgrading the Coonabarabran Pool. An article will appear in the Coonabarabran Times about the concept plans and inviting submissions, which close 26 April 2019. It was agreed that any submissions received will be considered at the next meeting of the Committee.
- The Committee was advised that Council's application under the Australian Government's Building Better Regions funding program was unsuccessful.

AGENDA ITEMS

The following matter was discussed without resolution:

- Attendance record for the 2018/19 pool season. It was agreed that information on attendance will be considered by the Committee at the next meeting.

There being no further business the meeting closed at 5.30pm.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Wednesday, 19 June 2019 commencing 5.00 pm.

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RECOMMENDATION

That Council accept the Minutes of the Coonabarabran Swimming Pool Advisory Committee Meeting held at Coonabarabran on 10 April 2019.

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Item 5 Notice of Motion – Yarning Circle at Nielson Park, Coonabarabran

Notice of Motion – Yarning Circle at Nielson Park, Coonabarabran

At the May 2019 Council meeting I propose to move the following motion:

That Council undertake community consultation on a proposal to permit the construction of a Yarning Circle in Nielson Park Coonabarabran.

To support this motion I submit that we have many at risk teenagers here in Coonabarabran that are socialising at sites that put these children at greater risk, such as the old lookout site. Sites such as this are difficult to access, fenced off to vehicles and a potential disaster waiting to happen. These youth have spoken to me about why they go up there. It mainly is to have a yarn and escape their antisocial home life. They speak about their problems and what is going on for them. A few of them even go up there to practice dance. Yarning Circles have been built at many locations such as schools, parks, TAFEs and Universities.

I recently attended the Western NSW suicide prevention conference and was informed that the Warrumbungle suicide statistics are above the national average. At the Conference I spoke of my idea and it was highly regarded as an excellent concept.

I have met with some youth and we have identified a spot in Nielson Park, Coonabarabran behind the toilet block towards the river that would be most suitable.

To help make this a success I propose that Council provide a small amount of assistance to start the project off by supplying a machine to flatten an area of a 10metre radius. While the site is relatively flat already it does need a small amount of work and maybe sand to fill the pit.

I, along with the generous support of others, am happy to fund the project. My budget here is:

- 12 rocks at \$300 each delivered (need about 12); these come from a local quarry at Mendooran – \$3,600
- Fire pit (Astronomy themed) – \$900
- Metal decorative screening – \$2,000

In total the project cost is \$6,500 plus the levelling of the area.

I have also engaged with a few service providers who verbally support the project and I want to collaborate with the police so if they are patrolling the area and see anyone in the space maybe to pull up and have a yarn.

Attached to the Notice of Motion are some pictures of some other circles that will assist with creating the vision of the project.

Attachments

1. Photo, Yarning Circle (example 1)

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2. Photo, Yarning Circle in use
3. Photo, Yarning Circle (example 2)

RECOMMENDATION

That Council undertake community consultation on a proposal to permit the construction of a Yarning Circle in Nielson Park, Coonabarabran.

KODI BRADY COUNCILLOR

Staff Comment:

If it wishes Council can make a resolution to proceed or not proceed on the basis of the Notice of Motion. Staff are not aware of any significant issues or options that would adversely affect what is proposed with the Motion and with the exception of some Council plant to further level the site Cr Brady intends on securing the funding and resources to construct the yarning circle.

The proposed site has no physical constraints that adversely impact on construction or operation of the yarning circle. The site has visibility from Essex Street but is not serviced by a footpath or by lighting. The yarning circle proposal involves installation of sand and a fire pit and both these items will require maintenance, which in terms of cost is expected to be minimal.

Council will need to make a supplementary vote of \$1,500 to fund Council's contribution for the plant.

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Item 6 Councillors' Monthly Travel Claims – April 2019

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

Reason for Report

To provide Council with details of travel claims of Councillors for the month of April 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	1,083	0.78	844.74
Cr Todd	0	0.78	-
Cr Brady	0	0.78	-
Cr Capel	2,035	0.78	1,587.30
Cr Clancy	0	0.73	-
Cr Doolan	0	0.68	-
Cr Hill	754	0.68	512.72
Cr Iannuzzi	80	0.78	62.40
Cr Lewis	230	0.78	179.40
Total for April :			3,186.56

Financial Considerations

Outlined above.

Attachments

Nil

RECOMMENDATION

That the Councillors' monthly travel claims report for April 2019 in the amount of \$3,186.56 is received for Council's information.

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Item 7 Baradine Water Treatment Plant Upgrade Funding

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

Reason for Report

To inform Council that the Baradine Water Treatment Plant Upgrade project has obtained approval for funding through the Safe and Secure Water Program (SSWP), and to recommend that the funding be accepted.

Background

An Expression of Interest (EOI) for funding for the Baradine Water Treatment Plant Upgrade project under SSWP was submitted in January 2018. A detailed application (DA) was submitted in February 2019.

The scope of works for the project comprises:

- Replacement of the current corroding and undersized clarifier with a new stainless steel inclined plate settler and integral flocculator, including new access stairs to the current aerator upstream of the clarifier.
- Demolition/ removal of the existing clarifier, redundant overhead backwash tank and existing clarifier access.
- Sludge lagoon dewatering and relining.

The construction works are expected to take nine (9) months from commencement.

A letter was received in late March 2019 from the Department of Industry (DOI) advising of approval for funding (*Attachment 1*).

Issues

The above mentioned letter states that DOI will commence negotiations with Council with a view to execute a funding deed for this project, and that Council is requested to submit a business case to support finalisation of the deed.

Council did submit a business case (DA) in late February 2019.

The granted amount in the DOI letter is based on the amount applied for in the EOI, not on the amount applied for in the DA, which requested a larger amount of funding. This discrepancy is being discussed with DOI.

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Section 60 approval is required for the upgrade works related to this project and communications with DOI regarding this have already commenced in early 2015, however an agreement on the pathway forward could not be achieved. Negotiation re-commenced in 2018 and supporting information for Council's preference was provided to DOI in mid February 2019 (*Attachment 2*). Since then, funding has been granted and a teleconference is scheduled for this month again to confirm the chose pathway defining this upgrade project.

Options

Council has the option to accept the granted funding.

Financial Considerations

The funding applied for in the EOI amounted to \$750,000 plus a Council contribution of \$250,000; the funding applied for in the DA amounted to \$994,000 plus a Council contribution of \$332,000. The difference in costing being CPI added to the original cost estimate that formed part of the Concept Design Report in 2016.

Attachments

1. Letter from DOI advising of approved project funding.
2. Technical Review of Clarification Options.

RECOMMENDATION

That Council:

1. Notes this report on granted funding for the Baradine Water Treatment Plant Upgrade project.
2. Notes the funding offer of \$750,000 for a total project cost of \$1,000,000.
3. Makes further representations for total funding of \$994,000 for total project cost of \$1,326,000.

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Item 8 Coolah Water Supply Scheme Upgrades Funding

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

Reason for Report

To inform Council that the Coolah Water Supply Scheme Upgrades Scoping Study has obtained approval for funding through the Safe and Secure Water Program (SSWP), to recommend that the funding be accepted, and to provide a brief overview of the background to this project.

Background

Deterioration of the concrete walls of the Coolah reservoirs, particularly of the Martin Street reservoir, led to investigations into the Coolah town water chemistry. These showed that the water is likely to contain dissolved carbon dioxide (CO₂), which makes it potentially corrosive, which in turn can lead to leaching of heavy metals out of pipes and fittings and can cause an increased number of water service leaks.

A possible way to remove the CO₂ from the bore water is aeration (stripping). Aeration would ideally occur at the Martin Street reservoir to avoid installation of additional pumps after aeration at the bore site. Disinfection (chlorination) would need to occur after the aeration treatment step.

Currently, disinfection occurs at the bores. The rising main leading from the bores at the town wells also serves as reticulation main. A shared main like this can reduce chlorine contact times (reduced disinfection potential) and increase water age (reduce turn over), reducing disinfection effectiveness.

Part of a dedicated rising main was constructed along Goddard Street in the past to improve the operation of the booster pumping station feeding the Wentworth Avenue reservoirs. This has not been connected, however commissioning of that main and extension of it to Martin Street along Hospital Street has been budgeted for in FY2018/19.

Finalisation of a dedicated rising main to Martin Street reservoir would enable relocation of the disinfection and fluoridation systems to the Martin Street reservoir site. This would have the additional advantage of the town well bores and the new back-up bore to be disinfected through the same system. Currently, two different disinfection systems are set up at the two bore sites. The disinfection system at the town well site requires replacement, which has been budgeted for in FY2018/19. The

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replacement sought is for a portable chlorine room so it can be moved to the Martin Street reservoir site in future.

The scope of works for the Coolah Water Supply Scheme Upgrades Scoping Study project include:

- Water quality data review to assess treatment risks and challenges.
- Water monitoring, specifically heavy metal concentrations within the reticulation network.
- Options development and assessment and identification of recommendations.
- Preliminary options study report, providing a staged pathway for the recommended options.
- Initiate the Section 60 approval process through regular communications with DOI.

An Expression of Interest (EOI) for funding for this project under SSWP was submitted in November 2018. A detailed application (DA) was submitted in late March 2019.

A letter has been received in late March 2019 from the Department of Industry (DOI) advising of approval for funding (*Attachment 1*).

Issues

Above mentioned letter states that DOI will commence negotiations with Council with a view to execute a funding deed for this project, and that Council is requested to submit project based information such as a scope of works to support finalisation of the deed.

Council did submit this information as part of the DA in late March 2019.

The granted amount in the DOI letter is based on the amount applied for in the EOI, not on the amount applied for in the DA, which requested a larger amount of funding. This discrepancy is being discussed with DOI.

Options

Council has the option to accept the granted funding.

Financial Considerations

The funding applied for in the EOI amounted to \$60,000 plus a Council contribution of \$20,000; the funding applied for in the DA amounted to \$85,500 plus a Council contribution of \$28,500. The difference was caused mainly by the inclusion of external project management in the DA submission. DOI has offered to pay for a dedicated project manager employed by Council for the duration of relevant SSWP projects and advised that this option is currently being further developed.

Attachments

1. Letter from DOI advising of approved project funding

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 16 May 2019

RECOMMENDATION

That Council:

1. Notes this report on granted funding for the Coolah Water Supply Scheme Upgrades Scoping Study.
2. Accepts the currently offered funding of \$60,000 for a total project cost of \$114,000.

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Item 9 Coonabarabran Emergency Water Supply Project – April 2019 Update

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

Reason for Report

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

Background

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

This report sets out the current position as at 2 May 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.

Bore No	Bore name/location	Bore depths (m)
1	Robertson Street	22
2	Namoi Street, South of river	24
3	Namoi Street, North of river, new (closest to river)	90
4	Namoi Street, North of river, old (closest to White Street)	26
5	Nandi Park	48
	<i>Nandi Park test hole</i>	39
6	WTP*, old	39
7	WTP*, new	88
	<i>WTP test hole 1</i>	18
	<i>WTP test hole 2</i>	43
8	Nandi Creek	150
9	<i>Morrissey's Corner – discontinued/not equipped due to insufficient yield</i>	150
10	Homeleigh Drive	150
11	Bart Bok	136
12	New bore at Timor Dam	150

*WTP = Water Treatment Plant, Coonabarabran

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Issues

1. Timor Dam Level

The water level in Timor Dam was at 19.9% on 26 April. This represents a decrease of 0.4% since the last report in April 2019.

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

2. Consumption

The average daily consumption remained stable at around 900 kL/day.

3. Standpipe Usage

Between 22/03 and 30/04/2019 a total of 14 kL was purchased from the Coonabarabran standpipe through commercial water carters. This amounts to an average of 350 L/day, representing a decrease of 12,581 L/day compared to the last report in April.

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 was used again for one week between 18 and 24 April 2019, following the rainfall at the end for March. The cease of use was caused by effluent contamination from septic tank overflow into Nandi Creek; at the same time, flow through the V-notch has been noticeably reducing.

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

5. New Bores

Installation of head works and power at bore #12 at Timor Dam are now complete. The connection into the gravity feed main is outstanding for this bore to come online.

6. Equipment of Bores

Delivery and installation of remaining level instrumentation and data loggers for the old and test bore holes have been delayed and are now schedule for end of May. Level instrumentation that is installed at the new bores is read daily and has been connected to the telemetry system.

7. Water licensing

Current available entitlements are:

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

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	River – Timor Dam to Pound Yard Weir Management Zone)	Water Sources)		
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. 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.

8. 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. A response on the outcome of the submission is still outstanding.

9. 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.

10. Fluoridation

A NSW Health support project is underway, where NSW Health engages an engineering consultant for fluoridation operations and maintenance upgrades. Site visits to the fluoridation plants in Coolah, Mendooran, Binnaway, Baradine and Coonabarabran occurred in late February 2019. The next steps include for the consultant to prepare a scope of works for the required upgrades, prepare tender documentation for the renewal of the fluoridation systems, manage tendering and assess tenders, provide site surveillance during the delivery phase, and to co-ordinate the delivery of training.

11. Final Hydrogeological Report and Raw Water Quality Assurance Program and Report

The remainder of the funding was committed to the preparation of a final hydrogeological report as well as for the preparation of a raw water quality assurance program and report, which is still required to confirm that a Section 60 approval for the new bore is not required.

Financial Considerations

The table in *Attachment 1* summarises expenditure and committed costs to total \$2,042,503 which means that funding of \$2,042,500 has now been exhausted. A final claim for the remainder of the funding is due to the Department Industry by the end of May at the latest as the funding expires on 30 June.

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Attachments

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

RECOMMENDATION

That Council:

1. Notes the May 2019 Update Report on the Coonabarabran Emergency Water Supply Project.
2. Endorses the expenditure of \$2,042,503.
3. Notes that the existing funding for this project has been fully spent.

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Item 10 Upgrade and Augmentation of Coolah and Dunedoo Sewage Treatment Plants Funding

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

Reason for Report

To inform Council that the Upgrade and Augmentation of Coolah and Dunedoo Sewage Treatment Plants project has obtained approval for funding under the Safe and Secure Water Program (SSWP), and to recommend that the funding be accepted.

Background

Funding for the Upgrading of the Coolah, Dunedoo and Coonabarabran Sewerage Treatment Plants (STPs) had already been granted in 2016 through the Regional Water and Wastewater Backlog (RWWWB) Program. Following options studies and the assessment of acceptable pathways forward, the funding for Coolah and Dunedoo STPs was found to be insufficient and supplementary funding through the SSWP was sought (refer to item 19 of the July 2018 business paper report). An Expression of Interest (EOI) for funding for the Upgrade and Augmentation of Coolah and Dunedoo STPs under SSWP was submitted in September 2018. In March 2018, a letter from the Department of Industry (DOI) was received advising of approval for funding (*Attachment 1*).

The project scope for the STP upgrades as outlined in the EOI included:

Coolah

Upgrade the treatment plant to a new Intermittently Decanted Extended Aerated Tank (IDEAT) to increase effluent quality for river discharge; major augmentation components were:

- New sewage lift pump station and package style inlet works including screening and grit removal.
- New access road and site building/amenities.
- Construct new IDEAT.
- Refurbish existing maturation lagoons and effluent storage ponds.
- Reinstate effluent discharge to river.
- Alum storage and dosing skid (phosphorus removal).
- Required electrical works.

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Dunedoo

Augment and refurbish the current treatment process and upgrade the “Pasveer” channel to a continuous process to increase effluent quality for discharge; major components of the augmentation were:

- New sewage lift pump station and package style inlet works including screening and grit removal.
- New access road and site building/amenities.
- Pasveer and maturation pond refurbishment.
- Alum storage and dosing skid.
- Resolve site WH&S issues.
- Required electrical works.

The upgrades are currently forecast to be completed in early 2022 (Coolah) and in mid 2021 (Dunedoo).

Issues

Above mentioned letter states that DOI will commence negotiations with Council with a view to execute a funding deed for this project, and that Council is requested to submit project based information such as a business case to support finalisation of the deed. A business case for this SSWP project has not been submitted as business cases for both the Coolah and Dunedoo STP Upgrades already had been prepared as part of the RWWWB submissions in 2015. The nature of the information required to finalise the funding deed is being clarified with DOI.

The granted amount in the DOI letter is less compared to the amount applied for in the EOI. This discrepancy is being discussed with DOI.

Negotiations with the Environmental Protection Agency (EPA) and DOI have commenced regarding licence limits for the upgrades plants and Section 60 approval and a meeting was held in December 2018. This led to both agencies requiring the investigation of alternatives sites for the Coolah STP due to the current location being flood prone and too close to residents as well as not achieving 100% effluent reuse (refer to item 10 in the February 2019 business paper report). Meanwhile, part of the additional investigation in relation to this request has shown that 100% effluent reused cannot be achieved. Under certain conditions (certain type of crop and soil) 90-95% reused can be achieved with a 30 ML dedicated effluent storage and 40-45 Ha of irrigation area (*Attachment 2*). Feedback from the EPA is outstanding to advise if the achievable % reuse for a lower quality effluent is acceptable so investigation of alternative sites for a new STP can be pursued.

Options

Council has the option to accept the granted funding.

Financial Considerations

The total upgrade cost for the Coolah and Dunedoo STPs was projected to be \$7,240,000 in the EOI, identifying a shortfall in funding of \$3,990,000. The SSWP funding applied for amounted to \$3,990,000, excluding a Council contribution. As the original RWWWB funding covered 50% (\$1,625,000), the overall Government contribution for this project would then amount to 78%. A total Government contribution of close to 75% was endorsed in the letter from DOI responding to the

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submitted EOI; 75% would amount to a SSWP funding of \$3,805,000. The SSWP funding granted amounts to \$3,000,000, which corresponds to a total Government contribution of 64%.

Attachments

1. Letter from DOI advising of approved project funding
2. Coolah STP reuse MEDLI modelling memo

RECOMMENDATION

That Council:

1. Notes this report on granted funding for the Upgrade and Augmentation of Coolah and Dunedoo Sewerage Treatment Plants.
2. Notes the funding offer of an additional \$3,000,000 for a total project cost of \$7,240,000.
3. Makes further representations for total additional funding of \$3,990,000 for a total project cost of \$7,240,000.

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Item 11 Water Supply Instrumentation, Monitoring and Automation Upgrades Funding

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

Reason for Report

To inform Council that the Water Supply Instrumentation, Monitoring and Automation Upgrades Scoping Study has obtained approval for funding through the Safe and Secure Water Program (SSWP), and to recommend that the funding be accepted.

Background

Monitoring of certain control parameters has occurred manually via a daily grab sample for most of the water supply systems and most of the parameters. For example the disinfection chlorine concentration or filtered water turbidity, which are crucial parameters in the water treatment process. Manual testing at extended intervals does not allow for real-time intervention or feed-back control of the process, e.g. to initiate a filter backwash upon elevated filtered water turbidity or to shut-down the plant if the disinfection parameter is outside the safe range.

At the same time, increased operator involvement is required, reducing their availability for other operational or maintenance tasks. Similarly, operation of water treatment units/sequences at some plants also occurs manually, for example the filter backwash at the Binnaway Water Treatment Plant (WTP) or the sludge withdrawal from the clarifier at the Baradine WTP. Manual filter backwashing can lead to over backwashing, loss of filter material, or under backwashing and reduced filtration effectiveness.

The lack of online instrumentation naturally prevents online monitoring – even if a full SCADA/telemetry system was available – or the creation of alarms. I.e. there is a reduced opportunity to react to exceeded Critical Control Point (CCP) limits.

Council's Drinking Water Management System (DWMS), when developed in 2014, identified above mentioned shortfalls as risks and recommended actions were added to the DWMS Improvement Plan to be addressed and implemented.

An Expression of Interest (EOI) for funding for the Eight (8) Off Water Supply System Instrumentation, Monitoring and Automation Upgrades Scoping Study project under SSWP was submitted in April 2018. A detailed application (DA) was submitted in March 2019.

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The scope of works for the project comprises:

- WTP Automation and Process Instrumentation Audit, including:
 - Site visits to all eight WTPs/supply systems;
 - Review of the DWMS to confirm requirements;
 - Gap analysis on electrical drawings and PLC I/Os;
 - Gap analysis of current PLC, HMI, SCADA systems to confirm software currency;
 - On site workshop to confirm findings, requirements, and preference on analytical equipment and automation upgrades.
- Preparation of a report documenting audit findings and defining individual upgrade requirements and including a recommended delivery strategy for the upgrade works.
- Preparation of cost estimates for each supply system based on the proposed upgrades.

A letter has been received in late March 2019 from the Department of Industry (DOI) advising of approval for funding (*Attachment 1*).

In relation to the Water Supply Instrumentation, Monitoring and Automation Upgrades project, funding has been applied for a SCADA and Telemetry Network Upgrade, in relation to which Council still awaits advice from DOI on the outcome of the funding submission.

Issues

Above mentioned letter states that DOI will commence negotiations with Council with a view to execute a funding deed for this project, and that Council is requested to submit project based information such as a scope of works to support finalisation of the deed.

Council did submit this information as part of the DA in late March 2019.

The granted amount in the DOI letter is based on the amount applied for in the EOI, not on the amount applied for in the DA, which requested a larger amount of funding. This discrepancy is being discussed with DOI.

Options

Council has the option to accept the granted funding.

Financial Considerations

The funding applied for in the EOI amounted to \$41,250 plus a Council contribution of \$13,750; the funding applied for in the DA amounted to \$45,375 plus a Council contribution of \$15,125. The difference in costing being caused by slight modifications in scope between EOI and DA.

The funding applied for included external project management in both cases (EOI and DA); DOI has offered to pay for a dedicated project manager employed by Council for the duration of relevant SSWP projects and advised that this option is currently being further developed.

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Attachments

1. Letter from DOI advising of approved project funding

RECOMMENDATION

That Council:

1. Notes this report on granted funding for the Eight (8) Off Water Supply System Instrumentation, Monitoring and Automation Upgrades Scoping Study.
2. Accepts the currently offered funding of \$41,250 for a total project cost of \$60,500.

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Item 12 Code of Meeting Practice

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

Reason for Report

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

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

Council has previously considered a Draft Code of Meeting Practice and placed it on public display. The display period is now complete and Council may adopt the Code.

Background

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

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

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

Accordingly, councils are required to adopt a code of meeting practice that incorporates the mandatory provisions of the Model Code prescribed by the Regulation. The adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions. The adopted meeting code may also

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incorporate non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council. Councils and committees of councils of which all the members are councillors, must conduct their meetings in accordance with the code of meeting practice adopted by the Council.

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

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

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

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

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

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

The exhibition period commenced on Monday 25 March 2019 and concluded on Monday 6 May 2019. It was advertised in local newspapers, on Council's website and social media between 25 March 2019 and 23 April 2019, and was exhibited at the Council administration centres, public libraries and on Council's website.

There were no submissions to Council in relation to the Draft Code.

Some of the notable points in the Draft Code include:

- A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **eight (8)** business days before the meeting is to be held.
- Public Forum does not form part of the Council Meeting.

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- Public Forum is to be held prior to the Council Meeting.
- Nominated candidates at federal, state or local government elections are not permitted to speak at public forums.
- Councillors are still required to declare conflicts of interest when in Public Forum.
- To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **midday two (2) business days** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- Each speaker at the Public Forum will be allowed **four (4) minutes** to address the council.
- The general manager or their nominee may, with the concurrence of the chairperson, address the council in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- Council meetings are to be webcast. A recording of each meeting of the council and committee of the council is to be retained on the council's website for **one (1) year**. Recordings of meetings may be disposed of in accordance with the *State Records Act 1988*. Committees refer to those that include all councillors.
- That all voting at Council Meetings, including meetings that are closed to the public, must be recorded in the minutes of meetings with names of councillors who voted for and against each motion or amendment, including the use of the casting vote, being recorded.

Options

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

Attachments

1. Draft Code of Meeting Practice

RECOMMENDATION

That Council:

1. Notes that the Draft Code of Meeting Practice was on public display from 25 March 2019 until 23 April 2019, with public submissions open until 6 May 2019.
2. Notes that there were no submissions received during the submission period.
3. Adopts the Draft Code of Meeting Practice which will come into effect for the next Council meeting.

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Item 13 Determination of the Local Government Remuneration Tribunal 2019

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

Reason for Report

The reason for this report is to present Council with the Local Government Remuneration Tribunal's 2019 Annual Report and Determination.

Commentary

The Local Government Remuneration Tribunal (the Tribunal) is required to report to the Minister for Local Government by 1 May each year on its determination of council categories and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairperson and members of county councils.

The Tribunal did not undertake a broad review of the categorisation of councils and considered only those requests where an individual submission was made. The Tribunal found that the allocation of councils into the current categories is appropriate. This categorisation determines the fees paid to mayors and councillors. The criteria used to categorise councils is published in Appendix 1 of the Annual Report and Determination dated 26 April 2019. The Annual Report and Determination is provided as an attachment.

The Annual Report and Determination contains two determinations. The first, pursuant to section 239 of Categories of Councils and County Councils effective 1 July 2019, lists the categories of councils. Warrumbungle Shire Council is determined as Rural.

The second, pursuant to section 241 of the *Local Government Act 1993*, lists the minimum and maximum fees payable to mayors and councillors by council category.

The Tribunal has determined that the maximum and minimum fees applicable to each category will be increased by 2.5% which is consistent with the Government's policy on wages.

For a council categorised as 'Rural', the Tribunal has set the Councillor/Member Annual Fee at a minimum of \$9,190 and a maximum of \$12,160; the Mayor/Chairperson Additional Fee is set at a minimum of \$9,780 and a maximum of \$26,530. Warrumbungle Shire Council has in the past applied the maximum fees for councillors and the Mayor.

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Financial Considerations

Council cannot fix a fee higher than the maximum amount as determined by the Tribunal and if Council does not fix a fee, the minimum fee as determined by the Tribunal must be paid.

Attachments

1. Local Government Remuneration Tribunal 2019 Annual Report and Determination

RECOMMENDATION

That Council adopts the maximum annual fees for councillors and the mayor in accordance with determination of the Local Government Remuneration Tribunal pursuant to sections 239, 241 of the *Local Government Act 1993* (NSW), being \$12,160 for Councillor Annual Fee and \$26,530 for the Mayor Additional Fee.

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Item 14 Minutes of Orana Joint Organisation Extra Ordinary Meeting – 29 April 2019

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

Reason for Report

To present Minutes from the Orana Joint Organisation extra ordinary board meeting held at Gilgandra on Monday, 29 April 2019.

Background

At the extra ordinary meeting of the Orana Joint Organisation (JO) held on 29 April 2019 the board resolved:

- That the Orana Joint Organisation require confirmation from the government at the proposed Joint Organisation Chairs meeting in May, that a minimum level of funding of \$400,000 per annum (plus CPI) for four years in order for the Joint Organisation to continue functioning, guarantee staffing and undertake activities identified in the Strategic Plan.
- That failing confirmation of funding, the Orana Joint Organisation Board consider its continuation at its proposed next meeting.

Issues

The minutes of the extra ordinary Orana JO board meeting held at Gilgandra on 29 April 2019 are provided as an attachment.

Options

Nil

Financial Considerations

Nil

Attachments

1. Minutes of the Extra Ordinary Orana Joint Organisation board meeting held at Gilgandra on Monday, 29 April 2019.

RECOMMENDATION

That Council notes the minutes of the extra ordinary Orana Joint Organisation meeting held at Gilgandra on 29 April 2019.

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Item 15 Council Resolutions Report May 2019

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

Reason for Report

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

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Attachments

1. Council Resolution Report, May 2019

RECOMMENDATION

That Council notes the Council Resolution Report for May 2019.

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Item 16 Revotes Report May 2019

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

Reason for Report

To provide Council with updated information on the progress of 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, May 2019

RECOMMENDATION

That Council notes the Revote Report for May 2019.

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Item 17 2018/19 Community Financial Assistance Donations – Round Two

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

Reason for Report

To present to Council 48 applications received in Round Two of the 2018/19 Community Financial Assistance Donations totalling \$23,345 for determination by Council.

Background

Council resolved to fund all Community Financial Assistance Grant applications in Round One 2018/19. The balance of the original \$20,000 budget allocation available is \$5,501.

Applying groups and organisations were required to complete and submit the Community Financial Assistance Donations Application Form by the due date of 4:30pm on Friday 5 April 2019. Applications submitted after the due date has been marked as being received late.

Each year Warrumbungle Shire Council offers two (2) rounds of Community Financial Assistance Donations to provide some limited support local community groups and organisations in Warrumbungle Shire. The maximum amount of financial assistance provided is \$500.

Through the provision of Community Financial Assistance Donations, Warrumbungle Shire Council provides support for community based projects and activities in Warrumbungle Shire. Community Groups and organisations are encouraged to apply for funding to support projects which promote and support people living in the towns and villages in Warrumbungle Shire.

The Community Financial Assistance Donations are made in addition to annual donations and contributions outlined in Council's Donations' Policy when the 2018/19 Operational Plan Budget and associated Delivery Program of \$20,000 were adopted.

Issues

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

- contribution to addressing gaps in service provision or community development programs and activities,

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

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

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

Financial Considerations

The budget for the Community Financial Assistance Grants for the 2018/19 financial year is \$20,000. Round One 2018/19 payments totalled \$14,499 leaving \$5,501 of the original budget funding.

If all applications were agreed to the Community Financial Assistance Donation Budget 2018/19 would be over allocated by \$17,844.

Conclusion

Fund only some of the applications for an amount less than \$5,501 which will keep within the Community Financial Assistance Donation Budget 2018/19.

12 applicants (\$5,290) for grant at this time is indicated in the recommendation and this therefore keeps within the remaining budget of \$ 5,501. The proposed recipients include:

No.	Group-Project	Amount \$
R2-01	2357 Partnerships Inc for Screening rights for 'Saving the Dark' film	\$500
R2-02	Baradine Central School for Establishment of school breakfast program	\$500
R2-05	Coonabarabran Aboriginal Land Council for Funds go towards Sorry Day 2019	\$100
R2-07	Dunedoo Junior Rugby League and Netball for Purchase of new netball bibs and netballs	\$348
R2-09	Dunedoo Junior Rugby League and Netball for Purchase of training equipment	\$342
R2-16	Coonabarabran Girl Guides support group for Renovation of shower/toilet area at hall	\$500
R2-	Dunedoo Central School for "Art for Youth" program	\$500

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No.	Group-Project	Amount \$
18		
R2-26	Leadville Community Association for Run a fire safety day for the community	\$500
R2-28	Coonabarabran Junior Rugby League and Netball Club for Purchase of sporting equipment	\$500
R2-35	Mendooran VRA for Purchase of a portable fridge	\$500
R2-46	Coolah Central School for Business networking lunch and employment training	\$500
R2-48	Art Unlimited for Sponsorship for ArtUnlimited	\$500
	TOTAL Recommended	\$5,290

Attachments

1. Community Financial Assistance Donations – All Applications
2. Community Financial Assistance Donations – Detailed List (totalling \$23,345) including those initially recommended for approval.

The list of applications includes information on whether or not the applicant:

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

Where an amount was not included in the application an amount of \$500 has been included.

RECOMMENDATION

That Council funds the following applications under Round Two of the 2018/19 Community Financial Assistance Donations being the twelve applicants listed at a total amount of \$5,290:

- 2357 Partnerships Inc \$500
- Baradine Central School \$500
- Coonabarabran Aboriginal Land Council \$100
- Dunedoo Junior Rugby League and Netball \$348
- Dunedoo Junior Rugby League and Netball \$342
- Coonabarabran Girl Guides \$500
- Dunedoo Central School \$500
- Leadville Community Association \$500
- Coonabarabran Junior Rugby League and Netball Club \$500
- Mendooran Volunteer Rescue Association \$500
- Coolah Central School \$500
- Art Unlimited \$500

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Item 18 Community Consultation Meetings

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

Reason for Report

To present draft Minutes from the Community Consultation Meetings held in March and April 2019 to Council.

Background

In March and April 2019, Council conducted a series of Community Consultation Meetings across the Shire.

Meetings were held in:

- Coolah – Monday, 25 March 2019
- Baradine – Tuesday, 26 March 2019
- Goolhi – Thursday, 28 March 2019
- Binnaway – Monday, 1 April 2019
- Mendooran – Tuesday, 2 April 2019
- Coonabarabran – Monday, 8 April 2019
- Dunedoo – Tuesday, 9 April 2019

Issues

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

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

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

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

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Attachments

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

RECOMMENDATION

That Council:

1. Note the draft Minutes from the Community Consultation Meetings held in March and April 2019.
2. Release the meeting minutes to the meeting attendees and place the minutes on Council's website.

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Item 19 Quarterly Budget Review Statement for the Quarter Ending 31 March 2019

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

Reason for Report

To present a summary of Council's financial position as at the end of the March 2019 quarter, including information regarding the collection performance related to rates and annual charges and supplementary vote requests.

Summary

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

A copy of Council's third quarter Quarterly Budget Review Statement for the 2018/19 financial year, for the quarter ending 31 March 2019, is provided under separate cover as an Attachment to the Business Paper.

Background

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

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

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(b) if that position is unsatisfactory, recommendations for remedial action.

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

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

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

- A statement by the responsible accounting officer on council's financial position at the end of the year based on the information in the Quarterly Business Review Statement (Part 2)
- Budget Review – Income and Expenses Statement in one of the following formats (Parts 3, 5 & 6):
 - consolidated;
 - by fund (eg. General Fund; Water Fund; Sewer Fund); or
 - by function, activity, program etc. to align with the management plan / operational plan.
- Budget Review – Capital Budget (Part 7)
- Budget Review – Cash and Investments Position (Part 9)
- Budget Review – Key Performance Indicators (Part 11)
- Budget Review – Contracts and Other Expenses (Part 12)

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

- Balance Sheet as at 31 March 2019 (Part 8)
- A Loan Movement Schedule (Part 10)

Report

The third quarter Quarterly Budget Review Statement shows that Council's revised income budget for the 2018/19 financial year is \$54,095,149. Expenses from continuing operations are projected to be \$42,085,013. This results in a projected consolidated operating result from continuing operations of \$12,010,136.

Council's end of March year to date (YTD) accrual result is an accrual of \$4,343,009 surplus including Capital grants and Contributions and a decrease in cash of \$109,866 from \$17,044,221 to \$16,934,355.

The corresponding General Fund third quarter Quarterly Budget Review Statement figures is a revised income budget for the 2018/19 financial year of \$46,923,500. Expenses from continuing operations are projected to be \$36,380,000. This results in a projected consolidated operating surplus result from continuing operations of \$10,543,500.

Council's General Fund (excluding Water & Sewer Fund) end of March year to date (YTD) accrual result is an accrual of \$3,191,000 surplus including Capital grants and

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Contributions of \$2,329,000 (General Fund budgeted Capital Expenditure is \$22,432,315).

Council's unrestricted cash and investments balance is \$2,328,802 as at 31 March 2019.

Significant items to note from the QBRS include:

- User charges and fees are \$2,210,000 (26%) under the pro-rata budget. The major areas are:
 - RMS Charges (\$1,194,562 or 38% lower than pro-rata budget);
 - Water Supply Services User Charge (\$280,809 under pro-rata budget) due to low consumption, water restrictions and seasonality;
 - Quarry revenue (\$309,303 under pro-rata budget);
 - Yuluwiri Kids' Child Care – Fees and Charges (\$324,886 under the pro-rata budget).
- Interest and investment revenue is \$44,324 under the pro-rata budget. This is predominantly due to lower than budgeted interest rates on investment.
- Operational Grants and Contributions is under the pro-rata budget. This is primarily due to:
 - FAGS Grant: \$3,484,935 of the Grant has already been received in advance in the previous year ;
 - Grants - Bushfire and Emergency Services: \$307,234 less than pro rata. These are offset by higher than pro-rata Grants for Flood Damage (\$500,000), Property and Risk Management (\$89,982), Child Care for Yuluwirri Kids (\$265,208) and Family Day Care (\$161,868).

- Capital grants income is currently 45% less than the pro rata budget (before supplementary vote 3) predominantly due to the following items:
 - Cobbora Transition Fund - TRRRC Capital Grant (\$1,992,949) - delay and timing issue;
 - Bushfire - Capital Grant (\$2,109,764) - timing issue;
 - Unsealed Rural Roads - Transport Grant (\$505,187) - timing issue;
 - Sealed Rural Roads - Transport Grant (\$375,000);
 - Grant for Sport Grounds & Recreation (\$519,664).
- Employee related expenditure is slightly under the pro-rata budget by 5%.
- Materials and Contracts is slightly under the pro-rata budget by 6% (before supplementary vote 3).
- Building and Infrastructure Renewals Ratio – the year to date (YTD) ratio is 80.65%. A ratio of less than 100% is unsatisfactory; however, as at 31 March 2019, an YTD ratio of 80.65% is sufficient. At this stage, the majority of Council's renewals are on roads. This work is both seasonal and dependant on the weather hence requires ongoing monitoring.

Further information is provided in the Third Quarter Quarterly Budget Review Statement (*Attachment 1*).

Supplementary Vote Requests

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

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The total amount of expenditure supplementary vote requests is \$1,677,547 and of revenue is \$1,662,547 with the net impact on the budget being a decrease or negative impact of \$15,000.

Table 1: Supplementary Vote Requests

Description	Revenue	Operational Expenditure	Capital Expenditure	Net Impact on Budget
General Fund				
Flood Damages Repair Grant	460,000	(460,000)		-
Coonabarabran Showground bore	80,000		(80,000)	-
Baradine Hall painting	25,000		(25,000)	-
Swimming Pool Upgrades – Dunedoo	50,000		(50,000)	-
Swimming Pool Upgrades – Binnaway	50,000		(50,000)	-
Binnaway Campground Sewerage Upgrades	30,000		(30,000)	-
Banner Pole Installation – Coolah	39,000		(39,000)	-
Banner Pole Installation – Mendooran	38,000		(38,000)	-
Banner Pole Installation – Binnaway	38,000		(38,000)	-
Mendooran Mechanics Institute Floor	40,000		(40,000)	-
Cemetery Upgrades	42,000		(42,000)	-
Coonabarabran Town Hall	146,000		(146,000)	-
Binnaway Hall Stage	50,000		(50,000)	-
Baradine Aerodrome Fence Replacement	75,000		(75,000)	-
Coonabarabran Aerodrome Fence Replacement	85,000		(85,000)	-
Baradine Skate & Activity Park construction	(84,150)		84,150	-
Rehabilitation of Turee Vale Road near Coolah	187,150		(187,150)	-
Neilson Park Well (Drought Communities Fund)	17,000		(17,000)	-

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Description	Revenue	Operational Expenditure	Capital Expenditure	Net Impact on Budget
General Fund				
Active Transport Grant- Bandulla St (Mendooran) – Shared path along Bandulla	80,047		(97,488)	(17,441)
Mendooran Chemical Dosing Units	-		(18,512)	(18,512)
Improvements to Mendooran Swimming Pool – Disabled Access to the Pool and Disabled Toilets	-		9,746	9,746
C'Bran Rainwater Tank & Pump for Irrigation	-		4,766	4,766
Dunedoo Awning over canteen area	-		4,000	4,000
Pipe Drainage Goddard St, Binnia St and Martin St	-		19,900	19,900
Shared Path – Goddard Street to MPS	-		(14,000)	(14,000)
Coolah – Shared path ext. Charles street	-		(5,900)	(5,900)
Coonabarabran Streets Reseals	-		15,500	15,500
Dalgarno Street West – Pavement Rehab	-		(15,500)	(15,500)
Mendooran Streets Reseals	-		17,441	17,441
Road acquisition at Binnaway Camp Ground – Survey cost	-		(15,000)	(15,000)
Sub-total	1,448,047	(460,000)	(1,003,047)	(15,000)
Water Fund				
Mendooran connect old river pumping station	173,250		(231,000)	(57,750)
Mendooran install water carting infrastructure	41,250		(55,000)	(13,750)
Coonabarabran Water Main Extension – removal of dead ends	-		45,000	45,000
Coonabarabran Water Main Rehabilitation	-		12,750	12,750

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Description	Revenue	Operational Expenditure	Capital Expenditure	Net Impact on Budget
General Fund				
Mendooran – Water Recommendations	-		13,750	13,750
Sub-total	214,500	-	(214,500)	-
Total	1,662,547	(460,000)	(1,217,547)	(15,000) Negative impact

Rates and Annual Charges

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

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

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

Council's outstanding rates and annual charges for the financial years from 2013 is:

Year	Rates and Annual Charges Outstanding Ratio
2019 YTD	13.07%
2018	8.68%
2017	7.91%
2016	8.32%
2015	8.44%
2014	11.41%
2013	13.30%

The outstanding rates and annual charges ratio as at 31 March 2019 is 13.07% (31st March 2018 comparison percentage 10.63%).

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

Table 2 provides an overview of outstanding rates and annual charges, as at 31 March 2019, by rate and / or charge type.

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

Rate/ Charge Type	Rate Arrears 2017/18	2018/19 Levy	Pensioner Write off	Abandoned	Interest	Legal Fees	Rate Arrears and Net Levy	Total Payments to Date	Total Outstanding 2018/19	Collection % 2018/19	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	617,754	7,929,922	(158,533)	(28,210)	37,984	13,662	8,412,579	(5,887,059)	2,525,520	69.98%	931,128	11.07%
Water	306,800	1,611,169	(69,901)	-	12,966	-	1,861,034	(1,232,256)	628,778	66.21%	336,392	18.08%
Sewerage	140,265	1,258,517	(50,556)	-	7,023	-	1,355,249	(937,061)	418,188	69.14%	176,055	12.99%
Trade Waste	1,526	8,633	-	-	30	-	10,189	(7,920)	2,269	77.73%	850	8.34%
Storm Water	13,795	105,263	-	-	711	-	119,769	(82,764)	37,005	69.10%	17,211	14.37%
Garbage	378,122	2,018,979	(106,533)	(590)	14,742	-	2,304,720	(1,570,468)	734,252	68.14%	376,993	16.36%
TOTAL RATES AND ANNUAL CHARGES	1,458,262	12,932,483	(385,523)	(28,800)	73,456	13,662	14,063,540	(9,717,528)	4,346,012	69.10%	1,838,629	13.07%
Sewerage Access (Water Billing)	104,003	155,308	-	(199)	2,522	-	261,634	(165,179)	96,455	63.13%	62,330	23.82%
Water Consumption	651,349	1,156,116	-	(278)	24,907	2,254	1,834,348	(1,022,384)	811,964	55.74%	354,510	19.33%
Sewer Consumption	31,395	82,007	-	-	549	-	113,951	(63,458)	50,493	55.69%	15,078	13.23%
Trade Waste Usage	9,954	45,245	-	(553)	83	-	54,729	(24,863)	29,866	45.43%	3,361	6.14%
TOTAL WATER SUPPLY SERVICES	796,701	1,438,676	-	(1,030)	28,061	2,254	2,264,662	(1,275,884)	988,778	56.34%	435,279	19.22%
GRAND TOTAL	2,254,963	14,371,159	(385,523)	(29,830)	101,517	15,916	16,328,202	(10,993,412)	5,334,790	67.33%	2,273,908	13.93%

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Financial Considerations

The total amount of expenditure supplementary vote requests is \$1,677,547 and of revenue is \$1,662,547 with the net impact on the budget being a decrease or negative impact of \$15,000.

Options

Council can choose to:

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

Statement by Responsible Accounting Officer

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

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

Responsible Accounting Officer

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Attachments

1. Third quarter Quarterly Budget Review Statement

RECOMMENDATION

That Council:

1. Accepts the third quarter Quarterly Budget Review Statement for the 2018/19 financial year, as presented;
2. Approves the variations as described in Table 1; and
3. Notes the information provided on the status of the rates and annual charges for the quarter ending 31 March 2019.

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Item 20 Investments and Term Deposits – month ending 30 April 2019

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

Reason for Report

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

Background

Council is authorised by 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, \$2,500,000.00 of term deposits matured, earning Council a total of \$28,030.00 in Interest.

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

- \$1,000,000 with NAB at a rate of 2.48%
- \$1,000,000 with CBA at a rate of 2.12%

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The balance of the term deposits at the end of the month was \$13,500,001.00.

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 \$2,332.18 interest was received on the balances in the accounts and net transfers of \$1,066,141.55 were made from these accounts resulting in a month end balance of \$2,360,762.13.

Income Return

The average rate of return on Investments for the month of 2.47% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.57%.

Council's full year projected budget for 2018/19 for interest is \$366,560.00 At the end of April the amount of interest received and accrued should approximate 83.33% of the total year budget, ie \$305,466.67. On a year to date basis, interest received and accrued totals \$256,211.79 which is only 69.90% 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 30 April 2019, Council had a 'cash at bank balance' of \$293,389.14.

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Table 1: Investment Balances – 30 April 2019

Financial Institution	Lodged Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
At Call Accounts							
NAB		At Call	at call	ADI	ADI	1.09%	354.52
NAB		Bpay	at call	ADI	ADI	0.00%	163,192.34
ANZ		At Call	at call	ADI	ADI	0.75%	35,303.67
Regional Australia		At Call	at call	LMG	LMG	1.75%	1,543.18
T Corp IM Cash Fund		At Call	at call	P	P	2.34%	1,146,005.19
CBA At Call		At Call	at call	ADI	ADI	1.45%	1,014,363.23
Sub-Total							2,360,762.13
Term Deposits							
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
NAB	02-Apr-19	15-Oct-19	196	ADI	ADI	2.48%	1,000,000.00
CBA	30-Apr-19	29-Oct-19	182	ADI	ADI	2.12%	1,000,000.00
Sub-Total							13,500,001.00
Total							15,860,763.13

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Credit Rating Legend

P	Prime	UMG	Upper Medium Grade
ADI	Big Four – ANZ, CBA, NAB, WBC	LMG	Below Upper medium grade
HG	High 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	-	-	
NAB B pay At Call	97,035.79	-	66,156.55	63,192.34
ANZ	7,045.35	6.62	28,251.70	
Regional Australia Bank	1,542.36	0.82	-	1,543.18
T Corp IM Cash Fund	1,143,680.45	2,324.74	-	1,146,005.19
CBA At Call	14,363.23	-	1,000,000.00	
Total at call	1,264,021.70	2,332.18	1,094,408.25	2,360,762.13
NAB	1,000,000.00	12,850.00	-1,012,850.00	-
CBA	1,500,000.00	15,180.00	-1,515,180.00	-
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
NAB	-	-	1,000,000.00	1,000,000.00
CBA	-	-	1,000,000.00	1,000,000.00
Total Term deposits	14,000,001.00	28,030.00	-528,030.00	13,500,001.00
Total	15,264,022.70	30,362.18	566,378.25	15,860,763.13

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 notes and accepts the Investments and Term Deposits Report for the month ending 30 April 2019 including a total balance of \$16,154,152.27 being:

- \$2,360,762.13 in at call accounts
- \$13,500,001.00 in term deposits
- \$293,389.14 cash at bank

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Item 21 Claim for Natural Disaster Funding Assistance

Division:	Technical Services
Management Area:	Road Operations
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	PI3 Roads throughout the shire are safe, well maintained and appropriately funded

Reason for Report

Formally advise Council of damage to roads and claim for natural disaster funding assistance.

Background

The intense rainfall on the night of the 29 March 2019, combined with a landscape denuded of vegetation after three years of drought, and in the southern area of the Shire a landscape not yet recovered from the Sir Ivan Fire, has resulted in flash flooding. The water flows from the flash flood has overcome road drainage systems causing damage to culverts, causeways and in some sections erosion of road bitumen.

Funding assistance through the State Government is being sought to assist with the cost of repairing roads damaged as a result of the flash flood event and a claim was lodged on the 16 April 2019. To receive financial assistance, the event must first be declared a natural disaster.

All claim applications by councils for declared natural disasters from 1 November 2018 must meet all the evidence and eligibility requirements that are outlined in the *NSW Natural Disaster Essential Public Asset Restoration Guidelines*.

“One of the key eligibility requirements for Restoration of Essential Public Asset funding approval is the provision of eligible pre-disaster condition, damage and completion of works evidence.

Another key requirement for a successful claim application is the provision of auditable expenditure records that must clearly demonstrate, and only include costs related to the restoration works of essential public assets.”

Issues

Funding is available for both emergency works and for repairs works. Emergency works includes clearing of debris and sediment deposits on roadways and these costs have been included in Council's claim.

Moorefield Road, which is located south of Coolah, suffered significant damage including loss of sealed pavement. Soil Conservation Service has been engaged to

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prepare a design to reduce the likelihood of such significant damage occurring in the future. It is expected that the design will indicate that the existing drainage system around Moorefield Road will require significant upgrading. Natural disaster funding assistance is not available for works to upgrade an asset damaged as a result of a declared event.

Options

At the time of preparing this report, there has been no advice from the Office of Emergency Management on the status of Council's claim. Until the event is declared a natural disaster and the result of Council's funding application is known there appears to be no options available to Council.

Financial Considerations

The total value of Council's claim for financial assistance as a result of flooding on the 29 March 2019 is \$577,557. A breakdown of estimated emergency and repair costs is provided in Attachment 1.0. Under the guidelines for financial assistance, the estimated cost of Council's contribution is \$56,250.

Expenditure to date by Council on both emergency works and repair works as a result of the 29 March flood event is \$157,000.

Attachments

1. Details of Council's claim for funding assistance as a result of flooding on the 29 March 2019.

RECOMMENDATION

That Council's claim for natural disaster funding assistance as a result of the flood event on the 29 March 2019 is noted by Council as information.

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Item 22 Proposed Skate Park Facility at Bowen Oval, Coolah

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

Reason for Report

The reason for this report is to obtain a resolution in response to a request from 'Jump the Stump Park' Committee to construct a skate park in Bowen Oval.

Background

Council has received a request from a group called 'Jump the Stump Park' for approval to utilise land in Bowen Oval for the purpose of constructing a skate park facility. The group has received support from the Bowen Oval Committee for the project. Letters of support have also been received from Coolah Preschool, Coolah Rugby Club, Coolah Central School, Coolah Family Daycare and Coolah Sports Club, copies of which are provided in attachments to this report. A copy of the request from the group is also included in the attachments.

There is no other skate park facility in Coolah and community presentations to Council about establishing a facility has been received by Council in the past.

Issues

Community Consensus to Location

The location of a skate park in any town is often contentious due to perceptions about noise, nuisance and anti social behaviour. The Jump the Stump Park group appeared to have addressed community concerns by receiving widespread support for their Bowen Oval location. However, a Development Application will need to be made by the group, which will establish a formal process for adjoining property owners and members of the public to lodge objections to a skate park facility. An aerial image of Bowen Oval showing the location of the proposed skate park facility is attached.

Land Ownership

Bowen Oval is Crown Land that has been devolved to Council, which means that Council has control over activities on the land. However referral to Crown Lands is required during the DA process.

Tree Removal

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There are three large trees on the site of the proposed skate park that will need to be removed prior to construction of a concrete skate park facility. An environmental assessment of the significance of the trees will be required prior to removal.

Asset Creation

Construction of a concrete skate park facility at Bowen Oval is new infrastructure that will require ongoing maintenance and renewal.

Options

Council has discretion in the way it responds to the request from Jump the Stump Park group. Council may wish to provide in principle support to the project and approve use of the land for a skate park subject to lodgement of a Development Application.

Financial Considerations

There is no budget allocation for construction or establishment of a skate park facility in Bowen Oval. The Jump the Stump Park group advise that they are seeking funding for the skate park facility through the NSW Government's My Community Project Grant Scheme. This grant programme relies on project proponents securing a sponsor who will be responsible for construction of the project. The group advise that Coolah District Development Group have agreed to be the sponsor for the project.

It is unclear from information provided the expected cost of construction, however experience with the Baradine Skate Park proposal indicates that at minimum a concrete facility will cost at least \$150,000. The cost of clearing the large mature trees on the site of the proposed skate park is estimated to be \$15,000.

Attachments

1. Jump the Stump Park letter of request for a skate park at Bowen Oval, Coolah.
2. Letters of support for a skate park at Bowen Oval, Coolah.
3. Aerial image on the location of proposed skate park at Bowen Oval, Coolah.

RECOMMENDATION

That the request from Jump the Stump Park group to utilise land in Bowen Oval immediately adjacent the northern side of the playground for construction of a concrete skate park is approved.

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Item 23 Renaming of Cobbora Road

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

Reason for Report

The purpose of this report is to update Council on the following Resolution No 153/1718 of 19 October 2017.

‘That Council write to Dubbo Regional Council requesting their consideration in renaming the portion of Cobbora Road located off the Golden Highway within the Dubbo Regional Council area to eliminate confusion with the other Cobbora Road in the Warrumbungle Shire off the Golden Highway.

Background

Council has written to Dubbo Regional Council on four separate occasions since July 2018 requesting their consideration in renaming the portion of Cobbora Road within the Dubbo Regional Council area. To date a response has not been received.

The Cobbora Road in the Dubbo Regional Council area was gazetted on 6 March 2009. This road goes through six localities being Bodangora, Combella, Elong Elong, Gollan, Maryvale and Montefiores. It extends from Elong Elong to the Mitchell Highway near Wellington, a distance of 52km.

For Dubbo Regional Council to change the Cobbora Road name, and the addresses along the road, would affect a large number of residents. The road extends towards Wellington and is more closely settled therefore could affect over 100 residents in this area alone.

Cobbora Road in the Warrumbungle Shire area extends 27km towards Mendooran.

Other Considerations

At a meeting, organised by Council and conducted in 2017 with Cobbora residents and Geographical Names Board (GNB) representatives, the two main issues raised were the locality of Cobbora being the same as Dunedoo and also the fact that three streets in Cobbora were duplicated in Dunedoo. Both these issues are being addressed by Council and likely to be rectified within the next few months.

The Warrumbungle Shire Council gazetted Cobbora Road on 29 September 2017.

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The GNB has not formally asked Warrumbungle Shire Council to change the Cobbora Road name.

The GNB have since introduced a new policy that roads with similar names should not be within 20km of each other. The two Cobbora Roads are 19.6km apart.

The gazettal of the Warrumbungle Shire Cobbora Road was approved by GNB in 2017 with the knowledge of the other road name in the Dubbo Regional Council area.

Options

There appears to be little merit in Council pursuing Dubbo Regional Council and there appears to be little merit in Council attempting to change the name of Cobbora Road within Warrumbungle Shire. Council has discretion in this matter and may wish to take no further action in relation to Resolution No 153/1718.

Financial Considerations

Nil.

RECOMMENDATION

That no further action be taken in relation to Council Resolution No 153/1718 on the renaming of Cobbora Road.

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Item 24 Road Closure and Opening on Morrisseys Road

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	PI3: Roads throughout the Shire are safe, well-maintained and appropriately funded.

Reason for Report

To close an unconstructed public road and to purchase a portion of private land on which a public road has been constructed, including giving delegated authority to the General Manager to negotiate with the landowner and execute all documentation associated with the proposed road closure and conveyancing transaction.

Background

Under section 38A of the *Roads Act 1993*:

‘A council may propose the closure of a council public road for which it is the roads authority if:

- (a) the road is not reasonably required as a road for public use (whether for present or future needs), and*
- (b) the road is not required to provide continuity for an existing road network, and*
- (c) if the road provides a means of vehicular access to particular land, another public road provides lawful and reasonably practicable vehicular access to that land.’*

The original alignment of Morrisseys Road (shown as proposed Lots 2, 3 and 4 on the attached draft Plan of Subdivision) has never been constructed or used as a road. This “paper” road is not reasonably required in Council’s road system now or in the future. Accordingly, it is proposed to close the unconstructed public road by following the notification and gazettal process provided for in Part 4 Division 3 of Roads Act 1993.

Once closed, the land comprising the former public road will vest in the Crown which adjoining landowners can then negotiate with the Crown to purchase.

The current alignment of Morrisseys Road includes a small portion which has been constructed on private land (Lot 1 DP 531365). While it has been physically constructed, it has not been opened as a public road. This land is identified as proposed Lot 1 on the attached Plan. The area of Lot 1 is 1132m² (0.11ha).

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To rectify this irregularity it is necessary for Council to acquire the land comprised in proposed Lot 1 and to open and dedicate the land as a public road by registering a plan. Preliminary negotiations indicate the landowner is willing to sell proposed Lot 1 to the Council, without Council needing to compulsorily acquire the land.

Council resolved to investigate and negotiate closing a public road and opening a road in the vicinity of Lot 23 DP805612 on the 16 July 2009. At the time, the report to Council was considered in committee and a copy of that report is attached under confidential cover. A process of opening and closing roads was commenced, which included preparation of a survey plan and making application to Crown Lands and engagement of a Solicitor. However the process faltered when signatures from relevant property owners could not be obtained due to probate constraints and due to the loss of a survey plan. Furthermore the actual process of opening and closing a public road has since changed.

Issues

In order to allow officers to carry out the steps necessary to close the unconstructed public road and to purchase proposed Lot 1, resolutions of Council is required. Section 377(1)(h) of the *Local Government Act 1993*, the authority to purchase land rests with Council and cannot be delegated, accordingly a specific resolution is required.

Options

Council has limited discretion in this matter as Morrisseys Road has been physically constructed and is in use over private land. The ownership and status of proposed Lot 1 needs to be regularised, either by negotiate a purchase of the land or by compulsory acquisition. Delegation of authority to the General Manager is required to finalise tasks associated with land purchase, road opening and road closing. If the process is not finalised and there is no change to current status, there may be disadvantage to property owners and the legal status of a section of Morrisseys Road may be compromised.

Financial Considerations

The costs associated with preparing a survey plan, advertising, plan registration and legal fees is estimated to total \$9,000. These expenses may be funded from the budget allocation for road maintenance.

Attachments

1. Draft Plan of Subdivision of Lot 1, DP531365 – Morrisseys Road.
2. Confidential Business Paper Report Item 2C – 16 July 2009

RECOMMENDATION

That Council:

1. Authorise the General Manager to negotiate with the landowner for the purchase of a portion of Lot 1 DP531365 (identified as proposed Lot 1 on the draft Plan of Subdivision attached to the Report to Council).

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2. Authorise the purchase of a portion of Lot 1 DP531365 (identified as proposed Lot 1 on the attached draft Plan of Subdivision) on terms negotiated by the General Manager.
3. Authorise the General Manager to sign all documents associated with the conveyancing transaction (including a Client Authorisation Form to effect the transaction).
4. Pay the landowners' legal and other costs associated with the transfer.
5. Close the unconstructed public road adjoining Lot 22 DP 805612, Lot 23 DP 805612 and Lot 1 DP 531365 in accordance with Part 4 Division 3 of the *Roads Act 1993*.
6. Authorise the affixing of the Council seal to any documentation so requiring it for the items above.

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Item 25 Swimming Pool Opening Times – Review of Trial

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

Reason for Report

The purpose of this report is to review the recent trial of pool opening times for Baradine, Mendooran and Binnaway and consider implementation of the opening times for all pools along with other strategies to increase utilisation of the pools.

Background

The following Council Resolution No 239/1819 was made by Council on the 13 December 2018:

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

A copy of the pool opening timetable is provided in Attachment 1. The attachment also includes the timetable of opening hours in place at the commencement of the 2018/19 season.

The purpose of the timetable is to increase the number of opening hours each day. In particular the pools are open for more hours for key holders and for user groups. Also, the pools close at 7.00pm during summer months rather than 6.00pm under the current timetable.

The trial timetable of opening times was introduced on the 21 February 2019. However, the introduction was almost immediately beset by a reduction in available Lifeguards. At the Baradine Pool in particular, the Lifeguard resigned suddenly and communication to pool users was delayed which caused inconvenience to several families. Perhaps more significant was the community perception that the lack of Lifeguard availability, and the resultant closure of the pools, was linked to the new timetable of opening times.

During the most recent round of town community consultation meetings, the issue of pool opening times was a hot topic, particularly in Baradine, Mendooran and

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Binnaway. Topics of discussion included; availability of Lifeguards, opening hours, communication of opening times, access to defibrillator, attendance numbers, supervision responsibility when pools are used by schools and user groups, entry age, Lifeguard training costs, volunteer Lifeguards, Lifeguard permanently employed by Council, pool maintenance and cleanliness.

Issues

Access by key holders when Lifeguard not available

The trial timetable indicated that on weekdays between 3.00pm and 7.00pm (6.00pm in March), a Lifeguard would be present. Full implementation of the timetable during the trial was not possible as there were insufficient Lifeguards available. The Lifeguards that were available were rostered around each of the three pools. As a result each of the pools had a Lifeguard in attendance in the period after 3.00pm on just one or two days each week.

When a Lifeguard was not available the pool was closed. During these periods of closure, user groups and swim clubs were still able to access the pool. However, the timetable adopted by Council indicated that a Lifeguard would be available after 3.00pm on weekdays, and when Lifeguards are not available the pool could not be accessed by individuals and families, even if they were season ticket holders and possessed a key. A future resolution by Council, in relation to the timetable, may need to include provision for access by key holders when a Lifeguard is not available.

Key holders and children

Discussion on conditions of entry to the pools occurred at town community meetings. In particular, community members expressed confusion about entry conditions for key holders and children. There are a number of conditions that apply when a season ticket holder signs an agreement to receive a key to the pool, including the following:

- All patrons must sign the Patrons Book upon arrival.
- Conditions of Entry must be adhered to all times.
- All keys remain the property of Warrumbungle Shire Council

There are many rules associated with Conditions of Entry including the following:

- All children under the age of ten (10) years MUST be accompanied by an appropriate parent or guardian.
- All children under the age of five (5) years MUST be accompanied by an adult in or out of the water at all times.

There is no age restriction in relation to issuing a season ticket and if required a key to enter the pool.

Risk Management

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

- 'Swimming Pool Operations' – *Statewide Mutual Guidance Note, February 2011;*

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

In particular a risk assessment must be undertaken of the proposal to allow access to a pool without the presence of a Lifeguard.

Casual use not available weekdays before 3.00pm

Under the trial timetable, access to any of the three pools between 6.00am and 3.00pm weekdays by casual users or visitors to town is not possible. During the trial period there were some anecdotal reports of visitors being turned away. There are no formal complaints about lack of access during the trial period. However, the period of the trial was just five weeks which may not be long enough to assess the impact of the timetable on casual use.

Schools and User Groups

Schools and user groups were informally contacted before (except Baradine Central) and during the opening hours trial. School activities and user group activities continued at the pools throughout the trial period. However, school swimming competitions were completed before the trial timetable was introduced in each of the three towns, so it is not possible to assess the impact of not having a Lifeguard available for these events. There is some concern though that access to stores and cleaning equipment may be required during school carnivals. Schools did use the pool on weekdays before 3.00pm and there are no reports or complaints that the lack of a Lifeguard prevented schools from using the pools. One school sought confirmation that water quality standards would be maintained in the absence of a Lifeguard, and Council was able to advise that sampling and testing would continue to be undertaken on a daily basis.

Collection of entry fees for schools and user groups

School students and members of user groups are required to pay on entry to the pool. Season ticket holders are required to produce their ticket upon entry. Furthermore, in order to differentiate responsibility between school and Council, school students are required to leave the pool at the end of a school session regardless if they intend to remain at the pool after school. The trial highlighted the difficulty in collecting entry fees at each of the three pools from members of a user group or from school students. It is clear that a new system of payment by schools and user groups will need to be developed if the timetable is introduced next season.

Access to defibrillator and first aid equipment

A defibrillator and 1st aid kit is located in the office area of each pool. Under the new timetable, this equipment is currently not available to key holders on weekdays between 6.00am and 3.00pm. Special cabinets have now been purchased to house a defibrillator outside the office at each pool. It is not proposed to make 1st aid equipment available outside the locked office area at each pool.

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Urban Services staff and pool operations

The timetable will increase reliance on Urban Services staff to undertake pool operation and maintenance tasks. Pool operation tasks such as water quality testing, monitoring and adjustment of chemicals, topping up pools with water, backwashing, vacuuming, toilet cleaning, grounds maintenance have been undertaken by Lifeguards. Many of these works will continue to be undertaken by Lifeguards, however under the new timetable there will be an increased reliance on Urban Services staff to undertake these tasks on weekdays between 6.00am and 3.00pm. Additional training will be required by Urban Services staff to enable particular pool operational tasks to be undertaken.

Lifeguard availability

The issue of Lifeguard availability is not directly related the trial timetable of opening hours. It is worth noting though that it is now Council's intention to provide training for those people engaged by Council for the job. That is, it is now intended to advertise contracts without the requirement that applicants come to the job as qualified Lifeguards. It is expected that this change in requirements will attract more applicants to the position of contract Lifeguard.

Volunteer Lifeguards

There was interest at some of the recent town community meetings in the concept of volunteer Lifeguards. It appears feasible for Council to have an arrangement with either community groups or individuals to act as Lifeguards on weekends on a voluntary basis. The risks around use of volunteers are similar to the risks associated with employment of Lifeguards and those risks must be identified and managed. Volunteers must be registered in accordance with Council's policy on the use of volunteers. Statewide Mutual advise that insurance coverage is available to Council for use of volunteer Lifeguards subject to a risk management plan being in place. The risk management plan for each pool will also identify qualification levels expected of Lifeguards whether or not they are volunteers or employed by Council.

Accuracy of attendance numbers

The trial highlighted the importance of obtaining accurate pool attendance data and it also highlighted the practical difficulties in obtaining that data. Key holders are required to sign an attendance book upon entering the pool, however it has been reported that the book is not often available and that not all key holders sign in. The obvious solution appears to be some form of electronic key access which automatically records attendance. In the meantime, the physical set up of having a book in an all weather environment close to the entrance gate is being investigated. Attendance figures for the season and past seasons are provided in Table 4.0, which shows that overall attendance at the pools is down on past seasons. The reduced attendance figures in Baradine and Mendooran in particular may be due in part to pools not being open during the trial and the difficulty in recording attendance when a Lifeguard is not in place.

Kiosk

The role of Kiosk was briefly explored in the report to Council on the 13 December 2018. Kiosk operators could play a role in collection of income at pools, however it is not a consideration in relation to pool opening hours due to lack of certainty about take up of leases.

Vandalism

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There were no reports of vandalism during the period of the trial timetable.

Options

The timetable of opening hours shown in Attachment 1, compared with the timetable in place at the commencement of the 2018/19 season, increases opening hours across all six pools within the Shire by 83%. The trial of the timetable for pools in Binnaway, Baradine and Mendooran highlighted a number of management and risk issues that need attention. However, these issues were already known and the trial has not highlighted any new risk management issue that has not previously been identified. Also, the trial did not highlight any risk issue that could not be addressed through strategies outlined in guidance documents from Statewide Mutual and Royal Life Saving Society Australia.

Council has the option of introducing the timetable shown in Attachment 2 across all pools for the 2019/20 swimming season. The timetable shown in Attachment 2 is the same as that adopted for the trial, except provision has been made in the timetable to allow access for key holders after 3.00pm on weekdays, when a Lifeguard is not available.

Council may wish to consider encouraging volunteers to act as Lifeguards for the weekends at those pools with a lower patronage, that is in Baradine, Binnaway and Mendooran.

Financial Considerations

The year to date maintenance and operational expenditure and income report for all pools across the Shire is shown in Table 1 below. It is expected that at year end, overall expenditure will be within budget. However, year to date income will be \$13,000 below expectations. It is not possible to say with certainty the impact that the trial timetable had on income for pools at Baradine, Binnaway and Mendooran. Annual income for each pool over the last four years is shown in Table 2, which does not provide any indication as to the impact of the trial timetable on income. It is worth noting though, that total annual income over the last four years does not vary more than \$5,300 on average income.

The actual net operating result for the last five years, including the current year, is shown in Table 3. Again, the information in Table 3 does not reveal anything about the impact of the trial timetable of pool opening hours.

A breakdown of pool operational expenditure into categories of payroll, purchases, plant and stores is provided in a table in Attachment 3. There are some variations and trends year on year in each category, that warrant further detailed investigation, on the whole though it appears that operational expenditure is reasonably consistent.

The cost of changing to electronic key access for all pools is estimated to be \$17,000. Not all issues and practicalities of introducing an electronic key access system have been fully investigated.

Table 1 – Year to Date (26 April 2019) Pool Expenditure & Income

	Pool	Budget	Actual
Expenditure	Baradine	57,390	104,865
	Binnaway	91,737	81,505
	Coonabarabran	174,039	131,289

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	Coolah	126,857	99,949
	Dunedoo	101,713	92,243
	Mendooran	86,926	75,758
Expenditure Total		638,662	585,609
Income	Baradine	(17,111)	(12,429)
	Binnaway	(8,171)	(7,635)
	Coonabarabran	(37,593)	(40,324)
	Coolah	(30,405)	(27,539)
	Dunedoo	(22,257)	(18,186)
	Mendooran	(13,690)	(10,113)
Income Totals		(129,227)	(116,226)
Grand Totals		509,435	469,384

*Budget allocations for individual pools require adjustment. No change to total budget allocation for pools.

Table 2 – Actual Annual Income for Each Pool

	2015/16	2016/17	2017/18	2018/19*
Baradine	13,642	17,015	11,985	12,429
Binnaway	8,590	7,408	8,564	7,635
Coolah	24,763	26,555	29,289	27,539
Coonabarabran	39,189	39,506	41,699	40,324
Dunedoo	18,483	20,715	19,172	18,186
Mendooran	9,838	12,815	9,432	10,113
Totals	114,505	124,014	120,141	116,226

* **Note:** Year to date income.

Table 3 – Actual Net Operating Result for All Pools

Financial Year	2014/15	2015/16	2016/17	2017/18	2018/19*
Actual Expenditure (\$)	584,984	576,229	636,355	689,460	585,609
Actual Income (\$)	115,256	114,505	124,014	120,141	116,226
Net Operating (\$)	469,728	461,724	512,341	569,319	469,383

* **Note:** Year to date expenditure and income.

Table 4 – Pool Attendance Data

	Coonabarabran	Baradine	Binnaway	Coolah	Dunedoo	Mendooran
2015 - 2016	14,797	7,519	4,644	10,929	10,686	4,889
2016 - 2017	15,643	8,444	3,090	11,218	10,529	5,588
2017 - 2018	16,544	6,979	2,804	13,930	11,359	6,466
2018 - 2019	16,182	5,331	3,225	12,153	10,327	4,037
4 Year Average	15,792	7,068	3,441	12,058	10,725	5,245

Attachments

1. Pool opening trial timetable 2018/2019 season, proposed pool opening timetable for 2019/20 season and pool operation costs

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RECOMMENDATION

That Council:

1. Propose the timetable of opening hours shown in Attachment 2 be introduced for all pools in the 2019/20 season.
2. Advertise the proposed hours and consult with all schools within the Shire, swimming clubs and known user groups on the adopted timetable of opening hours for the 2019/20 pool season.
3. Receive a further report on the community consultation outlined in 2. above prior to the commencement of the 2019/20 season.
4. Be provided with a report on the options, benefits and costs of implementing an electronic key access system for all pools within Warrumbungle Shire.
5. Endorse the use of volunteers providing supervision at Council pools.

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Item 26 Coonabarabran Administration Building Roof Replacement

Division:	Environment and Development Services
Management Area:	Development Services
Author:	Acting Manager Projects – Darren Devenish
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI5 Completion of the Urban Services capital program

Reason for Report

To provide Council with information on the tender process undertaken for the Coonabarabran Administration Building Roof Replacement project, and to seek a direction forward from Council.

Background

For an extended period of time, the roof on the older section of the Coonabarabran Administration Centre has required rectification due to consistently leaking during heavy rain events. Considerable water damage has occurred and part of the upstairs office is closed off and is unable to be utilised by staff.

With the new section of the building being completed in 2012, the roof and guttering on the older section of the building requires upgrades to assist drain additional runoff from the new roof. The box gutter between the two roofs is ineffective and allows water to enter the ceiling cavity and penetrate offices both upstairs and downstairs including in the new Council Chamber, causing carpet damage, electrical issues and damaged equipment.

The existing roof framing, including the ceiling, of the older section of the building is to be removed, with existing wall plates and brickwork made good for new work to be carried out.

A tender to carry out the works has been prepared outlining all elements of the works required.

The tender was been advertised extensively through various local media outlets, in the Sydney Morning Herald and tendered on Warrumbungle Website via Tender Link for a 28 day period.

There were 2102 tender alerts sent with 23 views on line. Five (5) building firms downloaded the tender; these being four (4) Sydney based companies and on (1) company from Dubbo.

At the tender closing time on Tuesday 7 May 2019, there were no tenders received for the project.

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Issues

The Coonabarabran Administration Building Roof project is required to be undertaken as soon as possible; tenders were called and no tenders were received.

Council has been unable to attract any firms to tender for the project through undertaking the tender process.

Options

To move the project forward, Council has the following options available:

1. Readvertise the project for tender and seek to attract tenders through the tender process.
2. Not continue on with the tender process due extenuating circumstances relating to the inability to attract building firms to tender for the project and delegate authority to the General Manager to seek quotes and appoint a suitably qualified building contractor to undertake the works.

Financial Considerations

Funds to undertake the project are included as capital works under the current budget.

Attachments

Nil

RECOMMENDATION

That Council readvertise the Coonabarabran Administration Building Roof project to seek tenders through the tender process.

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Item 27 Warrumbungle Shire Community Based Heritage Study 2018

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

Reason for Report

To present the Draft Warrumbungle Shire Community Based Heritage Study 2018 to Council for adoption with recommended changes as a result of submissions received from owners of the properties during the public exhibition period.

Background

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

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

Council has followed the Guidelines for the Community-based Heritage Study that are issued by the NSW Office of Environment and Heritage. During the process of compiling the study, Council's Heritage consultant contacted many of the owners of the properties. Letters were sent to the owners of the 169 nominated heritage properties in early December 2018 by Warrumbungle Shire Council. The mail out included the proposed listing sheets for the property and an explanatory guide for owners of potential heritage items provided by the Office of Environment and Heritage. Several owners made contact with council to advise that they did not want their properties to be listed as heritage properties on receipt of the letter and these properties were removed prior to the Draft Heritage Study going on exhibition.

The Draft Heritage Study was placed on public exhibition from 28 March 2019 to 3 May 2019. Media releases were placed in local papers, on Council's website and

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on Facebook. As a result of the exhibition period a number of submissions were received. Matters raised in the submissions and responses by Council's Heritage Adviser have been included in Attachment 5.

Ultimately, properties listed in the Draft Heritage Study will be listed in council's Local Environment Plan (LEP) as heritage items upon adoption of the final study by Council. If the property is nominated and listed on the LEP, owners of the properties will have the opportunity to request that it be removed from the revised LEP when it goes on public exhibition in the next few months.

Issues

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

'Heritage listing is the way heritage items and places are identified and managed. It safeguards these items for present and future generations. Places of identified heritage significance are included on various heritage lists which are both statutory and non-statutory. Statutory lists give protection to heritage places under Australian or State law. Listing on a register doesn't mean that owners can't make changes to a place as it permits sympathetic development through an approvals process. The process to gain approval ensures changes retain the significance of heritage places. By providing a balanced framework listing keeps heritage places authentic, alive and useful.

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

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

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

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

- Statutory Listings – existing heritage items
- Existing Heritage Conservation Areas
- Non Statutory Listings – Register of National Estate
- National Trust Register

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- Other Non statutory Listings
- Items to be recorded only
- Local Heritage Nominations, and
- State Heritage Nominations

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

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

Attachment 3 is the listing sheets for the individual properties being Volume 3 of the study which is divided into 5 parts:

- Part 1 Listing Sheets A to B
- Part 2 Listing Sheets C to D
- Part 3 Listing Sheets E to L
- Part 4 Listing Sheets M to O
- Part 5 Listing Sheets P to W

Options

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

Financial Considerations

Nil

Attachments

1. Draft Warrumbungle Shire Community Based Heritage Study 2018.
2. Warrumbungle Shire Thematic History (Volume 2 of the Study)
3. Listing sheets for the individual properties being Volume 3 of the study which is divided into 5 parts:
 - Part 1 Listing Sheets A to B
 - Part 2 Listing Sheets C to D
 - Part 3 Listing Sheets E to L
 - Part 4 Listing Sheets M to O
 - Part 5 Listing Sheets P to W
4. Written submissions received
5. Responses to Submissions.

RECOMMENDATION

That Council:

1. Adopts the Draft Warrumbungle Shire Community Based Heritage Study 2018.

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2. Adopts the Draft Warrumbungle Shire Thematic History (Volume 2 of the Study).
3. Adopts the Listing Sheets (Volume 3 of the Study) and amendments to the documents as per Attachment 5.

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Item 28 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: Acting Personal Assistant to Director Environment and Development Services – Joanne Hadfield

CSP Key Focus Area: Rural and Urban Development

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

Development Applications Approved – April 2019

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA 18/2019	27/02/2019	09/04/2019	Rechelle Hynds	1040 Timor Road	Coonabarabran	New Office and New Other	15
DA 20/2019	13/03/2019	03/04/2019	Warrumbungle Shire Council	Baradine Rd, Boundary of Coonamble Shire & WSC		Advertising Structure Shire Boundary Sign	1
DA 21/2019	15/03/2019	17/04/2019	Warrumbungle Shire Council	Forest Road, Boundary of Dubbo Shire & WSC		Advertising Structure Shire Boundary Sign	1
DA 22/2019	15/03/2019	03/04/2019	Warrumbungle Shire Council	Baradine Rd, Boundary of Gilgandra Shire & WSC		Advertising Structure Shire Boundary Sign	1

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Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA 23/2019	18/03/2019	26/04/2019	Jason David Hanney and Rowena Ann McKay	49-51 Cassilis Street	Coonabarabran	Refurbishment of Change of Use – Other	31

*Development from the January 2013 Wambelong Bushfires

^ Development from the February 2017 Sir Ivan Bushfires

RECOMMENDATION

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

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Item 29 Reports to be Considered in Closed Council

Item 29.1 Organisational Development Monthly Report – May 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 – May 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 29.2 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 – May 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).