



Ordinary Council Meeting

Agenda

17 March 2022

**Notice is hereby given in accordance with the provisions of the
Local Government Act 1993 that an
Ordinary Meeting of Warrumbungle Shire Council
will be held in the Council Chambers, John Street,
Coonabarabran
on Thursday, 17 March 2022 commencing at 5:00 pm.**

Mayor: Cr Ambrose Doolan

Councillors: Kodi Brady
Dale Hogden
Zoe Holcombe
Aniello Iannuzzi (Deputy Mayor)
Carlton Kopke
Jason Newton
Kathryn Rindfleish
Denis Todd

Please note:

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Council's Vision Excellence in Local Government

Mission Statement

We will provide:

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

Values

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

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

Apologies/Leave of Absence

Confirmation of Minutes

17 February 2022

Disclosure of Interest

Pecuniary Interest

Non Pecuniary Conflict of Interest

Mayoral Minute/s

Delegate Report/s

Reports of Committees

Reports to Council

Notices of Motion/Questions with Notice/Rescission Motions

Reports to be considered in Closed Council

Conclusion

.....
ROGER BAILEY
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

INDEX

Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 8 February 2022 to 9 March 2022	6
RECOMMENDATION	7
Item 2 Mayoral Minute – Australian Local Government Association (ALGA) 2022 Federal Election Campaign	8
RECOMMENDATION	10
Item 3 Councillors’ Monthly Travel Claims	11
RECOMMENDATION	12
Item 4 Minutes of Traffic Advisory Committee Meeting – 24 February 2022	13
RECOMMENDATION	14
Item 5 Councillor Induction and Professional Development Policy.....	16
RECOMMENDATION	19
Item 6 Council Resolutions Report	20
RECOMMENDATION	20
Item 7 Budget Revotes Report	21
RECOMMENDATION	21
Item 8 Draft Related Party Disclosure Policy	22
RECOMMENDATION	22
Item 9 Draft Community Strategic Plan 2022-2037.....	23
RECOMMENDATION	25
Item 10 Community Financial Assistance Donations 2021/22 – Round Two	26
RECOMMENDATION	30
Item 11 Investments and Term Deposits – month ending 28 February 2022	32
RECOMMENDATION	37
Item 12 Selection of Delegates for the Coonabarabran Sporting Complex Advisory Committee.....	38
RECOMMENDATION	39
Item 13 Selection of Delegates for the Coonabarabran Swimming Pool Advisory Committee.....	40
RECOMMENDATION	41
Item 14 Selection of Delegates for the Coonabarabran Town Beautification Committee 42	
RECOMMENDATION	43
Item 15 Selection of Delegates for the Robertson Oval Advisory Committee.....	44
RECOMMENDATION	45

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 16 Classification of Crown Reserve No 84659 on Lot 89 DP750766 – Leadville....	46
RECOMMENDATION	48
Item 17 Submission to Draft Central West and Orana Regional Transport Plan	49
RECOMMENDATION	50
Item 18 Drinking Water Management System Improvement Plan Implementation – March 2022 Update.....	51
RECOMMENDATION	53
Item 19 Mendooran Water Quality Incident Review Report Implementation – March 2022 Progress Update	54
RECOMMENDATION	60
Item 20 Warrumbungle Water – Fluoride Re-instatement	61
RECOMMENDATION	62
Item 21 LEP Employment Zone Reform	63
RECOMMENDATION	64
Item 22 Waste Facilities – Request for Scavenging Access	65
RECOMMENDATION	68
Item 23 Development Applications – Approved November 2021	69
RECOMMENDATION	69
Item 24 Development Applications – Approved December 2021	70
RECOMMENDATION	70
Item 25 Development Applications – Approved February 2022	71
RECOMMENDATION	71
Item 26 Notice of Motion – Accessible Residential Housing	72
Item 27 Reports to be Considered in Closed Council	75
Item 27.1 Organisational Development Monthly Report.....	75
RECOMMENDATION	75
Item 27.2 Three Rivers Regional Retirement Community Information Report.....	75
RECOMMENDATION	76
Item 27.3 Supply of Skip Bin Services Contract.....	76
RECOMMENDATION	76

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 8 February 2022 to 9 March 2022

MAYORAL MINUTE – MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
11-Feb	Email	In	DTS - Draft Central West and Orana Regional Transport Plan
16-Feb	Email	In	GM - Reservoir Street Subdivision
16-Feb	Email	In	GM - Lewis Lane
16-Feb	Letter	In	Country Mayors - Letter from Chairman
16-Feb	Email	In	Cr Rindfleish - Orana Road
17-Feb	Letter	In	United Services Union Report on Rate Capping
17-Feb	Email	In	Erica Tudor - Inland Rail Introductions
21-Feb	Email	In	Deputy Mayor - Health Advisory Committee
21-Feb	Letter	In	Ratepayer
22-Feb	Email	In	The Plains - invitation
23-Feb	Email	In	Narromine Mayor - Country Mayors Executive
23-Feb	Email	In	Resident - Blocked drains
24-Feb	Meeting	Out	Resilience NSW Meeting at LGNSW Conference
25-Feb	Email	In	DTS - Draft Transport Plan
27-Feb	Email	In	Graeme Fleming - GM Review
28-Feb	Letter	In	Mr Brown
1-Mar	Email	In	GM - Public Liability
1-Mar	Email	In	Ratepayer - Coolah Pool solar heating
2-Mar	Letter	In	Greg Warren MP - introduction
3-Mar	Letter	In	Mark Coulton MP - congratulations
3-Mar	Email	In	Murray Darling Healthy Rivers Program - Grant Funding
6-Mar	Email	In	Cr Brady - Respite Housing
7-Mar	Email	In	GM - Performance Review
7-Mar	Email	In	GM meeting with LGNSW
8-Mar	Email	In	DTS – Quaker Tommy Road
8-Mar	Email	In	Pilliga Pottery – Roadwork request

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
10-Feb	10-Feb	Coonabarabran Office	12353	12383	30
12-Feb	12-Feb	Dunedoo Show	12283	12519	236
14-Feb	14-Feb	Councillor Induction	12519	12550	31
15-Feb	15-Feb	NBN Meeting	12550	12580	30
16-Feb	16-Feb	Bypass Meeting TFNSW	12580	12610	30
17-Feb	17-Feb	Meeting with GM & Deputy Mayor	12610	12640	30
17-Feb	17-Feb	February Council Meeting	12640	12670	30
27-Feb	2-Mar	To Dubbo - LGNSW Conference	12670	12968	298
4-Mar	4-Mar	Citizenship Ceremony	12968	12998	30
8-Mar	8-Mar	GM Review and Workshop	12998	13026	28
Total KM travelled for period 10/02/2022 – 08/03/2022					773

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

MAYORAL MINUTE - EXPENSES 8 February 2022 to 9 March 2022

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
22-Feb	Flight Centre	Flights - Country Mayors	\$372.86
22-Feb	Travelodge	Accommodation - Country Mayors	\$175.20
Total expenditure for period 08/02/2022 - 09/03/2022			<u>\$548.06</u>

RECOMMENDATION

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 8 February 2022 to 9 March 2022.
2. Notes the report on the Mayor's credit card expenses between 8 February 2022 and 9 March 2022 and approves the payment of expenses totalling \$548.06.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 2 Mayoral Minute – Australian Local Government Association (ALGA) 2022 Federal Election Campaign

Background

The next Federal Election is expected to be held in May 2022.

Working in conjunction with its member state and territory associations, the Australian Local Government Association (ALGA) has developed a framework and resources for a national advocacy campaign that will run in the lead up to this election.

Based around the tagline of “Don’t Leave Local Communities Behind”, the goal is to secure funding and policy commitments that will support every Australian council and community, and ensure all Australians have an equal opportunity to share in the benefits of Australia’s post-pandemic recovery.

All Australian councils have been asked to participate in this campaign to ensure a coordinated approach that will deliver the best possible outcomes.

Discussion

The Don’t Leave Local Communities Behind campaign will promote 17 priority asks in the portfolios of economic recovery, transport and community infrastructure, building resilience, circular economy and intergovernmental relations.

These priorities are based on motions passed by councils at ALGA’s annual National General Assembly, and have been endorsed by ALGA’s Board which is comprised of representatives from all state and territory Local Government Associations.

They have been assessed by independent economists and would add around \$6.46 billion per year to Australia’s Gross Domestic Product while creating 43,444 jobs.

The Don’t Leave Local Communities Behind campaign will run for five weeks, with each week focussing on one of the five portfolio areas.

The full list of national Federal Election priorities that will be promoted through this campaign is outlined below:

Economic recovery

1. An initial injection of Financial Assistance Grants to local government of \$1.3 billion to support communities and jobs and also resolve the current practice of bringing forward two quarterly Financial Assistance Grant payments each year.
2. A commitment to return Financial Assistance Grants to at least one percent of Commonwealth taxation revenue via a phased approach.

Transport and community infrastructure

3. \$500 million per annum for a four-year continuation of the Local Roads and Community Infrastructure Program.
4. A strategic local roads investment program of \$300 million per annum over four years to address road transport first and last mile issues and congestion on local roads.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

5. An increase in Roads to Recovery to \$800 million per annum (an additional \$300 million per annum) and the Black Spot Program to \$200 million per annum over four years, while addressing the South Australian road funding anomaly by making the additional \$20 million per annum to SA in 2021-22 and 2022-23 permanent.
6. Continuing the Stronger Regional Digital Connectivity Package at \$55 million over four years.
7. \$200 million over four years to assist councils to develop and implement innovative housing partnerships.
Building resilience
8. A targeted disaster mitigation program of \$200 million per annum for four years which will reduce the costs of response and recovery and strengthen community resilience.
9. A commitment to ensuring betterment funding as a core element of disaster recovery funding arrangements.
10. A commitment to include community infrastructure that is publicly accessible and owned, and local government waste, water and wastewater assets under Disaster Recovery Funding Arrangements.
11. A Local Government Climate Response Partnership Fund of \$200 million over four years to enable planning and preparation to minimise the impacts of climate change in local communities and enable councils to achieve climate neutrality as soon as practicable.
12. \$100 million per annum over four years provided directly to local governments to support the capabilities of Indigenous councils and the implementation of the Closing the Gap local/regional voice.
Circular economy
13. Support to provide guidance and advice to councils on how to unlock the circular economy locally, particularly in rural, regional, and remote areas.
14. Support to investigate and, if feasible, implement a national bin harmonisation program that will improve kerbside recycling, reduce contamination, and maximise opportunities for reuse.
15. \$100 million per annum over four years to fund local government circular waste innovation projects.
Intergovernmental relations
16. Reinstating local government representation to the primary intergovernmental forum in Australia, the National Cabinet.
17. Ensuring local government's ongoing voting membership of other relevant Ministerial forums.

ALGA has developed free campaign resources that can be adapted and used by all councils to ensure a consistent and effective approach.

Participating in a national advocacy campaign does not preclude this council from advocating on additional local needs and issues, but it will strengthen the national campaign and support all 537 Australian local governments.

Attachment

1. ALGA Federal Election Priorities

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

RECOMMENDATION

It is resolved that:

1. Council supports the national funding priorities of the Australian Local Government Association (ALGA), which would contribute an estimated \$6.46 billion per year to Australia's GDP and create 43,444 jobs; and
2. Council agrees to support and participate in the Australian Local Government Association's advocacy for their endorsed national funding priorities by writing to the local Federal Member(s) of Parliament, all known election candidates in local Federal electorates and the President of the Australian Local Government Association to:
 - a. express support for ALGA's funding priorities;
 - b. identify priority local projects and programs that could be progressed with the additional financial assistance from the Federal Government being sought by ALGA; and
 - c. seek funding commitments from the members, candidates and their parties for these identified local projects and programs.

AMBROSE DOOLAN
MAYOR

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 3 Councillors' Monthly Travel Claims

Division:	Executive Services
Management Area:	Governance
Author:	Executive Assistant to the General Manager – Erin Player
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 monthly travel claims of councillors.

Background

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

Councillor Monthly Travel Claims

Councillor	Kilometres	\$ per KM	Total Amount (\$)
Cr Brady	-	0.78	
Cr Doolan	-	0.78	
Cr Hogden	1,110	0.78	865.80
Cr Holcombe	162	0.68	110.16
Cr Iannuzzi	-	0.78	
Cr Kopke	432	0.78	336.96
Cr Newton	-	0.78	
Cr Rindfleish	174	0.78	135.72
Cr Todd	805	0.78	627.90
		Total:	\$2,076.54

Issues

Nil.

Options

Nil.

Financial Considerations

Outlined above.

Community Engagement

To inform the community.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Attachments

1. Councillors Monthly Travel Claims

RECOMMENDATION

That the Councillors' monthly travel claims report in the amount of \$2,076.54 is noted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 4 Minutes of Traffic Advisory Committee Meeting – 24 February 2022

Division:	Technical Services
Management Area:	Projects
Author:	Director Technical Services – Gary Murphy
CSP Key Focus Area:	Rural & Urban Development
Priority:	RU4 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity

Reason for Report

The purpose of this report is to present minutes from the meeting of the Traffic Advisory Committee held at Coonabarabran on the 24 February 2022.

Background

Authority has been delegated to Council from Transport for NSW (TfNSW) in relation to prescribed traffic control devices and traffic control facilities. Council may only exercise its delegated function in accordance with the Delegation. The Delegation requires Council to seek advice of the NSW Police and TfNSW and this is usually done via the Local Traffic Advisory Committee. The Local Traffic Advisory Committee has no decision-making powers and is primarily a technical review committee. The Committee has four formal members; NSW Police, TfNSW, Council Representative and the local State Member of Parliament or their nominee.

Issues

The following matters were considered by the Committee:

- a) Removal of 'One Way' Sign at Little Timor Street Plaza, Coonabarabran
- b) Request to Extend 50kph Speed Zone on River Road, Coonabarabran
- c) Request to Install a 'Concealed Driveway' Sign at Rail Crossing on Warrumbungles Way, Binnaway
- d) Request to Install a Speed Advisory Sign on Neilrex Road, Binnaway
- e) Proposed Bus Route Extension on Tooraweenah Road
- f) SaSS Coolah Pull Up a Stump Project – Installation of Kerb Blister and Steel Screens – Binnia Street and Cunningham Street
- g) Coonabarabran Pony Club – Request for Closure of Reservoir Street for Cross Country Event – 24 April 2022
- h) Coonabarabran Pony Club – Request for Closure of John Street for Street Parade – 30 September 2022

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

- i) Baradine Junior Sports Club – Request for Closure of Darling Street and Masman Street for 2022 Baradine JRL&NC Competition
- j) Request for Truck Timed Parking Southbound Lane John Street, Coonabarabran – Opposite Shell Service Station
- k) Reinstallation of Sign at Intersection of Castlereagh Highway and Barney's Reef Road, Birriwa
- l) Experteeth – Request for Improved Parking at 53 Cassilis Street, Coonabarabran

The following item was raised without recommendation:

- There are no zig-zag lines at the pedestrian crossing located in John Street, Coonabarabran near the Council Administration Building. As this is a State Road the matter is to be referred to TfNSW for consideration and action. Payment of the project to be approved by TfNSW with works to be completed within three months.

Options

Council may wish to adopt the recommendations from the Committee meeting.

Financial Considerations

The cost of recommendations from the meeting on the 24 February 2022 can be accommodated within existing budget allocations.

Community Engagement

The level of engagement for this report is to inform.

Attachments

1. Minutes of the Traffic Advisory Committee Meeting – 24 February 2022.

RECOMMENDATION

That:

1. Minutes of the Traffic Advisory Committee Meeting held on the 24 February 2022 are noted for information.
2. Approval be granted to the Coonabarabran Pony Club for part closure of John Street and Edwards Street, Coonabarabran on Friday, 30 September 2022 between 3.00pm and 3.30pm to conduct the Annual Street Parade subject to compliance with:
 - TfNSW Guidelines
 - Council's Road Closure Guidelines
 - TfNSW Road Occupancy Licence
 - TfNSW Regional Special Events concurrence.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

3. The request for truck timed parking on the southbound lane of John Street, Coonabarabran opposite the Shell Service Station be rejected due to the following:
 - a) It is a high safety risk for the vehicles exiting Edwards Street if a vehicle is parked at this location.
 - b) There is ample parking north of King Street and also south of Edwards Street (opposite the Visitors Information Centre).

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 5 Councillor Induction and Professional Development Policy

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

Reason for Report

To update the Council policy on Councillor Induction and Professional Development Policy and report on the recent induction programs.

Background

Amendments made to the *Local Government Act 1993* in August 2016 saw the inclusion in the prescribed role of councillors under section 232 a responsibility “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor”. In support of this, regulations were made requiring councils to provide induction training and ongoing professional development for mayors and councillors.

The Office of Local Government issued guidelines under section 23A of the Act to assist councils to develop and deliver induction training and ongoing professional development activities for their mayor and councillors in compliance with the regulations. Under the guidelines, councils’ induction and professional development programs are to consist of three elements:

- **Pre-election candidate sessions** – these are to ensure prospective candidates are aware of what will be expected of them if elected (these are not mandatory but are encouraged)
- **Induction program** – this aims to equip mayors and councillors with the information they need to perform their role effectively over the first few months and has a particular focus on building positive, collaborative relationships between councillors and with staff
- **Professional development program** – this is to be developed in consultation with all councillors and delivered over the term of the council to build the skills, knowledge and personal attributes necessary to be an effective mayor or councillor.

Information about councillor participation in induction and professional development activities must be published in Council’s annual reports.

In addition to the introduction of the Councillor Induction And Professional Development Guidelines by the Office of Local Government Council was also subjected to a Section 430 Investigation and Report. One of the outcomes of this was

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

for the development of a mentoring program for councillors. This policy provides support for that target and recognises the mentoring program provided by Local Government NSW (LGNSW).

The first version of the policy was adopted on 20 May 2021. There have been no changes to the policy.

Issues

With the election of the new Council several induction sessions have been held including:

- Induction, Monday 24 January 2022 – In-house presenters
The presentations included:
 - Executive Services Pt 1
 - Warrumbungle Water – water and sewerage
 - Planning and Regulatory Services – building, planning and compliance
 - Waste – domestic waste collection, transfer stations, landfill, container deposit scheme
 - Corporate and Community Services
 - Community Services – child care, community care and community connections
 - Finance
 - Three Rivers Regional Retirement Community project
- Induction, Monday 31 January 2022 – In-house presenters
The presentations included:
 - Economic Development and Tourism
 - Corporate Services and Risk/Insurance
 - Roads
 - Projects
 - Urban Services and Facilities
 - Fleet
 - Executive Services Pt 2, including OLG Hit the Ground Running Sessions; Legislation; Legal Protection; Code of Conduct; Interaction between Councillors and Staff; Section 430 Investigation; Code of Meeting Practice; Council Policies and Delegations; and Policy for the Payment of Expenses and Provision of Facilities to Mayors and Councillors.
- Induction, Monday 14 February 2022 – External Provider
The presentation included:
 - Local Government Framework and Legislative Context
 - Roles, Responsibilities and Accountabilities of Council, Councillors, General Manager and Staff
 - Leadership Principles for Councillors
 - Legislation, Regulations, Codes, Policies and Procedures
 - Role of Council Meetings
 - Meeting types and legal issues
 - Team building and culture
 - Integrated Planning and Reporting (IP&R) Overview

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

- Key Issues and Tasks for new Council
 - Oversight of General Manager and Performance Management (additional training is provided for those involved)
 - External Players in Local Government System
 - Land Use Planning and the Development Assessment process under the EP & A Act
 - Professional Development and Training
 - Social media
 - Resources and support available to Councillors – Council Information and where to find it?
- Code of Conduct Training, Monday 7 March 2022 – external provider

During the induction provided by the external provider he spoke of the need for successful teams with attributes being identified such as:

- Good leadership
- Communication
- Understanding the roles in the team
- Collaboration
- Compromise
- Combined knowledge, information and skills giving better outcomes
- Accepting training and coaching
- Having common goals
- Acknowledging weaknesses
- Trust
- Acceptance of differing views
- Working together
- Clear messaging
- Mentoring

This was summed into “All row together to get to the finish line”.

Further information and training was identified:

- Information to make decisions
- Background on issues
- Financial skills
- Procurement
- Asset ownership and utilisation

Options

Nil

Financial Considerations

Nil for the adoption of the Policy. Costs will be involved in providing further training for councillors, these costs are budgeted.

Community Engagement

The level of engagement for this report is to Inform.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Attachments

1. Updated Councillor Induction and Professional Development Policy

RECOMMENDATION

That Council:

1. Acknowledges the completion of the Induction sessions and the Code of Conduct training;
2. Adopts the Councillor Induction and Professional Development Policy; and
3. Arranges further training for councillors.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 6 Council Resolutions Report

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

Reason for Report

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.

Options

Nil

Financial Consideration

Nil

Community Engagement

Level of Engagement - Inform

Attachments

1. Council Resolution Report

RECOMMENDATION

That the Council Resolution Report be noted for information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 7 Budget Revotes Report

Division:	Executive Services
Management Area:	Governance
Author:	Executive Assistant to the General Manager – Erin Player
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.

Background

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.

Issues

Nil

Options

Nil

Financial Considerations

As set out in the report.

Community Engagement

To inform the community by placing the information on Council's website through the Business Paper.

Attachments

1. Revote Report

RECOMMENDATION

That the Budget Revotes Report be noted for information.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 8 Draft Related Party Disclosure Policy

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

Reason for Report

To present Council with a reviewed Related Party Disclosure Policy as part of a review of all Strategic Policies to ensure that they are still relevant.

Background

Council's current Related Party Disclosure was previously endorsed on 16 March 2017 (Resolution 215/1617).

No significant changes have been made to the Policy.

Issues

Nil

Options

Council can either accept the draft policy or seek changes to be made to the policy before adoption.

Financial Considerations

Nil

Community Engagement

To inform the community by placing the information on Council's website.

Attachments

1. Draft Related Party Disclosure Policy.

RECOMMENDATION

That Council adopts the reviewed Related Party Disclosure Policy.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 9 Draft Community Strategic Plan 2022-2037

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

Reason for Report

The reason for this report is to seek Council endorsement to place the draft Community Strategic Plan (CSP) 2022-2037 on public exhibition.

Background

All councils in NSW are required to adopt a CSP pursuant to section 402 of the Local Government Act 1993 (NSW) and in line with the Office of Local Government's Integrated Planning and Reporting (IP&R) Framework. The IP&R Framework came into practice in 2009, and includes a suite of integrated plans that set out a vision, goals, and strategic actions to achieve them, together with a reporting structure to communicate progress to council and the community, and a timeline for review to ensure the goals and actions are still relevant. Importantly, the IP&R Framework begins with the community's, not the council's, aspirations for a period of at least 10 years; the council's strategic plans and actions are in this way driven by the demands and desires of the community.

The CSP is the highest-level plan that a council prepares. The purpose of the CSP is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals. It guides all other strategies and plans and must be developed by councils with and on behalf of the community.

The CSP must cover a period of at least 10 years; however, each new term of Council is required to review and adopt a new CSP. The CSP must be adopted before 30 June in the year following an ordinary election of Council, meaning the next CSP must be adopted before 30 June 2022.

Issues

The CSP is developed by each council, but is a community document – the council has a caretaker role of the CSP. The council undertakes extensive community consultation, led by its Community Engagement Strategy, to understand the needs and aspirations of the community and develop the CSP based on those community demands. The resulting plan contains community objectives, together with strategies to achieve each objective. The council will not necessarily be the agent responsible for actioning each strategy, but should have some role in facilitating each strategy and monitoring its delivery.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Essential elements of a CSP are that it:

- is developed and delivered as a partnership between the council, state agencies, business and industry groups, community groups and individuals. It addresses a broad range of issues that are relevant to the whole community;
- addresses, and is adequately informed by relevant information relating to, civic leadership, social, environmental and economic issues in an integrated manner;
- is based on social justice principles of equity, access, participation and rights;
- has due regard to the NSW Government's State Priorities and other relevant state and regional plans.

Information that must be considered when preparing the CSP is that which:

- identifies key issues and challenges for the local government area (LGA), or surrounding region;
- relates to any relevant state and/or regional plans, strategies and priorities;
- indicates the levels of service the community expects.

The basic structure of a CSP includes:

- a community vision statement;
- strategic objectives for the community that address social, environmental, economic and civic leadership issues identified by the community (commonly referred to as the 'quadruple bottom line');
- strategies for achieving each objective;
- an explanation of who is responsible for delivering each strategy. Where Council has an oversight role for a strategy but is not the key agency that delivers it, the CSP should explain the role Council will play in facilitating the delivery of the strategy and how it will monitor delivery;
- methods of assessment for determining whether the objectives are being achieved.

Following an ordinary election of councillors, the new council must review the CSP. The council may endorse the existing plan, endorse amendments to the existing plan, or develop and endorse a new CSP. The review of the CSP must include:

- a report on the progress of implementation and the effectiveness of the CSP. This report is known as the End of Term Report and tabled at the final meeting of an outgoing council;
- a review of the information that informed the previously endorsed CSP. This comprised a series of community consultation meetings and the development of "The Little Book of Big Ideas". The community consultation identified that the existing CSP was still relevant to community needs (Ordinary Council Meeting of 18 May 2017, 'Item 21 – Community Strategic Plan 2017-32');
- a review of the council's Community Engagement Strategy.

A workshop for councillors was held on 8 March 2022. At the workshop councillors reviewed the draft CSP and the required review information. The review of the CSP results in a draft CSP being endorsed by Council to go on public exhibition for a period of at least 28 days. Comments from the community must be accepted and considered before the endorsement of the final CSP.

A range of community consultation methods were utilised for the development of the draft CSP. The consultation included the 'Building our Warrumbungle Communities'

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

workshops, held across the LGA in May 2021; the professionally-conducted Customer Satisfaction Survey, undertaken in July 2021; and a request for submissions on the existing CSP was put out in November 2021. Further, Council holds two rounds of Community Consultation Meetings in towns and villages throughout the LGA each year, which is an opportunity for community members to directly engage with Council about their local issues.

Options

Council may endorse the draft CSP as presented, or endorse an amended draft to go on public exhibition.

Financial Considerations

Nil

Community Engagement

The level of engagement for this item is Inform + Collaborate.

The community is informed through the Council business paper, website, print and online media.

Collaboration with the community will be through the Have Your Say function on Council's website, print and online media, and Community Consultation Meetings.

Attachments

1. Draft Community Strategic Plan 2022-2037

RECOMMENDATION

That Council:

1. Places the draft Community Strategic Plan 2022-2037 on public exhibition for a period of 28 days, with submissions invited from members of the public.
2. Considers any submissions received before endorsement of the Community Strategic Plan 2022-2037.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 10 Community Financial Assistance Donations 2021/22 – Round Two

Division:	Corporate and Community Services
Management Area:	Governance
Author:	Manager Corporate Services – Jenni Maundrell
CSP Key Focus Area:	Local Government and Finance
Priority:	CC4 There is a high degree of public involvement in community activities including volunteerism.

Reason for Report

To present the applications received in Round Two of the 2021/22 Community Financial Assistance Donations totalling \$13,400.

Background

Community Financial Assistance Donations are made in two rounds each year under Council's *Donations Policy* contained in the Delivery Program. The purpose of the donations is to provide support up to a maximum of \$500 per round to community groups, organisations and individuals that contribute to the social, economic and/or environmental fabric of the Warrumbungle Shire.

The annual budget allocation for Community Financial Assistance Donations is \$20,000. In Round One of the program for 2021/22 a total of \$6,294 was given in donations, leaving an available budget of \$13,706 for Round Two.

Issues

Applications for Round Two of the 2021/22 Community Financial Assistance Donations were open from 31 January 2022 – 28 February 2022, and were promoted in local print publications, on social media and Council's website. Further, direct email promotion to Community Development Coordinators was also undertaken. A total of 27 applications were received, and are provided as an attachment to this report. Pleasingly, this is a significant increase on the 13 applications received in Round One, and includes a number of first-time applicants.

In accordance with Council's *Community Financial Assistance Donations Guidelines* applications are assessed against the following criteria:

1. Contribution to addressing gaps in service provision or community development programs and activities.
2. Activities which promote community development in a multicultural context and seek to address issues of access and equity.
3. Involvement from volunteers and self-help initiatives which build upon Council's contribution.
4. Consumer/user participation in management of services/activities.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

5. Innovative and creative approaches to identified needs.
6. Activities which use Council funding to attract further resources and funding.

The Guidelines also state that Council will give low priority to the 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.
- Organisations which have not observed accountability requirements for past Council assistance.

The 27 applications have been assessed against the evaluation criteria. A copy of the evaluation is provided as an attachment to this report. To summarise, each of the applications met a minimum of two (2) approval criteria, with the majority of applications meeting either three (3) or four (4) approval criteria. Applications are particularly strong for projects that address community development and volunteer participation. Four (4) applications are of a low priority according to the assessment criteria.

A summary of the applications received is provided in the table below. Note, the reference number refers only to the order the applications were received.

Table 1 – summary of applications

Ref	Applicant/s	Project description	Amount requested (\$)	Recomm'd donation (\$)
1	Baradine Pastoral, Agricultural and Horticultural Society	Pre-annual Baradine Show grounds preparation	500.00	500.00
2	Black Stump Craft Shop Incorporated T/As Coolah Crafts	Connect water and sewage to old RSL building at Coolah, recently purchased by Coolah Crafts	500.00	500.00
3	Coonabarabran Rugby Club Inc	Offset electricity costs	500.00	0
4	Coonabarabran Local Aboriginal Land Council	Contribution to Sorry Day Morning Tea	500.00	500.00
5	Coonabarabran High School	Contribution to Breakfast Club program	500.00	0
6	Coolah Lions Club	Contribution to paint and materials to repair flood damaged Driver Reviver building	500.00	500.00
7	Coonabarabran Rotary Club	Contribution to Driver Awareness Program	500.00	0

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

8	Yarn Support Connect	Contribution to 'Fit In' program	500.00	500.00
9	Dunedoo Central School	Purchase outdoor fitness equipment and materials for Fitness Circuit on school grounds	500.00	0
10	Coolah Veterans and Friends Group	Contribution to ANZAC Day commemorations at Coolah: 1. An inclusive ANZAC Day breakfast/ morning tea for the Coolah community; 2. Purchase of ANZAC Day flags for display in Binnia Street	500.00	500.00
11	SPACE	Waste 2 Art 2022 prize money	500.00	500.00
12	Creative Collectives ARI Inc	Contribution to purchase of air purifier to reduce risk of COVID and other illnesses and encourage return of 'in person' sessions for artist group catering to people with disabilities	500.00	500.00
13	Baradine Golf Club	Contribution to rates at Baradine Golf Club – club's finances impacted by COVID	500.00	500.00
14	Dunedoo Lions Club	Contribution to marketing and promotional materials for Art Unlimited	500.00	500.00
15	Samaritans Foundation	Subsidise travel costs for male volunteer to attend Facilitated Playgroup sessions, thereby improving diversity of participants	500.00	500.00
16	Dunedoo and District Development Group	Contribution to additional 'Welcome to Dunedoo' sign acknowledging Wiradjuri Country	500.00	500.00
17	Leadville Community Group	Assist with costs to further mow and maintain Leadville Park block	500.00	500.00

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

18	Dunedoo Swimming Club	Contribution to cost of laptop for the swimming club	500.00	500.00
19	Dunedoo Rugby League Football Club	Contribution to purchase of new refrigerator to be installed in the new amenities building being erected at Robertson Oval, Dunedoo	500.00	500.00
20	Coonabarabran Orbital Swing Band Inc	Contribution to cost of public liability insurance, allowing community band to continue public performances.	500.00	500.00
21	Coonabarabran Highland Pipe Band	Seed funding to further develop a Coonabarabran Highland Pipe Band	500.00	500.00
22	Coonabarabran Riding for the Disabled	Contribution to the service holding an Open Day to address gaps in the service provision to multicultural community of any age with physical, emotional or mental conditions.	500.00	500.00
23	Coolah and District Historical Society	Replacement, re-erecting and re siting (if necessary) of Historical signs in the Coolah area	500.00	500.00
24	Mendooran and District Development Group Inc	Contribution to the purchase of two new cast-iron bench seats to be placed outside the Mendooran Community Centre.	500.00	500.00
25	Baradine Men's Shed	Contribution to the cost of replacing doorjamb and door damaged by white ants	500.00	500.00
26	Dunedoo Polocrosse Club	Purchase of 20 replacement balls ahead of hosting NSW Zone Polocrosse	500.00	500.00

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

		Championships in August 2022.		
27	Binnaway Tennis Club	New taps and plumbing supplies for kitchen and amenities at Binnaway Tennis Clubhouse and Boxing Gym. Installation to be completed by club volunteer labour.	400.00	400.00

Options

Council may approve or decline any or all applications for Community Financial Assistance Donations. The attached applications and evaluation summary are provided to assist in deliberations.

Financial Considerations

The total amount recommended among the 27 applications is \$11,400. This amount falls within the remaining annual budget of \$13,706.

Community Engagement

The level of community engagement for this item is Inform.

Information is provided by way of the business paper report, which is published on the Council website.

Attachments

1. 27 applications for Round Two of the 2021/22 Community Financial Assistance Donations.
2. Evaluation sheet used to assess applications against criteria.

RECOMMENDATION

That Council funds the following applications under Round One of the Community Financial Assistance Donations, at a total cost of \$11,400.00:

Applicant name/s	Amount (\$)
Baradine Pastoral, Agricultural and Horticultural Society	500.00
Black Stump Craft Shop Incorporated T/As Coolah Crafts	500.00
Coonabarabran Local Aboriginal Land Council	500.00
Coolah Lions Club	500.00
Yarn Support Connect	500.00
Coolah Veterans and Friends Group	500.00
SPACE	500.00
Creative Collectives ARI Inc	500.00
Baradine Golf Club	500.00
Dunedoo Lions Club	500.00

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Samaritans Foundation	500.00
Dunedoo and District Development Group	500.00
Leadville Community Group	500.00
Dunedoo Swimming Club	500.00
Dunedoo Rugby League Football Club	500.00
Coonabarabran Orbital Swing Band Inc	500.00
Coonabarabran Highland Pipe Band	500.00
Coonabarabran Riding for the Disabled	500.00
Coolah and District Historical Society	500.00
Mendooran and District Development Group Inc	500.00
Baradine Men's Shed	500.00
Dunedoo Polocrosse Club	500.00
Binnaway Tennis Club	400.00

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 11 Investments and Term Deposits – month ending 28 February 2022

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

Reason for Report

As required by clause 212 of the *Local Government (General) Regulation 2005*, the details of all monies invested by Council under section 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, \$1,500,000.00 worth of term deposits matured, earning Council a total of \$2,718.51 in Interest.

In January, the following placements were made into term deposits:

- \$500,000.00 with MAQ at a rate of 0.75%
- \$1,000,000.00 with NAB at a rate of 0.83%

The balance of the term deposits at the end of the month was \$19,000,000.00.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

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, \$139.92 interest was earned on the balances in the accounts and net transfers of (-\$15.00) were made from these accounts resulting in a month end balance of \$2,327,965.59.

Cash at bank balance

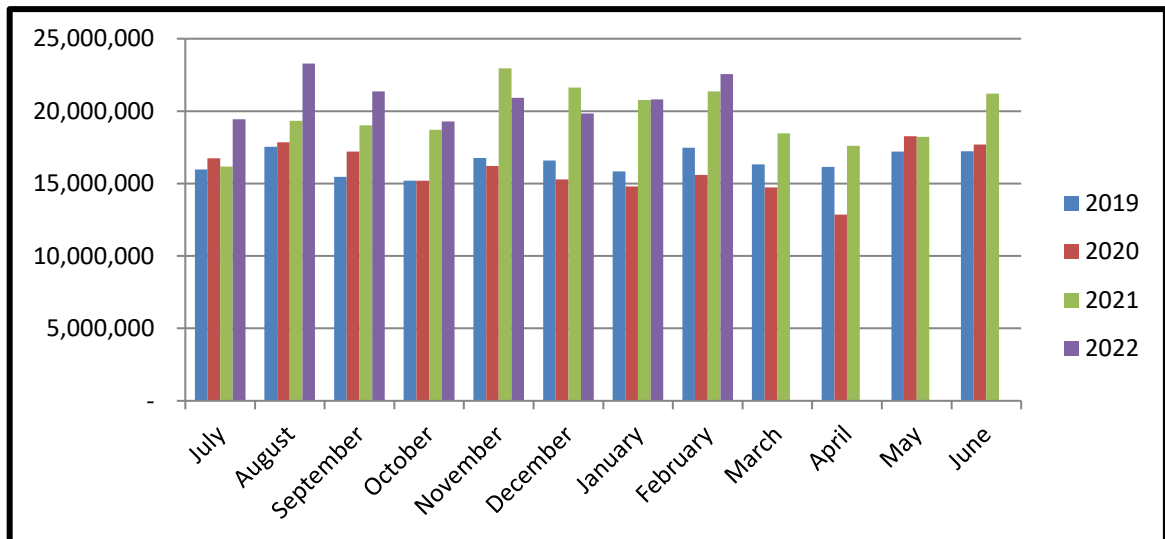
In addition to the at call accounts and term deposits, as at 28 February 2022, Council had a cash at bank balance of \$1,230,953.58.

Income Return

The average rate of return on Investments for February 2022, of 0.4453% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.0850% by 424 points or 0.3603%.

Council's budget for year 2021/22 for interest on investments is \$140,000.00. At the end of February 2022, the amount of interest received and accrued should be around 66.67% of the total year budget, i.e. \$93,333.33. On a year to date basis, interest received and accrued totals \$55,764.22, which is 39.832% of the annual budget.

Graph by Month Investments



WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Table 1: Investment Balances – 28 February 2022

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
At Call Accounts							
NAB	1-Nov-18	At Call	at call	ADI	ADI	0.05%	195.33
ANZ	2-Nov-18	At Call	at call	ADI	ADI	0.01%	6,753.79
T Corp IM Cash Fund	3-Nov-18	At Call	at call	P	P	0.04%	799,330.91
CBA At Call	4-Nov-18	At Call	at call	ADI	ADI	0.01%	1,521,685.56
							2,327,965.59
Term Deposits							
MAQ	13-Aug-21	03-Mar-22	202	ADI	ADI	0.40%	500,000.00
WBC	10-Jun-21	23-Mar-22	286	UMG	UMG	0.30%	1,000,000.00
CBA	29-Nov-21	07-Apr-22	129	ADI	ADI	0.33%	1,000,000.00
WBC	23-Apr-21	23-Apr-22	365	UMG	UMG	0.36%	1,000,000.00
CBA	29-Nov-21	10-May-22	162	ADI	ADI	0.35%	1,000,000.00
NAB	09-Jun-21	23-May-22	348	LMG	LMG	0.30%	1,000,000.00
MAQ	18-Jun-21	15-Jun-22	362	ADI	ADI	0.40%	500,000.00
AMP	10-Aug-21	05-Jul-22	329	UMG	UMG	0.75%	500,000.00
NAB	18-Aug-21	26-Jul-22	342	ADI	ADI	0.29%	1,000,000.00
NAB	29-Sep-21	17-Aug-22	322	ADI	ADI	0.35%	1,000,000.00
CBA	26-Oct-21	07-Sep-22	316	UMG	UMG	0.44%	1,500,000.00
MAQ	28-Sep-21	28-Sep-22	365	LMG	LMG	0.40%	1,000,000.00
WBC	29-Nov-21	19-Oct-22	324	ADI	ADI	0.45%	1,000,000.00
WBC	29-Nov-21	09-Nov-22	345	ADI	ADI	0.50%	1,000,000.00
AMP	24-Nov-21	24-Nov-22	365	ADI	ADI	1.00%	1,000,000.00
NAB	28-Jan-22	14-Dec-22	320	ADI	ADI	0.67%	1,000,000.00
CBA	06-Dec-21	15-Dec-22	374	ADI	ADI	0.55%	1,500,000.00
NAB	19-Jan-22	19-Jan-23	365	ADI	ADI	0.68%	1,000,000.00

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

MAQ	07-Feb-22	07-Feb-23	365	ADI	ADI	0.75%	500,000.00
NAB	28-Feb-22	23-Mar-23	388	ADI	ADI	0.83%	1,000,000.00
						Sub-Total	19,000,000.00
						Total	21,327,965.59

Credit Rating Legend

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment or Redeemed	Net Placements/ Withdrawals	Closing Balance
NAB	195.23	0.10		195.33
ANZ	6,768.73	0.06	(15.00)	6,753.79
T Corp IM Cash	799,191.15	139.76		799,330.91
CBA At Call	1,521,685.56			1,521,685.56
Total at call	2,327,840.67	139.92	(15.00)	2,327,965.59
MAQ	500,000.00	311.64	(500,311.64)	
MAQ	1,000,000.00	2,406.87	(1,002,406.87)	
MAQ	500,000.00			500,000.00
WBC	1,000,000.00			1,000,000.00
CBA	1,000,000.00			1,000,000.00
WBC	1,000,000.00			1,000,000.00
CBA	1,000,000.00			1,000,000.00
NAB	1,000,000.00			1,000,000.00
MAQ	500,000.00			500,000.00
AMP	500,000.00			500,000.00
NAB	1,000,000.00			1,000,000.00
NAB	1,000,000.00			1,000,000.00
CBA	1,500,000.00			1,500,000.00
MAQ	1,000,000.00			1,000,000.00
WBC	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
NAB	1,000,000.00			1,000,000.00
CBA	1,500,000.00			1,500,000.00
NAB	1,000,000.00			1,000,000.00
MAQ	-		500,000.00	500,000.00
NAB	-		1,000,000.00	1,000,000.00
Total Term deposits	19,000,000.00	2,718.51	(2,718.51)	19,000,000.00
Total	21,327,840.67	2,858.43	(2,733.51)	21,327,965.59

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Compliance with Council's Investment Policy

Council's Investment portfolio is 100% compliant.

The table below provides compliance status against the Investment Policy:

Institution	Credit Rating	Investment \$	Actual Exposure	Max. Limit per Policy	Compliance status
Tcorp	Prime	799,330.91	3.75%	33.30%	Compliant
	Total Prime	799,330.91	3.75%	100.00%	Compliant
ANZ	ADI	6,753.79	0.03%	33.30%	Compliant
CBA	ADI	6,521,685.56	30.58%	33.30%	Compliant
WBC	ADI	4,000,000.00	18.75%	33.30%	Compliant
NAB	ADI	6,000,195.33	28.13%	33.30%	Compliant
	Total ADI	16,528,634.68	77.50%	100.00%	Compliant
MAQ	UMG	2,500,000.00	11.72%	20.00%	Compliant
	Total UMG	2,500,000.00	11.72%	60.00%	Compliant
ME	LMG	-	0.00%	10.00%	Compliant
AMP	LMG	1,500,000.00	7.03%	10.00%	Compliant
	Total LMG	1,500,000.00	7.03%	10.00%	Compliant
	Grand Total	21,327,965.59	100.00%		

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 28 February 2022 including a total balance of \$22,558,919.17 being:

- \$2,327,965.59 in at call accounts.
- \$19,000,000.00 in term deposits.
- \$1,230,953.58 cash at bank.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 12 Selection of Delegates for the Coonabarabran Sporting Complex Advisory Committee

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

Reason for Report

The purpose of this report is to finalise community membership of the Coonabarabran Sporting Complex Advisory Committee.

Background

Council at its meeting of 6 January 2022 resolved the following:

'168/2122 RESOLVED that Council:

21. Establishes a Coonabarabran Sporting Complex Advisory Committee; appoints Councillors Brady and Newton to the Committee; and call for expressions of interest for the user groups;'

Membership of the Committee includes two Councillors, who are Cr Brady and Cr Newton, the Manager Urban Services, representatives of relevant government or community agencies as determined by the Committee and one Community representative from the following User Groups or as determined by Council (*refer Attachment 2*):

- Coonabarabran Amateur Boxing Gym
- Coonabarabran Junior Rugby League and Netball Club
- Coonabarabran Netball Association
- Coonabarabran Soccer Club
- Coonabarabran Rugby League Football Club
- Coonabarabran Rugby Union Club
- Coonabarabran Junior Rugby Union Football Club

The following groups and their nominated delegate have responded to the invitation to be represented on the Committee (*refer to Confidential Attachment 1*):

- Coonabarabran Amateur Boxing Gym Inc – Gary McKernan
- Coonabarabran Junior Rugby League & Netball Club – Tim Evans
- Coonabarabran Netball Association – Emmah Varty
- Coonabarabran Soccer Club Inc – Deborah Mukhar

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

- Coonabarabran Rugby League Football Club Inc – Stephen Walton
- Coonabarabran Rugby Union Club – Ian Clifton (+ Alternate Stuart Thomas)
- Coonabarabran Junior Rugby Union Football Club – Nil

Issues

Council has sought funding under the Local Roads and Community Infrastructure Program Phase 3 for the construction of a building to accommodate two women's only change rooms for home teams and away teams at No3 Oval and construction of a separate equipment shed for use by the local Soccer Club, Rugby Union Club and Cricket Club. The total project cost is \$585,000.

Options

Council may choose to accept all or some of the nominations.

Community Engagement

The community has been engaged in the nomination process through online and print media.

Financial Considerations

The establishment and operation of an advisory committee to Council will have minimal impact on Council's budget, however staff resources will be required to administer the committee.

Attachments

1. Nominations for Membership of Coonabarabran Sporting Complex Advisory Committee (*Confidential*)
2. Terms of Reference for the Coonabarabran Sporting Complex Advisory Committee

RECOMMENDATION

That the following nominations be accepted for membership of the Coonabarabran Sporting Complex Advisory Committee:

- Coonabarabran Amateur Boxing Gym Inc – Gary McKernan
- Coonabarabran Junior Rugby League & Netball Club – Tim Evans
- Coonabarabran Netball Association – Emmah Varty
- Coonabarabran Soccer Club Inc – Deborah Mukhar
- Coonabarabran Rugby League Football Club Inc – Stephen Walton
- Coonabarabran Rugby Union Club – Ian Clifton (+ Alternate Stuart Thomas)

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 13 Selection of Delegates for the Coonabarabran Swimming Pool Advisory Committee

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

Reason for Report

The purpose of this report is to advise council on the outcome of the expression of interest process for members of the Coonabarabran Swimming Pool Advisory Committee and to seek endorsement of committee membership.

Background

Council at its meeting of 6 January 2022 resolved the following:

'168/2122 RESOLVED that Council:

22. Establishes a Coonabarabran Swimming Pool Advisory Committee; appoints Councillors Brady and Rindfleish to the Committee; and call for expressions of interest for the user groups and community positions;'

Advertisements for Expressions of Interest were duly placed on Council's website, social media and in the Coonabarabran Times from 21 January to 25 February 2022.

At the closure of the expression of interest period, two (2) nominations were received from User Groups and six (6) nominations for Community representatives. These are listed in Confidential Attachment 1.

Issues

The Terms of Reference (*refer Attachment 2*) state that Committee representation will be comprised of:

- two (2) Councillors,
- Manager Urban Services and Facilities,
- four (4) User Group representatives or as determined by Council
- two (2) Community representatives or as determined by Council and
- representatives of relevant government or community agencies as determined by the Committee.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Options

Council may choose to accept any two (2) of the Community representative or all nominations received, noting that only two (2) nominations were received from User Groups.

Community Engagement

The community has been engaged in the nomination process through online and print media.

Financial Considerations

The establishment and operation of an advisory committee to Council will have minimal impact on Council's budget, however staff resources will be required to administer the committee.

Council has applied several times for grant funding for the redevelopment of the Coonabarabran Swimming Pool with no success to date.

Attachments

1. Nominations for Membership of Coonabarabran Swimming Pool Advisory Committee (*Confidential*)
2. Terms of Reference for the Coonabarabran Swimming Pool Advisory Committee

RECOMMENDATION

That the following nominations are accepted for membership of the Coonabarabran Swimming Pool Advisory Committee:

- Brett England
- David Hunter
- Fay Chapman
- Kim Ellis
- Paula Duggan
- Robyn Hennessy
- Sallie Weatherall
- Suellen Tighe

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 14 Selection of Delegates for the Coonabarabran Town Beautification Committee

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Gary Murphy
CSP Key Focus Area:	RU4 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity
Priority:	RU4.1 Work with local communities to develop and implement improvement plans for our streetscapes, main streets and town entrances.

Reason for Report

The purpose of this report is to advise Council on the outcome of the expression of interest process for members of the Coonabarabran Town Beautification Advisory Committee and to seek endorsement of committee membership.

Background

Council at its meeting of 6 January 2022 resolved the following:

'168/2122 RESOLVED that Council:

'23. Establishes a Coonabarabran Town Beautification Advisory Committee; appoints Councillors Brady and Holcombe to the Committee; and call for expressions of interest for the community positions;'

Advertisements for Expressions of Interest were duly placed on Council's website, social media and in the Coonabarabran Times from 21 January to 24 February 2022.

At the closure of the expression of interest period, 11 nominations were received and these are listed in Confidential Attachment 1.

Issues

The Terms of Reference (*refer Attachment 2*) state that Committee representation will be comprised of six (6) Community representatives, or as determined by Council.

Options

Council may choose to accept any six (6) or all nominations received.

Council should note that generally the larger the committee, particularly when comprised of volunteers, the harder it is to maintain a quorum, which is half plus one.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

For example, if Council were to appoint all 11 persons nominated, the size of the Committee would be 13 (11+2 Councillors (Cr Brady and Cr Holcombe)) meaning that a quorum would be seven (7).

With six (6) Community members and two Councillors, the quorum would be five (5).

Larger committees can however create opportunities for greater diversity of skills and views if members are carefully selected.

In the end, it is a question of balance between community representation, diversity of views and input and effective committee governance.

Community Engagement

The community has been engaged in the nomination process through online and print media.

Financial Considerations

The establishment and operation of an advisory committee to Council will have minimal impact on Council's budget, however staff resources will be required to administer the committee. There is no specific allocation for town beautification projects in Coonabarabran.

Attachments

1. Nominations for Membership of Coonabarabran Town Beautification Advisory Committee (*Confidential*)
2. Terms of Reference for the Coonabarabran Town Beautification Advisory Committee

RECOMMENDATION

That the following nominations are accepted for membership of the Coonabarabran Town Beautification Advisory Committee:

- Aileen Bell
- Emma McDonald
- Judith Clancy
- Margaret Bennell
- Mary Milsom
- Rhonda Jewiss
- Sam Bragg
- Sandra Spackman
- Susan Eriksson
- Terry Tighe
- Paul Bennetts

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 15 Selection of Delegates for the Robertson Oval Advisory Committee

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

Purpose

The purpose of this report is to advise council on the outcome of the expression of interest process for members of the Robertson Oval Advisory Committee and to seek endorsement of committee membership.

Background

Council at its meeting of 6 January 2022 resolved the following:

'168/2122 RESOLVED that Council:

'20. Establishes a Robertson Oval Advisory Committee; appoints Councillors Hogden and Rindfleish to the Committee; and call for expressions of interest for the community positions;'

Advertisements for Expressions of Interest were duly placed on Council's website, social media and in the Dunedoo Diary from 21 January to 23 February 2022.

At the closure of the expression of interest period, two (2) nominations were received from the community. These are listed in Confidential Attachment 1.

Issues

The redevelopment of Robertson Oval Amenities Building is currently underway funded by the Building Better Regions Fund Round 4 and Local Roads and Community Infrastructure Phase 2 in the amount of \$1,700,000. The project is anticipated to be completed by the end of the current financial year.

Options

The Terms of Reference (*refer Attachment 2*) state that Committee representation will be comprised of:

- two (2) Councillors,
- Manager Urban Services and Facilities,
- Dunedoo Development Group Coordinator,
- four (4) Community representatives or as determined by Council.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

While the representation allows for four (4) Community members, two (2) nominations were received. The previous Committee had three (3) Community members.

If Council believes that the two (2) nominations received will not be adequate in terms of Community representation, Council could choose to readvertise which may or may not result in additional nominations.

Community Engagement

The community has been engaged in the nomination process through online and print media.

Financial Considerations

The establishment and operation of an advisory committee to Council will have minimal impact on Council's budget, however staff resources will be required to administer the committee.

Attachments

1. Nominations for Membership of Robertson Oval Advisory Committee
(Confidential)
2. Terms of Reference for the Robertson Oval Advisory Committee

RECOMMENDATION

That the following nominations are accepted for membership of the Robertson Oval Advisory Committee:

- Mr Matthew Guan
- Mrs Monica Foran

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 16 Classification of Crown Reserve No 84659 on Lot 89 DP750766 – Leadville

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Gary Murphy
CSP Key Focus Area:	Recreation and Open Space
Priority:	R02 National parks and reserves in and around the Shire need to be well maintained and accessible in the long term for recreational activities.

Reason for Report

The purpose of this report is to seek approval from Council to change the classification for Crown Reserve No 84659 being the Rubbish Depot at Leadville on Lot 89, DP750766 from Community Land to Operational Land.

Background

The Crown Land Management Act 2016 requires Councils to manage Crown Reserves.

Crown Lands NSW has identified 71 Crown Reserves that must be managed by Council. The management process includes classification of the Reserves as either Community Land or Operational Land. In accordance with section 36 of the Local Government Act, land that is classified as Community Land must then be categorised as one or more of the following:

- a) a natural area
- b) a sportsground
- c) a park
- d) an area of cultural significance
- e) general community use.

The management process also involves preparing a Plan of Management (PoM) for Crown Reserves regardless of their classification.

Classifying Crown Reserve as Operational Land is only possible upon approval from the Minister and Council's case must be compelling for an approval to be granted.

A Consultant has been engaged to assist Council with the task of describing each Crown Reserve and for preparing a PoM. Each Crown Reserve has been listed in a table which includes description of purpose and suggested classification and category.

Council at its meeting of 21 May 2020 resolved to endorse the initial classification and categorisation of a number of Crown Land Reserves.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

During the process of ratifying Reserve categories, an additional Reserve was discovered Crown Reserve No 84659 being the Rubbish Depot at Leadville on Lot 89, DP750766.

Issues

To classify a Reserve as Operational Land, it needs justification under the Crown Land Management Act – see below from the Crown Lands website:

'The Minister may give written consent under subsection (4) (b) of the CLM Act for the classification of land as operational land only if the council manager satisfies the Minister that:

2. *the land does not fall within any of the categories for community land under the Local Government Act 1993, or*
3. *the land could not continue to be used and dealt with as it currently can if it were required to be used and dealt with as community land*

If the land could be managed under one of the categories of community land, then classification as operational land cannot be supported. The reserve purpose is the primary consideration as to whether a Crown reserve qualifies as operational land, regardless of the current use of the reserve. For example, if a reserve purpose is 'Public Recreation' then an operational classification cannot be supported.'

The Reserve has been previously used as a Rubbish Depot and site contamination is unknown at this stage. Free access to this site as a Reserve by the general public is therefore not encouraged.

Options

The Crown Lands Office must be notified of Council's recommended classification and categorisation of each Crown Reserve before a PoM is prepared.

Community Engagement

The Reserves are relevant to a large area of the Shire and there is moderate potential for some controversy. Therefore, the level of engagement is to inform and consult.

Financial Considerations

A grant of \$90,000 has been received from the Office of Local Government to complete the task of preparing a Plan of Management.

Attachments

1. Crown Land Reserves – Table of Descriptions and Maps.
2. Business Paper Report 21 June 2018 – Commencement of Crown Land Management Act 2016
3. Business Paper Report 13 December 2018 – Council Crown Land Funding Support Program
4. Business Paper Report 18 November 2021 – Update Report on the Classification and Categorisation of Crown Reserves
5. Locality Map of Crown Reserve No 84659 on Lot 89, DP750766 – Leadville

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

RECOMMENDATION

That:

1. Council endorse the classification of Crown Reserve No 84569 being the Rubbish Depot at Leadville on Lot 89, DP750766 to Operational Land;
2. The General Manager be authorised to provide written notice of this resolution for Crown Reserve No 84659, to the Department of Planning, Industry and Environment (Crown Lands) in accordance with section 3.22 of the Crown Land Management Act, so endorsed in section (1) above.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 17 Submission to Draft Central West and Orana Regional Transport Plan

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

Reason for Report

The purpose of this report is to seek Council endorsement for a submission to the Draft Central West and Orana Regional Transport Plan.

Background

Transport for NSW (TfNSW) has developed a Draft Central West and Orana Regional Transport Plan (see *Attachment 1*) and is seeking feedback from stakeholders.

The Plan “provides a blueprint for how TfNSW will proactively respond to the transport needs of the region, as well as address the key trends that will necessitate a transport-related response into the future.”

Once the Plan is finalised, it will become a key strategic planning document for the planning and delivery of key transport initiatives in the Central West and Orana Region.

A presentation from TfNSW on the Draft Plan was delivered to Councillors on 10 February 2022 and a small group of Councillors and the Director Technical Services subsequently met on 16 February 2022 to formulate a response.

That response is provided in Attachment 2.

Issues

The draft plan sets out why the plan is needed and highlights the growing population and freight demands as well as technological and societal changes such as a low emissions, future and ageing population.

In response to these challenges, the Draft Plan sets out a number of initiatives over a range of timeframes.

The majority of these initiatives are sensible, however there are a number of areas where it is considered that the Draft Plan could be strengthened and these can be summarised into two main areas, public transport, in particular to access to services in regional centres and a freight blueprint.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

The draft submission identifies the key issues of concern and lists a number of outcomes sought.

Currently, the ability of Warrumbungle residents to utilise public transport to access services in regional centres is very restricted with limited practical same day services.

There is a heavy reliance on volunteer services and many of these volunteers are ageing.

The current model is not sustainable and different models are needed going forward.

The proposed Freight Blueprint needs to take into account “first and last mile” impacts and intermodal links with the proposed Inland Rail.

Options

Council is not obligated to make a submission and can choose not to make a submission.

Financial Considerations

There are no financial considerations in making a submission.

Community Engagement

The level of engagement for this report is to inform.

Attachments

1. Draft Central West and Orana Regional Transport Plan
2. Draft Submission to the Draft Central West and Orana Regional Transport Plan

RECOMMENDATION

That Council submit the submission as detailed in Attachment 2 to TfNSW as Council’s submission to the Draft Central West and Orana Regional Transport Plan.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 18 Drinking Water Management System Improvement Plan Implementation – March 2022 Update

Division:	Environment and Development Services
Management Area:	Warrumbungle Water
Author:	Acting Manager Warrumbungle Water – John Boyle
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 re-inform council of the status regarding the implementation of action items on Council's Drinking Water Management System (DWMS) Improvement Plan.

Background

Under the *NSW Public Health Act 2010* Council is required to maintain a Drinking Water Management System consistent with the Framework for Management of Drinking Water Quality as documented in the Australian Drinking Water Guidelines (ADWG).

Council developed its DWMS in late 2014; part of this DWMS forms a risk based – and therefore priority based – Improvement Plan containing action items. Both documents, the DWMS and the Improvement Plan, were presented to Council in Item 11 of the December 2019 Business Paper report.

Resolution 228/1920 item 3 requires the preparation of regular reports – at four monthly intervals – on the progress of implementing the Improvement Plan action items. The following update reports were presented to Council:

- Item 11 of the April 2020 Business Paper
- Item 21 of the August 2020 Business Paper
- Item 18 of the December 2020 Business Paper
- Item 17 of the April 2021 Business Paper
- Item 14 of the 19 August 2021 Business Paper

Issues

In December 2019, 160 of the then 340 DWMS Improvement Plan action items were completed, closed or implemented with 180 items outstanding.

At the time of the March 2020 update report, 224 out of the then 345 action items were completed, closed or implemented with 121 items outstanding.

At the time of the July 2020 update report, 287 out of the 354 action items were completed, closed or implemented with 67 items outstanding.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

At the time of the November 2020 update report, 300 out of the 354 action items were completed, closed or implemented with 54 items outstanding.

At the time of the April 2021 update report, 306 out of the then 356 action items were completed, closed or implemented with 50 items outstanding.

At the time of the August 2021 update report, 314 items have been closed, completed or implemented.

Since then, there has been no further review of the DWMS Improvement Plan, with one planned for 10 March 2022 with the consultant that was initially engaged to complete the plan. The previous review was held in late July/early August 2021.

Meanwhile, 314 items have been closed or completed with 30 outstanding/in progress and 2 not started as yet, out of the new total of 346 items; a summary table is presented below. The current Improvement Plan is included as Attachment 1.

Priority	Status						To do per priority
	Closed*	Complete	Implemented**	In progress	Not started	Total	In percent out of total
Very High	12	24				36	10.5%
High	58	64	20	16		158	45.5%
Medium	60	33	22	12		127	37%
Low	13	7	1	2	2	25	7%
Sum	143	128	43	30	2	346	100%

There are currently 30 outstanding 'In-Progress' items out of the total of 346 items which are being addressed as resources allow.

*Closed items were closed as they were covered by a new action or another action item or items; all action items including closed and new items remain within the overall DWMS Improvement Plan, hence the number of items consistently rises.

** Completed versus implemented items: 'completed' marks the finalisation of a certain milestone, for example the development of a Drinking Water Quality Policy; 'implemented' marks the successful realisation of a certain process, for example the ongoing entering of operational data into electronic spreadsheets.

Options

This report is presented for Council's information only.

Financial Considerations

The previous July/August 2021 review was held in-house without the engagement of a consultant.

The new review will finish off the engagement with the contractor and therein the financial commitment for this work, as yet to be advised.

Further consultancy engagements will be required to get on top of various outstanding requirements.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Operational and capital expenditure in relation to many DWMS Improvement Plan action items is distributed across a number of areas and normally not tracked against the DWMS; these include for example water treatment plant improvements and upgrades, operator training and water quality testing.

Community Engagement

The level of engagement is to 'Inform'.

Attachments

1. DWMS Improvement Plan July 2021

RECOMMENDATION

That Council notes the report on the Drinking Water Management System Improvement Plan Implementation – March 2022 Update.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 19 Mendooran Water Quality Incident Review Report Implementation – March 2022 Progress Update

Division:	Environment and Development Services
Management Area:	Warrumbungle Water
Author:	Acting Manager Warrumbungle Water – John Boyle
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI7 appropriate planning is needed to ensure the ongoing security of energy and clean water supplies to communities within the shire

Reason for report

To inform Council of the ongoing progress in implementing recommendations from the 2017 Water Quality Incident Review Report on the Mendooran boil water alert, as per Council Resolutions 196/1718 and 227/1920.

Background

Following the Mendooran boil water alert in June 2017, a Water Quality Incident Review Report was prepared, which was presented to Council November 2017 (Item 25). The final report contained 31 recommendations.

Previous reports on the implementation progress were given to Council in February 2018 (Item 39), as well as in May 2018 (Item 20), in August 2018 (Item 21), in December 2018 (Item 15), in March 2019 (Item 13), in June 2019 (Item 9), in September 2019 (Item 15), in December 2019 (Item 10), in April 2020 (Item 12), in August 2020 (Item 22), February 2021 (Item 21) and in August 2021 (Item 16).

Out of the 31 recommendations, 12 remain to be implemented.

Issues

Outstanding recommendations from the Mendooran Incident Review Report are listed below.

Outstanding Recommendations

Mendooran Incident Debrief Recommendations, Implementation Status and Comments
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Recommendation 1: <i>That online turbidity and chlorine residual monitoring is installed at Mendooran WTP.</i>

Status: Implementation

Safe and Secure Water Program (SSWP) funding was granted for a 'Mendooran Water Supply Modification Upgrade Concept Design'. The proposed upgrade includes the installation of further online instrumentation with appropriate feedback control to the Programmable Logical Controller (PLC) /Supervisory Control and Data Acquisition (SCADA).

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

Progress since last report:

- Online NTU (Turbidity) units are installed at Mendooran WTP. These are due to be incorporated into the new SCADA system in the next 2 -3 months as the Telemetry Upgrade gathers speed after the pandemic and the delays encountered therein.
- Further to this, a service agreement has been entered into which will bi-annually calibrate and service all sundry items within the instrumentation at the WTP.
- SCADA upgrade underway and due for completion by end of financial year.

A Business Case has been completed for the Mendooran Water Supply Scheme Upgrade, based on previous reports including Concept Design Cost Estimates. DPE has committed to funding the reduction of the high Water Quality Risk at Mendooran. The next steps will include submission of the Final Business Case with DPE with the aim of drafting funding deed for the Design and Construction of the required updates.

The Automation and Process Instrumentation Audit report has been finalised (findings were included in the Mendooran WTP Concept Design).

Design and Construction of the Shire wide SCADA and Telemetry Network Upgrade is progressing with expected completion in June 2022.

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

Status: Implementation.

The proposed upgrade referred to an inline booster pump downstream of the standpipe reservoir, this will be contained as part of the next steps in design.

Change/progress since last report:

- There has been no progress on this recommendation as yet.

As per Recommendation 1, the final business case will see the inclusion of this inline booster work during design and construction.

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

Status: Implementation.

Change/progress since last report:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

- There has been discussion about changing the Chlorine system over to Gas in order to address the issue. This will provide much better disinfection within all assets and prolong the water usage thereby negating 'Water Age' issues. However, as yet this has not been implemented.
- Linking of the reservoirs is also proposed to alleviate the 'Water Age' issues.

As per the business case, once DPE has committed to funding the reduction of the high Water Quality Risk at Mendooran, these issues will be resolved during construction.

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

Status: Implementation

In collaboration with Council's GIS Officer.

Unfortunately, council has not had a dedicated GIS Officer for an extended amount of time.

Change/progress since last report:

- To overcome this shortfall, consideration of using a contractor to update, capture and ground-proof all relevant information regarding water and sewer assets is been suggested, however the budget to undertake this work is currently not available.

Issues exist with current GIS information being inaccurate and incomplete. To address this issue, the subject of Asset Management would need to be addressed.

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

Status: Implementation

Change/progress since last report:

- The advent of a new service agreement for process instrumentation will aid in addressing outstanding maintenance issues and, help identify problems associated with the WTP earlier for rectification.
- The SOP's will be reviewed in-house for their relevance and appropriateness to each task.

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

Status: Implementation.

Integrity issues of 12 reservoirs shire-wide, were rectified in May 2019.

Integrity issues of further 5 reservoirs shire-wide, were rectified in June 2020 after delays due to COVID travel restrictions with the contractor being located in QLD.

An action plan has been created with allocated priorities.

A contractor has been engaged to the value of \$110k to rectify some of the outstanding issues across Council's reservoirs. A further budget allocation of \$60k to replace internal corroded structures is contained within the FY21/22 budget.

Change/progress since last report:

- **This work is due to be undertaken via Contractor already engaged.**
- **With regard to other reservoirs across the shire, other contractors are attending Warrumbungle Shire at Coolah, Dunedoo and Mendooran in early April to review and cost augmentations as they are identified.**

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

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

Status: Implementation.

- **Consultants and Council staff to review DWMS and the improvement plan in March 2022**

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

Status: Implementation.

Change/progress since last report:

- **This issue is still outstanding.**

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

Status: Development.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

Change/progress since last report:

- The development of the DWQ Monitoring Plan will be undertaken by consultant and Council staff.
- Procedure for drinking water sampling and testing developed.

Recommendation 29: *That the Human Resources records for relevant staff are reviewed, and that training is undertaken for all water supply operational staff, WTP operators and relief staff to upskill and to be appropriately trained in WTP processes (i.e. DPE-Water Part 1 and 2 as a minimum). It is also recommended that all staff involved with water quality sampling, testing and monitoring, undergo training and are involved in developing procedures for their work tasks.*

Status: Implementation

- A Training Warrumbungle Water Program has been developed and completed
- Council continues to provide training to water supply operational staff.
- Fluoride training for staff is yet to be arranged.

Recommendation 30: *That WSC investigate and implements a process of its WTP operators to be certified under the National Certification Framework (NCF).*

Status: Development

Council's OD Division has been seeking information to quantify what training is required to meet the certification requirements; this will enable a training organisation to be engaged that can deliver the training. No delivery timeframe is available at this stage.

Change since last report:

- There has been no change in regard to this recommendation.

Recommendation 31: *That WSC investigate and implement a formalised preventative maintenance program for all the WTP, reticulation and reservoir assets.*

Status: Implementation.

Change/progress since last report:

- SCADA will allow for development of preventative measures due to the closer monitoring that will be obtained and data therefrom. SCADA is currently being installed shire-wide.
- The service agreement for instrumentation will also allow for a preventative maintenance program to be fully developed for all of councils' assets with predictive repairs for critical components.

The WTP O&M schedules have been developed and provided; implementation was to be finalised by December 2021. However, a formalised Preventative Maintenance Program

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

is yet to be developed, including reticulation and reservoirs; quotations have been requested from consultants to develop the Preventative Maintenance Program, due to waiting on quotes - no completion timeframe is available at this stage.
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Options

This report is presented for Council's information.

Financial Considerations

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

DWMS related expenditure and budget items – relating to Recommendations – include:

In FY20/21:

- Reservoir cleans \$32k
- Reservoir upgrades – contractor engaged for \$110k
- Dunedoo reservoir rehab \$6k

In FY21/22:

- Dunedoo reservoir rehab \$161k
- Reservoir upgrades – internal structures \$60k

In FY22/23:

- Reservoir upgrades – internal structures \$70k
- 4 yearly reservoir inspections and cleans \$45k

In FY23/24:

- Coolah reservoir replacement Martin Street \$800k

Further committed and expected expenditures relating to Recommendations R18 and R20 include:

- DWMS Update incl CCP reference guide – consultant engaged for \$27k
- Develop an Operational and Verification DWQ Monitoring Plan updated proposal \$14k

Community Engagement

The level of community engagement is 'Inform' as per Council's *Community Engagement Strategy 2020-2024*.

Information to the community would be available by way of the Community e-Newsletter; social, digital, and print media (incorporating the Council website, and business paper).

Attachments

Nil

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

RECOMMENDATION

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 20 Warrumbungle Water – Fluoride Re-instatement

Division:	Environment and Development Services
Management Area:	Warrumbungle Water
Author:	Acting Manager Warrumbungle Water – John Boyle
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P15.1 – Asset Management Plans for all of Councils assets include levels of service with forecasts identified for operations, maintenance renewals/upgrades and depreciation

Reason for report

The reason for this report is to provide Council with the latest status on the fluoridation project to re-establish the dosing of fluoride at water treatment plants within the LGA, and in particular, the progress made with fluoride re-instatement at the Coolah bore site.

Background

Council discontinued the fluoridation dosing program at its water treatment plants in Baradine and Binnaway in January 2017 and Coonabarabran in December 2015; continuing problems were occurring to the fluoride dosing system due to design issues. At Coolah and Mendooran fluoridation dosing systems were in-situ, however have never been in operation due to earlier issues experienced at Council's other sites, and lack of trained staff to run the fluoride operations.

NSW Health continued to support Council to bring the fluoridation systems back online, through engaging a consultant to review the fluoridation operations and maintenance upgrades required to the fluoride infrastructure, as well as cost estimates to install.

Council requested 100% funding from NSW Health to replace the failed systems and, to provide qualified and certified training for sufficient personnel to enable each fluoride plant to be operated daily.

Issues

A commitment from NSW Health for 100% funding for one site (Coolah) has now been received as per the attached letter. The subsidy is expected to cover capital and associated costs for fluoridation and staff training.

The first site to be re-instated with fluoridation will be Coolah, with NSW Health then working with Council to determine a pathway forward to re-instate the remaining four (4) fluoridation sites located at Coonabarabran, Baradine, Binnaway and Mendooran.

There will be a meeting held at Coolah in the coming weeks with consultants, relevant contractors and council representatives, to determine the extent of the work

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

required at the Coolah site to re-instate the fluoride dosing system. It is anticipated the Coolah site will be commissioned and running over the next 3 – 4 months.

Training is yet to be organised however, is expected to commence in April or May of this year. This will be paid by NSW Health as part of their commitment to the re-establishment of fluoride in Warrumbungle Shire.

From this point onwards, Council will continue the pathway set out by NSW Health, to re-instate the remaining four (4) sites with Coonabarabran being the next in line for completion.

Options

Council has previously resolved to fluoridate potable water supplies within Coonabarabran, Coolah, Baradine, Binnaway and Mendooran. Due to infrastructure and design failures, and lack of staff training, fluoride dosing in these localities ceased a number of years ago.

Council should proceed with reinstating fluoride as per earlier resolution/s.

Financial Considerations

To rectify the plants and return fluoride to the water supplies extensive works are required across the five (5) sites; earlier estimated to be valued at \$2.67M by consultants. Council is unable to fund the cost of these works.

Written confirmation from NSW Health on funding for Coolah has been forthcoming with NSW Health committing to providing a 100% subsidy to Council for the work at the Coolah site subject to the approval of the fluoridation system; these works are expected to cost approximately \$130K. Thereon in, a pathway will be initiated for funding, training which, is yet to be finalised for requisite personnel and, re-instatement of the remaining four (4) fluoridation sites. Council will be responsible for the ongoing operating costs for fluoridation as they present.

Community Engagement

The level of engagement currently is to 'Inform'.

Attachments

1. NSW Health Coolah Funding Commitment

RECOMMENDATION

That Council:

1. Notes the information contained in the Warrumbungle Water Fluoride Re-instatement report.
2. Executes the funding deeds for fluoridation installation at the Coolah site.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 21 LEP Employment Zone Reform

Division:	Environment and Development Services
Management Area:	Planning and Regulation
Author:	Kelly Dewar – Town Planner
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU1.1 Council conducts periodic reviews of its planning instruments to ensure that land use planning supports the long-term sustainability of our local communities and our economy

Reason for report

The Standard Instrument (Local Environmental Plans) Order 2006 (SI LEP Order) has been amended to give effect to the employment zones reform that, on completion, will replace the existing Business and Industrial zones with new zones. To address the amendments to the employment zones, a translation amendment to Warrumbungle Shire LEP2013 is proposed.

Background

All local environmental plans in NSW must be made in accordance with the SI LEP Order.

It was recommended by the NSW Productivity Commission to rationalise the number of employment zones in NSW and to increase flexibility within the new zones to expand the land uses that are permitted.

The Department of Planning, Industry and Environment (DPIE) has amended the SI LEP Order to introduce five employment zones and three supporting zones.

DPIE exhibited the employment zones framework from 20 May to 30 June 2021 with a submission in relation to the proposed employment zones being received from Council.

On 1 December 2022 the Business and Industrial zones will be repealed from the SI LEP Order.

Issues

The new Employment Zones for Warrumbungle Shire Council will be E1 Local Centre, E3 Productivity Support and E4 General Industrial which will replace the current B2 Local Centre, B6 Enterprise Corridor and IN1 General Industrial Zones. The new employment zones came into effect within the Standard Instrument Principal Local Environmental Plan on 1 December 2021.

To progress the translation to the new zones, DPIE has provided a preliminary translation of Council's LEP including prepared land use tables. Council staff reviewed DPIE's translation table and provided feedback for the land use tables in

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

each new zone. These land use tables are now being prepared for public exhibition - coordinated by DPIE.

A self-repealing State Environmental Planning Policy (SEPP) Explanation of Intended Effect (EIE) will be exhibited by DPIE in April 2022. The SEPP EIE will outline each council's proposed LEP amendment. DPIE is building a web platform so that communities can readily identify their local changes and make a specific submission on the proposed translation and associated detail relevant to their local areas if required. Submissions in their entirety as well as summaries will be shared with councils following exhibition to enable finalisation of the policy between DPIE and Council second half of 2022.

It is intended an amendment to all LEPs will occur before December 2022.

Options

Nil

Financial Considerations

Nil

Community Engagement

The level of community engagement for this report is to inform.

Attachments

Nil

RECOMMENDATION

That Council notes the information in the Employment Zones Reform report.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 22 Waste Facilities – Request for Scavenging Access

Division:	Development Services
Management Area:	Regulatory Services
Author:	PA to Director Environment and Development Services – Cheryl Tillman
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI8 Local communities have access to effective waste and recycling services

Reason for Report

To provide information to Council on a request for local membership groups to access local waste facilities for scavenging purposes as per Resolution 82/2122.

Background

On 16 September 2021, as a result of a Notice of Motion to the Ordinary Meeting, Council made the following resolution:

That Council consider allowing local membership groups to access their local tips for scavenging to be able to restore items for the public.

The initial request was from the Coonabarabran Men's Shed to ascertain if the group could gain access to the Coonabarabran Waste Facility to materials for recycling projects.

At the time it was suggested that a report addressing risks, management concerns and options be prepared and presented to Council.

Issues

To gain an understanding of how other Council's may have dealt with similar requests, contact was made through the Netwaste Group to ascertain how many other Council's may have similar scavenging arrangements already in place. It was identified that no Council's in the Netwaste group allow the practice of scavenging to occur at any of their waste facilities.

The closest arrangement to scavenging practices was a rehome/resale op shop introduced and run by a Council at a waste facility that is regularly open to members of the public to browse through and purchase items for reuse. The process at this particular facility is as follows:

- Council staff member stops vehicle at gate and checks materials to be disposed of.
- Items potentially suitable for rehoming/resale through op shop are identified by the staff member and the owner asked if they can be removed from the vehicle and placed into the op shop.
- The item is removed and placed into op shop by Council staff member.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

- The op shop is open on same day the waste facility is open and supervised by the Council staff member that is policing the gate.
- The op shop is very popular and has a reasonable turnover of materials; the staff have gained an awareness of items that the general public are seeking for reuse and recycling.
- Items that aren't sold after a number of months are removed and placed into landfill.

To gain an understanding of risks and management measures associated with the scenario of a representative/s from a group scavenging at one of our waste facilities, advice was sought from Statewide Mutual, Regional Risk Manager. The following points of consideration were provided for Council's deliberations:

- If scavenging is allowed Council should maintain control over the proposed activity.
- Times when agreed activities can take place need to be considered.
- What staff must be onsite when the activity occurs (supervisory v labourer/plant operator)?
- What materials can be taken?
- Appropriate insurance arrangements must be in place.
- Appropriate PPE and other WHS issues need to be considered
- What is the escalation process if conflict with the group/s arise?
- How would Council manage if more than one waste facility becomes involved and more than one group wishes to access the facility to scavenge?
- One of the more significant hazards to be considered is the possibility of psychological injury which may occur from staff interactions with an outside entity.
- Council should consider only allowing trained and experienced staff to supervise this activity particularly in our current environment where disagreements can easily become public.
- Council could suggest to the men's shed that they set-up a resource recovery service separate from Council where they advertise the pick-up of the types of materials they are interested in.

The above list indicates that supervised scavenging will raise challenges for Council if it is introduced and will be time consuming and require careful management from staff. There will still be the risk of accidents and injuries occurring.

Unsupervised access to Council's waste facilities for scavenging is not recommended due to the WHS implications with trips and falls, eye and limb injuries, including near miss accidents with vehicles and machinery travelling within and to and from the site/s.

Supervised or unsupervised scavenging has the potential to create additional work for Council staff whereby waste and recycling piles are pulled apart to extract certain items; this has potential to create re-work in the dumping area, with additional site clean-ups being required.

Options:

Council has the following options available:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

1. Not allow local membership groups to access Council owned waste facilities for scavenging purposes.
 - This option protects Council's interests regarding risks, however does not assist to facilitate reuse/repurposing of discarded items with all items being placed directly into landfill.
2. Allow local membership group access to Council owned waste facilities by written agreement only to undertake scavenging activities.
 - This option would assist to meet the request of the local membership group, and will see selected discarded items reused (being kept out of landfill), however will require additional staff time and resources to manage and implement in a safe manner. This option should not be restricted to men's shed groups only and there may be other local membership groups that are interested in reuse and repurposing discarded materials such as local art clubs/groups. Concerns raised by Statewide Mutual (as above) should be taken into consideration when considering this option.
3. Investigate and cost introduction of recycling shop/s for resale/rehome of discarded items at either one or all Council's waste facilities.
 - Setting up of an op shop, or recycling shop could be investigated, however consideration would need to be given as to where it is based; meaning at the Coonabarabran Waste Facility (site of the only landfill in the LGA) only, or at each transfer station across the LGA. Council staff are present during opening hours for gate duties at each of our facilities, however Dunedoo and Coonabarabran waste staff already undertake additional duties with CDS (Container Deposit Scheme) over-the-counter activities happening at these sites.
4. Suggest to the local membership groups that they set-up a resource recovery service separate from Council where they advertise the pick-up of the types of materials they are interested in.
 - This option does not involve use of Council facilities and would see items for reuse and repurposing being dropped off to local membership groups independently of Council.

Financial Considerations

Options 2 and 3 above would incur additional costs.

Option 2 would require additional staff resources to undertake supervisory duties on a regular basis when supervised scavenging is undertaken as per agreement. If scavenging is undertaken for 3 hours per week (to gather and load items), additional staff wages to facilitate would be approximately \$170 per week (for one staff member). This would equate to approximately \$8,840 per annum per facility per group. This does not include the cost for Manager/Director input to draft and administer written agreements with individual groups, nor conflict resolution if issues arise.

Option 3 costs would depend on the number of op shops that Council may consider introducing. Each site would need to be investigated on an individual basis to address infrastructure needs, meaning whether existing infrastructure is sufficient,

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

requires upgrading or construction of a new shed facility. Further to that staffing resources to manage and supervise the turn over of resale/rehome items would need to be reviewed on a facility basis i.e. Coonabarabran and Dunedoo already have CDS commitments and the need for additional staff to run an op shop at these centres would need to be considered.

Community Engagement

The level of community engagement for this report is to inform and consult.

Attachments

Nil

RECOMMENDATION

That Council:

1. Advise local membership groups that scavenging rights to Council waste facilities will not be granted.
2. Suggest to the local membership groups that they set-up a resource recovery service separate from Council where they advertise for and undertake pick-up of the types of materials they are interested in.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 23 Development Applications – Approved November 2021

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

Development Applications

(i) Approved – November 2021

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type of Development	Referral Days	Stop the Clock Days
DA1/2021	07/01/2021	23/11/2021 (refused)	Daniel and Angela Sternbeck	Flash Jack's Creed 643 Warrumbungle Way	Coolah	Dwelling	41	46
DA11/2021	19/02/2021	23/11/2021	Minnamurra Pastoral Co	1170 Coolah Creek Road	Coolah	Feedlot	187	42
DA57/2021	15/09/2021	24/11/2021	Darren Kersten	741 Banoon Road	Coolah	Demolition and New Dwelling	18	0

RECOMMENDATION

That Council notes the Applications and Certificates approved during November 2021, under Delegated Authority.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 24 Development Applications – Approved December 2021

Division: Development Services

Management Area: Regulatory Services

Author: Administration Assistant Environment and Development Services – Jenni Tighe

CSP Key Focus Area: Rural and Urban Development

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

Development Applications

(ii) Approved – December 2021

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type of Development	Referral Days	Stop the Clock Days
DA58/2021	15/09/2021	14/12/2021	Brett Burton – OSM	1 Wentworth Avenue	Coolah	New Dwelling	17	0
DA61/2021	15/10/2021	16/12/2021	Jennifer Lambell	2 Wattle Street	Binnaway	New Carport/Garage	0	0
DA64/2021	21/10/2021	16/12/2021	Grant and Amanda Browan	11 Cisco Street	Binnaway	New Shed	14	0
DA62/2021	18/10/2021	14/12/2021	Warrumbungle Steel Buildings	57 Narren Street	Baradine	New Carport/Garage	0	0
CDC5/2021	6/12/2021	8/12/2021	Zachary Estens	12 Merebene Street	Coonabarabran	New Swimming Pool	0	0

RECOMMENDATION

That Council notes the Applications and Certificates approved during December 2021, under Delegated Authority.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 25 Development Applications – Approved February 2022

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

Development Applications (iii) Approved – February 2022

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type of Development	Referral Days	Stop the Clock Days
CDC1/2022	17/02/2022	21/02/2022	Kevin Mackey	6 Horsley Street	Coonabarabran	Demolition	0	0
DA46/2021	21/07/2021	15/02/2022	Celia Canham	2043 Baradine Road	Bugaldie	Alterations & Additions	31	0
DA60/2021	15/10/2021	07/02/2022	Taylor Made Buildings	129 Lawnside Drive	Mendooran	New Dwelling	16	0
DA63/2021	18/10/2021	12/02/2022	Jaimee Brent	45 Charles Street	Coonabarabran	Change of Use	15	0
DA67/2021	03/11/2021	14/02/2022	Josephine Redden	10 Sirius Lane	Coonabarabran	New Dwelling	17	0
DA66/2021	27/10/2021	22/02/2022	Ampol Australia	22-24 Bolaro Street	Dunedoo	New Signage	0	0

RECOMMENDATION

That Council notes the Applications and Certificates approved during February 2022, under Delegated Authority.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 26 Notice of Motion – Accessible Residential Housing

Notice of Motion – Accessible Residential Housing

I hereby advise that I propose to move the following Notice of Motion at the Council meeting:

That:

1. Council recognises the need for greater amounts of accessible residential housing in the Warrumbungle Shire for our aging and disabled residents. To help remedy this situation council commits to a pilot project of investment within the Warrumbungle Shire, using up to \$1 million from funds that are currently held in term deposit to purchase suitable property(ies) that can be leased to disability housing service providers as a form of portfolio diversification at a higher cash return with low risk.
2. The Mayor and GM be authorised to negotiate on behalf of Council and report any dealings to next Council meeting.

**KODI BRADY
COUNCILLOR**

General Manager's comment:

The Code of Meeting Practice provides:

- 3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
 - a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

In relation to the Notice of Motion Council has funds set aside for many purposes, some of which may be accessible while other funds are restricted and cannot be accessed for such purposes or any other similar purposes.

At 30 June 2021 Council held the following cash equivalent funds:

External restrictions \$7,735,000
Internal restrictions \$10,092,000

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Unrestricted \$4,060,000

Hence the External restrictions cannot be used for the purposes outlined in the Notice of Motion, they are completely quarantined for their intended purpose. Internally restricted funds can be reassigned and Council has funds set aside, 'restricted', for the following purposes:

- Plant and vehicle replacement (fleet fund)
- Employees leave entitlement
- Carry over works (excl fleet carry overs)
- FAG's 1st and 2nd qtr. prepayment
- Information technology (Software upgrade/telephone system)
- Quarry remediation fund 1.012
- Other - Infrastructure

Unrestricted funds are exactly that they have not been earmarked for any purpose, having said that the Council still needs to have money set aside to deal with unanticipated issues, e.g. budget overruns, emergency works, cashflow problems etc. Council's level of unrestricted funds currently appears to be good, especially when comparing to previous years as at 30 June:

2021	\$4.060M
2020	\$0.969M
2019	\$2.068M
2018	\$1.012M
2017	\$1.342M
2016	\$1.486M
2015	\$0.716M
2014	\$1.897M
2013	\$1.899M

Given the peculiarities around local government finances it is expected that there will be a deterioration (subject to the Natural Disaster claim) in the 30 June 2021 figure when we complete the financial statements as at 2022, hence the above figure should not be relied upon.

Please also keep in mind that 2020-21 was one of only two financial surpluses made by this Council in a very long time and then the only other surplus was made when two quarters of the Financial Assistance Grant was paid in advance.

Further to the above Council should also consider its position in relation to a number of other matters where unrestricted funds may be needed, e.g. the Boulus court case and possible adverse result; funding to support grant applications such as the current application for the Coonabarabran Industrial Estate; future funding applications and major projects e.g. Council's ability to provide supporting funding for the Coonabarabran Pool upgrade or even upgrades to other pools etc; funding for expansion projects such as the proposal to provide further residential blocks in Reservoir St, Coonabarabran; or aerodrome upgrades.

In addition to the above Council, only at the February 2022 meeting, adopted the Financial Planning and Sustainability Policy. In that Policy Council adopted some principles, including:

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

- Future lifecycle costs will be reported and considered in all decisions relating to new services, upgrading of existing services, asset renewal and new capital works.
- Council must achieve a fully funded operating position reflecting that Council collects enough revenue to fund operational expenditure, the repayment of debt and depreciation.

Considering a proposal as outlined in the Notice of Motion in isolation will potentially impact on the other services provided by Council and a business plan should be provided to support comments of 'higher cash return' and for Council to fully understand the proposal before it.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

Item 27 Reports to be Considered in Closed Council

Item 27.1 Organisational Development Monthly Report

Division: Executive Services

Author: Manager Organisation Development – 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 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 27.2 Three Rivers Regional Retirement Community Information Report

Division: Environment and Development Services

Author: Director Environment and Development Services – Leeanne Ryan

Summary

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

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

The item relates to 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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 March 2022

RECOMMENDATION

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

Item 27.3 Supply of Skip Bin Services Contract

Division: Environment and Development Services

Author: PA to Director Environment and Development Services – Cheryl Tillman

Summary

The purpose of this report is to provide information to Council to extend the current contract for skip bin services.

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 commercial information and is classified **CONFIDENTIAL** under section 10A(2)(d) of the Act, which permits the meeting to be closed to the public for business relating to the following:

- (d) commercial information of a confidential nature that would, if disclose:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret.

RECOMMENDATION

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

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).