



<b>Circular Details</b>	Circular No 22-23 / 25 August 2022 / A826280
<b>Previous Circular</b>	N/A
<b>Who should read this</b>	Councillors / General Managers / 'designated persons' / council governance staff
<b>Contact</b>	Investigations Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information

## Audit of written returns of interests

### What's new or changing

- The Office of Local Government (OLG) will be undertaking an audit of written returns of interests lodged by councillors and designated persons.

### What this will mean for your council

- Councillors, administrators, and other council officials (general managers, senior staff and other 'designated persons') should note that their written returns of interests may be subject to review as part of the OLG audit.
- Advance notice of the audit is being given to allow councillors, administrators, and designated persons the opportunity to ensure their returns are accurate and complete.
- Councils may wish to undertake their own review of returns to facilitate compliance, particularly to ensure all sections of the return have been completed, and that the return period and date are correct.

### Key points

- Councillors and designated persons are required to lodge written returns of interest in accordance with the requirements set out in their council's code of conduct.
- Councillors and designated persons are required to lodge a new return with their council's general manager no later than 30 September 2022, unless exempt from doing so.
- A failure to correctly lodge and/or disclose interests is misconduct and can result in disciplinary action being taken.

### Where to go for further information

- The OLG has issued guidance on the completion of disclosure of interest returns, which is available [here](#).
- For more information about the completion of returns of interests, please contact OLG's Council Governance Team by telephone on 4428 4100 or by email to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

## Melanie Hawyes

### Deputy Secretary, Crown Lands and Local Government

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**Expenditure Revote Report**

WO	Description	Funding Source	Externally Funded %	Revote Amount \$	2023-2024 Expenditure	Budget Remaining \$	Comment
<b>Community</b>							
2986-3016	Community Events Program	Reconnecting Regional NSW	100%	70,222	4,367	65,855	A number of events have been held and completed and ready for acquittal. Some events yet to be held. Events to be finalised before 30 January 2024.
2231	Drought Relief - Community Events	DCP		1,877	-	0	Program Completed
2235	Binnaway Jockey Club - New Amenities Building	DCP		4,797	-	0	Program Completed
<b>Sub-Total</b>				<b>76,896</b>	<b>4,367</b>	<b>65,855</b>	
<b>Youth Related Activities</b>							
3080	Children & Young People Wellbeing Recovery Initiative	Resilience NSW	100%	30,693	30,693	0	
<b>Sub-Total</b>				<b>30,693</b>	<b>30,693</b>	<b>0</b>	
<b>Town Planning</b>							
3210	Regional Planning Portal API	DPE	100%	80,000	-	80,000	Integration of planning portal and authority has occurred. Follow up of any issues as a result of the integration yet to occur
3036	S7.11 - Contributions Plan	General	0%	15,000	-	15,000	Draft plan prepared by consultant, yet to be reviewed by Council staff
<b>Sub-Total</b>				<b>95,000</b>	<b>-</b>	<b>95,000</b>	
<b>Heritage</b>							
2629	Heritage	Commonwealth	100%	5,600	3,945	1,655	22/23 FY Heritage Grants being finalised, remaining funds to be utilised for any outstanding invoices
<b>Sub-Total</b>				<b>5,600</b>	<b>3,945</b>	<b>1,655</b>	
<b>Urban Services</b>							
3041	Binnaway Showground Electrical Upgrade	Crown Reserve	100%	62,778	50,206	12,572	Works underway
<b>Sub-Total</b>				<b>62,778</b>	<b>50,206</b>	<b>12,572</b>	
<b>Aerodromes</b>							
3211	Bushfire Risk Mitigation & Resilience Aerodrome Bore	RFS	100%	123,975	-	123,975	
<b>Sub-Total</b>				<b>123,975</b>	<b>-</b>	<b>123,975</b>	
<b>Town Streets</b>							
3212	Cassilis Street Footpath Widening	Active Transport	100%	21,986	-	21,986	
<b>Sub-Total</b>				<b>21,986</b>	<b>-</b>	<b>21,986</b>	
<b>Waste</b>							
2033	Combating illegal dumping	EPA	100%	20,000	-	20,000	Yet to be commenced
<b>Sub-Total</b>				<b>20,000</b>	<b>-</b>	<b>20,000</b>	
<b>Water</b>							
3209	SSWP Safe & Secure Water	DPIE	75%	132,127	-	132,127	Not yet commenced
<b>Sub-Total</b>				<b>132,127</b>	<b>-</b>	<b>132,127</b>	
<b>Total Operating Expenditure Revote</b>				<b>Total</b>	<b>569,055</b>	<b>89,211</b>	<b>473,170</b>

**Capital Expenditure Revote Report**

WO	Description	Funding Source	Externally Funded %	Revote Amount \$	Revote Expenditure To Date	Budget Remaining \$	Comment
<b>Communications And IT</b>							
1296	Point to point wifi Coona Office	Grant refer restricted assets		5,744	-	5,744	
915	Video Conferencing System		0%	28,973	-	28,973	
<b>Sub-Total</b>				<b>34,717</b>	<b>-</b>	<b>34,717</b>	
<b>Development Services</b>							
2835-2929	Town Signage	General		170,000	-	170,000	Signs under final design, to be presented to EDT Committee
<b>Sub-Total</b>				<b>170,000</b>	<b>-</b>	<b>170,000</b>	
<b>Local Roads</b>							
2430	Piambra Road Pavement Rehab	LRCI3	100%	516,000	-	516,000	
2855	Replacement of Concrete Causeways 4	LRCI3	100%	92,789	-	92,789	
2857	Replacement of Concrete Causeways 6	LRCI3	100%	92,789	-	92,789	
2591	Warkton Bridge	FLB & General		92,000	320	91,680	

3037	Black Gully Bridge	FLB	100%	362,649	-	362,649	
2600	Rotherwood Road Causeway	LRCI RD2	100%	24,161	-	24,161	
2603	Avonside Road Causeway	LRCI RD2	100%	3,875	-	3,875	
2851	Replacement of Concrete Causeways 1	LRCI3	100%	92,038	-	92,038	
2853	Replacement of Concrete Causeways 2	LRCI3	100%	92,038	-	92,038	
2854	Replacement of Concrete Causeways 3	LRCI3	100%	92,048	1045	91,003	
3076	Fixed Road Closure Barriers	Flood Emergency	100%	100,000	-	100,000	
3077	Neible Siding Box Culvert	Flood Emergency	100%	500,000	-	500,000	
3050	State Forest Road Sealing Project	FLR 4	100%	429,942	1510	428,432	
		<b>Sub-Total</b>		<b>2,490,329</b>	<b>2,875</b>	<b>2,487,454</b>	
	<b>Ovals</b>						
2232	Mendooran Sports Ground Fence	SCCF3	100%	20,989	-	20,989	WSC to complete works
2599	Coonabarabran Oval No 3 - renewal of change rooms	R4R9	100%	243,773	4182	239,591	Works underway
2973	Mendooran Oval Amenities Upgrade	R4R9	100%	476,137	5583	470,554	
2971	Bowen Oval Amenities /Upgrade	R4R9	100%	359,313	2478	356,835	
2861	Baradine Oval - Renew Change rooms	Council's Cont (Grant)	0%	35,000	-	35,000	
2862	Ovals Renewals -Capital allowance	Council's Cont (SCCF3)	0%	20,000	-	20,000	
		<b>Sub-Total</b>		<b>1,155,212</b>	<b>12,243</b>	<b>1,142,969</b>	
	<b>Pools</b>						
2974	Coonabarabran Pool Masterplan	R4R9	100%	159,552	-	159,552	RFQ to be re-advertised
3078	Coonabarabran Pool - Flood Mitigation	Flood Emergency	100%	100,000	-	100,000	
3035	Upgrades to Baradine, Binnaway, Coolah, Coonabarabran & Mendooran Swimming Pools	SCCF5	100%	753,894	-	753,894	
2865	Leak and Joint Repairs- All Pools	General	0%	10,000	-	10,000	
2866	Coonabarabran pool - Renew office roof	General	0%	50,000	-	50,000	
		<b>Sub-Total</b>		<b>1,073,446</b>	<b>-</b>	<b>1,073,446</b>	
	<b>Property</b>						
2838	Coonabarabran Native Grove Cemetery Road Renewal	General	0%	27,147	-	27,147	
2698	Playground equipment - renewal	General	0%	36,935	-	36,935	
2863	Binnaway tennis courts renovation and upgrade	LRCI3	100%	255,135	-	255,135	Contractor engaged with works to commence late 2023
2864	Mendooran tennis courts resurfacing	LRCI3	100%	130,000	-	130,000	Contractor engaged with works to commence in 2024
2711	Coonabarabran Emergency Operations Centre Upgrade	Resilience NSW	100%	135,528	-	135,528	
2694	Coonabarabran Office - Fire Protection	General	0%	20,000	6900	13,100	Works underway
2892	Coolah disabled public toilet at rear of community building	General	0%	79,000	-	79,000	
		<b>Sub-Total</b>		<b>683,745</b>	<b>6,900</b>	<b>676,845</b>	
	<b>Regional Roads</b>						
2962	Black Stump Way Culvert Remediation	Block Grant	100%	100,000	-	100,000	
3039	MR55 Black Stump Way Rehab	Repair	100%	134,099	17,825	116,274	Works underway
		<b>Sub-Total</b>		<b>234,099</b>	<b>17,825</b>	<b>216,274</b>	
	<b>Town Streets</b>						
2812	Streets as shared spaces - Pull up a Stump	SCCF/LRCI	100%	12,358	12,358	-	
2877	Booyamurra Street - Drainage Structures (incl K&G)	LRCI	100%	50,000	-	50,000	
2869	Lachlan Street - shared pathway LRCI funded	LRCI3	100%	70,212	4,631	65,581	concept 2 complete. Community engagement to be planned
		<b>Sub-Total</b>		<b>132,570</b>	<b>16,989</b>	<b>115,581</b>	
	<b>Warrumbungle Sewer</b>						
2102	Baradine Sewerage Scheme Upgrade Scoping Study	Dept of Infrastructure INSW	75%	20,461	-	20,461	Contractor engaged to complete a assessment of the vacuum reticulation network to determine upgrade requirements.
2103	Sewer Mains Rehab - Coolah	General	0%	167,913	3,294	164,619	Works completed, final invoices to be received.
1339	Sewer Mains rehab - Coonabarabran	General	0%	79,872	-	79,872	Works completed, final invoices to be received.
1041	Mains-Relining various sections	General	0%	177,698	88,493	89,205	Works completed, final invoices to be received.
2105	Manhole rehab - Dunedoo	General	0%	44,105	44,105	-	Works completed.

				<b>Sub-Total</b>	<b>490,049</b>	<b>135,892</b>	<b>354,157</b>	
<b>Warrumbungle Water</b>								
2923	Risk 5 Binnaway Water Treatment Plant Upgrade	DPE	75%	22,326	6,008	16,318		Concept design and water planning consultants engaged works expected to be completed in February 2023.
3074	Rising Main - Coolaburragundy River Crossing	Flood Emergency	100%	200,000	-	200,000		Draft funding application completed and to be submitted to the Office of Local Government for approval.
3075	Rising Main Saletards Creek Crossing	Flood Emergency	100%	63,181	2,038	61,143		Draft funding application completed and to be submitted to the Office of Local Government for approval. Works were completed in FY 22/23 and are to be claimed back through the Flood Emergency grants program.
2945	Shirewide Fluoride Upgrades (Funded by NSW Health 100%)	NSW Health	100%	435,952	406	435,546		Final funding deed being developed by NSW Health and is to be issued to Council for execution. Following deed execution Council can commence construction works with procurement expected to commence in December.
1355	Mains Replacement and extensions - Coolah	General	0%	41,736	1,593	40,143		Planning works underway.
2124	Water Treatment Plant Renewal	General	0%	33,529	31,171	2,358		Works completed, remainder of funds not required.
				<b>Sub-Total</b>	<b>796,724</b>	<b>41,216</b>	<b>755,508</b>	
	<b>Total Capital Expenditure Revote</b>			<b>Capital Total</b>	<b>7,260,891</b>	<b>233,940</b>	<b>7,026,951</b>	
	<b>Total Operating and Capital Expenditure</b>			<b>Total All</b>	<b>7,829,946</b>	<b>323,151</b>	<b>7,500,121</b>	



WO	WO Desc	Directorate	Funding	Past Years Budgets	Current Year 2023/24 Budget	Future Years Budget Allocation	Total Project Budget	Past Years Expenditure	Current Year 2023/24 Expenditure	Total Project Expenditure to Date	Total Project Budget Remaining	Expected Completion Date	Comment
1571	Coonabarabran Sewage Treatment Plant Upgrade	Warrumbungle Sewer	Part Grant Funded (est 50%)	250,000	1,750,000	1,000,000	3,000,000	315,356	9,153	324,509	2,675,491	30/06/2029	Council has adopted a new delivery strategy for this project. A supvote has been prepared for consideration of Council at QBR5 1 to reduce the current years budget to \$300,000. Prior to obtaining State Government regulator concurrence of the new delivery strategy, Council has completed a number of investigation activities that wil inform the development of a project plan which is currently under development. It is expected DPE and EPA endorsement will be obtained in October. Current project expenditure pathway is as follows: FY23/24 \$300,000.
1576	Dunedoo Sewage Treatment Plant Upgrade (RNSW 811)	Warrumbungle Sewer	Part Grant Funded (est 30%)	2,039,437	2,300,000	6,000,000	10,339,437	314,218	96,650	410,868	9,928,569	30/06/2026	Revised project delivery strategy has now been formally endorsed by both the EPA and DPE. Council is now finalising design plans for Section 60 approvals as well as commencing procurement for works that do not require statutory approvals. Under the endorsed revised delivery strategy for this project the budget will be reduced to \$1,000,000 for FY 23/24. A supvote has been prepared for Council consideration at QBR5 1 to reduce the FY 23/24 budget. Proposed project expenditure is as follows: FY23/24 \$1,000,000, FY24/25 \$2,000,000, FY25/26 \$2,500,000.
1577	Coolah Sewage Treatment Plant Upgrade (RNSW 812)	Warrumbungle Sewer	Part Grant Funded (est 57%)	1,053,704	350,000	5,650,000	7,053,705	145,271	19,819	165,090	6,888,615	30/06/2026	Final options assessment report has been endorsed by DPE and has been issued to the EPA for review and approval. Following regulator endorsement a report will be presented to Council for endorsement of the preferred option. Upon endorsement of the preferred option, Council will proceed with a concept design for the preferred option. Project budget is \$6,000,000 with proposed expenditure pathway as per the following: FY23/24 \$350,000, FY 24/25 \$2,300,000, FY 25/26 \$3,350,000.
2128	Binnaway Sewerage	Warrumbungle Water	SSWP 75%	475,114	400,000	-	875,114	-	3,998	3,998	871,116	30/06/2024	Council have issued a letter of award to NSW Public Works with an inception meeting for the project to be held in the coming weeks.
1877	Coonabarabran Water Main Rehabilitation	Warrumbungle Water	RA	285,681	250,000	180,000	715,681	-	57,624	57,624	658,057	30/06/2024	This project will see the rehabilitation of water mains in Dawson Street, Robertson St and King St. Dawson Street mains replacement project has been completed. Planning for both Robertson St and King St has been completed with construction works commenced on King St.
1903	Baradine Water Treatment Plant Upgrade	Warrumbungle Water	SSWP 75%	1,500,000	500,000	7,000,000	9,000,000	-	1,920	1,920	8,998,080	30/06/2026	Concept design activities have been delayed and suspended due to DPE regulator review delay the final demand capacity assessment report. Concept design to re-commence following DPE approval of the demand capacity assessment report. Upon completion of the concept design, Council will submit a Section 60 application to DPE. Council to proceed to tender in April 2025 and award a D&C contract in July 2025. Detailed design is to commence in August 2025 and construction will commence in February 2026. The project is forecasted to achieve practical completion in June 2027. Proposed expenditure pathway is FY23/24 \$500,000, FY24/25 \$3,500,000, FY25/26 \$3,500,000
2920	Coolah Water Supply Scheme Upgrades- Scoping Study	Warrumbungle Water	SSWP 75%		450,000	1,150,000	1,600,000	-	1,653	1,653	1,598,347	8/12/2027	Report prepared for the consideration of Council at the October meeting in regards to the execution of a funding deed for this project that has been received by the DPE.
2817	Timor Dam - Ram Safety Upgrade	Warrumbungle Water	RA	200,000	400,000	1,080,000	1,680,000	-	28,847	28,847	1,651,153	5/06/2025	Stage 1 of construction to the downstream side of the Timor Dam wall is largely completed with the final road surface to be spray sealed by Council's roads team. Procurement for Stage 2 has commenced, Stage 2 works will be procured with Stage 2 involving the construction of a walking access track to the scour valve and seepage weir downstream of the dam wall.
2923	Binnaway Water Treatment Plant Upgrade	Warrumbungle Water	SSWP 75%	200,000	500,000	1,330,000	2,030,000	-	6,008	6,008	2,023,992	19/02/2026	Concept design and water demand consultants have been engaged and works have commenced on the project. A variation to the deed has been submitted to the SSWP to accelerate the construction of a new Backup Bore, a determination of the variation is yet to be issued with Council staff formally corresponding with DPE on the 25/08/23. Council have commenced with procurement of a hydrogeologist with a contract to be awarded in November.

WO	WO Desc	Directorate	Funding	Past Years Budgets	Current Year 2023/24 Budget	Future Years Budget Allocation	Total Project Budget	Past Years Expenditure	Current Year 2023/24 Expenditure	Total Project Expenditure to Date	Total Project Budget Remaining	Expected Completion Date	Comment
2922	Mendooran Water Treatment Plant Upgrade	Warrumbungle Water	SSWP 75%	75,000	500,000	4,250,000	4,825,000	-	1,978	1,978	4,823,023	29/09/2026	Council has delegated authority to the General Manager to execute the funding deed received from DPE. Deed to be prepared for General Manager execution followed by DPE execution. In the interim, Council have commenced preparing procurement documentation for the concept design activities.
2984	Baradine Bore Relining	Warrumbungle Water	RA	530,000	530,000	-	1,060,000	-	5,391	5,391	1,054,609	30/10/2024	Revised project delivery strategy has been endorsed by Council, procurement activities to commence in October.
3050	State Forest Road	Technical Services	FLR		1,992,517	504,474	2,496,991	-	1,510	1,510	2,495,481	30/06/2024	Physical works will commence in February 2024.
2901	Black Gully Bridge	Technical Services	FCB	200,000	650,000	-	850,000	-	470,761	470,761	379,239	30/11/2023	Major construction complete. Bridge approaches and guardrail under construction. Project completion including reporting 30 November 2023
2848	Piambra - Upgrading	Technical Services	LRCI phase 3		289,000		289,000	-	0	-	289,000	30/06/2024	Physical works scheduled to commence early 2024.
2972	Coonabarabran Oval 3 - Renewal of Change Rooms	Technical Services	R4R9	585,000	304,716	-	889,716	-	25,302	25,302	864,414	30/06/2024	Layout plan finalised; planning approval documentation being prepared; contract for undergrounding of power has been awarded; and Council resolved to formally accept land donated by the owners of the John Oxley Caravan Park at the September Council meeting .
2973	Mendooran Oval Amenities Upgrade & Expansion Stage 1	Technical Services	R4R9		599,879	-	599,879	-	5,583	5,583	594,296	31/12/2024	Planning consultant engaged to prepare planning approval documentation.
	<b>TOTAL</b>	<b>Grand Total</b>		<b>7,143,936</b>	<b>10,016,112</b>	<b>27,144,474</b>	<b>44,304,523</b>	<b>459,489</b>	<b>727,045</b>	<b>1,186,534</b>	<b>43,117,989</b>		

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## Funding Deed – Coolah Water Treatment Works

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Project Reference	<b>SSWP404</b>
Department	<b>Department of Planning and Environment</b>
Agency/Division	<b>Water</b>
Grantee	<b>Warrumbungle Shire Council</b>

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## Details

<b>Department</b>	Name	The Crown in right of the State of New South Wales acting through the Department of Planning and Environment (ABN 20 770 707 468)
	Agency/ Division	Water
	Address	4 Parramatta Square, Parramatta, 2150
<b>Department Authorised Officer</b> <i>(refer to clause 211 - Notices)</i>	Name	Carla Antunes
	Position	Manager, Local Water Utility Infrastructure Programs
	Address	Level 2, 6 Stewart Avenue, Newcastle West, NSW 2302
	Telephone	0428 329 985
	E-mail	carla.antunes@dpie.nsw.gov.au
<b>Grantee (‘You’)</b>	Name	Warrumbungle Shire Council
	Address	PO Box 191 Coonabarabran NSW 2357
	ABN	63 348 671 239
<b>Your Authorised Officer</b> <i>(refer to clause 211 - Notices)</i>	Name	Roger Bailey
	Position	General Manager
	Address	PO Box 191, Coonabarabran NSW 2357
	Telephone	
	E-mail	<a href="mailto:info@warrumbungle.nsw.gov.au">info@warrumbungle.nsw.gov.au</a>
<b>Project</b>	Coolah Water Treatment Works	
<b>Grant</b>	A maximum total amount of \$737,685.00 (GST exclusive) based on 75% of \$983,581.00 actual project costs with actual DPE payment based on whichever is the lesser.	
<b>Commencement Date</b> <i>(refer to clause 2- Commencement)</i>	The Commencement Date is the date that this Deed is executed by the parties (or the last date that a party executes this Deed, if executed on different dates).	

### Additional Insurance Policies required to be maintained by the Grantee

Types of Insurances	Minimum Sum Insured	Tick if Required
Professional Indemnity	\$1 million in respect of any one claim	✓

## Special Conditions

You acknowledge and agree that:

- (a) the Project must be carried out in accordance with the approved Business Case/Project Plan;
- (b) You have consulted with the community and other stakeholders and confirmed their support for the Project;
- (c) You must use the Grant in accordance with the Business Case/Project Plan;
- (d) the Grant is the only amount to be paid by the Department in connection with the Project;
- (e) if the Project requires any additional funding, You are responsible for providing or obtaining such additional funding, without reference to the Department;
- (f) You are responsible (at Your own cost and expense) for the ongoing maintenance, support, running and other matters in connection with the works to be completed, including following completion of the works; and
- (g) the Department has a strategic commitment to bring “Every person home safe every day” and that You are responsible for ensuring that You deliver on this commitment throughout the delivery of the Project in relation to Your Personnel. You must provide the Department with sufficient detail relating to Your compliance with this Special Condition in the WHS report required to be provided under Schedule B.

# Terms

## Definitions and Commencement

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### Definitions and Interpretation

#### 1. Interpretation

1.1 Unless the context requires otherwise, in this Deed:

- (a) the terms set out in the left hand column of the Details have the meaning ascribed to them in the right hand column of the Details;
- (b) where any time limit pursuant to this Deed falls on a day which is not a Business Day then the time limit will be deemed to have expired on the next Business Day;
- (c) a reference to a statute, regulation, ordinance or by-law will be deemed to include a reference to all statutes, regulations, ordinances or by-laws amending, consolidating or replacing same from time to time;
- (d) the meaning of general words is not limited by specific examples introduced by “including” or “for example” or similar expressions;
- (e) references to persons include bodies corporate, government agencies and vice versa;
- (f) references to the parties include references to respective directors, officers, employees and agents of the parties;
- (g) nothing in this Deed is to be interpreted against a party solely on the ground that the party put forward this Deed or any part of it; and
- (h) where an expression is defined, any other grammatical form of that expression has a corresponding meaning.

#### 1.2 Definitions

**Activity** means the activity(s) described in **Schedule A – Project Milestones and Assurance**, which aim to fulfil one or more of the Objectives of the Project.

**Activity Period** means the period specified in **Schedule A – Project Milestones and Assurance** during which the Activity must be completed.

**Assurance** requirements are reports, materials or other evidence as specified in Schedule A that are required to be provided to the Department by you before payment of the amount applicable to the corresponding Milestone.

**Business Case/Project Plan** means the document titled ‘Warrumbungle Shire Council - Delivery Program 2022-2026’, dated 19 May 2022 and provided by You to the Department and includes any amendments to that document made under this Deed.

**Business Day** means any day other than a Saturday, Sunday or public holiday in New South Wales.

**Capital Equipment & Assets** means any item of tangible property, purchased, leased, created or otherwise brought into existence wholly, or in part, with the use of the Grant, which has at that time a value of over \$5,000 inclusive of GST, but does not include Project Material.

**Claim** means any cost, expense, loss, damage, claim, action, proceeding or other liability (whether in contract, tort or otherwise), however arising and includes legal costs on a full indemnity basis.

**Confidential Information** of a party means all trade secrets, financial information and other commercially or scientifically valuable information of whatever description and in whatever form (whether written or oral, visible or invisible) which:

- (a) is by its nature confidential;
- (a) has been designated as confidential by a party;
- (b) is capable of protection at common law or equity as confidential information; or
- (c) is derived or produced partly from the information in paragraphs (a), (b) or (c) above

but does not include information that:

- (d) is in the public domain; or
- (e) is independently known or developed by the party receiving the information other than as a result of a breach of this Deed or any other obligation of confidentiality owed by or to any other person.

**Correctly Rendered Invoice** means an invoice rendered in accordance with the Department's Fact Sheet.

**Deed** means this funding deed document and includes the Details, Terms, Schedule A – Project Milestones and Assurance, and any other schedules, annexures or other documents cross-referenced in this deed.

**Grant** means funds released by the Department as specified in the Details section above.

**GST Law** means *A New Tax System (Goods and Services Tax) Act 1999*.

**Instalments** means that part of the Grant which the Department pays to you in the amounts and on the dates set out in Schedule A.

**Intellectual Property or IP** includes:

- (f) all rights in relation to copyright, inventions, plant varieties, trademarks, designs, patents; and
- (g) all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields including trade secrets and know-how,

but does not include Moral Rights.

**Milestone** and **Funding Deed Milestone** is the **Activity(s)** described in **Schedule A – Project Milestones and Assurance**, which aim to fulfil one or more of the Objectives of the Project.

**Moral Rights** has the same meaning as in the *Copyright Act 1968 (Cth)*.

**Notice** means any approvals, consents, instructions, orders, directions, statements, requests and certificates, or other communication one party gives to another party in writing under this Deed.

**Objectives** means the objectives of the Activities described in the Schedule A – Project Milestones and Assurance, which are the agreed results you must achieve and ensure your subcontractors achieve.



**Personal Information** has the same meaning as in the *Privacy and Personal Information Protection Act 1998 (NSW)*.

**Personnel** includes, in relation to a party, that party's: officers, employees and agents; affiliates, advisers, consultants and subcontractors; affiliates', advisers', consultants' and subcontractors' officers, employees and agents; and any other persons under that party's direction or control.

**Project Material** means material created as part of or in performance of the Project including any documents or data.

**Special Conditions** means the Special Conditions (if any) set out in that section of this Deed.

## 2. Commencement

2.1 This Deed will commence on the Commencement Date.

## What you must do

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### 3. Your obligations

3.1 You must:

- (a) ensure the Grant or any Instalment is used only for the approved Project;
- (b) ensure each Activity is completed within the Activity Period in accordance with this Deed;
- (c) comply with the reporting requirements set out in Schedule B;
- (d) comply with all Commonwealth, State and Local government laws that are relevant to the Project, this Deed, or your registration as an entity; and
- (e) comply with all policies, guidelines and reasonable directions the Department provides to you.

3.2 You acknowledge and agree that approval of funding under the Safe and Secure Water Program (SSWP), and/or execution of this Deed:

- (a) does not relieve you of any of Your regulatory or legislative responsibilities in relation to the Project or the resulting works;
- (b) does not carry any implication that regulatory approvals can be assumed based on the approval of funding or this Deed; and
- (c) is independent to regulatory approvals, and that all regulatory approvals remain the sole responsibility of the Grantee, to be sought from the relevant regulators without regard to this Deed.

## About the Grant

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### 4. Paying the Grant

4.1 The Department will pay an Instalment for each Activity at the end of the Activity Period on condition that:

- (a) the Department receives a Correctly Rendered Invoice from you that clearly identifies the Instalment you are claiming;
- (b) you have provided the Department's authorised officer and in accordance with Clause 21 with the evidence of compliance required under **clause 9** and the Schedule(s) showing that you have performed the Activities at the times set out in the Schedules and this Deed; and
- (c) the Activities have been performed to the satisfaction of the Department.

4.2 Notwithstanding **clause 4.1**, if the Department pays you an Instalment, this does not constitute an admission that the performance of the Project is in conformity with this Deed and no payment will be deemed to release you from your obligations under this Deed.

4.3 Subject to the terms and conditions of this Deed, including this clause 4, the Department will endeavour to pay Correctly Rendered Invoices within 30 days of receipt by the Department.

## **5. Withholding, Suspension, Changes to Instalments and Repayment**

5.1 The Department may change the amount of the Instalment by issuing you with a Notice setting out the details of the changes.

5.2 If you are not complying with this Deed the Department may withhold or suspend payment of an Instalment until you comply with your obligations to the Department's satisfaction.

5.3 If the Department withholds or suspends an Instalment you must continue to perform your obligations under this Deed.

5.4 You must repay within 28 days of a demand being sent:

- (a) any Instalment spent in breach of this Deed;
- (b) all unspent Instalments;
- (c) any overpayment;
- (d) any interest earned on any Instalment required to be repaid.

5.5 Where you have failed to comply with this Deed, the Department will calculate the amount of repayment you must make with regard to the extent you have failed to complete the Activities of the Project.

5.6 The Department may set off the amount of any overpayment or claim for repayment against any future Instalment due.

5.7 Any repayment the Department claims from you under this **clause 5** will be a debt due and owing by you to the Department.

## **6. Holding of Grant**

6.1 This **clause 6** applies to the extent that you receive any funds under this Deed prior to incurring costs associated with such funds or prior to completing your obligations which apply to the relevant Instalment.

6.2 Each Instalment must be held in trust for the benefit of the Department from the date it is received either:

- (a) in a separate bank account used solely in connection with the Grant; or
- (b) into a general bank account provided that sufficient accounting controls are in place to track the expenditure of the Grant.

6.3 You must not expend any part of the Grant until the Department has notified you that you may release the specified amount of the Grant for the Project.

## **7. Capital Equipment & Assets**

7.1 Any Capital Equipment & Assets acquired with the Grant for the purposes of the Project will become your property.

7.2 You must not acquire any Capital Equipment & Assets with the Grant unless the Capital Equipment & Assets is specified in the Deed or the Department has provided you with prior written consent to acquiring that Capital Equipment & Assets.

7.3 You must for the term of this Deed:

- (a) use any Capital Equipment & Assets you acquire with the Grant for the Project and in accordance with this Deed;
- (b) not sell, encumber, cease to use or otherwise dispose of any Capital Equipment & Assets acquired with the Grant without first obtaining written consent from the Department;
- (c) at your own expense reinstate any Capital Equipment & Assets acquired with the Grant that is lost, damaged or destroyed;
- (d) hold any Capital Equipment & Assets securely and safeguard them against theft, loss, damage, or unauthorised use;
- (e) maintain all Capital Equipment & Assets in good working order;
- (f) maintain all appropriate insurances for all Capital Equipment & Assets to its full replacement value;
- (g) if required by law, maintain registration and licensing of all Capital Equipment & Assets;
- (h) be fully responsible for, and bear all risks relating to, the use or disposal of all Capital Equipment & Assets; and
- (i) ensure an asset register is maintained at all times and, when requested by the Department, provide copies of the asset register to the Department.

## **8. GST**

8.1 Unless otherwise indicated, all consideration for any supply under this Deed is exclusive of any GST imposed in relation to the supply.

8.2 If:

- (a) despite any other provision of this Deed, GST is imposed on a supply you make to the Department under this Deed; and
- (b) the Department is or will be entitled to receive an input tax credit (as defined in the GST Law) in relation to that supply,
- (c) the Department will pay you an additional amount equal to the GST imposed on that supply, at the time and in the manner payment is otherwise payable under this Deed in relation to that supply.

- 8.3 You must be registered under the GST Law at the time of making any supply under this Deed on which GST is imposed.
- 8.4 If you are not registered under the GST Law as required under **clause 8.3**, you will not be entitled to receive any additional amount as provided under this **clause 8**.
- 8.5 If for any reason the Department pays you an amount under this **clause 8** which is more than the GST imposed on the supply, you must repay the excess to the Department on demand or the Department may set off the excess against any other amounts due to you.

## Material and Information

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### 9. Reporting Requirements

- 9.1 You agree to provide the Department with written progress Reports at the times and containing the information specified in **Schedule B – Reporting Requirements** (“Progress Reports”).
- 9.2 You must also provide any other information the Department reasonably requires from time to time concerning the Project.
- 9.3 If any Progress Report contains information confidential to you, you should mark the relevant parts of the Report accordingly.
- 9.4 You must provide financial statements of income and expenditure in respect of the Grant (‘the Statements’) to the Department within 60 Business Days after:
- (a) completion of the Activity or any termination of this Deed, whichever is the earliest; and
  - (b) the completion of each Financial Year in which a Grant is made.
- 9.5 The Statements must include a definitive statement as to whether:
- (a) the financial information for the Project represents the financial transactions fairly and is based on proper accounts and records; and
  - (b) the Grant was expended for the Project and in accordance with this Deed.
- 9.6 You must keep financial accounts and records relating to the Project so as to enable:
- (a) all receipts and payments related to the Project to be identified in your accounts and reported in accordance with this Deed;
  - (b) unless notified by the Department, the preparation of financial statements in accordance with Australian Accounting Standards; and
  - (c) generation of an income and expenditure statement for each financial year of the Project with the Budget, including:
    - i. a schedule of the Capital Equipment & Assets acquired, sold, written-off or otherwise disposed of during each financial year; and
    - ii. a comparison of the income and expenditure in each financial year against the Budget; and
    - iii. the audit of those records in accordance with Australian Auditing Standards.

## 10. Intellectual Property

10.1 Intellectual Property in all Project Material vests in you, unless otherwise stated in the Special Conditions.

## 11. Confidential Information

11.1 Each party must maintain the confidentiality of all commercially sensitive information it receives from the other party, including the amount of the Grant, except in accordance with **clause 13** (Public Announcements) or as otherwise agreed in writing.

## 12. Privacy

12.1 You must:

- (a) ensure that Personal Information that is provided by the Department or collected by you under or in connection with this Deed is used only for the purposes of this Deed and is protected against loss, unauthorised access, use, modification and disclosure, or against other misuse;
- (b) not disclose any Personal Information without the written consent of:
  - i. the individual to whom the Personal Information relates; or
  - ii. the Department,unless otherwise required or authorised by law;
- (c) comply with the Information Protection Principles applying to NSW public sector agencies under the Privacy and Personal Information Protection Act 1998 (NSW) when doing any act or engaging in any practice in relation to Personal Information as if you were an agency directly subject to that Act; and
- (d) include equivalent requirements regarding Personal Information (including this clause 12) in any subcontract entered into for the provision of any of the Activities under this Deed.

## 13. Public Announcements and Acknowledgement

13.1 You must:

- (a) seek the consent of the Department prior to any public announcement about the Project;
  - (b) acknowledge the support of the Department, as directed by the Department from time to time:
    - i. in any public statements about the Project;
    - ii. on the home page of any web content established in connection with the Project;
    - iii. on any equipment or other facility funded wholly or in part by the Department;
  - (c) use the Department's logo when acknowledging the Department's support of the Project in compliance with the NSW Government Brand Guidelines
- 13.2 The Department may publish the title and brief description, including outcomes, of the Project and the amount of the Grant.

## Dealing with Risk

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### 14. Disclosure of Information

14.1 You acknowledge that, under the Government Information (Public Access) Act 2009, the Department may be required to publicly disclose information about this Deed at <https://tenders.nsw.gov.au>. None of the disclosure obligations require the disclosure of:

- (a) the commercial-in-confidence provisions of a contract;
- (b) any matter that could reasonably be expected to affect public safety or security; or
- (c) information which would be exempt from disclosure if it were the subject of an application under the Government Information (Public Access) Act 2009.

14.2 You may nominate any items you consider are confidential and why, to assist the Department in determining what items to disclose.

### 15. Insurance

15.1 You must maintain, during the term of this Deed:

- (a) a broadform public liability policy of insurance to the value of at least \$10 million in respect of each claim and in the aggregate as to the number of occurrences in the policy period;
- (b) workers' compensation insurance as required by all relevant laws of Australia relating to workers compensation;
- (c) the Additional Insurance Policies listed in the Details for the minimum sum provided.

15.2 If specified as being required in the Details, a professional indemnity insurance policy must be maintained for a period of 7 years from the end of the Deed.

15.3 You must not do, permit or suffer any act, matter or thing or omission whereby any of the policies referred to in this clause may be vitiated, rendered void or voidable.

15.4 On request by the Department, you must provide a copy of valid and current certificates of currency for each or any of the policies described above.

15.5 Without limitation to **clause 15.1**, each party warrants that it has and will maintain appropriate insurance to cover any liability it may incur in relation to this Deed.

### 16. Indemnities

16.1 You must indemnify and keep indemnified the Department, the Crown in right of the State of New South Wales and their officers, employees and agents from and against any loss (including legal costs and expenses on a solicitor/own client basis) or liability incurred or suffered by, or made against, any of those indemnified arising directly or indirectly from any Claim by any person as a result of or in connection with:

- (a) the Grant or the use of any outcomes or Capital Equipment & Assets arising from the Project;
- (b) your breach of this Deed;

- (c) any unlawful or negligent act or omission by you, your employees or your subcontractors in connection with this Deed;
- (d) any illness, injury or death of any person you, your employees or your subcontractors cause or contribute to, in connection with this Deed;
- (e) any loss or damage to real or personal property you, your employees or your subcontractors cause or contribute to, in connection with this Deed; or
- (f) any act or omission by you, your employees or your subcontractors in connection with this Deed that is in infringement of any Intellectual Property, or privacy rights of the Department or any third party.

16.2 Your liability to indemnify the Department under this clause will be reduced proportionately to the extent that any negligent or unlawful act or omission by the Department, its officers, employees or agents contributed to the relevant loss or liability.

16.3 Your liability to indemnify the Department under this clause does not exclude or reduce the liability of, or benefit to, a party that may arise by operation of the common law, statute or the other terms of this Deed.

## 17. Risk Management

17.1 Consistent with best practice Project Management, You must prepare and maintain a live risk register and develop appropriate mitigation plans for unacceptable risks which shall be used to manage and report against those risks throughout the project life cycle. You must provide the Department with access to such risk register, mitigation plans and reports.

## 18. Work Health and Safety

18.1 You must:

- (a) comply with, and must ensure that all of Your Personnel comply with all applicable laws and regulations, including the *Work Health and Safety Act 2011* (NSW) and the *Work Health and Safety Regulations 2017* (NSW) (**WHS Legislation**) when performing work under this Deed; and
- (b) so far as is reasonably practicable, consult, co-operate and co-ordinate activities with the Department and any other person who, concurrently with You, has a work health and safety duty under the WHS Legislation in relation to the same matter.

18.2 You must ensure, so far as is reasonably practicable, that any Activity or other work performed in connection with this Deed is without risk to the health and safety of persons who may in any way be affected by such Activity or work.

18.3 If a Notifiable Incident (as defined in the WHS Legislation) occurs in connection with an Activity or other work carried out under this Deed, You must report the incident to the Department within 1 business day and confirm in writing within 3 business days thereafter. Within 14 days of the incident provide the Department with copies of any notices or other documentation provided to or issued by the relevant government regulator in relation to the Notifiable Incident, and provide the Department with such other information as may be required by the Department to facilitate the notification to or investigation of the Notifiable Incident in accordance with WHS Legislation.

## Terminating the Deed

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### 19. Termination

- 19.1 Unless terminated earlier, this Deed will end once you have completed the Project to the Department's satisfaction and the Department has paid all Instalments due.
- 19.2 Where a party has breached this Deed:
- (a) the other party may give a Notice to that party requiring it to rectify that breach within 30 days of receiving that Notice; and
  - (b) if the party which received the Notice fails to rectify that breach in time, the other party may terminate this Deed immediately by giving a further Notice.
- 19.3 The Department may terminate this Deed immediately by Notice if:
- (a) you breach a provision of this Deed in a manner that, in the Department's opinion, is not capable of remedy;
  - (b) you breach any of the following provisions: **clause 14** (Insurance) or **clause 22.10** (Assignment);
  - (c) you materially breach any of the following provisions: **clause 3** (Your Obligations), **clause 6** (Holding of Grant), or **clause 9** (Reporting Requirements); or
  - (d) you become insolvent, if you are the subject of a debtors or creditors petition under the Bankruptcy Act 1966, or if you resolve to go into administration or liquidation or have a summons for your winding up presented to a Court or enter into any scheme of arrangement with your creditors.
- 19.4 The Department may immediately terminate this Deed by giving you Notice, if any one or more of the following occurs:
- (a) in the Department's opinion you are not carrying out the Project diligently and competently;
  - (b) you have not completed one or more of the Activities by the date they are due to be completed;
  - (c) the Department considers the Project no longer viable;
  - (d) the Department considers that there has been a material change in circumstances in your financial position, your structure or your identity; or
  - (e) you have not made significant progress on the performance of your obligations under this Deed to the satisfaction of the Department by the date that is 6 months after the date of this Deed; or
  - (f) you have not completed a Milestone within 6 months of the due date for that Milestone,

and you have failed to satisfy the Department that such events or circumstances have been alleviated, within 30 days of receiving a Notice from the Department requiring you to do so.



## Other Legal Matters

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### 20. Dispute Resolution

- 20.1 If a dispute arises in relation to this Deed (“a **Dispute**”), a party must comply with this **clause 20** before starting arbitration or court proceedings except proceedings for urgent interlocutory relief.
- 20.2 A party claiming that a dispute has arisen must notify the other party in writing giving details of the dispute (**Dispute Notice**) in accordance with the requirements of **clause 21** (Notices).
- 20.3 Following receipt of a Dispute Notice, each party must refer the Dispute to a senior representative, who:
- (a) does not have prior direct involvement in the Dispute; and
  - (b) has authority to negotiate and settle the Dispute.
- 20.4 If the Dispute is not resolved within 10 Business Days, from the date the Dispute Notice is received by the party to whom the Dispute Notice is given, the party which gave the Dispute Notice under **clause 20.2** must refer the Dispute for mediation by the Australian Disputes Centre Limited (ADC) for resolution in accordance with the mediation rules of the ADC.
- 20.5 If the Dispute is not resolved within 40 Business Days after referral to mediation either party may initiate proceedings in court.
- 20.6 Each party must pay its own costs of complying with this clause and split the costs of the mediator evenly.

### 21. Notices

- 21.1 Unless otherwise stated in this Deed, all Notices to be given under this Deed must be in writing, and hand-delivered, posted or emailed to the Authorised Officer specified in the Details or as otherwise notified in writing.
- 21.2 The receiving party will be deemed to have received the Notice as follows:
- (a) if hand delivered, on the day on which it is delivered or left at the relevant address;
  - (b) if sent by post within Australia:
    - i. if posted using Express Post, the priority letter service option of regular post, or the priority service option for Registered Mail, on the fourth Business Day after the day on which it is posted;
    - ii. if posted using the regular post option, on the tenth Business Day after the day on which it is posted;
  - (c) if sent by email before 5.00pm on a Business Day, the first of the following occurring:
    - i. when the sender receives an automated message confirming delivery; or
    - ii. four hours after the time sent (as recorded on the device from which the sender sent the email) unless the sender receives an automated message that the email has not been delivered.

(d) if sent by email after 5.00pm on a Business Day or on a day that is not a Business Day, then it will be deemed to be received on the next Business Day.

21.3 Any such mode of service will be in all respects valid notwithstanding that the party on whom service is affected may be in liquidation, bankruptcy or wound up and notwithstanding any other matter or event whatsoever.

## 22. General

22.1 **Survival:** The following clauses survive termination or expiry of this Deed: **clause 9** (Reporting Requirements), **clause 11** (Confidential Information), **clause 12** (Privacy), **clause 15** (Insurance), **clause 16** (Indemnities), **clause 19** (Termination), **clause 22.3** (Keeping of records), this **clause 22.1** and any other clause which by its nature is intended to survive this Deed.

22.2 **Subcontractors:** You remain fully responsible for the performance of the Project if you subcontract the performance of any part of the Project.

22.3 **Keeping of records, audit and rights of access to such records and access to Capital Equipment & Assets:** You:

- (a) must keep complete and accurate records and books of account with respect to your performance of the Project (the "Records"), and must retain such Records for a minimum of seven (7) years after expiry or termination of this Deed;
- (b) authorise the Department and any State or Commonwealth Government department or agency (and any of their appointed third party service providers authorised to perform audits on their behalf) (the "Auditors") that has provided moneys to the Department for the purposes of the Project, to undertake on-site audits, to examine and inspect, at reasonable times and on reasonable Notice, any facilities, any Capital Equipment & Assets and any records held by you and Records, and allow any such Records to be copied; and
- (c) provide all reasonable assistance in order for the Auditors to properly carry out the inspections and audits referred to in this clause.

22.4 **Conflict of Interest:** You must not carry out or be involved in any capacity in an activity or business, which may conflict with, or adversely affect, your ability to carry out your obligations under this Deed, and you will immediately notify the Department in writing if such a conflict or risk of such a conflict arises. You must take all reasonable efforts to ensure that your staff and contractors abide by this clause.

22.5 **Entire Deed:** This Deed states all the express terms agreed by the parties as to the matters referred to in this Deed. It supersedes all prior contracts, obligations, representations, conduct and understandings between the parties relating to the subject matter of this Deed.

22.6 **Variation:** This Deed may only be varied by agreement in writing including by an exchange of emails confirming any change to Schedule A delivery milestones and payment milestones relating to the Grant.

22.7 **Inconsistency:** If there is any inconsistency between provisions of this Deed then the order of precedence will be:

- (a) the **Details**; then

- (b) any **Special Conditions**; then
- (c) these **Funding Terms**; then
- (d) any **Schedules**.

**22.8 Negation of employment, partnership or agency**

- (a) This Deed does not create a relationship of agency, partnership, and/or employment between the parties.
- (b) You must not represent yourself as being an employee or agent of the Department or as otherwise able to bind or represent the Department.

**22.9 Waiver**

- (a) If a party fails to exercise any of its rights under this Deed, or delays exercising those rights, that failure or delay will not operate as a waiver of those rights or any future rights or in any respect estop a party from relying on the terms of this Deed to their full force and effect.
- (b) Any waiver by a party of a breach of this Deed must be in writing and will not be construed as a waiver of any further breach of the same or any other provision.

**22.10 Assignment:** You must not assign or novate your obligations or interests under this Deed, without the prior written consent of the Department.

**22.11 Counterparts:** This Deed may be signed in any number of counterparts which taken together will constitute one instrument.

**22.12 Governing Law:** The laws of New South Wales govern this Deed and the parties submit to the non-exclusive jurisdiction of the courts in that State.

## Executed as a deed

### Department

Signed, sealed and delivered for and on behalf of the Crown in right of the State of New South Wales acting through the **Department** by its authorised signatory but not so as to incur personal liability:

Signature of Authorised Signatory

Signature of Witness

Name of Authorised Signatory

Name of Witness

Position of Authorised Signatory

Address of Witness

Date

### You (Authorised Signatory)

By entering into this Deed the signatory warrants that the signatory is duly authorised to execute this Deed on behalf of **Warrumbungle Shire Council (ABN 63 348 671 239)**

Signed, sealed and delivered for and on behalf of **Warrumbungle Shire Council (ABN 63 348 671 239)** by its authorised signatory:

Signature of authorised signatory

Signature of Witness

Name of authorised signatory

Name of Witness

Position of authorised signatory

Address of Witness

Date

## Schedule A – Project Milestones & Assurance

Schedule A: Funding Deed Milestones, Assurance and Payments						
Item no.	Phase	Funding Deed Milestone	Assurance Requirements (see clause 1.2)	Percentage milestone	Milestone payment (ex GST)	Milestone Date
1	Development	Milestone 1: Execution of deed with DPE	Evidence the funding deed has been executed.	25%	\$184,421.48	31/08/2023
2	Development	Milestone 2: Execution of contracts with consultants for Options Study – Gate 0 to 1	Council has provided evidence all consultants have been engaged for Options Study – Gate 0 to 1	15%	\$110,652.89	7/12/2023
3	Development	Milestone 3: Completion of Options phase – Gate 0 to 1	Options phase documentation is submitted to DPE and Gateway 1 endorsement received from DPE Water Utilities Team	25%	\$184,421.48	16/01/2025
4	Development	Milestone 4: Completion of Concept Design phase – Gate 1 to 2a	Concept design phase documentation is submitted to DPE Gateway 2 endorsement received from SSWP GRP	30%	\$221,305.77	23/10/2025
5	Development	Milestone 5: Finalisation	Post completion Report is submitted to DPE and DPE gives concurrence	5%	\$36,884.30	18/12/2025
<b>Total</b>				<b>100%</b>	<b>\$737,685.90</b>	
A maximum total amount of \$737,685.00 (GST exclusive) based on 75% of \$983,581.00 actual project costs with actual DPE payment based on whichever is the lesser.						

## Schedule B – Reporting Requirements (refer to clause 9)

### Reporting requirements (Progress Reports):

1. You must provide to the Department's authorised officer in accordance with clause 211, monthly Activity Progress Reports on the status of all on-going and completed activities for the period to which the report relates, consisting of:
  - a) project reference number (for all correspondence);
  - b) a brief description of the activities' objective/s;
  - c) all activities undertaken during the reporting period;
  - d) the status of results and milestones achieved to date from the project;
  - e) an update of the Gantt chart (at least as detailed as at Schedule B) with actual progress tracked;
  - f) financial report of actual expenditure and forecasts related to the Grant funding;
  - g) WHS report, including an update from the Principal Contractor in relation to WHS matters (which report must include, at a minimum, any matter in relation to your obligations under Special Condition (g) and clause 18 of the Deed);
  - h) a Risks and Issues report, with controls or treatments for all High and Medium risks ;
  - i) information about any notable engagement or communications with stakeholders, and / or media;
  - j) photographic evidence of construction progress;
  - k) details of any delay in the delivery of the project;
  - l) copies of published reports and materials in relation to the Project; and
  - m) such other information reasonably requested by the Department.
2. The Department may meet with you each quarter, at the Department's discretion, to discuss progress on the Project.
3. The Department may undertake site visits from time to time to ascertain progress of the activities after providing reasonable notice to you.
4. Upon completion of the Project, you must promptly provide to the Department a Final Report, outlining the delivery of the Project, including Project acquittal.

## Schedule C – Signage Guidelines (refer to clause 13)

The [NSW Government Brand Guidelines](#)

<https://communications.dpc.nsw.gov.au/assets/dpc-nsw-gov-au/files/Communications-and-Engagement/0c7b202631/NSW-Government-Brand-Guidelines.pdf>

and the [Funding Acknowledgement Guidelines](#)

<https://communications.dpc.nsw.gov.au/assets/dpc-nsw-gov-au/files/Communications-and-Engagement/fa6fd6d77a/Funding-Acknowledgement-Guidelines-for-Recipients-of-NSW-Government-Grants.pdf>

for recipients of NSW Government infrastructure grants will apply to this Project.

The Funding Acknowledgement Guidelines include terms covering:

- Acknowledgement and approval
- Funding acknowledgement statement
- NSW Government logo
- Acknowledgement use and approval process
- Signage production and approval process
- Approvals process
- Cost responsibility
- Steps for production of signs
- Non-signage applications
- Signage requirements
- Signage templates
- Plaques

Notwithstanding the terms of the Funding Acknowledgement Guidelines, the following terms will apply:

- The Department will produce, print and supply one (1) sign as required under the Funding Acknowledgement Guidelines, at no cost to you.
- You must provide the relevant information to the Department within the requested timeframe, so the Department can deliver the sign before the sign is due to be installed at the Project site.
- You are responsible for the placement, display and ongoing maintenance of the sign, and for seeking approval of all construction and permanent signs.
- If you require more signs, for whatever reason, you will be responsible for the production, printing, placement and ongoing maintenance of the sign, and for seeking approval of all construction and permanent signs.



## Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 21/9/2023

NAME: Councillor Dale Hogden

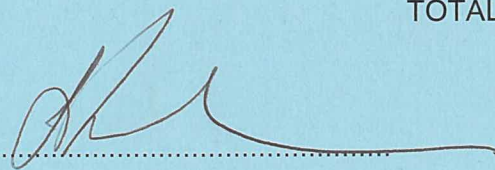
ADDRESS: 10 Digilah Street  
DUNEDOO

VEHICLE: TOYOTA HIUX 2.8L DCC 731C

TYPE – **please tick one**

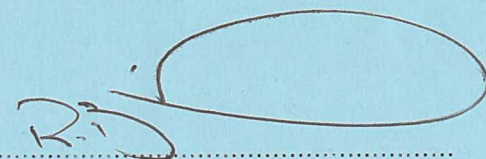
- Electric Vehicle – \$0.43
- Hybrid – \$0.62
- Internal Combustion - under 2.5 litres – \$0.81
- Internal Combustion - 2.5 litres and over – \$0.95

Meeting: Monthly Council	21/9/2023	100 kms @	95 \$	\$ 95
Meeting: GM REVIEW	1/9/2023	200 kms @	95 \$	\$ 190
Meeting:	1/2023	kms @	\$	
Meeting:	1/2023	kms @	\$	
Meeting:	1/2023	kms @	\$	
TOTAL			\$	285

Signature of Claimant: 

I hereby certify that:

- (a) the computations of this account are correct.
- (b) the charges are, so far as I am able to ascertain, fair and reasonable.

  
.....  
For and on behalf of General Manager





# Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 21/9/2023

NAME: Councillor Kathryn Rindfleish

ADDRESS: 124 Booymurra Street,  
COOLAH NSW 2843

VEHICLE: .....

TYPE – **please tick one**

- Electric Vehicle – \$0.43
- Hybrid – \$0.62
- Internal Combustion - under 2.5 litres – \$0.81
- Internal Combustion - 2.5 litres and over – \$0.95

Meeting: Monthly Council	/	/2023	kms @	\$
Meeting: <i>General manager APR 11/9</i>	/	/2023	173 kms @ 95	\$ 164.35
Meeting:	/	/2023	kms @	\$
Meeting:	/	/2023	kms @	\$
Meeting:	/	/2023	kms @	\$
TOTAL				\$

Signature of Claimant:

I hereby certify that:

- (a) the computations of this account are correct.
- (b) the charges are, so far as I am able to ascertain, fair and reasonable.

.....  
For and on behalf of General Manager





# Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 21 / 9 / 2023

NAME: Councillor Denis Todd

ADDRESS: 'Wheatfields'  
BARADINE

VEHICLE: Great Wall

TYPE – **please tick one**

- Electric Vehicle – \$0.43
- Hybrid – \$0.62
- Internal Combustion - under 2.5 litres – \$0.81
- Internal Combustion - 2.5 litres and over – \$0.95

Meeting: Monthly Council	21 / 9 / 2023	92 kms @	\$
Meeting:	/ / 2023	kms @	\$
Meeting:	/ / 2023	kms @	\$
Meeting:	/ / 2023	kms @	\$
Meeting:	/ / 2023	kms @	\$
TOTAL			\$

Signature of Claimant: Denis Todd

I hereby certify that:

- (a) the computations of this account are correct.
- (b) the charges are, so far as I am able to ascertain, fair and reasonable.

[Signature]  
For and on behalf of General Manager





# Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 21/09/2023

NAME: Councillor Carlton Kopke

ADDRESS: 1 Yalcogran Street  
MENDOORAN

VEHICLE: LDVT60

TYPE – please tick one

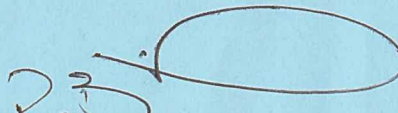
- Electric Vehicle – \$0.43
- Hybrid – \$0.62
- Internal Combustion - under 2.5 litres – \$0.81
- Internal Combustion - 2.5 litres and over – \$0.95

Meeting: Monthly Council	21/9	/2023	144	kms @	.95	\$ 136.8
Meeting: Australian Citizenship Ceremony	1	/2023	144	kms @	.95	\$ 136.8
Meeting:	1	/2023		kms @		\$
Meeting:	1	/2023		kms @		\$
Meeting:	1	/2023		kms @		\$
TOTAL						\$ 273.6

Signature of Claimant: 

I hereby certify that:

- (a) the computations of this account are correct.
- (b) the charges are, so far as I am able to ascertain, fair and reasonable.

  
For and on behalf of General Manager





# Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 21 / 9 / 2023

NAME: Councillor Kodi Brady

ADDRESS: River Road  
COONABARABRAN

VEHICLE: 2 Gecko

TYPE – *please tick one*


- Electric Vehicle – \$0.43
- Hybrid – \$0.62
- Internal Combustion - under 2.5 litres – \$0.81
- Internal Combustion - 2.5 litres and over – \$0.95

Meeting: Monthly Council	21 / 9 / 2023	184	kms @	\$
Meeting:	/ / 2023		kms @	\$
Meeting:	/ / 2023		kms @	\$
Meeting:	/ / 2023		kms @	\$
Meeting:	/ / 2023		kms @	\$
TOTAL				\$

Signature of Claimant: 

I hereby certify that:

- (a) the computations of this account are correct.
- (b) the charges are, so far as I am able to ascertain, fair and reasonable.

  
.....  
For and on behalf of General Manager



- 4 OCT 2023



# Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 29 / 9 / 2023

NAME: Councillor Aniello Iannuzzi

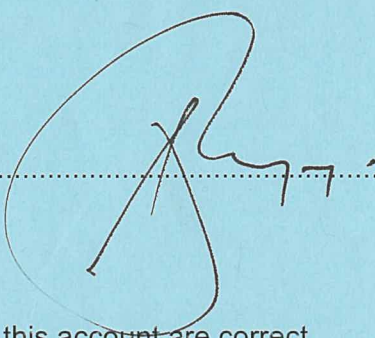
ADDRESS: 105 Edwards Street  
COONABARABRAN

VEHICLE: Land Cruiser Petrol SL

TYPE - please tick one

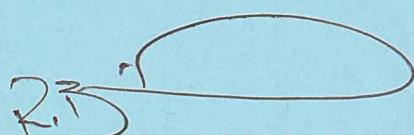
- Electric Vehicle - \$0.43
- Hybrid - \$0.62
- Internal Combustion - under 2.5 litres - \$0.81
- Internal Combustion - 2.5 litres and over - \$0.95

Meeting: Monthly Council	/ 9 / 2023	174	kms @	\$ 165.30
Meeting:	/ / 2023		kms @	\$
Meeting:	/ / 2023		kms @	\$
Meeting:	/ / 2023		kms @	\$
Meeting:	/ / 2023		kms @	\$
			TOTAL	\$

Signature of Claimant: 

I hereby certify that:

- (a) the computations of this account are correct.
- (b) the charges are, so far as I am able to ascertain, fair and reasonable.

  
For and on behalf of General Manager  
4.10.2023



## Draft Minutes Board Meeting

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**Date:** 8 September 2023  
**Time:** 8.30am  
**Venue:** Dubbo Regional Council, Girinyalanha Room

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### ATTENDEES:

Clr Glen Neill	Mayor Bogan Shire Council
Leonie Brown	General Manager Bourke Shire Council
Clr Barry Hollman	Mayor Bourke Shire Council
David Kirby	General Manager Brewarrina Shire Council
Peter Vlatko	General Manager Cobar Shire Council
Clr Tim Horan	Mayor Coonamble Shire Council
Clr Mathew Dickerson	Mayor Dubbo Regional Council
Murray Wood	CEO Dubbo Regional Council
David Neeves	General Manager Gilgandra Shire Council
Clr Doug Batten	Mayor Gilgandra Shire Council
Julian Geddes	Mid-Western Regional Council
Jane Redden	General Manager Narromine Shire Council
Clr Craig Davies (Chair)	Mayor Narromine Shire Council
Sally McDonnell	Secretariat Narromine Shire Council
Gary Woodman	General Manager Warren Shire Council

### GUESTS:

Leo Krikmann	United Way, Dolly Parton Imagination Library
The Hon Jenny Aitchison, MP	Minister for Regional Transport and Roads
Alistair Lunn	Regional Director, Transport for NSW
Brendan Guiney	Executive Officer, NSW Water Directorate

### 1 WELCOME

The Chair declared the meeting open at 8.34am.

### 2 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Chair.



### 3 APOLOGIES

Apologies were received for:

Derek Francis	General Manager Bogan Shire Council
Clr Vivian Slack-Smith	Mayor Brewarrina Shire Council
Bob Stewart	Administrator Central Darling Shire Council
Greg Hill	General Manager Central Darling Shire Council
Clr Peter Abbott	Mayor Cobar Shire Council
Paul Gallagher	General Manager Coonamble Shire Council
Clr Des Kennedy	Mayor Mid-Western Regional Council
Brad Cam	General Manager Mid-Western Regional Council
Megan Dixon	General Manager Walgett Shire Council
Clr Jane Keir	Mayor Walgett Shire Council
Clr Milton Quigley	Mayor Warren Shire Council
Roger Bailey	General Manager Warrumbungle Shire Council
Clr Ambrose Doolan	Mayor Warrumbungle Shire Council

**RESOLVED** Clr Hollman/Clr Batten, that the apologies received be accepted.

**2023/10**

### 4 DECLARATION OF INTEREST

There were no declarations of interest.

### 5 CONFIRMATION OF MINUTES OF AWC BOARD MEETING HELD 19 MAY 2023

**RESOLVED** Clr Neill/Gary Woodman that the minutes of the AWC Board Meeting held on 19 May 2023 be adopted.

**2023/11**

### 6 CONFIRMATION OF MINUTES OF GMAC MEETING HELD 21 JULY 2023

**RESOLVED** Murray Wood/Jane Redden that the minutes of the GMAC Meeting held on 21 July 2023 be adopted.

**2023/12**

### 7 GENERAL BUSINESS

#### 7.1 *Chairs Report*

**RESOLVED** Clr Horan/Clr Glen Neill that the information be noted.

**2023/13**

#### 7.2 *Orana Water Utilities Alliance Committee Meeting No 28*

**RESOLVED** Clr Hollman/Julien Geddes that the information be noted.

**2023/14**

### **7.3 Regional Local Government Training Facility**

Discussion was held in relation to the draft Funding Case to Establish a Water Training Centre in the OWUA Region. The projected cost to build the required infrastructure is \$912,000.

**David Kirby joined the meeting at 9.00am.**

**RESOLVED** Clr Horan/Clr Neill that the Alliance of Western Councils Board approach high levels of State and Federal governments to access funding.

**2023/15**

### **7.4 Discussion regarding Presenters at Future Meetings**

Discussion was held in relation to future presenters to ensure that all Councils are benefiting from them. The following suggestions were made:

- **Assistant Commissioner Brett Greentree**, Regional Commander
- **The Hon Prue Car, MP**, Deputy Premier, Minister for Education and Early Learning, Minister for Western Sydney, and Minister for Skills, TAFE and Tertiary Education
- **The Hon Tara Moriarty, MLC**, Minister for Agriculture, Minister for Regional New South Wales, and Minister for Western New South Wales
- **The Hon Rose Jackson, MLC**, Minister for Water, Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth
- **Simon Banks**, Commonwealth Environmental Water Holder (CEWH)
- **Troy Grant**, Inspector-General of Water Compliance
- **Dugald Saunders, MP**, Local Member for Dubbo Electorate
- **Roy Butler, MP**, Member for Barwon
- **Landcom** – NSW Government owned land and property development organisation.
- **Contour3D**

## **8 PRESENTATIONS**

### **8.1 Leo Krikmann – United Way – Dolly Parton Imagination Library**

The Chair welcomed Leo Krikmann to the meeting, who delivered a presentation in relation to the Dolly Parton Imagination Library program.

**It was noted** that the presentation and further information will be distributed to members after the meeting (**Attachment No. 1**).



## **8.2 The Hon Jenny Aitchison, BA, Grad Dip App Psych, GAICD MP – Minister for Regional Transport and Roads**

Minister Aitchison provided an overview of her portfolio, and the following items were discussed:

- With a challenging introduction to the portfolio, and new challenges fast approaching, she wants to ensure that in the future, money will be distributed efficiently and addressing the priorities.
- The final report from the Regional Road Transfer and Road Classification Review has not been made available to the Minister yet.
- The Regional and Local Road Repair Program deadline of February 2024 is likely to be extended. More information to be provided with the budget.
- The Minister advised she wants to have one on one discussions with each of the Council's representatives, followed by visits to their Shires in the future to get a clearer picture on what is needed in their respective areas.

## **8.3 Allistair Lunn – Director West, Transport for NSW**

Allistair delivered a presentation to the group (**Attachment No. 2**) providing an update from Transport for NSW with the following points noted:

- There has been a focus on Community Transportation including equity access for transport.
- The state of the roads, following natural disasters in recent years, remains the biggest challenge at present with 2,500 kilometres of damage to the State Road network.
- RMCC remains an integral part of maintenance of the State Road network and TfNSW values the relationships they have with Councils.
- TfNSW can partner with Councils on their events to assist in the don't drink and drive message including breathalyzer services etc.

## **8.4 Brendan Guiney – NSW Water Directorate**

Brendan Guiney provided an update from NSW Water Directorate with the following points noted:

- Brendan advised they have been working closely with Local Government and more recently the Country Mayors Association on the issue of water security in Regional NSW.
- Due to have an inquiry on the ownership of water utilities with the hope that the NSW Government will agree with continuing on with Council ownership. Local knowledge is imperative when it comes to maintaining water utilities.
- Discussion was held in relation to the position paper that was distributed prior to the meeting (**Attachment No. 3**) 'Addressing town water security for regional NSW cities and towns, to advocate for better recognition of water and sewerage assets within our Councils. The Chair advised that he will be a guest speaker at the upcoming Australian Water Associations, NSW Minister's Breakfast on the 4 October 2023 in Sydney, where he will be addressing Water Supply and Security in Regional and Rural NSW. It was requested that any specific issues relating to your Shire be shared via email.



## **9 DATE OF NEXT MEETING**

The next Alliance of Western Councils Board meeting will be held on Friday, 8 December 2023.

## **10 CONCLUSION OF MEETING**

The Chair thanked all members and guests for attending.

The Chair acknowledged Peter Abbott, Mayor of Cobar and also Jane Keir, Mayor of Walgett who are retiring from their roles. A letter will be forwarded to both of them to acknowledge and thank them for their contributions.

There being no further business the meeting concluded at 12.07pm.

## **CHAIR**



## Attachment No. 1

**Building a brighter future for the children in your community**

**Dolly Parton's Imagination Library**

**Partnering with the Alliance of Western Councils**

September 2023

## Putting it into perspective

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United Way Australia – Dolly Parton’s Imagination Library video

## Topics covered

- Why focus on early literacy?
- Dolly Parton's Imagination Library & its impact
- Focus on AWC Region
- Partnership with Local Government
- Where to from here?





Imagine ....

**.. an Australia where  
every child starts  
school ready to learn**



## Australian Early Development Census highlights children at risk

---

**22%** of Australian children start school developmentally vulnerable

– a statistic that is even higher for children living in low socio-economic areas.

*Research shows that if these children start school behind, they're likely to continue on a poor developmental trajectory at school and in later life.*

## A child's postcode shouldn't determine their potential

---

We understand the problem, and we have a simple, affordable way to tackle it that helps prepare kids for learning.





## Why focus on Early Literacy?

- 50% of language is learnt by age 4
- 90% of brain development occurs by age 5
- By age two, 75% of a child's brain growth has occurred and a child's language development can predict outcomes at age 26
- 1 in 5 Australian children are not developmentally ready for school when they turn 5
- 1 in 3 with reading difficulty will never catch up
- 70% of student who don't complete Yr. 12 have poor literacy skills

**Children with access to at least 20 books in the home reach an overall higher level of educational attainment than those without, regardless of the parent's education, occupation, and socioeconomic status**

Low Reading skill and poor health have found to be related

## The impact of poor literacy is devastating

---

- welfare dependency
- poor health outcomes
- lack of social cohesion
- higher levels of crime and lack of self-worth
- higher rates of dropping out of school
- decreased earning potential
- limited ability to engage in activities that require critical thinking or a solid base of literacy and numeracy

## The everyday effects of poor literacy skills

- Communicating by email
- connecting by social media
- reading a medicine label
- completing a job application
- reading workplace correspondence
- filling out a home loan application
- comparing the cost of two items
- voting in elections
- calculating finances
- shopping online
- achieving a higher education degree or training
- helping their children with homework



## Dolly Parton's Imagination Library

United Way Australia is the Australian Licensee of Dolly Parton's Imagination Library program

Dolly Parton's Imagination Library is a community-based, early literacy intervention program that brings the magic of a library into the home of a child with the gift of a book.

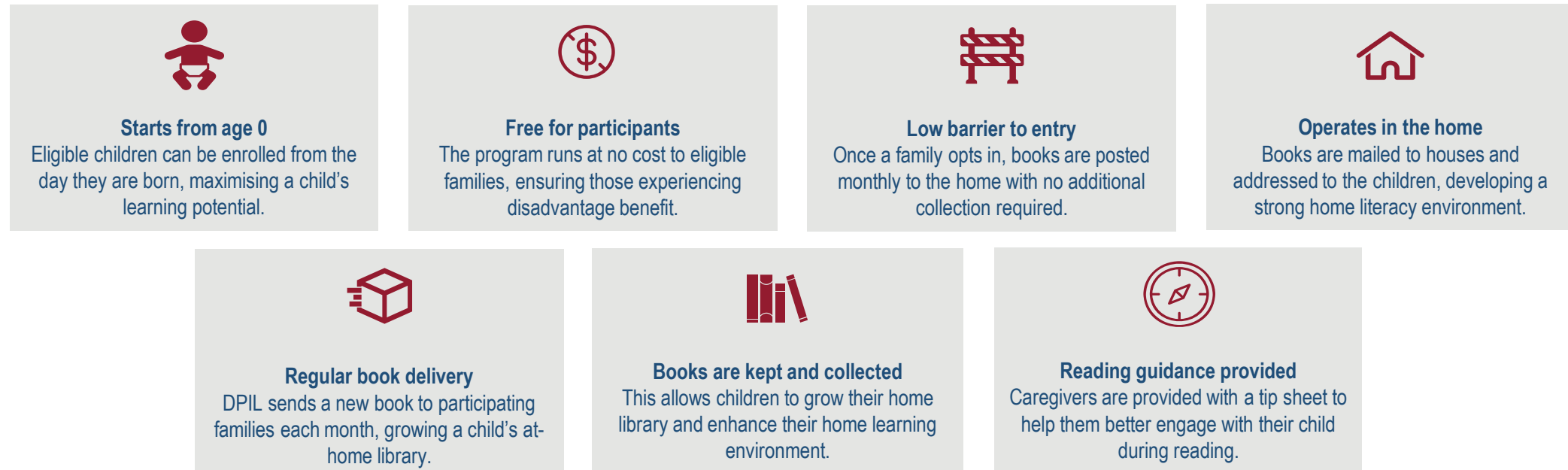
The Imagination Library supports parents as their child's first and most important teacher and takes a proven first step towards sparking curiosity, a love of reading and learning.



# The Imagination Library is a free book-gifting program building literacy readiness before children start school.



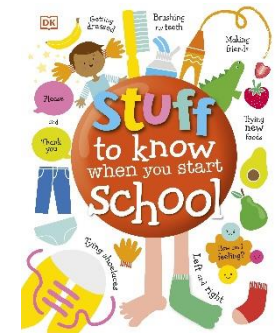
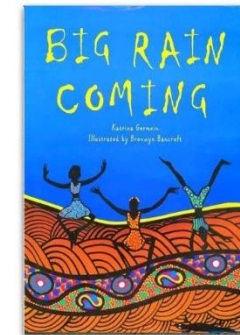
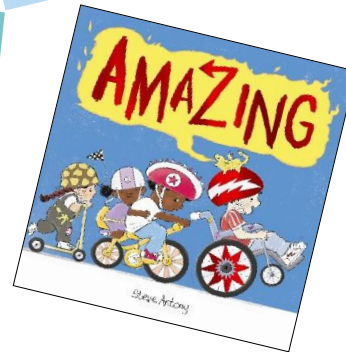
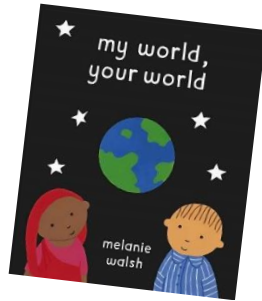
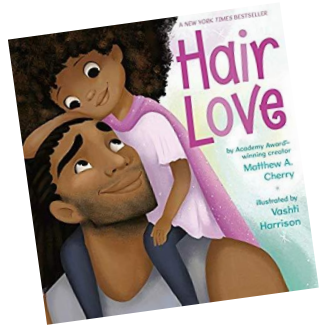
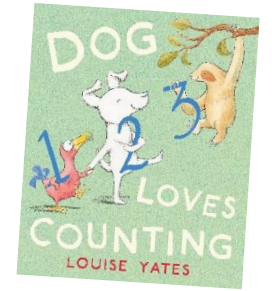
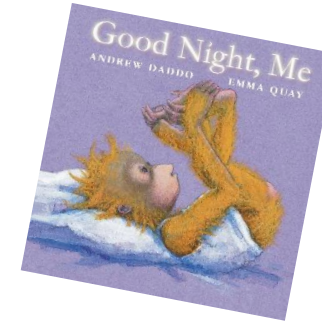
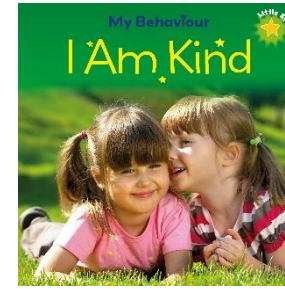
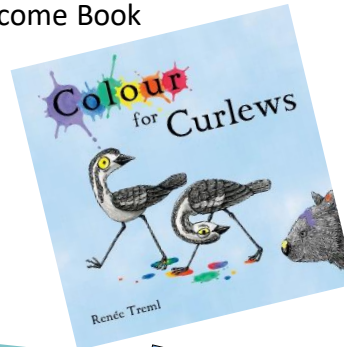
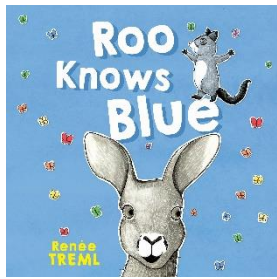
## Key features:





# 2023 Australian Book List - Samples

All children receive **Roo Knows Blue** by Renée Trembl as their Welcome Book



## The program is making an impact on the home literacy environment

2020-2012 National Impact Report Key Findings:

Caregivers who read daily or more at baseline were **10 times** more likely to read daily or more at 6 months, than those who did not read daily or more at baseline

**79%** of children had more than 25 books in the home at 6-months, which is double that of a study of nearly one million Australian children which found only 44% of children had more than 25 books by 2 years of age.

**86%** of caregivers surveyed reported spending more quality time as a family with books

**75%** of children over 3 years of age demonstrated emerging literacy skills including recognizing alphabet letters after 6 months of receiving the Imagination Library

Research shows that **shared book reading with the child** is key



## 2021-2022 National Impact Report Key Findings N=228

### **Frequency**

After 6 months of receiving the books 70% of caregivers were reading daily or more to the child which is higher than a large Australian study (N~5,000) of children that found 60% of children were read to 6-7 days in the last week aged between 0-1 years.

Caregivers who read daily or more at baseline were 10 times more likely to read daily or more at 6 months than those who did not read daily or more at baseline.

### **Books in the home**

79% of children had more than 25 books in the home at 6-months which is nearly double that of a study of nearly one million Australian children which found only 44% of children had more than 25 books by 2 years.

### **Caregivers**

The Imagination Library increases caregiver confidence and enjoyment.

86% of caregivers surveyed reported spending more quality time as a family with books.

The Imagination Library increases the use of reading techniques known to be beneficial for language acquisition and development.

### **Emergent literacy skills**

75% of children over 3 years of age demonstrated emergent literacy skills including recognising alphabet letters after only 6 months of receiving the Imagination Library.



An Impact Assessment of Dolly Parton's Imagination Library in Australia was conducted in 2022. Based on survey data about families' shared reading habits compared to a control group, the program offers a four-for-one return on investment. In vulnerable communities this ROI is likely to be higher.



Shared book reading helps children develop early literacy skills, resulting in improved Year 3 NAPLAN scores



The Imagination Library has a unique offering, and a track record of impact in Australia



There is a robust body of peer-reviewed research evidence showing that the Imagination Library improves shared reading behaviour and strengthens early literacy skills



Program evidence shows that the Imagination Library is delivering strong results in Australia



It also suggests that the benefits of the program go beyond shared book reading and early literacy, and include strengthened connections within and between families and the broader community

**1 / 20**

Economic analysis suggests that the program breaks even on its original investment if around one in twenty families start reading to their child 6-7 days per week as a result of the program

# NSW LGAs ranked by Department of Education's vulnerability index

Local Government Area (2016 Name)	DPIE Planning Region	2019 NSW Health Birth Rates	Overall Vulnerability Ranking	Local Government Area (2016 Name)	DPIE Planning Region	2019 NSW Health Birth Rates	Overall Vulnerability Ranking	Local Government Area (2016 Name)	DPIE Planning Region	2019 NSW Health Birth Rates	Overall Vulnerability Ranking	Local Government Area (2016 Name)	DPIE Planning Region	2019 NSW Health Birth Rates	Overall Vulnerability Ranking
Coonamble (A)	Central West and Orana Region	75	1	Campbelltown (C) (NSW)	Greater Sydney Region	2,651	36	Bogan (A)	Central West and Orana Region	43	71	Snowy Monaro Regional (A)	South East and Tablelands Region	167	106
Walgett (A)	Far West Region	75	2	Temora (A)	Riverina Murray Region	59	37	Greater Hume Shire (A)	Riverina Murray Region	7	72	Strathfield (A)	Greater Sydney Region	501	107
Tenterfield (A)	New England North West Region	15	3	Gunnedah (A)	New England North West Region	191	38	Penrith (C)	Greater Sydney Region	3,324	73	Byron (A)	North Coast Region	295	108
Glen Innes Severn (A)	New England North West Region	76	4	Dubbo Regional (A)	Central West and Orana Region	805	39	Carrathool (A)	Riverina Murray Region	41	74	Camden (A)	Greater Sydney Region	1,968	109
Fairfield (C)	Greater Sydney Region	2,289	5	Wentworth (A)	Far West Region	3	40	Maitland (C)	Hunter Region	1,163	75	Ryde (C)	Greater Sydney Region	1,556	110
Brewarrina (A)	Far West Region	14	6	Walcha (A)	New England North West Region	26	41	Port Stephens (A)	Hunter Region	723	76	Randwick (C)	Greater Sydney Region	1,660	111
Richmond Valley (A)	North Coast Region	253	7	Liverpool (C)	Greater Sydney Region	3,373	42	Forbes (A)	Central West and Orana Region	127	77	Upper Lachlan Shire (A)	South East and Tablelands Region	52	112
Kempsey (A)	North Coast Region	360	8	Clarence Valley (A)	North Coast Region	475	43	Berrigan (A)	Riverina Murray Region	7	78	Inner West (A)	Greater Sydney Region	2,140	113
Warrumbungle Shire (A)	Central West and Orana Region	92	9	Lismore (C)	North Coast Region	425	44	Orange (C)	Central West and Orana Region	627	79	Canada Bay (A)	Greater Sydney Region	1,097	114
Central Darling (A)	Far West Region	18	10	Uralla (A)	New England North West Region	52	45	Wollongong (C)	Illawarra-Shoalhaven Region	2,401	80	Waverley (A)	Greater Sydney Region	1,007	115
Bourke (A)	Far West Region	29	11	Cobar (A)	Far West Region	63	46	Central Coast (C) (NSW)	Central Coast Region	3,788	81	Willoughby (C)	Greater Sydney Region	827	116
Nambucca (A)	North Coast Region	207	12	Eurobodalla (A)	South East and Tablelands Region	267	47	Weddin (A)	Central West and Orana Region	25	82	Wollondilly (A)	Greater Sydney Region	704	117
Broken Hill (C)	Far West Region	185	13	Muswellbrook (A)	Hunter Region	218	48	Tweed (A)	North Coast Region	711	83	Mosman (A)	Greater Sydney Region	290	118
Kyogle (A)	North Coast Region	92	14	Armidale Regional (A)	New England North West Region	344	49	Dungog (A)	Hunter Region	91	84	Sutherland Shire (A)	Greater Sydney Region	2,547	119
Gyandarra (A)	Central West and Orana Region	53	15	Tamworth Regional (A)	New England North West Region	792	50	Mid-Western Regional (A)	Central West and Orana Region	279	85	Woollahra (A)	Greater Sydney Region	575	120
Moree Plains (A)	New England North West Region	163	16	Griffith (C)	Riverina Murray Region	364	51	Oberon (A)	Central West and Orana Region	45	86	Hornsby (A)	Greater Sydney Region	1,451	121
Lithgow (C)	Central West and Orana Region	189	17	Coolamon (A)	Riverina Murray Region	42	52	Ballina (A)	North Coast Region	389	87	Northern Beaches (A)	Greater Sydney Region	2,847	122
Junee (A)	Riverina Murray Region	56	18	Bathurst Regional (A)	Central West and Orana Region	476	53	Blayney (A)	Central West and Orana Region	78	88	Ku-ring-gai (A)	Greater Sydney Region	871	123
Cowra (A)	Central West and Orana Region	119	19	Federation (A)	Riverina Murray Region	5	54	Singleton (A)	Hunter Region	317	89	Lane Cove (A)	Greater Sydney Region	543	124
Hay (A)	Riverina Murray Region	26	20	Hilltops (A)	South East and Tablelands Region	178	55	Wagga Wagga (C)	Riverina Murray Region	881	90	Hunters Hill (A)	Greater Sydney Region	105	125
Cessnock (C)	Hunter Region	808	21	Narrandera (A)	Riverina Murray Region	71	56	Bland (A)	Riverina Murray Region	65	91	North Sydney (A)	Greater Sydney Region	956	126
Cumberland (A)	Greater Sydney Region	4,166	22	Balranald (A)	Far West Region	1	57	Lake Macquarie (C)	Hunter Region	2,365	92	The Hills Shire (A)	Greater Sydney Region	1,868	127
Narrromine (A)	Central West and Orana Region	77	23	Leeton (A)	Riverina Murray Region	155	58	Bayside (A)	Greater Sydney Region	2,361	93	Unincorporated NSW	Far West Region	12	128
Snowy Valleys (A)	Riverina Murray Region	157	24	Shoalhaven (C)	Illawarra-Shoalhaven Region	1,065	59	Newcastle (C)	Hunter Region	1,874	94	Kiama (A)	Illawarra-Shoalhaven Region	198	129
Narrabri (A)	New England North West Region	171	25	Coffs Harbour (C)	North Coast Region	839	60	Yass Valley (A)	South East and Tablelands Region	26	95				
Canterbury-Bankstown (A)	Greater Sydney Region	4,946	26	Murray River (A)	Riverina Murray Region	5	61	Wingecarribee (A)	South East and Tablelands Region	468	96				
Warren (A)	Central West and Orana Region	37	27	Edward River (A)	Riverina Murray Region	66	62	Lockhart (A)	Riverina Murray Region	30	97				
Liverpool Plains (A)	New England North West Region	86	28	Port Macquarie-Hastings (A)	North Coast Region	738	63	Bellingen (A)	North Coast Region	103	98				
Lachlan (A)	Central West and Orana Region	96	29	Burwood (A)	Greater Sydney Region	332	64	Georges River (A)	Greater Sydney Region	1,658	99				
Inverell (A)	New England North West Region	225	30	Gundagai (A)	Riverina Murray Region	110	65	Sydney (C)	Greater Sydney Region	2,022	100				
Parkes (A)	Central West and Orana Region	184	31	Goulburn Mulwaree (A)	South East and Tablelands Region	280	66	Queanbeyan-Palerang Regional (A)	South East and Tablelands Region	405	101				
Mid-Coast (A)	Hunter Region	762	32	Upper Hunter Shire (A)	Hunter Region	155	67	Cabonne (A)	Central West and Orana Region	136	102				
Murrumbidgee (A)	Riverina Murray Region	31	33	Blacktown (C)	Greater Sydney Region	5,876	68	Parramatta (C)	Greater Sydney Region	3,595	103				
Gwydir (A)	New England North West Region	30	34	Bega Valley (A)	South East and Tablelands Region	239	69	Hawkesbury (C)	Greater Sydney Region	850	104				
Albury (C)	Riverina Murray Region	716	35	Shellharbour (C)	Illawarra-Shoalhaven Region	871	70	Blue Mountains (C)	Greater Sydney Region	718	105				

## Parameters and weightings

Developmental vulnerability on two or more AEDC domains (40%) – 2018 AEDC		
Level of socio-economic disadvantage using Socio-Economic Indexes for Areas (SEIFA) (30%) – 2016 ABS		
Proportion of population aged 0 to 5 that is vulnerable (30%) – 2016 ABS		

# NSW LGAs ranked by Department of Education's vulnerability index

Local Government Area (2016 Name)	DPIE Planning Region	2019 NSW Health Birth Rates	Overall Vulnerability Ranking
Coonamble (A)	Central West and Orana Region	75	1
Walgett (A)	Far West Region	75	2
Tenterfield (A)	New England North West Region	15	3
Glen Innes Severn (A)	New England North West Region	76	4
Fairfield (C)	Greater Sydney Region	2,289	5
Brewarrina (A)	Far West Region	14	6
Richmond Valley (A)	North Coast Region	253	7
Kempsey (A)	North Coast Region	360	8
Warrumbungle Shire (A)	Central West and Orana Region	92	9
Central Darling (A)	Far West Region	18	10
Bourke (A)	Far West Region	29	11
Nambucca (A)	North Coast Region	207	12
Broken Hill (C)	Far West Region	185	13
Kyogle (A)	North Coast Region	92	14
Gilgandra (A)	Central West and Orana Region	53	15
Moree Plains (A)	New England North West Region	163	16
Lithgow (C)	Central West and Orana Region	189	17
Junee (A)	Riverina Murray Region	56	18
Cowra (A)	Central West and Orana Region	119	19
Hay (A)	Riverina Murray Region	26	20
Cessnock (C)	Hunter Region	808	21
Cumberland (A)	Greater Sydney Region	4,166	22
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Murrumbidgee (A)	Riverina Murray Region	31	33
Gwydir (A)	New England North West Region	30	34
Albury (C)	Riverina Murray Region	716	35

Local Government Area (2016 Name)	DPIE Planning Region	2019 NSW Health Birth Rates	Overall Vulnerability Ranking
Campbelltown (C) (NSW)	Greater Sydney Region	2,651	36
Temora (A)	Riverina Murray Region	59	37
Gunnedah (A)	New England North West Region	191	38
Dubbo Regional (A)	Central West and Orana Region	805	39
Wentworth (A)	Far West Region	3	40
Walcha (A)	New England North West Region	26	41
Liverpool (C)	Greater Sydney Region	3,373	42
Clarence Valley (A)	North Coast Region	475	43
Lismore (C)	North Coast Region	425	44
Uralla (A)	New England North West Region	52	45
Cobar (A)	Far West Region	63	46
Eurobodalla (A)	South East and Tablelands Region	267	47
Muswellbrook (A)	Hunter Region	218	48
Armidale Regional (A)	New England North West Region	344	49
Tamworth Regional (A)	New England North West Region	792	50
Griffith (C)	Riverina Murray Region	364	51
Coolamon (A)	Riverina Murray Region	42	52
Bathurst Regional (A)	Central West and Orana Region	476	53
Federation (A)	Riverina Murray Region	5	54
Hilltops (A)	South East and Tablelands Region	178	55
Narrandera (A)	Riverina Murray Region	71	56
Balranald (A)	Far West Region	1	57
Leeton (A)	Riverina Murray Region	155	58
Shoalhaven (C)	Illawarra-Shoalhaven Region	1,065	59
Coffs Harbour (C)	North Coast Region	839	60
Murray River (A)	Riverina Murray Region	5	61
Edward River (A)	Riverina Murray Region	66	62
Port Macquarie-Hastings (A)	North Coast Region	738	63
Burwood (A)	Greater Sydney Region	332	64
Gundagai (A)	Riverina Murray Region	110	65
Goulburn Mulwaree (A)	South East and Tablelands Region	280	66
Upper Hunter Shire (A)	Hunter Region	155	67
Blacktown (C)	Greater Sydney Region	5,876	68
Bega Valley (A)	South East and Tablelands Region	239	69
Shellharbour (C)	Illawarra-Shoalhaven Region	871	70

Local Government Area (2016 Name)	DPIE Planning Region	2019 NSW Health Birth Rates	Overall Vulnerability Ranking
Bogan (A)	Central West and Orana Region	43	71
Greater Hume Shire (A)	Riverina Murray Region	7	72
Penrith (C)	Greater Sydney Region	3,324	73
Carrathool (A)	Riverina Murray Region	41	74
Maitland (C)	Hunter Region	1,163	75
Port Stephens (A)	Hunter Region	723	76
Forbes (A)	Central West and Orana Region	127	77
Berrigan (A)	Riverina Murray Region	7	78
Orange (C)	Central West and Orana Region	627	79
Wollongong (C)	Illawarra-Shoalhaven Region	2,401	80
Central Coast (C) (NSW)	Central Coast Region	3,788	81
Weddin (A)	Central West and Orana Region	25	82
Tweed (A)	North Coast Region	711	83
Dungog (A)	Hunter Region	91	84
Mid-Western Regional (A)	Central West and Orana Region	279	85
Oberon (A)	Central West and Orana Region	45	86
Ballina (A)	North Coast Region	389	87
Blayney (A)	Central West and Orana Region	78	88
Singleton (A)	Hunter Region	317	89
Wagga Wagga (C)	Riverina Murray Region	881	90
Bland (A)	Riverina Murray Region	65	91
Lake Macquarie (C)	Hunter Region	2,365	92
Bayside (A)	Greater Sydney Region	2,361	93
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Wingecarribee (A)	South East and Tablelands Region	468	96
Lockhart (A)	Riverina Murray Region	30	97
Bellingen (A)	North Coast Region	103	98
Georges River (A)	Greater Sydney Region	1,658	99
Sydney (C)	Greater Sydney Region	2,022	100
Queanbeyan-Palerang Regional (A)	South East and Tablelands Region	405	101
Cabonne (A)	Central West and Orana Region	136	102
Parramatta (C)	Greater Sydney Region	3,595	103
Hawkesbury (C)	Greater Sydney Region	850	104
Blue Mountains (C)	Greater Sydney Region	718	105

Local Government Area (2016 Name)	DPIE Planning Region	2019 NSW Health Birth Rates	Overall Vulnerability Ranking
		<b>Vulnerability ranking (out of 129 LGAs)</b>	
Coonamble			1
Walgett			2
Brewarrina			6
Warrumbungle			9
Central Darling			10
Bourke			11
Gilgandra			15
Narromine			23
Warren			27
Dubbo Regional			39
Cobar			46
Bogan			71
Mid-Western			85

# NSW Government funded 25 LGAs

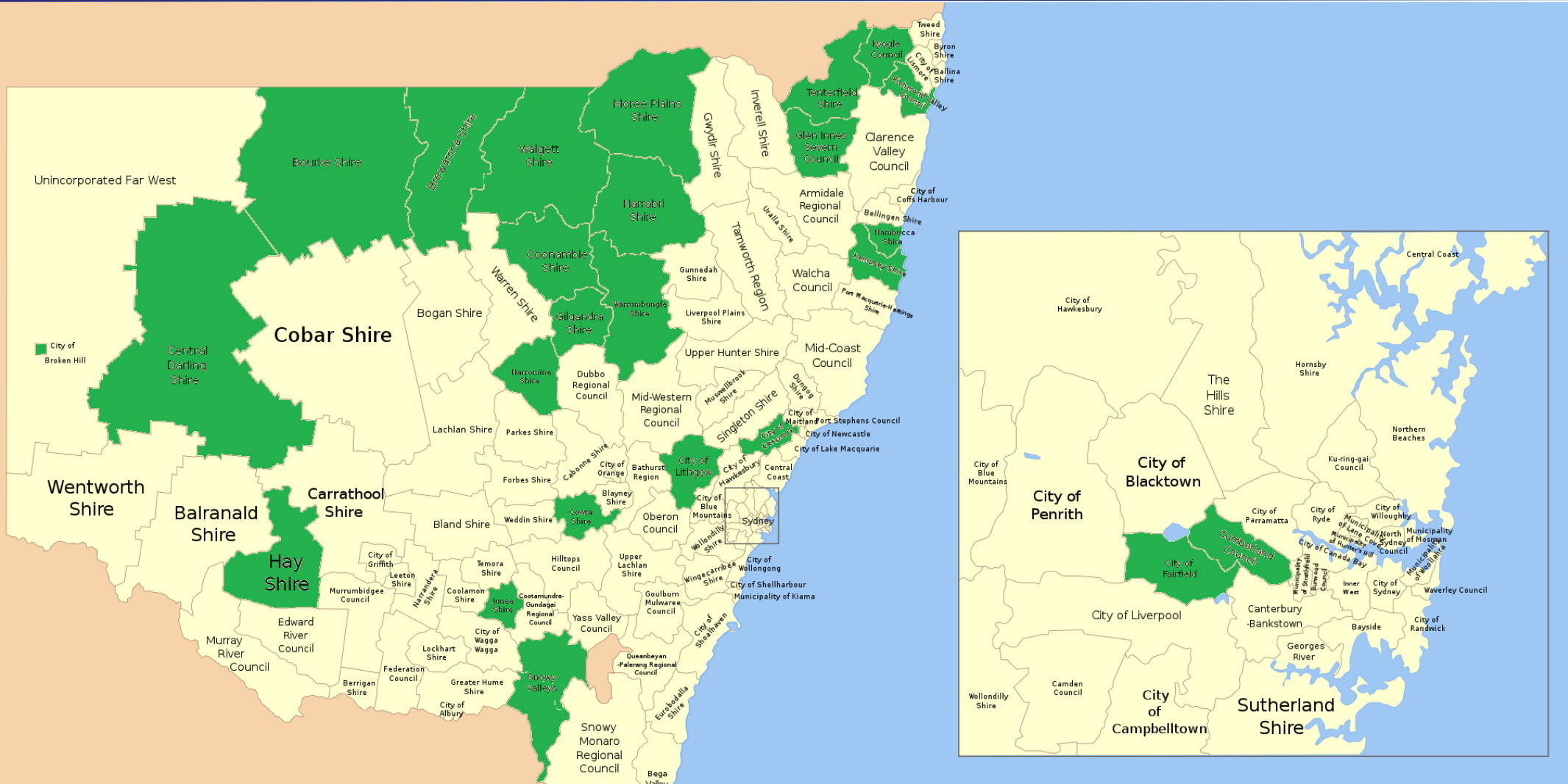
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Central Darling (A)	Far West Region	18	10
Bourke (A)	Far West Region	29	11
Nambucca (A)	North Coast Region	207	12
Broken Hill (C)	Far West Region	185	13
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Gilgandra (A)	Central West and Orana Region	53	15
Moree Plains (A)	New England North West Region	163	16
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Local Government Area (2016 Name)	DPIE Planning Region	2019 NSW Health Birth Rates	Overall Vulnerability Ranking
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Bathurst Regional (A)	Central West and Orana Region	476	53
Federation (A)	Riverina Murray Region	5	54
Hilltops (A)	South East and Tablelands Region	178	55
Narrandera (A)	Riverina Murray Region	71	56
Balranald (A)	Far West Region	1	57
Leeton (A)	Riverina Murray Region	155	58
Shoalhaven (C)	Illawarra-Shoalhaven Region	1,065	59
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Burwood (A)	Greater Sydney Region	332	64
Gundagai (A)	Riverina Murray Region	110	65
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Blacktown (C)	Greater Sydney Region	5,876	68
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Bland (A)	Riverina Murray Region	65	91
Lake Macquarie (C)	Hunter Region	2,365	92
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Lockhart (A)	Riverina Murray Region	30	97
Bellingen (A)	North Coast Region	103	98
Georges River (A)	Greater Sydney Region	1,658	99
Sydney (C)	Greater Sydney Region	2,022	100
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Cabonne (A)	Central West and Orana Region	136	102
Parramatta (C)	Greater Sydney Region	3,595	103
Hawkesbury (C)	Greater Sydney Region	850	104
Blue Mountains (C)	Greater Sydney Region	718	105

Local Government Area (2016 Name)	DPIE Planning Region	2019 NSW Health Birth Rates	Overall Vulnerability Ranking
<b>LGA</b>		<b>Vulnerability ranking (out of 129 LGAs)</b>	
Coonamble			1
Walgett			2
Brewarrina			6
Warrumbungle			9
Central Darling			10
Bourke			11
Gilgandra			15
Narromine			23
Warren			27
Dubbo Regional			39
Cobar			46
Bogan			71
Mid-Western			85

# NSW Government funded 25 LGAs – ‘Whole of Community’ approach targeting 15,000+ children



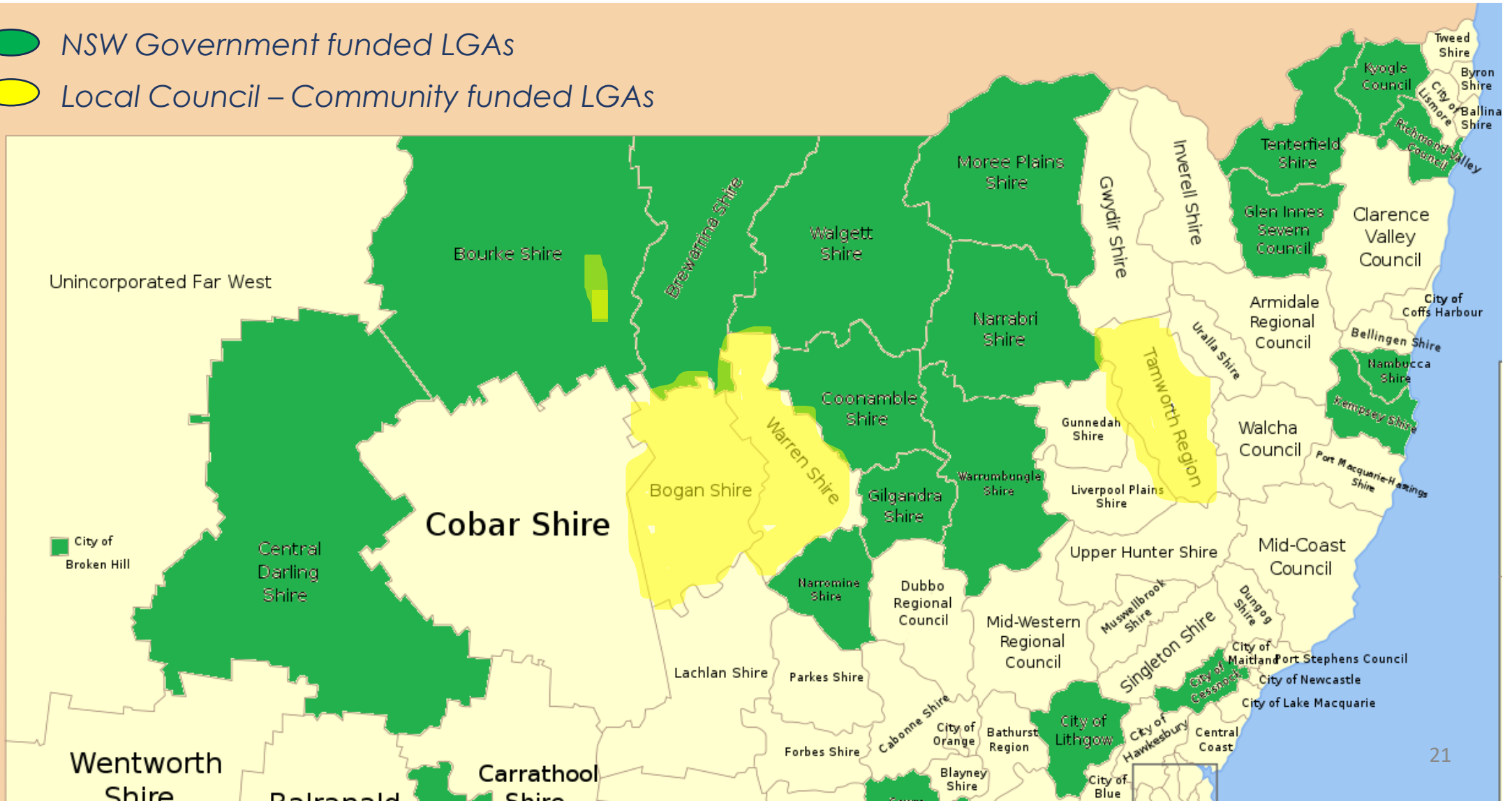
Local Government Areas of New South Wales



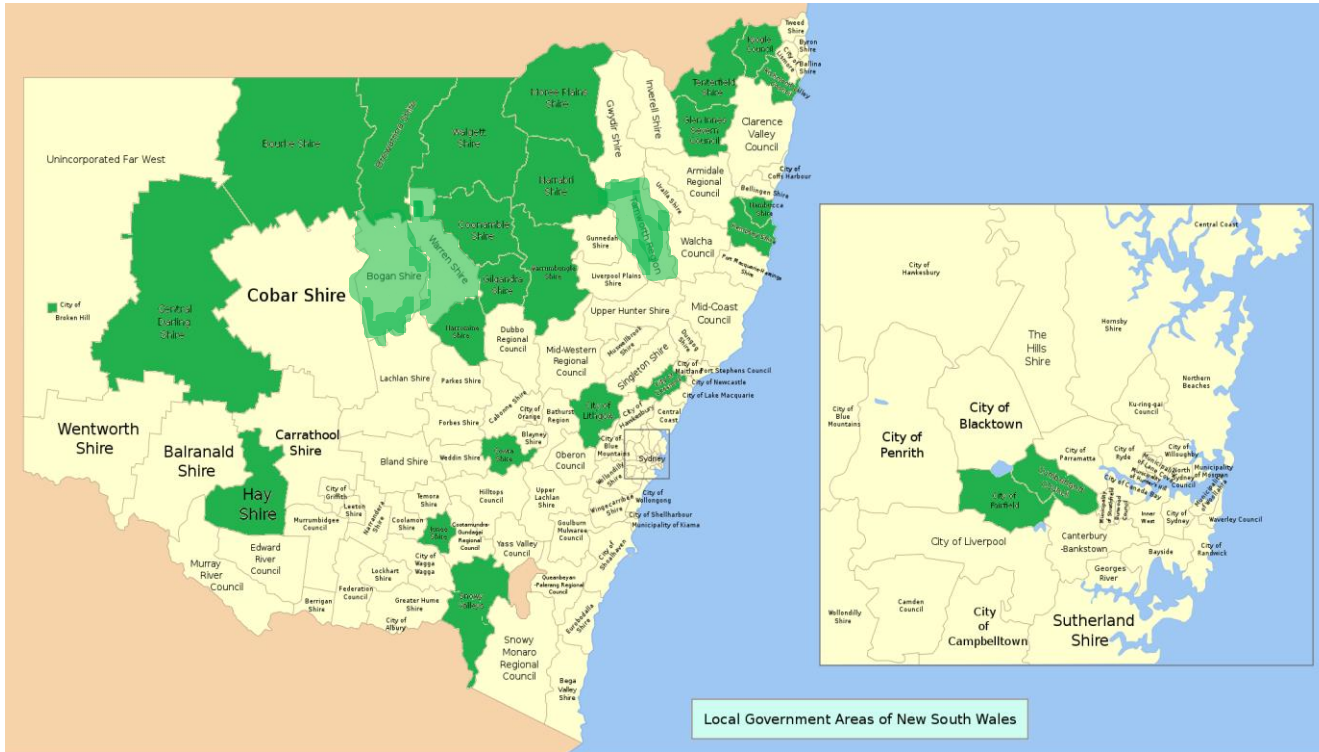
## 'Whole of Community' programs in Northern NSW

NSW Government funded LGAs

Local Council – Community funded LGAs



# Partnerships with 28 Councils and 9 Local Health Districts across NSW



Local Health District	Local Government Area
South Western Sydney	Fairfield
Western Sydney	Cumberland
Nepean Blue Mountains	Lithgow
Hunter New England	Tamworth, Cessnock, Glenn Innes Severn, Moree Plains, Narrabri, Tenterfield
Mid North Coast	Kempsey, Nambucca
Northern	Kyogle, Richmond Valley
Western	Bogan, Bourke, Brewarrina, Coonamble, Cowra, Gilgandra, Narromine, Walgett, Warren Warrumbungle
Far West	Broken Hill, Central Darling
Murrumbidgee	Hay, Junee, Snowy Valleys
<b>9 LHDs</b>	<b>28 LGAs – 10,000 children</b>

Every child born in 28 NSW LGAs enrolled

## Partnerships within 10 Alliance of Western Councils - NSW





## Enrollment in most AWC locations has exceeded expectations

Local Government Area	Approx. Birth rate	No. of children currently enrolled (over 18 months)	
Bogan (*)	35	26	Since Jan 2023
Bourke (*)	35	56	
Brewarrina (*)	15	29	
Central Darling (*)	25	16	
Cobar	65	N/A	
Coonamble (*)	70	126	
Dubbo Regional	810	N/A	
Gilgandra (*)	60	80	
Mid-Western	310	N/A	
Narromine (*)	80	134	
Walgett (*)	85	102	
Warren (*)	30	0	Commencing Sept 2023
Warrumbungle(*)	100	120	

(\*) 10 LGAs – 689 children



Narromine launch – first Imagination Library book and an invitation to Baby Rhyme Time at the Library

## Feedback from community partners

### ***Early Childhood Literacy Officer/Certified Speech Pathologist Central Northern Regional Library***

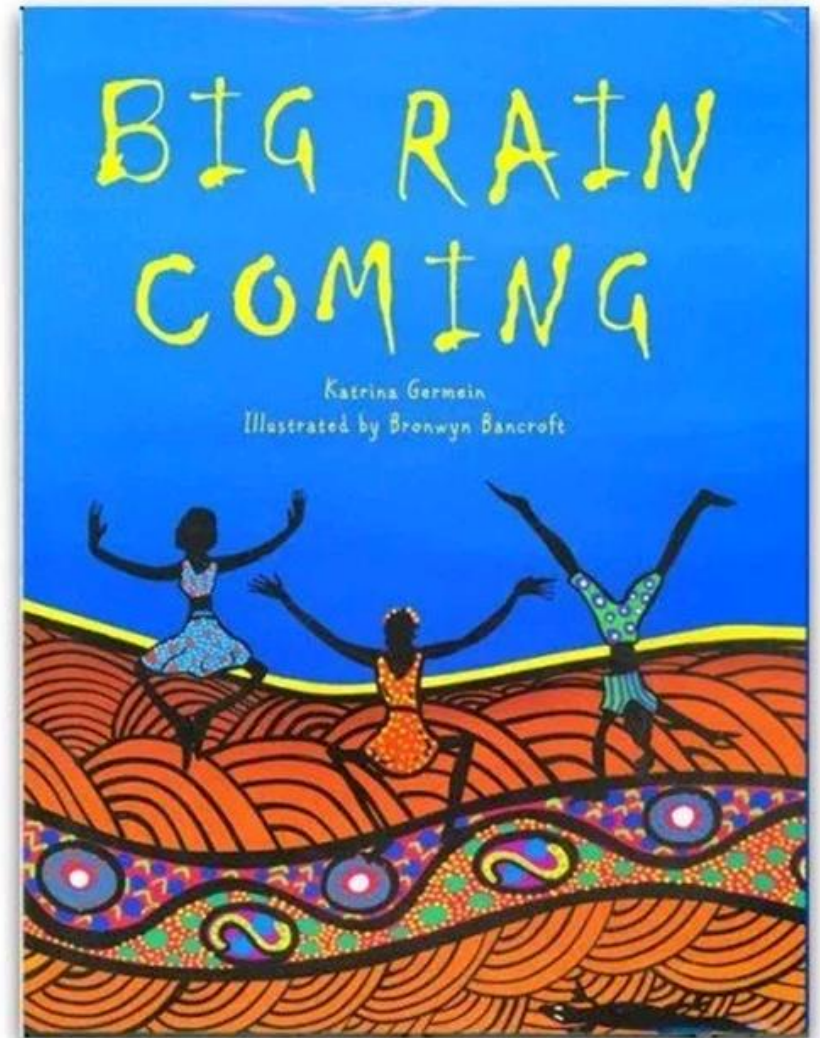
*‘An Imagination Library is preparation for education, making reading a habit for children from birth.’*

*The program encourages parents and carers to be their child’s first and most important teacher, using books and tools provided to turn story time into educational building blocks.’*



## Feedback from families

- *“Being an indigenous family, we live in an area where a lot of kids might not go to the library, the parents don’t go to the library either, but the books still turn up and the child has access to books and the opportunity to grow and be a bit better through the books”.*



## Feedback from families

- *“Dad is dyslexic. Reads the books to our daughter to improve his own reading.*
- *She loves receiving the books so much so that the postie will deliver the books to give to her personally because she loves to see her reaction when she gets a new book!*
- *Our daughter will take the book with her everywhere and always asks people to read to her.*
- *She is often sick (current testing may indicate an immune disease TBC) but cannot always attend kindergarten. Most of her books come from the Imagination Library and spends much of her time reading books.”*



## Partnerships with Councils and Local Health Districts – working model

‘Whole of Community’ approach – every child born and residing in LGA eligible to have access to program

United Way Australia	Council	NSW Health
Runs the program	Connects the community	Enrolls children on the program



## Partnerships with Councils and Local Health Districts – working model

United Way Australia	Council	NSW Health
<ul style="list-style-type: none"> <li>• Select and secure books</li> <li>• Package and send books</li> <li>• Develop family resource “tip sheets”, which are included with each book</li> <li>• Survey families to capture impact</li> <li>• Oversee and manage the Imagination Library database</li> <li>• Train local coordinators to use the database</li> </ul>	<ul style="list-style-type: none"> <li>• Promote program in local Community</li> <li>• Nominate a local contact person who will liaise with local Health staff and enroll children on the Imagination Library database system</li> <li>• Facilitate related activities if desired e.g., story-time groups</li> <li>• Drive local awareness within community (e.g., via Libraries)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide enrolment form at earliest possible point from birth, either at hospital or first Blue Book appointment with the Early Childhood Nurse</li> <li>• Provide the family with the child’s first gift of a book</li> </ul>

## Program funding models

### Current Operating Models

- **100%** NSW Government funded  
(Bourke, Brewarrina, Central Darling, Coonamble, Gilgandra, Narromine, Warrumbungle,, Walgett)
- **100%** Local Council funded  
(Bogan, Warren)
- **100%** Local Community funded  
(e.g. Ryde)
- **Hybrid** (50% – 45%- 5%) Local Council – Local Community Partnership – Philanthropy/UWA  
(e.g. Tamworth)

### Aspirational Operating Model

- **Hybrid** (70% – 15% - 15%) NSW Government - Local Council /Community Partnership – Philanthropy

**Local Councils are well positioned to build capacity and act as a local anchor for place-based initiatives such as the Imagination Library.**



Program costs	
Book per month	\$9
1 Child for 1 year	\$108

\$9 per child/month for new book and parent tip sheet, inclusive of postage

*“it takes a village to raise a child”*



## ***Local Councils are well positioned to build capacity and act as a local anchor for place-based initiatives such as the Imagination Library.***

### **Proposed approach for all currently Government funded locations:**

- No newborns eligible from July 2024 under Government funding
- Existing children enrolled – covered by Government funding for additional 2 years (or until they turn 5)
- A 50:50 co-contribution funding model is proposed for long term sustainability of the program
- Partnership between council and local business, community organisations and residents, supported by United Way Australia and philanthropy
- Existing enrolment process maintained with Local Health District and Library network – remains unchanged
- Approx 50 to 70% of total annual funds required during 2024/25 to continue enrolling newborns from 1 July, as births phased throughout proceeding 12 months



*“it takes a village to raise a child”*

## ***Local Councils are well positioned to build capacity and act as a local anchor for place-based initiatives such as the Imagination Library.***

### **Proposed approach for non-Government funded locations:**

- United Way can assist with developing business case for council consideration
- A 50:50 co-contribution funding model is proposed for the program
- Partnership between council and local business, community organisations and community, supported by United Way Australia and philanthropy
- In some instances, the existing enrolment process within the Region, working with Local Health District and Library network can support the enrolment process
- Some new local relationships with LHD will need to be established
- Approx 50 to 70% of total annual funds required during 2024/25 to continue enrolling newborns from 1 July, as births phased throughout proceeding 12 months



*“it takes a village to raise a child”*



## Our children - Ready for School

Together, we can ensure all children  
**read, learn and succeed.**

**The Imagination Library not only  
sparks joy and imagination,  
it fires the skills that are critical for  
children to start school ready to fly.**





# Questions?



**Thank you**



**Thank you for your  
support**

## Additional Information

### United Way Australia



#### BELIEF

A child's chance of success should not be limited by their postcode.



#### VISION

Together, we can ensure *all* Australian children **READ, LEARN and SUCCEED.**



#### PURPOSE

United Way Australia prepares children to succeed.

We bring together all who can make a difference, starting with local communities.



#### OUR ASPIRATIONAL GOAL

Over five years we will help 40,000 Australian children and young people to **READ, LEARN and SUCCEED.**

**READ, LEARN AND SUCCEED.**



### Dollywood Foundation

Dolly's vision is to create a lifelong love of reading, prepare children for school and inspire them to dream.

Since launching in 1995, Dolly Parton's Imagination Library has become the premier early childhood book gifting program in the world by mailing over 200 million free books in Australia, Canada, United Kingdom and the United States. Currently, the program mails more than two million specially selected, age-appropriate books monthly to registered children from birth to age five.





**For more information please contact:**

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# Dolly Parton's Imagination Library

## Impact Assessment

October 2022

United Way Australia engaged dandolopartners to assess the impact and value of Dolly Parton’s Imagination Library based on available information.

## Background

United Way Australia (UWA) has been delivering Dolly Parton’s Imagination Library (the Imagination Library) in Australia since 2014. Today, the Imagination Library is operating in over 400 locations around Australia.

Building off the program’s success, UWA is exploring options to expand the program to reach more children. It is also considering options to deepen engagement with children and families by embedding a ‘wraparound’ approach in more locations; and launching a new information portal for parents and educators. UWA wanted to (a) understand the current impact and value of the Imagination Library; and (b) understand the implications of these proposed shifts in program direction.

## Scope of the project

UWA engaged dandolopartners to undertake an Impact Assessment of Dolly Parton’s Imagination Library in Australia. The purpose of the Impact Assessment was to draw reasonable conclusions about the effectiveness, impacts and value of the program in Australia, based on available evidence. **Unlike an evaluation, in which the evaluator seeks to gather substantial new information, dandolo conducted this impact assessment on the basis of existing information.**

As part of this Impact Assessment, UWA asked dandolo to deliver the following:

- Analysis on the effectiveness and impact of the program, in light of available evidence,
- A calculation of the return on investment of the program, and
- Consideration of proposed future program directions.

This Impact Assessment provides the results of this analysis.

This Impact Assessment delivers analysis on effectiveness and impact, estimated return on investment, and consideration of future program directions.

Section	Page
Introduction	1
Findings on a page	2
The program	3
Results and Findings	7
Return on Investment	15
Future program directions	18
Appendices	22

# Findings on a page

Our Impact Assessment found that the Imagination Library is backed by robust peer-reviewed research and Australian program evidence, and likely delivers a strong return on investment.



Shared book reading helps children develop early literacy skills, resulting in improved Year 3 NAPLAN scores



The Imagination Library has a unique offering, and a track record of impact in Australia



There is a robust body of peer-reviewed research evidence showing that the Imagination Library improves shared reading behaviour and strengthens early literacy skills



Program evidence shows that the Imagination Library is also delivering strong results in Australia



It also suggests that the benefits of the program go beyond shared book reading and early literacy, and include strengthened connections within and between families and the broader community

1 / 20

Economic analysis suggests that the program breaks even on its original investment if around one in twenty families start reading to their child 6-7 days per week as a result of the program







# The program

# The importance of shared book-reading

Shared book-reading helps children develop critical early literacy skills.

Shared book-reading – that is, the act of a caregiver reading a book together with a child – is a well-known strategy for building children’s early cognitive development.

Shared-book reading is associated with improvements in:<sup>1</sup>

 Brain development	 Social-emotional skills	 Parent-child relationships
 Oral language skills	 Concepts of print	 Vocabulary development
 Phonologic knowledge	 Future reading proficiency	 Future maths performance

Key factors for shared book reading are:

- ✓ **Frequency and duration:** children who are read to daily for at least 10 minutes have better literacy outcomes<sup>2</sup>
- ✓ **Quality:** strategies such as dialogic reading and print referencing have greater benefit than engaging the child as a passive listener<sup>3</sup>
- ✓ **Starting early:** babies have been found to benefit from the practice from as young as 8 months old<sup>4</sup>

But some children miss out on shared book-reading and its benefits.

**16%** of children aged 0-2 are not regularly read to or told stories by their parents<sup>5</sup>

**1 / 4** children aged 0-2 are read to or told stories by their parents 3 times a week or less<sup>6</sup>


Low levels of shared book reading are associated with:

-  Lower socio-economic status<sup>7</sup>
-  Language other than English spoken at home<sup>8</sup>
-  Families with 3 or more siblings in the home<sup>9</sup>
-  Children with poorer levels of behavioural self-regulation (low task persistence and high emotional reactivity)<sup>10</sup>
-  Single parent households<sup>11</sup>


These children start school behind, and are unlikely to catch up.


Children’s educational trajectories are established long before their first day of school because:


**85-90%** of brain development happens in the first 5 years of a child’s life.<sup>12</sup>

 There is an ‘upward spiral of causality’ – children more proficient in early literacy skills read more and due to increased book exposure their reading skills improve every year.<sup>13</sup>

Children that miss out on developing these critical early skills are unlikely to catch up:

 Children whose parents read to them less frequently at 2-3 years old had Year 3 NAPLAN reading scores 26 points lower than children whose parents read to them every day – which equates to an additional 20 weeks of schooling.<sup>14</sup>

 88% of children who start school with developmental vulnerabilities are still behind by Year 3, and much more likely to be in the bottom 20% in NAPLAN all through school.<sup>15</sup>

 If a child is in the bottom 20% in NAPLAN in Year 9, they only have a 9% chance of getting an ATAR high enough for university entry.<sup>16</sup>

Note: For full citations, see Appendix 3: List of sources

1 Australian Institute of Health and Welfare, 2020

2 Ibid; Yu and Daraganova, 2014

3 Shoghi et al, 2013

4 Dickinson et al, 2012; AIHW, 2020

5 ABS, 2017

6 Ibid

7 Australian Institute of Health and Welfare, 2020

8 Ibid

9 Hayes and Berthelson, 2020

10 Ibid

11 Yu and Daraganova, 2014

12 Pascoe and Brennan, 2017

13 Mol and Bus, 2011

14 Yu and Daraganova, 2014

15 Pascoe and Brennan, 2017; Brinkman, 2014; Houg and Justman,

2014; Tayler et al, 2020

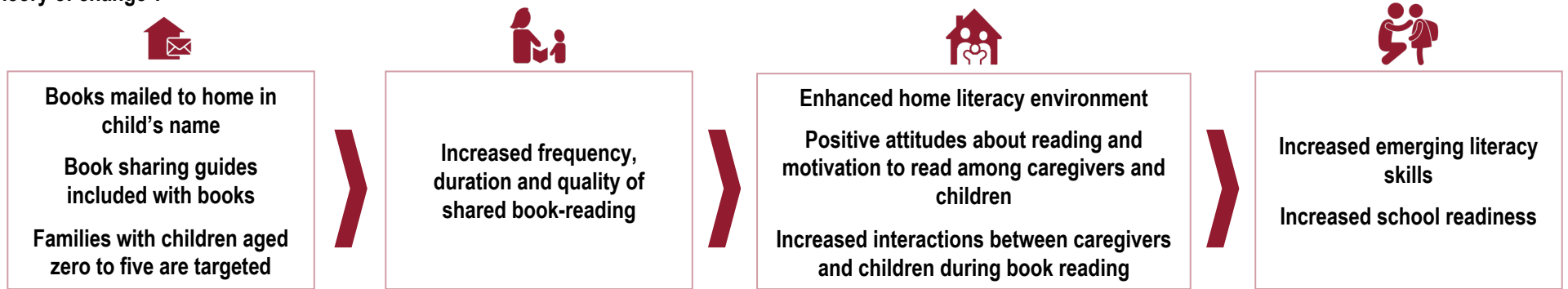
16 Ibid







# How the Imagination Library works

The Imagination Library is a free book-gifting program aiming to build literacy readiness before children start school.

## Theory of change\*:



## Key features:

- **Starts from age 0**  
Eligible children can be enrolled from the day they are born, maximising a child's learning potential.
- **Free for participants**  
The program runs at no cost to eligible families, ensuring those experiencing disadvantage benefit.
- **Low barrier to entry**  
Once a family opts in, books are posted monthly to the home with no additional collection required.
- **Operates in the home**  
Books are mailed to houses and addressed to the children, developing a strong home literacy environment.
- **Regular book delivery**  
DPIIL sends a new book to participating families each month, growing a child's at-home library.
- **Books are kept and collected**  
This allows children to grow their home library and enhance their home learning environment.
- **Reading guidance provided**  
Caregivers are provided with a tip sheet to help them better engage with their child during reading.

**The Imagination Library has a unique offering.** As part of this project, dandolo identified and analysed a number of other book gifting programs operating around Australia. Our analysis did not identify any other book gifting program that delivers all seven of the key features offered by the Imagination Library.

\*For detailed Imagination Library Logic Model, see Appendix 1.

# The Imagination Library in Australia

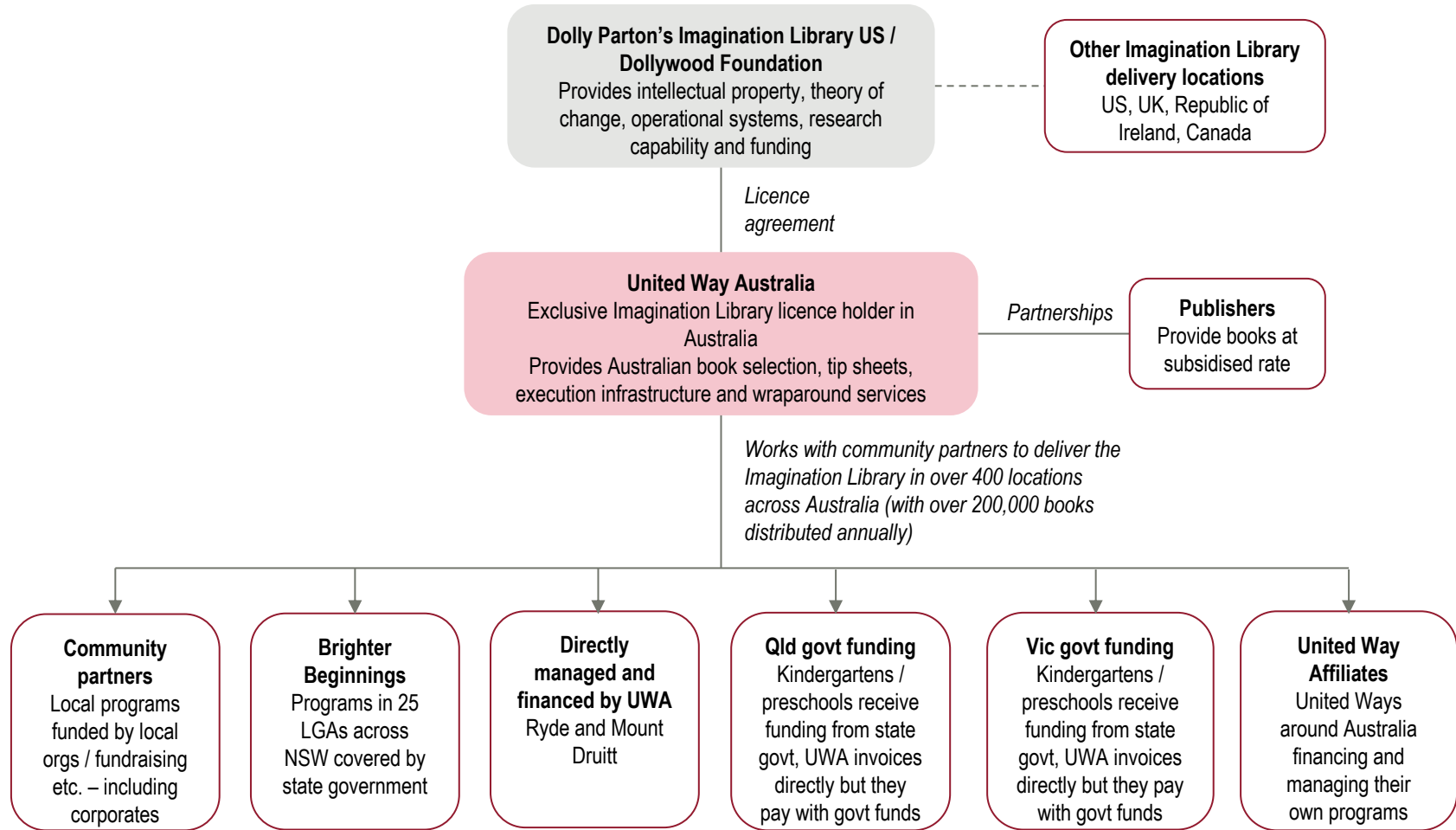
The program's infrastructure combines the institutional backing of a global program, combined with a flexible approach that enables the program to be tailored and adapted to meet the needs of particular communities in Australia.

## The Imagination Library...

*Has the institutional backing of a global program and operates at scale*

*Is delivered by an experienced Australian partner that has tailored the program to the Australian context*

*Leverages trusted local relationships to deliver and adapt the program to the needs of particular communities*



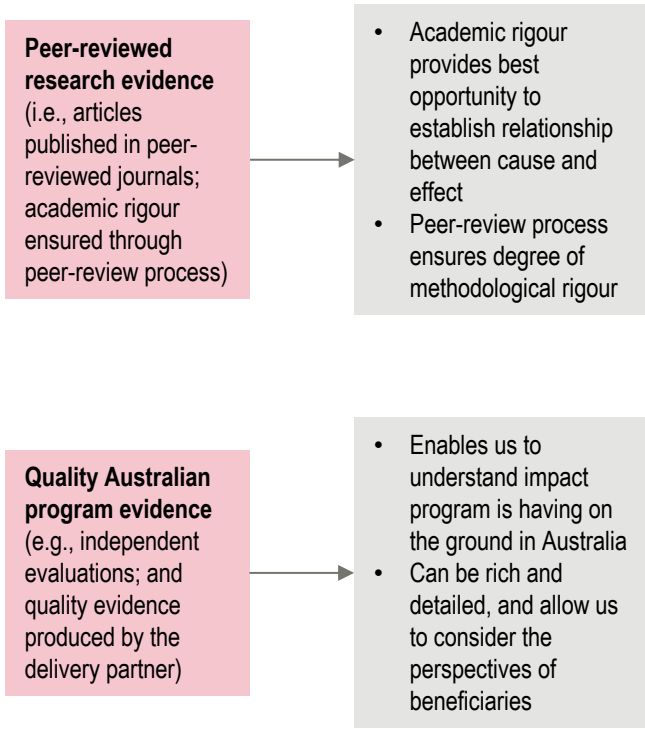
# Results and findings

# Impact assessment framework

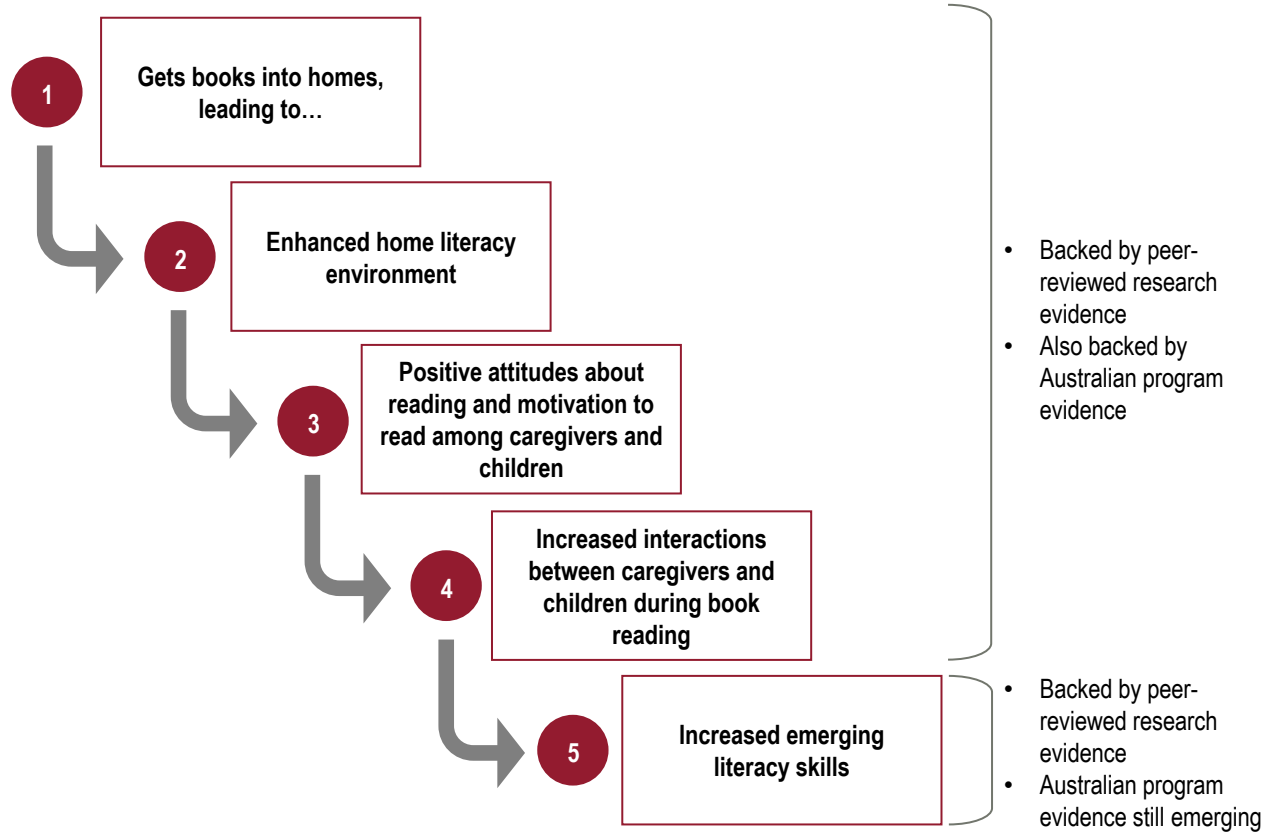
We considered two categories of evidence as part of our Impact Assessment: peer-reviewed research evidence; and Australian program evidence.

We conclude that there is robust peer-reviewed research evidence showing that the program contributes to all 5 steps of the Imagination Library's Theory of Change;\* as well as Australian program evidence showing that the Imagination Library contributes to steps 1-4.

Our Impact Assessment considered two general categories of evidence:<sup>^</sup>



The Imagination Library...



\*This is a simplified version of Dolly Parton's Imagination Library Theory of Change. The full Logic Model is available at Appendix 1.

<sup>^</sup> For information on how we have defined categories of evidence under this project, please see Hierarchy of Evidence at Appendix 2.

# 1. Getting books into homes

The Imagination Library selects quality, age- and culturally appropriate books.

In Australia, books are chosen by a Book Selection Committee made up of children's education experts, including librarians, academics and publishers. The books are:

- ✓ High quality
- ✓ Age appropriate and culturally appropriate (e.g., many iconic Australian authors and stories)
- ✓ Majority of books are locally procured

**97%** of caregivers surveyed in an Incus Group evaluation of the impact of the Imagination Library program for children in out of home care in Victoria said their children enjoyed the books

**93%** of caregivers surveyed in the Incus Group study felt books were age appropriate

'I strongly believe it is the program and the beautiful quality books that have helped mould Charlotte's interest in reading' – *Parent, Tamworth NSW*

'It is important for a child to be able to link their own lives to a story... that is available through DPIL as a lot of the stories are Aboriginal and the children can link to it'  
– *Principal, Tamworth*

Books are sent to the home for free, in the child's name, for the child to keep.

**Research and program evidence demonstrate numerous benefits flowing from the design of the program. These include:**



Having the book arrive in the mail free of charge lowers the barrier to entry for families with low resources or without easy access to a library.<sup>1</sup>



Children get excited when the books arrive and feel special because the book is addressed to them.<sup>2</sup>



Being able to keep the books enables children to 'build their own library before entering school', and benefit from repeated readings of the same book.<sup>3</sup>



The program builds pride in book ownership, and children value the books as their own possessions.<sup>4</sup>



For families with limited resources, Imagination Library books often constitute a significant proportion of total books in the home.<sup>5</sup>

'The findings... show that DPIL books delivered to the home hold a place of importance for the family and that pride in the books may actually be representing the importance families and children are placing on literacy and reading'.<sup>6</sup>

Packs include a book-sharing guide 'tip sheet' to get the most out of the book.

'The tip sheets have completely changed how I interact with the books and my children before, during and after reading.' – *Parent, Ryde NSW*

'Parents say it creates so much more conversation and it's great for engagement with kids.' – *Partner agency, VIC*

Tip sheets provide advice, techniques and ideas for engaging the child before, during and after reading, in line with strategies known to be beneficial for language acquisition and development.\* Tip sheets are developed to be specific to each book.

To enable engagement with families that do not have English as their first language, tip sheets for some books have been translated into nine community languages and made available online.

**88%** of caregivers surveyed in the Bendigo Reads study reported that using the tip sheets increased their confidence with regard to reading

**72%** of caregivers surveyed in the Incus Group study said the tip sheets were 'very useful' or 'somewhat useful'

\* For information on the type of techniques encouraged through the tip sheets, see page 12.

1 Incus Group, 2018

2 Ibid

3 Tamworth stakeholder interviews, 2022

4 Incus Group, 2018

5 La Trobe, 2008

6 Neyer, 2018

7 La Trobe, 2008



## 2. Enhanced home literacy environment

The Imagination Library enhances the home literacy environment by increasing the frequency of caregiver-child book reading.

**Numerous international research studies have found the program leads to increased reading frequency:**



Parents participating in the Imagination Library program read to their children more frequently than their peers that do not participate.<sup>1</sup>



Length of enrolment in the Imagination Library program was a significant and positive predictor of likelihood to read to one's child daily.<sup>2</sup>



Participation in the Imagination Library (and similar book-giving initiatives) helps families create traditions, routines and rituals around reading.<sup>3</sup>

**This is supported by Australian program evidence:**

**71%**

of caregivers surveyed in the Bendigo Reads study reported reading to their children more frequently as a result of the program

**90%**

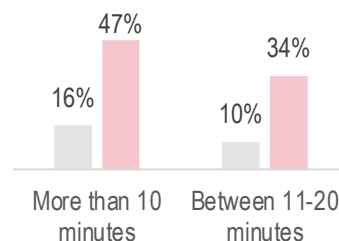
of caregivers surveyed as part of the Incus Group study reported that they are reading more often and for longer with their children as a result of the program

**11%**

increase in children read to once a day or more after 6 months of Imagination Library participation (from 61% to 72%) according to the UWA Impact Report 2020

The Imagination Library also increases duration of book reading and leads to earlier uptake of shared book-reading.

**Participation in the Imagination Library also leads to an increase in duration of book reading:**



After 6 months of participating in the Imagination Library program, the number of parents that reported reading to their child for more than 10 minutes in one session increased by 31%. The number of parents that reported reading to their child for between 11-20 minutes per session tripled.<sup>4</sup>

**Australian evidence has shown that participation in the Imagination Library program leads to families starting to read to their child at an earlier age:**



15% of caregivers surveyed in Tamworth reported before commencing the program that their child was too young to be read to, reflecting the common misconception that shared reading is for older infants and children. After six months, this had decreased to 1.6%<sup>5</sup>

'We explain that by reading to their baby it will build a better brain and establishing that reading is just something we do; it is engrained in the family from birth this is the norm' – *Child health nurse, Tamworth*

1 Zwierzchowska-Dod, 2022; Harvey, 2016

2 Ridzi, 2014

3 Neyer 2018; Vanobbergen 2009 [note: this study related to BookBabies, a Flemish program employing a similar model, not DPIL]

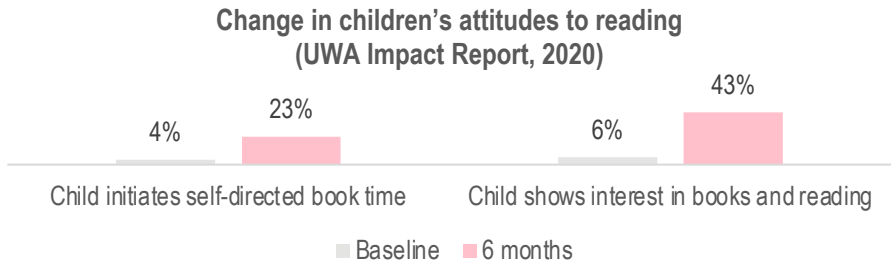
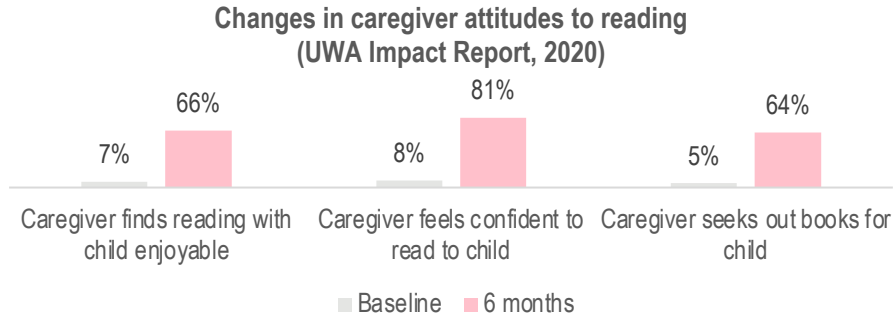
4 UWA, Impact Report, 2020

5 Ibid; UWA survey data [unpublished, provided to dandolopartners]

# 3. Positive attitudes about reading

Australian evidence shows significant improvements in caregiver and child attitudes toward reading. This is backed up by peer-reviewed international research.

**Program results have consistently found that Imagination Library participation leads to improved attitudes about reading and motivation to read among both caregivers and children:**









'Be.Bendigo's Chapter of DPIL has had a significant influence over the levels of Bendigo families' interest in reading.'  
- La Trobe researchers, 2018

'The excitement that getting a new book generated created lots of requests to be read to, countering tendencies to forget due to busyness. He still requests to be read to multiple times a day now the program is finished for him.'  
- Parent, UWA National Survey 2018

The Incus Group study found similar improvements: more than 80% of caregivers surveyed agreed that:

- ✓ 'I understand new ways to engage my child in reading'
- ✓ 'I want to read with my child more often'
- ✓ 'I feel more confident in my ability to read with my child'
- ✓ 'My child's requests for reading increased [as a result of the program]'

**International studies have found links between Imagination Library participation and:**

-  Interest in reading among children.<sup>1</sup>
-  Child-initiated reading.<sup>2</sup>
-  Enjoyment in reading among parents.<sup>3</sup>
-  Confidence reading among parents.<sup>4</sup>
-  Increased book ownership (beyond the books received from the program).<sup>5</sup>
-  Time spent at the library.<sup>6</sup>

1 Harvey, 2016 (a)  
 2 Tura, 2021  
 3 Zwierzchowska-Dod, 2022  
 4 Ibid.  
 5 Lelle 2011 [Note: Program evaluation, not peer-reviewed]  
 6 Funge et al, 2017

# 4. Increased interaction during book reading

The Imagination Library leads to increased interaction between caregivers and children during book reading.

- Research shows that engaging children actively throughout the reading process (rather than having them engage as passive listeners) leads to improvements in skills critical for literacy development.<sup>1</sup>
- The reading tip sheets provided alongside the books (see page 9) focus on teaching caregivers techniques to improve extra-textual talk, such as:
  - Asking children questions about the text
  - Describing / discussing / counting images or objects
  - Repeating / teaching letter sounds and rhyming words

## Peer-reviewed research evidence has repeatedly found a link between participation in the Imagination Library program and interactions while reading:



Length of enrolment in the program positively correlates with an increase in parents talking about the story and asking their child questions about the story.<sup>2</sup>



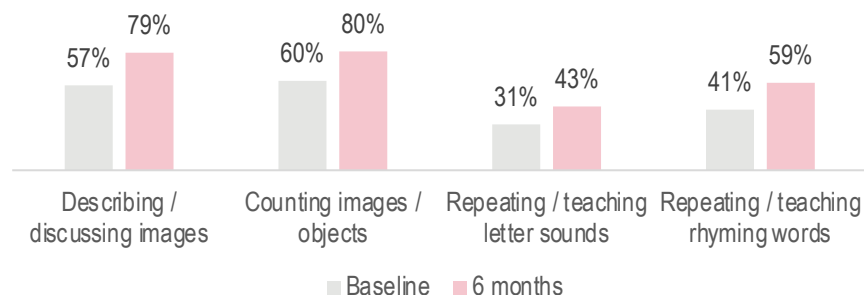
Imagination Library participants have increased book interactions compared to non-participants (including asking children about the pictures in the book, and talking about what is happening in the story).<sup>3</sup>



A study of book sharing behaviours of Imagination Library participants found that parents were likely to hold their child close while book sharing; to read all of the words or point out all of the pictures; and to use different voices when reading aloud.<sup>4</sup>

## Australian evidence shows that Imagination Library participation leads to increased interaction between caregivers and children during book reading:

Interactions between parents and children during book reading (UWA Impact Report, 2020)



'Extra-textual talk provided by parents can be especially valuable... and scaffold children's comprehension of and engagement with the text in ways that facilitate language and literacy development' – *Ridzi 2014*

'Both my grandchildren are on the program... the older grandchild is counting in the books, and they have the concepts of print with the younger one turning the page and pointing to things in the books' – *Grandparent, Tamworth*

1 Chow et al, 2008; Cameron and Pinto, 2009

2 Ridzi, 2014

3 Tura et al, 2021

4 Zweirzchowska-Dod, 2022

# 5. Increased emerging literacy skills

A robust body of international research evidence – including randomised control trials – shows that Imagination Library participants outperform non-participants on key indicators.

**Indicators on which Imagination Library participants have been found to outperform non-participants in peer-reviewed research studies:**

- ✓ Letter identification and letter knowledge<sup>1</sup>
- ✓ Understanding of text and illustration orientation<sup>2</sup>
- ✓ Word and letter concepts within text<sup>3</sup>
- ✓ Matching sounds to symbols of print<sup>4</sup>
- ✓ Oral reading skills<sup>5</sup>
- ✓ Application of phonics rules<sup>6</sup>
- ✓ Performance on academic reading measures<sup>7</sup>
- ✓ Competency pass rates in kindergarten, Grade 1 and Grade 2<sup>8</sup>

Australian program evidence also points to improvements in emerging literacy skills, though research is still under development.

- 58%** of caregivers surveyed reported that their child's vocabulary had grown as a result of receiving the Imagination Library books (UWA Impact Report, 2020)
- 89%** of caregivers surveyed agreed or strongly agreed that 'The Imagination Library program has helped my child's learning and development / growth' (Incus Group)
- 93%** of caregivers surveyed indicated that their child's vocabulary had increased 'a little' or 'a lot' (Incus Group)
- 77%** of caregivers surveyed reported that their child's understand and knowledge about the world around them had increased 'a little' or 'a lot' (Incus Group)

'The impact is evident in the home, the 3-year-olds are more vocal and better at communicating with us.' – *Child Health Nurse, Tamworth*

'We thought our son might need speech therapy, but since getting the books his speech has improved.' – *Parent, Vale Grove, SA*

'The children are coming to us with book knowledge, the text is powerful... and the language development hasn't happened if they are not being read to.' – *Principal, Tamworth*

1 Waldron, 2019  
2 Ibid.  
3 Ibid.  
4 Harvey, 2016 (b)  
5 Ibid.

6 Harvey, 2014  
7 Zwierzchowska-Dod, 2022 [Note: This is a recent PhD and has not yet been published in a peer-reviewed journal]  
8 Harvey, 2014; Harvey 2016 (b)

# Beyond literacy: strengthening connections

Emerging Australian evidence shows the Imagination Library connecting children with families, preschools and communities.



## Community connections

Emerging Australian program evidence indicates that the Imagination Library has been an asset for building connections between families and other services. While further research is required, such benefits appear to include:

✓ Increasing families' willingness to engage with other forms of community service delivery (Incus Group)

✓ Embedding formal linkages between early health and education programs for 0-5 year olds (Tamworth Interviews)

✓ Being used as a tool for agency workers supporting vulnerable families to facilitate positive engagement (Incus Group)



## Family-preschool connections

In many Imagination Library delivery locations, early learning centres receive a copy of the same book that families receive every month.

This creates the opportunity for the books to serve as a touchpoint between the family and the early learning centre, scaffolding and reinforcing the child's formal learning.

'This program gives me so much validation that my community cares about the future of my son.'  
- Parent, Tamworth



## Whole-of-family connections

**47%** of caregivers said after six months of participating in the program that people other than the primary caregiver were reading to the child, compared to 3% in the baseline survey (UWA National Impact Report 2020)

Incus Group found that multiple members of the family use the book, and multiple members of the household benefit from the program

'Now Harriet is in preschool the kids in the classroom talk about the book'  
- Ashleigh Dallas, DPIL Ambassador and parent

'It's even got my husband reading to the kids too'  
- Parent, Bendigo

'The children know the same book characters... when they have reading in the centres, the children say "I love this part"'  
- Tamworth council representative



## Child-caregiver connections

**79%** of caregivers agreed or strongly agreed that 'I feel more connected to my child through reading the Imagination Library books' (Incus Group)

"When the older brother reads to the little brother it's so special"  
- Parent, Tamworth

Incus Group found that increased connectedness due to shared reading can extend to siblings and strengthen whole-of-family relationships



# Return on investment

# Evidence for value of shared reading

We know that a modest increase in shared reading has a material impact on Year 3 NAPLAN scores.

**We know that a child read to 6-7 days per week at 2-3 years of age has:**



Year 3 NAPLAN reading scores 26.3 points higher on average (equivalent to 20 extra weeks of schooling in Year 3)

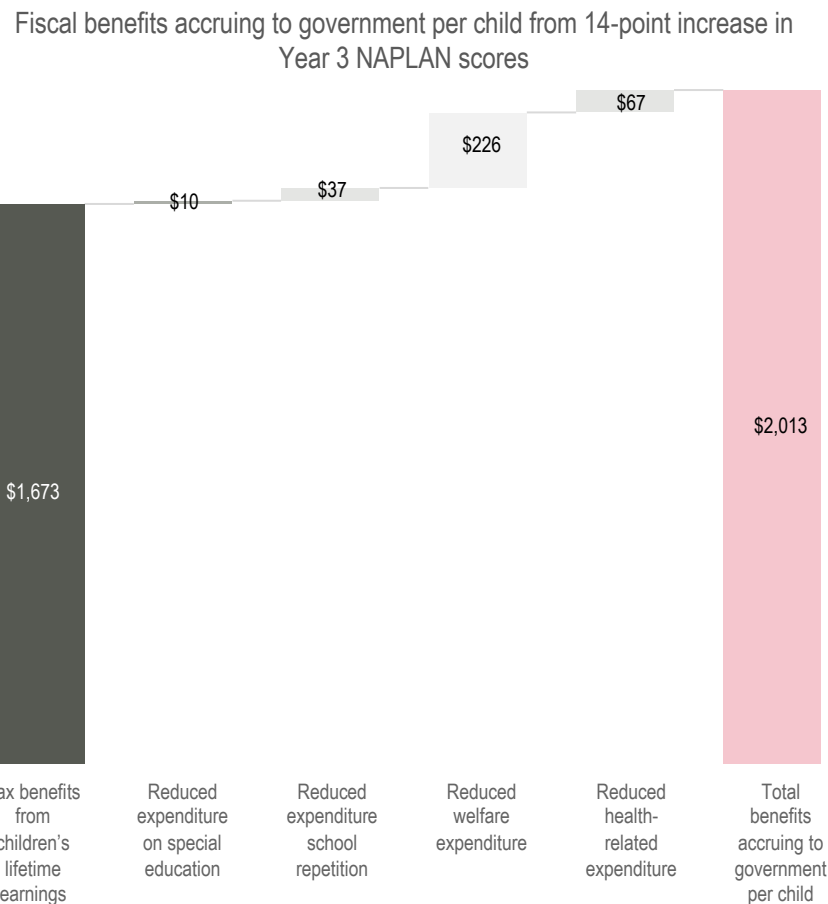


Year 3 NAPLAN numeracy scores 15.4 points higher on average (equivalent to 12 extra weeks of schooling in Year 3)

This difference in scores is in comparison to a child read to 0-5 days per week, after controlling for socio-demographic factors.<sup>1</sup>

*Note: We assume based on other research on shared reading that other changes in reading behaviour would also result in improvements to NAPLAN scores (for example, if a child went from being read to 0 times a week to 3 times a week; or if a child's engagement in shared reading doubled in duration). However, the research is not presented with sufficient granularity to confirm the impact of other changes on Year 3 NAPLAN scores.*

Previous analysis suggests that the monetary benefit to government of a 14-point increase in Year 3 NAPLAN scores is around \$2,000 per student.<sup>2\*^</sup>



<sup>1</sup> Yu and Daraganova, 2014 (which draws from data from the *Longitudinal Study of Australian Children*).

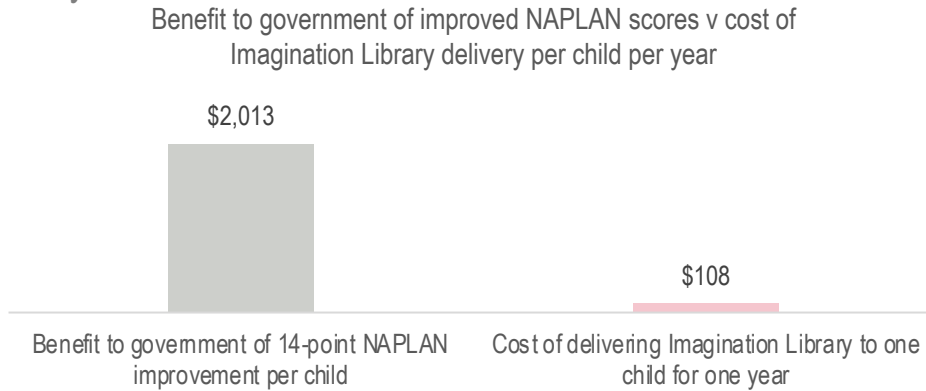
<sup>2</sup> PWC, 2019; Australian Productivity Commission, 2019

\* We based our analysis on a 14-point increase in Year 3 NAPLAN scores (combined literacy and numeracy) because this was the effect size used in the previous analysis on which we relied (PWC analysis on the monetary value of one year of early learning attendance). According to Yu and Daraganova 2014, the impact of shared reading on Year 3 NAPLAN scores is higher than 14 points, meaning our analysis is inherently conservative. For more information on our methodology, see Appendix 4.

^ 'Government' here includes both Federal and State / Territory Governments.

# Return on Investment for Imagination Library

For the program to break even, we estimate that around one in every twenty participating families would need to start reading to their child 6-7 times per week as a result of the Imagination Library.<sup>^</sup>



Data indicates that the program actually leads to one in five families reading to their child 6-7 times per week – meaning it potentially offers a four-for-one return on investment.

UWA survey data collected in 2020 shows that **22% of families started reading to their child 6-7 days per week** after 12 months of participation in the Imagination Library program.<sup>1</sup>

This would mean that the program offers a **four-for-one return on investment**.

Given our intentionally conservative approach, there is reason to believe the actual return on investment for government is even higher than that.

## Our methodology is intentionally conservative:

- Our analysis calculates the return on investment **on average across the Australian population**. Because the Imagination Library program presently focuses on lower socio-economic communities, the program is likely more cost effective than a program delivered on a whole-of-population basis (for more, see page 19).
- Research shows **shared book reading has a greater impact on Year 3 NAPLAN scores** than the effect size used in the economic analysis we relied on (which was based on a 14-point improvement in NAPLAN scores from one year of early learning).
- Because of data limitations, our analysis only captures a **subset of the monetisable benefits that flow from the Imagination Library**. Benefits not captured include those that accrue to other stakeholders (e.g., employers; children and families); or that did not rely on Year 3 NAPLAN results (e.g., most benefits flowing from reduced expenditure on health and crime); and benefits of the program not directly related to improved literacy and numeracy (such as connecting vulnerable families to other services through wraparound support; parent engagement in children's learning; increasing children's engagement with non-primary caregivers).
- The research we have on the impacts of shared book reading only compares children read to 0-5 times per week with children read to 6-7 times per week. There are likely also **monetisable benefits from other types of improvements** (for example, a child being read to 3 times per week instead of 0 times per week; increased duration of book reading) – however, research is not yet sufficiently granular to confirm this so these could not be included in our analysis.

\* We use the same standard for reading frequency here as Yu & Daraganova, 2014 (6-7 days per week).

<sup>^</sup> The cost of delivery based on program documentation provided by United Way Australia is \$9 per book per child x 12 books per year = \$108 per child per year. We calculated ROI on the basis of cost of delivery for one year because we consider this to be a reasonable approximation of the 'dosage' of Imagination Library required to achieve a change in shared reading activities (given most Australian evidence on the impact of the Imagination Library compares families at commencement of the program; and after 6 months of participation).

<sup>1</sup> UWA survey data, 2020 [unpublished, provided to dandolopartners]

## Future program directions

# Adopting a universal approach

UWA asked us to consider the benefits of adopting a universal approach to delivering the Imagination Library. A universal approach would deliver benefits to more children, but at a significantly higher cost.

## What does the approach involve?



A **universal approach** involves rolling a program out across the general population, without attempting to tailor it to the beneficiaries that need the services the most.



This differs from **targeted approaches**, which aim to deliver programs directly to particular groups of beneficiaries (for example, those in lower socio-economic areas).

Universal approaches have been adopted in other Imagination Library locations (for example, in a number of US states including Tennessee, the program is rolled out to every child).

In Australia, the Imagination Library is generally targeted by geographic area (but delivered to all children within a specific area).

## Potential benefits of the proposed approach:

- ✓ Even families that already practice shared reading and have books in the home stand to benefit from:
  - Increased awareness that shared book reading should start as early as possible (i.e., including newborns);
  - Increased frequency, duration and quality of reading;
  - Increased frequency of non-primary caregivers and other adults reading to the child; and
  - Strengthened connections with the community and other services, such as health and early learning.
- ✓ In a universal approach, the overall cost per child of delivering the program reduces due to economies of scale.
- ✓ When programs are targeted at the community level, individuals who need the program but do not live within the targeted community can miss out (for example, lower socio-economic families that happen to live in wealthier postcodes).
- ✓ Universal programs can reduce the stigma associated with receiving a 'handout'.
- ✓ Universal programs can make a broader contribution to lifting literacy and numeracy standards – which is essential for Australia's future economic prosperity.
- ✓ Even in a universal program, research is clear that the children that need the program the most will derive the greatest benefit. As such, even universal programs can serve as an equaliser.

## Potential risks / downsides to the proposed approach:

- Where the program is delivered universally, UWA will inevitably be delivering some services to families that already have best practice for shared reading, and will not derive as much value from the program.



UWA asked us to consider the benefits of deepening and further embedding the wraparound approach – currently in use in Tamworth, Ryde and Mount Druitt – more broadly. While more expensive, the program has the potential to create significant benefits for vulnerable families.

## What does the approach involve?

A wraparound approach is a 'structured means by which coordinated service is provided to individuals with complex needs'.<sup>1</sup>

For the Imagination Library program, taking a wraparound approach – as is currently in place in Tamworth, Ryde and Mount Druitt – involves the following key features:

### Guiding principle

United Way is connector / facilitator



### What it looks like in practice

UWA coordinates multiple partners in a particular community

Imagination Library acts as a catalyst for family bonding and shared reading



Imagination Library is a springboard for related initiatives and used in community literacy programming, deepening the program's impact (e.g., library activities; playgroups; speech pathology)

Community stakeholders design enrolment methods



Identify suitable entry points (e.g., in Tamworth, enrolment is done during initial infant hearing tests)

Based on need, community groups provide additional wrap-around services



Through outreach activities, vulnerable families are identified for referral to more intensive services (e.g., immunisation clinics and other health services, community playgroups)

Multiple funders engaged to ensure sustainability



Can include government entities; corporates; community organisations working together to ensure sustainability of funding

Local partners take ownership and drive outcomes



Program is owned by the local community, who are able to adapt in line with their needs

## Potential benefits of the proposed approach:

- ✓ Creates a soft entry point for vulnerable families to connect with services for holistic, integrated support
  - Enabling service delivery organisations to better engage with vulnerable families creates significant spillover benefits (e.g., from enabling delivery of other services such as health)
- ✓ Builds connections and capability across community services, local government, business and families, enabling service delivery to be carried out more efficiently
- ✓ Enables gaps in service delivery to be identified in a way that takes the real needs of communities into account
- ✓ Engagement of multiple partners and funders strengthens program sustainability

## Potential risks / downsides to the proposed approach:

- Because they involve numerous stakeholders, wraparound approaches delivered in collaboration require experienced delivery partners and careful management (for example, with regard to shared responsibilities; and monitoring and evaluation).

<sup>1</sup> Gonski Institute for Education, 2020

UWA asked us to consider the potential effectiveness of developing a portal for parents and educators. The approach has potential benefits, though there is a risk it may not be widely used.

## What does the approach involve?

To augment existing Imagination Library activities, UWA is planning to develop an online portal for parents and educators. The portal will contain resources for parents – developed in partnership with subject matter experts – that share knowledge and activities, and provide gentle encouragement to read regularly. Resources for parents would include:



Articles, videos and tip sheets on topics of interest to parents, such as choosing books for a child based on their age, and using different languages to read picture books



Demonstration storytime videos using Imagination Library books, which guide families through the story, to illustrate reading techniques and build parents' confidence with reading



Tip sheets for a subset of Imagination Library books translated into common community languages

In addition, an online partner hub will provide access to resources designed for those implementing the program, such as kindergarten services, playgroups and libraries. These resources will focus on information sharing among organisations, best practice in early literacy, and capacity building for staff.

A monthly email sent to participating early learning services will provide details of the month's book, the accompanying tip sheet, book-related activity ideas and a related resource designed to build capacity.

## Potential benefits of the proposed approach:

- ✓ Providing additional resources about Imagination Library books to parents and educators has the potential to strengthen the connection between families and early learning services and reinforce the benefits of formal learning at home
- ✓ Making translated versions of tip sheets available could strengthen program effectiveness for families that do not speak English as their first language – a group associated with lower levels of shared reading
- ✓ The online partner hub could support the deepening of the wraparound approach (see page 20), building connections between families and other services and strengthening connections with community
- ✓ It is a relatively low-cost intervention that, if used as intended, could reinforce the success of the overall program
- ✓ The online partner hub could result in broader spillover benefits, such as improved collaboration among partner organisations

## Potential risks / downsides to the proposed approach:

- There is already a significant amount of information and guidance online for parents on reading and literacy, which may reduce the portal's impact and create a risk of duplication
- Digital literacy is likely mixed among low socio-economic groups
- The level of demand for the portal among parents and educators is unclear, so hard to assess how much the portal would be used

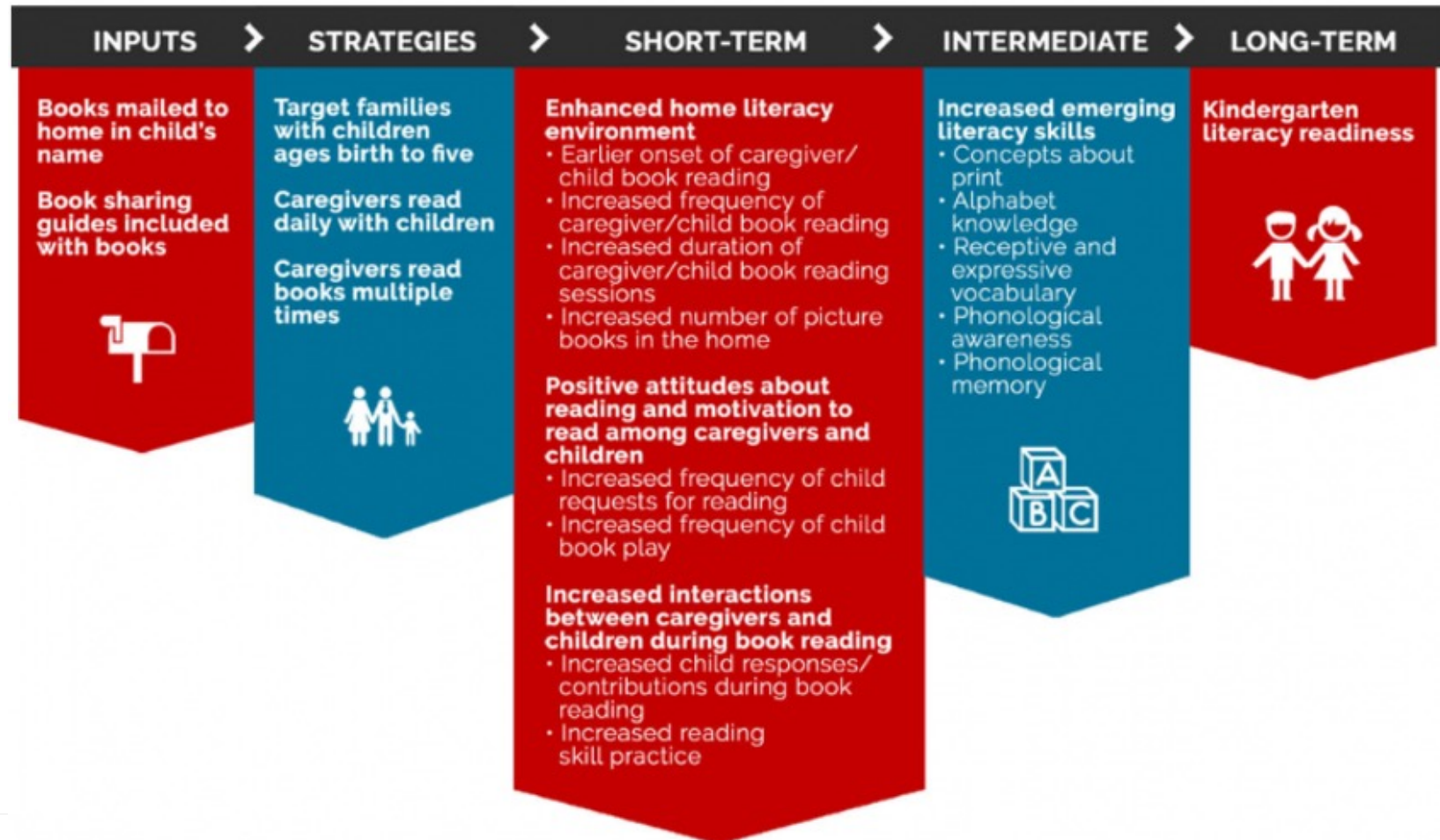
# Appendices

# Appendix 1: Imagination Library Logic Model

Formal version of Imagination Library Logic Model provided by Dollywood Foundation and used in Australia and internationally.

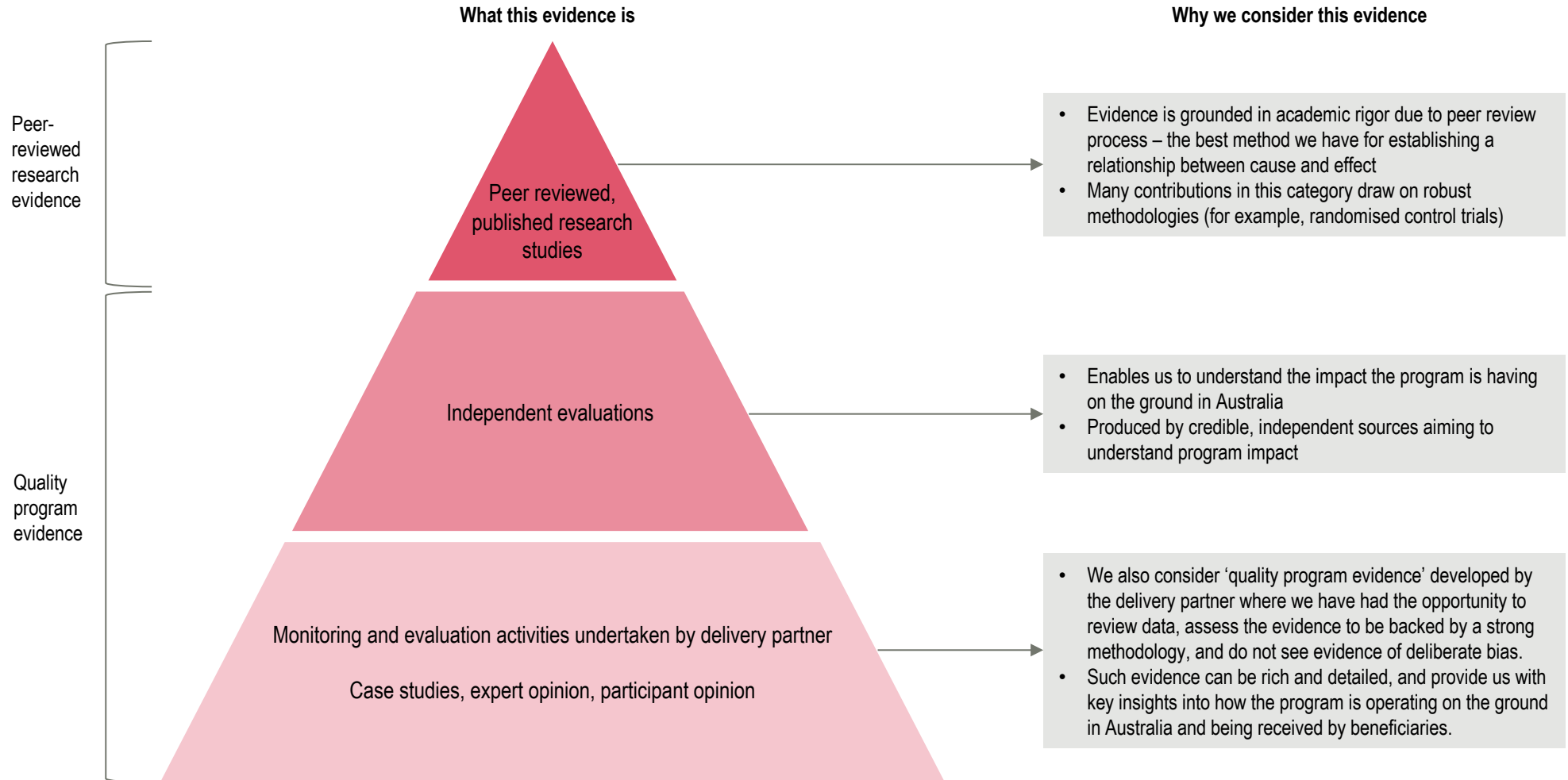
## Logic Model

*Based on Imagination Library Research Findings and Literature Review*



# Appendix 2: Hierarchy of evidence

There is a body of peer-reviewed research evidence about the Imagination Library program, especially from international sources. Australian program evidence confirms these international findings.



Hierarchies of evidence are commonly used to assess available information (see for example Guyatt and Sackett, 1995). We have developed this streamlined version for the current project.

# Appendix 3: List of Sources

## Peer-reviewed research evidence on the Imagination Library

Authors	Title	Publication	Year	Country
Ann Harvey	Imagination Library: A Study of the Sustained Effects of Participation in an Early Reading Program	The Dela Kappa Gamma Bulletin: International Journal for Professional Educators	2014	USA
Ann Harvey	Improving Family Literacy Practices	Sage Open	2016 (a)	USA
Ann Harvey	Sustained Effects of Participation in Imagination Library	READ: an online journal for literary educators	2016 (b)	USA
Funge et al	Promoting Positive Family Interactions: Evaluating a Free Early Childhood Book Distribution Program	Early Childhood Education Journal	2017	USA
Neyer et al	Beyond the Numbers: social and emotional benefits of participation in the Imagination Library home-based literary programme	Journal of Early Childhood Literacy	2018	USA
Ridzi et al	From Read Ahead to Literacy Coalition: the Leadership Role of the Central New York Community Foundation in the Creation of a Local Institution	Community Literacy Journal	2011	USA
Ridzi at al	The Imagination Library Program: Increasing Parental Reading Through Book Distribution	Reading Psychology	2014	USA
Ridzi at al	The Imagination Library and Kindergarten Readiness: Evaluating the Impact of Monthly Book Distribution	Journal of Applied Social Science	2017	USA
Samiei et al	Examining the Association Between the Imagination Library Early Childhood Literary Program and Kindergarten Readiness	Reading Psychology	2016	USA
Singh et al	Exploring the Literacy Practices of Refugee Families Enrolled in a Book Distribution Program and an Intergenerational Family Literacy Program	Early Childhood Education Journal	2013	USA
Tura et al	Evaluating the Impact of Book Gifting on the Reading Behaviors of Parents and Young Children	Early Years	2021	UK
Waldron	“Dream More, Learn More, Care More, and Be More”: The Imagination Library influencing Storybook Reading and Early Literacy	Reading Psychology	2019	USA
Zwierzchowska-Dod	Books, Babies and Bonding: the Impact of Dolly Parton’s Imagination Library on parental engagement in book-sharing and on child development from 0-5 years old	Swansea University <i>[Please note: This is a recently released PhD and has not yet been through the peer-review process]</i>	2022	UK



# Appendix 3: List of Sources

## Australian Program Evidence

Authors	Title	Publication	Year	Country
Johnson et al	Bendigo Reads – Imagination Library	La Trobe University	2018	AUS
The Incus Group	Evaluation of the Dolly Parton’s Imagination Library For Children in Out of Home Care & Placement Prevention in Victoria	The Ian Potter Foundation	2018	AUS
United Way Australia	Macquarie Park Business Community Partnership	N/A	2022	AUS
United Way Australia	Early Literacy in Australia	N/A	2018	AUS
United Way Australia	The Impact of the Imagination Library on the Home Literacy Environment and associated Emerging Literacy Skills in Infants and Young Children	N/A	2020	AUS
United Way Australia	Tamworth Evaluation Report 2021	N/A	2021	AUS
United Way Australia	Transcript from interviews with Imagination Library stakeholders in Tamworth NSW <i>[collected as part of PhD research]</i>	N/A	2022	AUS
United Way Australia	Other program documentation and data made available to dandolopartners	N/A	2015–2022	AUS

# Appendix 3: List of Sources

## Other sources

Authors	Title	Publication	Accessed at	Year	Country
Australian Bureau of Statistics	Childhood Education and Care Australia	N/A	<a href="https://www.abs.gov.au/statistics/people/education/childhood-education-and-care-australia/jun-2017/44020do001_201706.xls">https://www.abs.gov.au/statistics/people/education/childhood-education-and-care-australia/jun-2017/44020do001_201706.xls</a>	2017	AUS
Australian Institute of Health and Welfare	Australia's Children	N/A	<a href="https://www.aihw.gov.au/reports/children-youth/australias-children/contents/executive-summary">https://www.aihw.gov.au/reports/children-youth/australias-children/contents/executive-summary</a>	2020	AUS
Australian Productivity Commission	Report on Government Services	N/A	<a href="https://www.pc.gov.au/ongoing/report-on-government-services/2019/child-care-education-and-training/early-childhood-education-and-care/rogs-2019-partb-chapter3.pdf">https://www.pc.gov.au/ongoing/report-on-government-services/2019/child-care-education-and-training/early-childhood-education-and-care/rogs-2019-partb-chapter3.pdf</a>	2019	AUS
Brinkman	The Predictive Validity of the AEDI: Predicting later Cognitive and Behavioral Outcomes	Fraser Mustard Centre and Telethon Kids Institute	<a href="https://www.acer.org/files/Brinkman.pdf">https://www.acer.org/files/Brinkman.pdf</a>	2014	AUS
Cameron and Pinto	A Day in the Life: Secure Interludes With Joint Book Reading	Reading, Journal of Research in Childhood Education	<a href="https://www.tandfonline.com/action/showCitFormats?doi=10.1080%2F02568540909594672">https://www.tandfonline.com/action/showCitFormats?doi=10.1080%2F02568540909594672</a>	2009	CAN
Chow et al	Dialogic reading and morphology training in Chinese children: Effects on language and literacy	Developmental Psychology	<a href="https://psycnet.apa.org/record/2007-19851-024">https://psycnet.apa.org/record/2007-19851-024</a>	2018	Hong Kong
Dickinson et al	How Reading Books Fosters Language Development Around the World	Child Development Research	<a href="https://www.hindawi.com/journals/cdr/2012/602807/">https://www.hindawi.com/journals/cdr/2012/602807/</a>	2012	AUS
Farrant and Zubrick	Parent-child Book Reading Across Early Childhood and Child Vocabulary in the Early School Years: Findings from the Longitudinal Study of Australian Children	First Language	<a href="https://journals.sagepub.com/doi/10.1177/0142723713487617">https://journals.sagepub.com/doi/10.1177/0142723713487617</a>	2013	AUS
Gelfer et al	Literacy Education and Families: A program and its progress	Early Child Development and Care	<a href="https://eric.ed.gov/?id=EJ633425">https://eric.ed.gov/?id=EJ633425</a>	2006	USA
Gonski Institute for Education	A Wraparound Approach to 'Whole of Student' Issues: Implementation Framework	N/A	<a href="https://www.gie.unsw.edu.au/sites/default/files/documents/Wraparound%20Guidelines_final.pdf">https://www.gie.unsw.edu.au/sites/default/files/documents/Wraparound%20Guidelines_final.pdf</a>	2020	AUS
Gordon	An Analysis of the First 18 Months of Dolly Parton's Imagination Library in Middletown, Ohio	N/A	<a href="https://drive.google.com/file/d/0BxGQ1Z0VwA4tNmpQamxrNmg2Rjg/view?resourcekey=0-IUpXAPE-XrANF4rn4m8ydg">https://drive.google.com/file/d/0BxGQ1Z0VwA4tNmpQamxrNmg2Rjg/view?resourcekey=0-IUpXAPE-XrANF4rn4m8ydg</a>	2010	USA

# Appendix 3: List of Sources

Authors	Title	Publication	Accessed at	Year	Country
Guyatt et al	Users' guides to the medical literature. IX. A method for grading health care recommendations.	JAMA	<a href="https://pubmed.ncbi.nlm.nih.gov/7500513/">https://pubmed.ncbi.nlm.nih.gov/7500513/</a>	1995	USA
Hayes and Berthelsen	Longitudinal Profiles of Shared Book Reading in Early Childhood and Children's Academic Achievement in Year 3 of School	School Effectiveness and School Improvement	<a href="https://www.tandfonline.com/doi/abs/10.1080/09243453.2019.1618347?journalCode=nses20">https://www.tandfonline.com/doi/abs/10.1080/09243453.2019.1618347?journalCode=nses20</a>	2019	AUS
Houng and Justman	NAPLAN Scores as Predictors of Access to Higher Education in Victoria	Melbourne Institute	<a href="https://melbourneinstitute.unimelb.edu.au/publications/working-papers/search/result?paper=2156513">https://melbourneinstitute.unimelb.edu.au/publications/working-papers/search/result?paper=2156513</a>	2014	AUS
Lelle, M A	Imagination Library Annual Evaluation Report: A Project of Willard Library funded by the W K Kellogg Foundation	N/A	<a href="https://drive.google.com/file/d/0BxGQ1Z0VwA4tUjJhY1ZkWTJiVXM/view?resourcekey=0-jJl9o-Y8oDs59DbKp7ZvZA">https://drive.google.com/file/d/0BxGQ1Z0VwA4tUjJhY1ZkWTJiVXM/view?resourcekey=0-jJl9o-Y8oDs59DbKp7ZvZA</a>	2011	USA
Li and Fleer	Family Pedagogy: Parent-child Interaction in Shared Book Reading	Early Child Development and Care	<a href="https://eric.ed.gov/?id=EJ1082507">https://eric.ed.gov/?id=EJ1082507</a>	2015	AUS
Lorio et al	A Systematic Review of Parent-Child Shared Book Reading Interventions for Infants and Toddlers	Hammil Institute on Disabilities	<a href="https://journals.sagepub.com/doi/10.1177/0271121421998793">https://journals.sagepub.com/doi/10.1177/0271121421998793</a>	2021	USA
Lelle, M A	Imagination Library Annual Evaluation Report: A Project of Willard Library	N/A	<a href="https://usa.imaginationlibrary.com/medias/file/Imagination%20Library">https://usa.imaginationlibrary.com/medias/file/Imagination%20Library</a>	2011	USA
Mol and Bus	To Read or Not to Read: a Meta-analysis of Print Exposure from Infancy to Early Adulthood	Psychological Bulletin	<a href="https://pubmed.ncbi.nlm.nih.gov/21219054/">https://pubmed.ncbi.nlm.nih.gov/21219054/</a>	2011	USA
Pascoe and Brennan	Lifting our Game: Report of the review to Achieve Educational Excellence in Australian Schools Through Early Childhood Interventions	N/A	<a href="https://www.education.vic.gov.au/Documents/about/research/LiftingOurGame.PDF">https://www.education.vic.gov.au/Documents/about/research/LiftingOurGame.PDF</a>	2017	AUS
PWC	A Smart Investment for a Smarter Australia: Economic analysis of universal early childhood education in the year before school in Australia	N/A	<a href="https://www.thefrontproject.org.au/images/downloads/ECO%20ANALYSIS%20Full%20Report.pdf">https://www.thefrontproject.org.au/images/downloads/ECO%20ANALYSIS%20Full%20Report.pdf</a>	2019	AUS
Shahaeian et al	Early Shared Reading, Socioeconomic Status, and Children's Cognitive and School Competencies: Six Years of Longitudinal Evidence	Scientific Studies of reading	<a href="https://www.tandfonline.com/doi/full/10.1080/10888438.2018.1482901?needAccess=true">https://www.tandfonline.com/doi/full/10.1080/10888438.2018.1482901?needAccess=true</a>	2018	AUS

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Authors	Title	Publication	Accessed at	Year	Country
Shoghi et al	Let's Read Literature Review	Murdoch Children's Research Institute	<a href="https://www.letsread.com.au/About/Research/Resource/s/2013-Let-s-Read-Literature-Review">https://www.letsread.com.au/About/Research/Resource/s/2013-Let-s-Read-Literature-Review</a>	2013	AUS
Sim and Berthelsen	Shared Book Readings by Parents with Young Children: Evidence Based Practice	Australian Journal for Early Childhood	<a href="https://journals.sagepub.com/doi/10.1177/183693911403900107">https://journals.sagepub.com/doi/10.1177/183693911403900107</a>	2014	AUS
Sukhram and Hsu	Developing Reading Partnerships Between Parents and Children: a Reflection on the Reading Together Program	Early Childhood Education Journal	<a href="https://link.springer.com/article/10.1007/s10643-011-0500-y">https://link.springer.com/article/10.1007/s10643-011-0500-y</a>	2012	USA
Taylor et al	Associations between clusters of early life risk factors and developmental vulnerability at age 5: a retrospective cohort study using population-wide linkage of administrative data in Tasmania, Australia	BMJ Open	<a href="https://bmjopen.bmj.com/content/bmjopen/10/4/e033795.full.pdf">https://bmjopen.bmj.com/content/bmjopen/10/4/e033795.full.pdf</a>	2020	AUS
Vanobbergen et al	Bookbabies, their Parents and the Library: an evaluation of a Flemish reading program in families with young children	Educational Review	<a href="https://www.tandfonline.com/doi/abs/10.1080/00131910903045922?journalCode=cedr20">https://www.tandfonline.com/doi/abs/10.1080/00131910903045922?journalCode=cedr20</a>	2009	IK
Weadman et al	The Development and Psychometric Properties of a Shared Book Reading Observational Tool: The Emergent Literacy and Language Early Childhood Checklist for Teachers	First Language	<a href="https://journals.sagepub.com/doi/full/10.1177/01427237211056735">https://journals.sagepub.com/doi/full/10.1177/01427237211056735</a>	2021	AUS
Westerveld et al	Shared Book Reading Behaviours of Parents and Their Verbal Preschoolers on the Autism Spectrum	Journal of Autism and Developmental Disorders	<a href="https://pubmed.ncbi.nlm.nih.gov/32067147/">https://pubmed.ncbi.nlm.nih.gov/32067147/</a>	2020	AUS
Wick et al	Looking or Talking: Visual Attention and Verbal Engagement During Shared Book Reading of Preschool Children on the Autism Spectrum	Autism	<a href="https://www.researchgate.net/publication/339232714_Looking_or_talking_Visual_attention_and_verbal_engagement_during_shared_book_reading_of_preschool_children_on_the_autism_spectrum">https://www.researchgate.net/publication/339232714_Looking_or_talking_Visual_attention_and_verbal_engagement_during_shared_book_reading_of_preschool_children_on_the_autism_spectrum</a>	2020	AUS
Yu and Daraganova	Children's early home learning environment and learning outcomes in the early years of school	Australian Institute of Family Studies	<a href="http://talkingtogether.com.au/wp-content/uploads/2018/09/childrens-early-home-learning-environment-and-learning-outcomes-in-the-early-years-of-school.pdf">http://talkingtogether.com.au/wp-content/uploads/2018/09/childrens-early-home-learning-environment-and-learning-outcomes-in-the-early-years-of-school.pdf</a>	2014	AUS

# Appendix 4: ROI Methodology

Drawing from PWC analysis of the benefits of early childhood education, we calculated that the benefit to government from an average 14-point increase in Year 3 NAPLAN results across the population is \$595.74 million (equal to \$2,013 per child).<sup>1</sup>

1

To calculate the monetary value to government of improved Year 3 NAPLAN scores, we drew from PWC analysis of the value of early childhood education. The PWC analysis assumed one year of early childhood education led to an average 14-point increase in Year 3 NAPLAN scores. Research shows that more frequent shared reading leads to a greater than 14-point increase in Year 3 NAPLAN scores.<sup>2</sup>



PWC identified \$4.74 billion in benefits associated with providing 15 hours of early childhood education in the year before school. Of these benefits, governments received \$1.96 billion; the other benefits accrued to other stakeholders (parents / carers, children, and employers).

2

**However, not all categories of benefit that accrue to government as a result of early childhood education are relevant to shared book reading.** We selected only the categories of benefit that (a) flow to government, rather than other stakeholders; and (b) were calculated based on a change in Year 3 NAPLAN results. This conservative calculation of total benefits to government flowing from improved Year 3 NAPLAN results = \$595.74 million.



3

We then calculated the benefit per child to the government of a 14-point increase in NAPLAN results, by taking this number and dividing it by the number of children in enrolled in a preschool program in the relevant year, 2017 (295,826 children).<sup>3</sup>



4

Based on this calculation (\$595.74 million / 295,826), we estimate that the **benefit that accrues to the government per child across the population as a result of a 14-point increase in Year 3 NAPLAN results is \$2,013 per child.**

Benefit of early childhood education	Present value (3 % discount rate) \$ million	Group affected	Calculated through NAPLAN
Parental earnings benefits	\$1,463	Parents / carers	N/A
Taxation benefits of additional parental income	\$313	Government	N/A
Higher earnings for children over lifetime	\$1,064	Children	N/A
Additional productivity benefits from children	\$319	Employers	N/A
Taxation benefits from children's additional lifetime earnings	\$495	Government	Yes
Reduced expenditure on special education	\$3	Government	Yes
Reduced expenditure on school repetition	\$11	Government	Yes
Reduced health expenditure	\$605	Government	Part (\$19.74m)
Reduced crime-related expenditure	\$522	Government	No
Reduced welfare expenditure	\$67	Government	Yes
Reduction in welfare payments to individuals	-\$67	Children	N/A
Other costs – additional schooling costs	-\$58	Government	Yes
<b>Total early childhood education benefits</b>	<b>\$4,737</b>		
<b>Total benefit to government from 14-point increase in Year 3 NAPLAN results</b>	<b>\$595.74</b>		

1 PWC, 2019  
 2 Yu and Daragonova, 2014  
 3 Australian Productivity Commission, 2019



## *Dolly Parton's Imagination Library Program*

National Impact Report February 2021 – May 2023

The impact of the Imagination Library on  
Australian children and their families





## Executive summary of findings

- Children on the Imagination Library are being read to more often, for longer duration and have more books in the home compared to Australian children not on the program.
- Caregivers who read daily or more at baseline were 8 times more likely to still be reading daily or more 12 months after being on the program.
- The Imagination Library increases the use of reading techniques known to be beneficial for language acquisition and development.
- The Imagination Library increases caregiver confidence and enjoyment.
- 90% of caregivers reported spending more quality time together as a family with books.

## Background

### The Social and Economic Costs of Illiteracy

Poor literacy is associated with dropping out of school, decreased work productivity, lower earnings and welfare dependency (Goldfeld et al. 2011) and is linked to crime, poor health outcomes and social isolation (World Literacy Foundation, 2018). Reading failure presents enormous social and economic challenges worldwide because without the ability to read or write, many illiterate people become trapped in a cycle of poverty with limited opportunities for employment or income generation (World Literacy Foundation, 2018).

Neurological research has shown that most brain development occurs within the first three years (Li et al. 2021) and is a key predictor of education. In Australia, 1 in 5 children start school unprepared for learning (AECD 2021). In some communities, this is as high as 1 in 3 children (AECD 2021) However, there is evidence that regardless of income, children from “language rich” home environments can bridge the word gap that puts them behind their peers when they start school. (Hart & Risley, 1995)

### What can be done to break this cycle?

*“Helping children become excited about learning and making sure that they don’t enter school already behind their fellow classmates is extremely important for addressing illiteracy.”* Put simply, ‘caregivers can combat illiteracy early by reading with their children’ (World Literacy Foundation, 2018).

There is well established evidence that shared book reading, defined as a caregiver reading with a child, is beneficial to the child’s language development and pre-literacy skills. (Dowdall et al. 2021, Fletcher et al. 2008). Along with shared book reading, the number of children’s books in the home has also been shown to be associated with children’s language and further literacy outcomes (Chen & Ren, 2019). A study conducted in 2015 found that, when the child was two years old, both the frequency of shared book reading and the number of books in the home combined with other home literacy variables were significantly associated with the child’s vocabulary skills at the age of four years (Kim et al. 2015). An earlier study by Debaryshe (1993) found that the age of onset of shared book reading was the strongest predictor of oral language skills in two-year-olds.

These findings indicate early access, the number of books in the home and the adoption of shared reading with a caregiver can have an important impact on a child's early development.

### How does the Imagination Library promote early literacy?

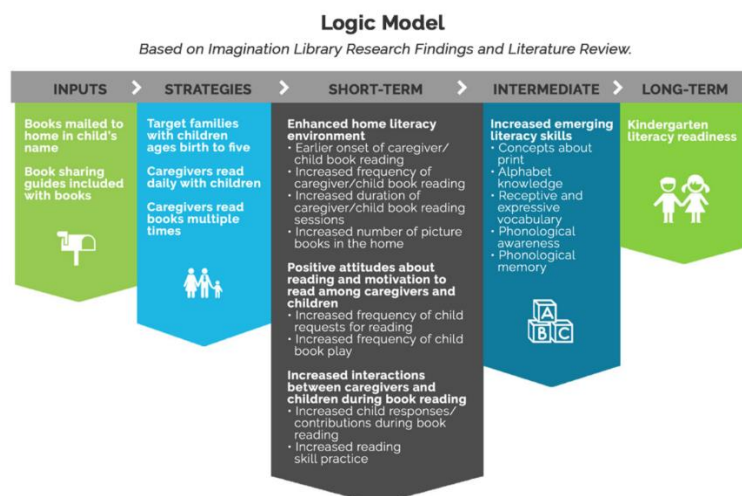
Dolly Parton's Imagination Library is a global book-gifting program which provides one age-appropriate, culturally sensitive, book a month, from birth to five years, (N=60 books) delivered to the mailbox addressed to the child (Conyers, 2012). These books are chosen by a book selection committee comprised of academics, early educators and speech therapists with each book accompanied by a tip sheet which guides caregivers before, during and after reading to maximise the impact of the reading session. The program has been delivered in Australia since 2014 by United Way Australia and is currently being offered in over 400 locations nationally. By providing books directly into the home the Imagination Library promotes shared book reading and helps to break the cycle of illiteracy.

### Evidence for the Imagination Library literacy intervention

Research has shown that children enrolled in the Imagination Library are read to more frequently and for longer durations than those children not enrolled on the program (Funge et al. 2017, Ridzi et al. 2017). A study by Samiei et al. (2015) found that children who participated on the program were also better prepared for kindergarten. Research has also shown that caregivers with children on the program reported that they demonstrated an increased love of reading (Funge et al. 2017) and improved family communication styles (Ridzi et al. 2014) as a result of being on the program.

## Aim of report

The aim of this report is to evaluate the impact of the Imagination Library on children and their families in Australia. The Dollywood Foundation developed a program logic model which outlines the short-term, intermediate and long-term goals of the Imagination Library. This report will use both quantitative and qualitative approaches of measurement to evaluate the short-term and intermediate goals from the logic model.



## Methods

### Survey delivery and response rate

The report analysed data from optional surveys sent to caregivers before receiving the Imagination Library, after receiving the program for 6 months, and after 12 months of being on the program. To inform the data, each response is matched to an individual caregiver-child for each survey. A total of 249 baseline and 12-month follow-up surveys were completed. N=134 caregivers completed baseline and 6-month surveys and N=92 completed all three surveys (baseline, 6 and 12 months). Data was collected from the 1<sup>st</sup> of February 2021 through to the 10<sup>th</sup> of May 2023.

## Results

### Caregivers

At baseline, the median age of caregivers at time of survey completion was 31-35 years, with a maximum of more than 50 years. 97% of caregivers completing the survey identified as female and 12% of caregivers reported a language other than English as their primary language. The majority of caregivers responding to the survey indicated they were not working and were either on leave or engaged in home duties at both baseline and 12 months. Approximately 50% of caregivers reported that their highest level of education was a university qualification at both baseline and 12 months.

### Children

Of the N=249 children, 53% were male and 2 children were identified as having a disability. At baseline 35% were attending some form of early learning activities which increased to 70% by 12 months with 37% attending one day a week at the 12-month survey. The average age at baseline was 8.4 months (SD 10.4), the average age at the 12-month survey was 18.6 months (SD 10.6, maximum 47 months).

### Logic Model – Enhanced home literacy environment

#### Earlier onset of caregiver / child book reading

The average age caregivers reported commencing reading to their child was 2.5 months (SD 2.8). This is earlier than the average onset of shared book-reading in Western, English-speaking countries, which usually occurs at 6 - 9 months, and is significantly earlier than the 22 months reported by Leech et al. (2021).

*I recommend the program to all new Mums I come in contact with as it helps build a child's imagination and vocabulary –Imagination Library caregiver.*

#### Reading frequency with the primary caregiver

After receiving the Imagination Library for 6 months, 71% of children were being read to 6 or more days a week which was maintained through to 12 months of being on the program. This is higher than a large Australian study (N~1,000,000) of children that found 60% of children were read to 6-7 days in the last week aged between 0-2 years (AIHW). There was a statistically significant increase in the frequency of shared book reading between baseline and the 12-month survey ( $p<0.05$ ) and those caregivers who read daily or more at baseline were 8 times more likely to read daily or more

at the 12-month survey compared to those who did not read daily at baseline (OR 8.0, 95% CI: 43 – 14.6).

*Monthly books are a great reminder to keep reading especially if it's fallen out of regular routine – Imagination Library caregiver.*

#### Reading frequency with someone other than the primary caregiver

Caregiver responses demonstrated that the proportion of children being read to by someone other than the primary caregiver increased from 74% at baseline to 83% at the 12-month survey with the median frequency being 3 – 5 days a week.

*I love the program it encourages me to find the time to sit and read to our son and encourages his older sibling who is autistic to be involved with reading as well. I also encourage his dad to read to him at his house too –Imagination Library caregiver.*

#### Increase in reading duration

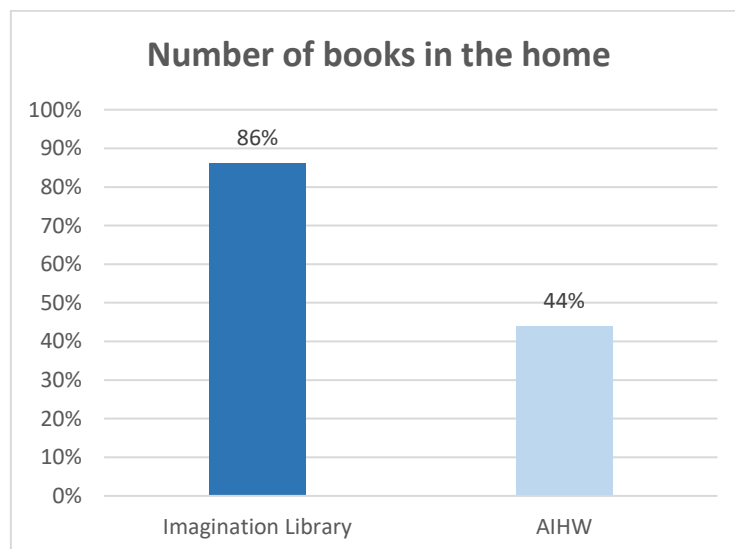
The average time spent reading remained stable from baseline to 6 and 12 months at approximately 13 minutes per sitting. The proportion of caregivers reading for 10 or more minutes a day increased from 40% to 47% from baseline and 6 months. This is higher than the Longitudinal Study of Australian Children (LSAC, N~5,000) which found that only 35% of children were read to for more than 10 minutes a day between 0-1 years.

*Our son and his older sister love checking the mailbox for the new monthly book. We read that book on repeat for weeks, then it becomes a part of our rotations –Imagination Library caregiver.*

#### Number of books in the home

86% of children had 25 or more books in the home after 6 months on the program which is nearly double that of a study conducted on nearly one million Australian children which found only 44% of children had more than 25 books by 2 years (AIHW).

*If it wasn't for the program, I probably wouldn't even read to my kids as much as I do, and they wouldn't have this many variety of books to be interested in –Imagination Library caregiver.*



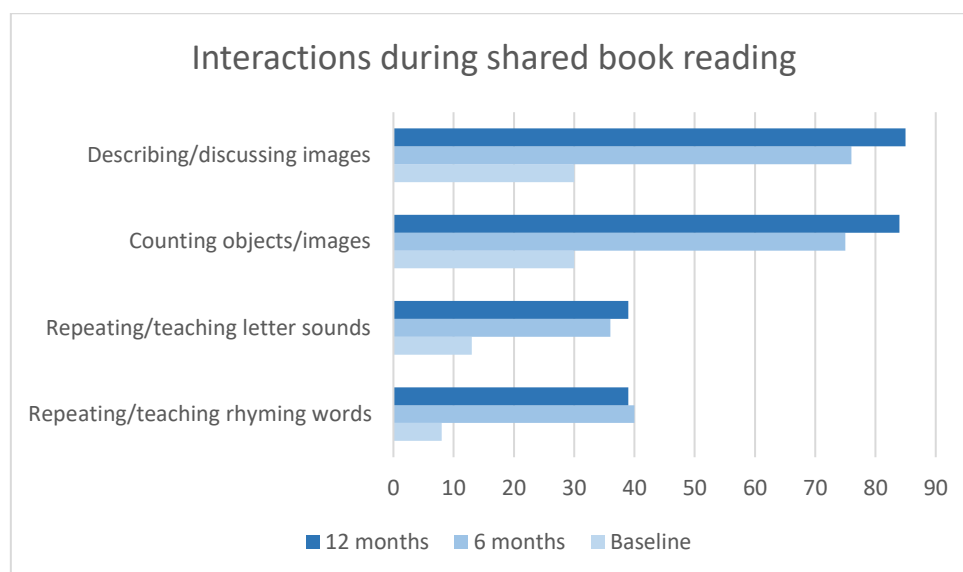
## Logic Model – Increased interactions between caregivers and children during book reading

At 6 months 80% of caregivers reported that the tip sheets were useful for guiding their interactions which remained stable after 12 months.

*The tip sheet is incredibly helpful for knowing what types of questions I should be asking at different stages of the books –Imagination Library caregiver.*

The proportion of caregivers using and repeating rhyming words during reading time increased 5-fold from baseline to 6 months (8%-40%) and remained stable after 12 months. The proportion of caregivers repeating / teaching letter sounds nearly tripled from baseline to 6 months (13%-36%) and increased further to 40% at 12 months. The proportion of caregivers counting images / objects doubled from 30% to 75% in the first 6 months of being on the program and then increased to 84% after 12 months on the program. The proportion of caregivers describing / discussing images more than doubled from 30% to 76% in the first 6 months of being on the program and then increased to 85% after 12 months on the program. The proportion of caregivers discussing the plot increased in the first 6 months from 8% to 30% and then stabilised at 12 months.

*This is a great program to encourage parents to read to their youngest and cultivate them into a book reader –Imagination Library caregiver.*



## Logic Model - Positive attitudes about reading and motivation to read among caregivers and children.

Among children

At the 12 month follow up survey, 87% of caregivers reported that their child responds when they point to something in the book. Caregivers reported that 69% of children indicated they would like to be read to more than 3 days in a week and 91% of parents reported that their child was interested in books. The program also increased independent book play, with 76% of parents reporting their child engaged in book related play three or more days a week.

*Our daughter is only one year old I feel reading to her increases her sense and abilities to have a creative mind as she grows, she has her own personality already and doctors say she is very advanced*

*for her age, and I do believe some of that comes from me reading and exploring new adventures and books with her. It helps me find comfort in these books that she loves so much. When we get a new book, she gets excited in her own ways – thank you we love them –Imagination Library caregiver.*

*I like that the books have Australian content and themes that encourage emotional literacy – Imagination Library caregiver.*

#### Among caregivers

After receiving the Imagination Library for 12 months, 92% of caregivers said that reading was more enjoyable for them. Similarly, 95% of caregivers agreed that they felt more confident to read to their child after receiving the Imagination Library, and 88% of caregivers said they felt more connected to the child because of reading Imagination Library books.

*Thank you so much for allowing my daughter and I the opportunity to read more books together, not only is it good for her education but it allows us to bond over the books and we relate to parts of the book with different things in life –Imagination Library caregiver.*

*It helps me to be more in contact with my child and help him to enjoy time by us reading together and his understanding growing day after day, making voices, acting so I know his imagination is growing more and more –Imagination Library caregiver.*

After 12 months, 83% of caregivers reported that the importance they place on reading had increased since receiving the Imagination Library and 90% reported spending more quality time together as a family reading because of receiving the books. After 6 months 70% of caregivers reported that they actively looked for books for their child which increased to 80% after 12 months on the program.

*Awesome. A great collection of books. We thought he would prefer the more basic books, but he loves the longer ones, so now we go to the library we get longer ones too –Imagination Library caregiver.*

*The Imagination Library books are a fun way for us to continue to develop a love of reading as a family –Imagination Library caregiver.*

#### Logic Model – Emerging literacy skills

N=23 children were 3 or more years at the time of the 12-month follow-up survey.

After receiving the books for only 6 months, 71% of children over three years of age demonstrated that they could follow instructions which increased to 77% after 12 months on the program. After 6 months approximately 50% of children could make letter sounds and after 12 months 81% of caregivers reported the child's vocabulary had improved. After 12 months 40% of children could recall rhymes however only 21% could name letters. 90% of caregivers reported that the child's interaction during reading time had increased.

*Our son looks forward to receiving his books in the mail. When he gets them, he runs upstairs with excitement to read. He also engages with his little sister to join in the book and will point things out to her in the story –Imagination Library caregiver.*



## Conclusion

Children on the Imagination Library are being read to more often, for longer duration and have more books in the home than the average Australian child. These findings along with the early onset of shared book reading are encouraging as they all support the child's language and early literacy skill development. Nearly all children were interested in books and over 50% demonstrated emerging literacy skills after being on the program for 12 months. Caregiver interactions increased across all reading techniques, and they reported feeling more connected to the child, more confident to read and spent more quality time together as a family as a result of being on the program.

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Alliance of Western Councils - Dubbo

8 September 2023

Acknowledgement  
of Country

Transport pays respects to Elders past and present, and recognise and celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.



# Transport for NSW – West Region

- Lead engagement with NSW regional communities and stakeholders to champion their needs and improve transport outcomes.
- Responsible for the delivery of infrastructure and transport services to communities in regional NSW.

Alistair Lunn

Regional Director West

[Alistair.b.lunn@transport.nsw.gov.au](mailto:Alistair.b.lunn@transport.nsw.gov.au)



# Supporting Councils

- Transport has a number of ways to help and assist Council's apply for funding and provide technical assistance.
- Our Local Government contacts are available to provide further information.
- West Region Local Government Manager:
  - Kristine: [kristine.boggs@transport.nsw.gov.au](mailto:kristine.boggs@transport.nsw.gov.au)
  - Phone: 0400 315 438
- Natural Disaster claims contact:
  - Jonathon: [jonathon.mcevoy@transport.nsw.gov.au](mailto:jonathon.mcevoy@transport.nsw.gov.au)
  - Phone: 0408 208 440





# State of the Network

- Extreme, recurrent wet winters have created widespread saturation and damage to the State Road network.
- In addition to this, we experienced the worst flooding on record in November 2022.

## November 2022 Natural Disaster:

- **2,500 kilometres** of damage to the State Road network including slopes, culverts and bridges.
- **Delays to projects and annual maintenance programs** due to resources diverted to priority flood repairs.



Menindee



Newell Highway

# New Dubbo Bridge

**Expected completion end 2026**

- The New Dubbo Bridge provides a second high level river crossing in Dubbo.
- Piling works are well underway and will continue until the end of 2023.
- Intersection upgrades have also commenced at Bourke/River and Whylandra/Thompson streets.

## **Key Benefits:**

- Maintaining reliability for local, commuter and heavy freight traffic, particularly during flood events.
- Improving travel congestion and freight productivity.





# Newell Highway Overtaking Lanes

## Completion expected end 2023

- The Newell Highway Program Alliance has delivered 31 overtaking lanes and 6 shoulder widening stimulus projects.
- 7 overtaking lanes are in construction.
- Accumulating approximately 60 kilometres in length along the full length of the highway.

## Key Benefits:

- Improving safety, allowing more accurate travel planning and improving freight productivity.
- Approximately 33 minutes of travel time savings along the length of the Newell Highway.



# Mitchell Highway Overtaking Lanes

## Completion expected mid 2024

- Three new overtaking lanes and safety improvement works along the Mitchell Highway between Dubbo and Narromine.
- The overtaking lane near Wynyley Lane is completed and open to traffic.
- The Lagoon Creek overtaking lane is completed but has not been opened to traffic while we work on the adjacent section of roadway at Mylangra

## Key Benefits:

- Improving efficiency and safety.





# Cobb Highway Initial Seal

**Completion expected: October 2023**

- Since 2011, seal and upgrade 132 kms of the Cobb Highway by 2023.
- Final two remaining sections of the Cobb Highway to be sealed include Mount Manara realignment (3.9kms) and Half Way Tree (3.9kms).

## **Key Benefits:**

- Improved connections for freight.
- Reduced travel times by up to 30 minutes.
- Improved wet weather immunity and more reliable road access, with smoother and safer road surface.



# Silver City Highway

## Completed: December 2022

- The completion of the Silver City Highway initial seal project from 2018 to 2022 is an historic milestone, and one that was achieved six months ahead of schedule.
- Construction of a new bridge at Packsaddle.
- New automated electronic road signs designed to improve safety and better inform motorists about road conditions.

## Key Benefits:

- Fewer highway closures.
- Greater economic and tourism opportunities.
- More reliable access to schools and hospitals.





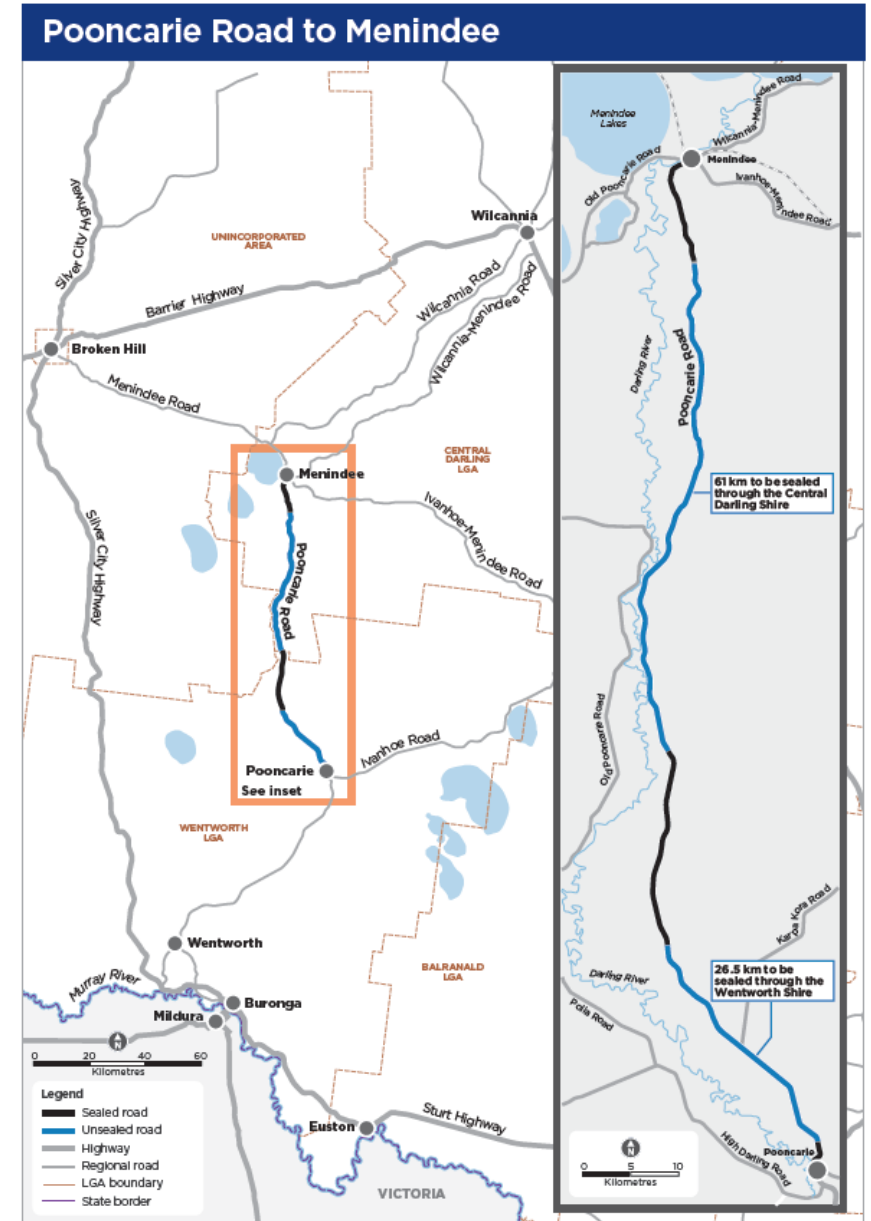
# Pooncarie Road

Central Darling Shire Council & Wentworth Shire Council

Funding: \$48.8 million

Completion expected: 2024

- 87.5 kilometres of bitumen sealing will ensure motorists enjoy safer, faster and more reliable journeys. Work started in January 2021.
  - Central Darling Shire Council - 61 kilometres.
  - Wentworth Shire Council - 26.5 kilometres
- A fully sealed road will reduce travel times by about 90 minutes between Menindee and Wentworth when completed.



# Grade Separating Road Rail Interfaces

## In Development

- Four proposed grade separations along Inland Rail, Narromine to Narrabri, are in development:
  - Castlereagh Highway at Curban
  - Tomingley Road at Narromine
  - Eumungerie Road near Narromine
  - Oxley Highway near Collie.
- Projects not in construction are included in the Federal Government's Infrastructure Investment Strategic Review that is currently underway.

## Key Benefits:

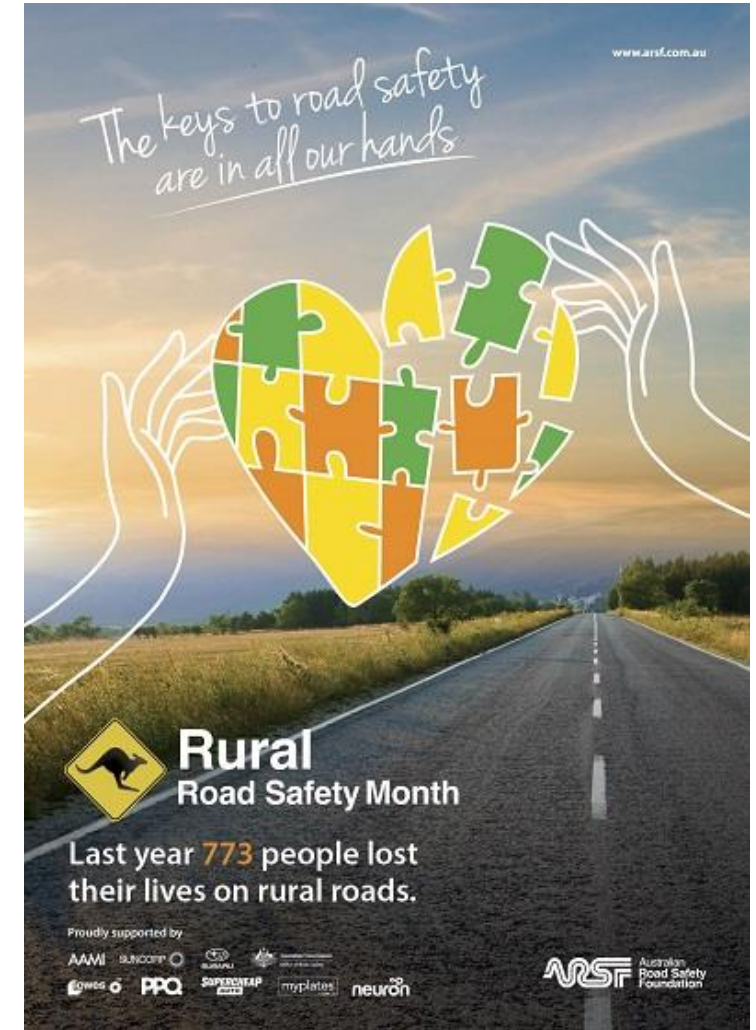
- Improving road and rail safety, reducing travel delays and improving freight accessibility.



# West Region Road Toll

## Rural Road Safety Month September 2023

- West Region makes up 60 per cent of NSW. About 5% of the NSW population live here, yet it accounts for around 13% of the State's road toll.
- From 2018-2022, 39% of fatal crashes involved speeding, 27% involved fatigue and 22% involved alcohol.
- 81% occurred on roads with a speed of 100/110km/h speed limit.
- Heavy reliance on private transport, and the vehicle fleet tends to be older in regional areas.
- TfNSW undertakes a formal Fatal Crash Investigation on the State-managed network and can assist Councils if requested.



# Public Transport Trials in Western NSW

## Saturday Services Trial

- Menindee to Broken Hill.
- Wilcannia to Broken Hill.
- Wentworth to Mildura.

## White Cliffs to Broken Hill

- Fortnightly Service to Broken Hill.

## Western Region Sport and Active Program

- Transport subsidies provided to assist communities attend sport and active recreation.

## Bourke Flexible Transport

- Trial operating since February 2023.
- Very well patronised
- Tender is now closed and under consideration





# Road Safety Campaigns

## Duck Creek Races – Plan B, July 2023

- Nearly 4700 patrons attended the Duck Creek Races.
- TfNSW contributed to the hire of a bus to ensure the safe transport of race-goers back home.
- Plan B event kit included portable breathalyser machine, banners, flags, T-shirts, and other merchandise.
- 260 patrons used the breathalyser machine on the morning after the event, with approximately 10% being over the limit.
- Do you have a similar event in your area?  
Contact Melissa [melissa.nicholson@transport.nsw.gov.au](mailto:melissa.nicholson@transport.nsw.gov.au)  
or 0499 338 420





## Position paper

### Addressing town water security for regional NSW cities and towns

#### Summary

The 2017-2020 drought was the worst in 130 years and severely impacted regional cities and towns across NSW, yet investment in resilient town water supplies remains insufficient. Failure to act will repeat serious social and economic consequences in a future drought. All communities in NSW deserve secure, affordable water supplies.

#### Recommendations

On behalf of councils and communities across country NSW we ask that the NSW government:

1. Analyses and publishes measures of town water security to identify and prioritise towns with the most significant water security challenges.
2. Considers a more adaptive regulatory approach in Water Sharing Plans to properly recognise water supply for critical human needs.
3. Actively encourages diversification into alternative water supplies to improve town water security in regional NSW, including streamlining approvals and removing regulatory hurdles. All options must be on the table.
4. Urgently considers increasing funding for the Safe and Secure Water Program with a focus on improving water security, investing before a drought triggers emergency funding.
5. Revisits the funding criteria and program management approach of the Safe and Secure Water Program.
6. Prioritises activities and investment in operational, non-infrastructure solutions to water security and drinking water quality to complement the Safe and Secure Water Program. This includes training for operators and engineers delivered in regional NSW facilities, expanding the use of digital technology and a renewed focus on catchment management.
7. Ensure that our local water utilities remain in local government ownership.

#### Background and context

There are 92 councils, county councils and corporations that have Local Water Utility responsibilities serving a population of 1.9 million in regional NSW. The extreme drought of 2017-2020 was the worst in NSW and Australia in 130 years of records. By late 2019, more than 50 town water supplies in regional NSW were at high risk of failure.

The social and economic costs of complete failure of any town water supply are extremely high and are not commonly considered in traditional benefit-cost analyses for water security projects. For an inland city the size of Tamworth, there is nowhere for 50,000 people to move in a complete water supply failure scenario. There would be no water for business, schools, hospitals, no jobs, leading to economic failure. Food processing industries would grind to a halt which could lead to shortages in some staple foods made in NSW.

The mining industry is also a significant customer of some Local Water Utilities. Although the population of some mining towns can be quite small, mining royalties from regional NSW government represent billions of dollars, with only a fraction of that invested in water security that sustains the population of mining towns. The economic costs of failure in foregone royalties would consequently be very high in a water supply failure scenario.

Although town water allocations in the Murray Darling Basin are a small fraction of total allocation, this paper suggests that insufficient attention has been paid to water supply for critical human needs.

Urgent action is required if we are to avoid a repeat of the impacts of the 2017-2020 drought. Diversification of water supplies will also provide resilience against other extreme events such as bushfire and flooding. The introduction of Health Based Targets for drinking water management has also increased the need for urgent infrastructure investment.

## Discussion

### Planning for water security

- Every town water supply scheme needs a Plan B and a Plan C to diversify water sources and improve water security. All options must be on the table, including dams, regional pipelines, groundwater (including groundwater recharge), water recycling and stormwater harvesting. However, it must also be recognised that with the scale of needed investment in water security being in the billions of dollars, we are unlikely to 'build our way out of trouble'.
- The NSW government's Regional Water Strategies so far have not sufficiently addressed town water security with priorities, commitments and timeframes.
- Water Sharing Plans need a major re-think. A review of water reserves for critical human needs is required for existing major dams to secure water for inland cities and towns to optimise our existing major water security infrastructure. Water Sharing Plans are based on historical inflows up to 2010, when the drought of record has become the 2017-2020 drought. When councils require water for towns in an extreme drought the transmission losses are very high. Different, more flexible methods of water allocation are required in extreme drought to conserve water for critical human needs.
- Councils are rarely responsible for an entire water catchment or groundwater aquifer. Water sources are shared amongst many users. Local knowledge is frequently overlooked in water planning and infrastructure investment. The responsibility for town water security planning needs to be shared between state and local government, with surface water and groundwater modelling led, funded and managed by the state with an appropriate level of local community input.
- Groundwater is often pursued as a last resort in the face of looming surface water supply failure, however many groundwater studies have been insufficient, failing to quantify sustainable yield or characterise groundwater quality. Groundwater quality can be difficult and expensive to manage for safe and palatable drinking water. Treatment processes such as Reverse Osmosis are complex to operate and expensive and invariably not sustainable for small communities to own and operate without significant ongoing external funding and operational support.

### Regulatory environment

- Urban stormwater runoff is increased by the existence of hard surfaces in cities and towns, yet it remains very difficult for local water utilities to augment town water security with stormwater harvesting schemes. Regulatory hurdles for urban stormwater harvesting are significant and need to be addressed. It is easier to let urban stormwater drain into a river and pump water from a river than to harvest stormwater in a town with all of the water quality and access licensing requirements that are imposed.
- Purifying recycled water for public open spaces, for industrial use or for supplementing drinking water supplies introduces a source of water that doesn't rely on rainfall. There is little encouragement by state regulators for regional communities to fund or approve advanced water recycling, and notably no regulatory approval pathway. The handling of byproducts from the treatment process, the brine, needs further research to identify sustainable climate independent solutions for inland NSW.

## Funding, delivering, owning and operating town water infrastructure

- Local government is best placed to plan for, deliver and manage essential local water and sewerage infrastructure. Local water utilities must remain in local government ownership, not state government and must not be privatised.
- The local government sector does not have control over catchments and large dams and most small councils can't fund water security projects on their own.
- The Safe and Secure Water Program continues decades of co-operation between state and local government to fund safe and affordable water supply and sewerage services across NSW. However, the program has not achieved its objective of eliminating the water supply and sewerage backlog in urban areas of country NSW.
- Focussing on capital funding rather than whole of life costs for water infrastructure has led to perverse consequences, threatening the financial sustainability of some councils. Operational costs for advanced treatment such as energy, treatment chemicals, consumables such as membrane replacement are a high proportion of the whole-of-life costs. Funding needs to be urgently extended to operational support for existing infrastructure to complement capital funding for new infrastructure as a Community Service Obligation to maintain minimum water supply standards. Digital technologies have a huge part to play, and yet are not prioritised for funding.
- Emergency funding during extreme drought was necessary in 2017-2020, amounting to \$284 million. When projects need to be progressed very quickly, the solutions are more expensive and sub-optimal. In the worst cases investment can be stranded when emergency consents expire, or the cost of sustaining additional infrastructure is too high. A better result will be obtained with better planning and stronger commitment to investment before drought occurs.
- Where state agencies have been involved with managing projects for small towns, the cost overheads have been high and project delivery has not been optimal. More attention is required to project management capability and performance for delivery of regional water infrastructure. The state's project assurance framework is unnecessarily complex for small water projects and needs to be overhauled.
- Technical support for council water operators needs to recognise that many treatment plants have not been properly designed with operability in mind. Many designs continue a one size fits all approach. Treatment plant design and technical support needs to be fit-for-purpose and adaptable to changing water quality and water sources across regional NSW.

## The relationship between water quality and water security

- The importance of meeting 'aesthetic' criteria for drinking water has been understated for many years. If drinking water is unpalatable then clearly people won't drink it and will pursue alternatives including soft drinks, which creates health problems.
- Managing catchment water quality is a tragedy of the commons that cannot be solely managed by local government. The absence of attention to catchment water quality has led to notable failures in drinking water quality due to circumstances beyond council's control. Retaining water in the landscape will improve catchment water quality as well as water security.
- Having capable operators is essential to delivering safe and reliable town water supply. Training needs to be fit-for-purpose and delivered in region, 'on country', which means creating water training centres in regional NSW.

## Contact for further discussion

- Country Mayors Association of NSW: <https://nswcountrymayors.com.au/>
- NSW Water Directorate: <https://www.waterdirectoriate.asn.au/>

**PRESENT:** Cr Jason Newton (Chair), Cr Denis Todd, Cr Dale Hogden, Ms Debra Bell (*left the meeting at 6.50pm*), Mr Elliott Shannon, Mr Greg Piper, Mr Stewart Rodgers and Mr Mal Unicomb (Local State Member).

**IN ATTENDANCE:** Roger Bailey (General Manager) and Mrs Kylie Kerr (Manager Road Operations).

Cr Newton welcomed everyone to the meeting and explained the emergency evacuation procedure and the location of the toilets and kitchen.

**CONFLICT OF INTEREST:** Mr Elliott Shannon declared a conflict of interest due to owning grids (less than significant).

**APOLOGIES:** Mr Mark Prugger and Ms Nicole Benson (Director Technical Services).

### **CONFIRMATION OF MINUTES**

The minutes of the Warrumbungle Road Network Advisory Group meeting held in Coonabarabran on 14 March 2023 are to be held over for confirmation at the next meeting.

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

The business arising from the previous minutes is to be held over to the next meeting.

### **AGENDA ITEMS**

a) Natural Disaster Restoration Works, Regional and Local Roads Repair Program and Pothole Repair Program Update

The Manager Road Operations provided the Committee with an overview of the following:

- Natural Disaster Restoration Works
- Regional and Local Roads Repair Program
- Pothole Repair Program

The report was received and noted.

b) Grid Policy

The Grid Policy was reviewed and the following issues were raised:

- What is the need for grids? It was agreed that it is a benefit to the property owner.
- Insurance requirements for the ongoing ownership of grids.
- Gates only (no grid) may be considered but Council permission only.
- What happens if the policy is not met?
- The grid design needs to consider the vehicle type that uses the road particularly for weight.
- Checklist needs to be more specific and be able to be used by the property owner to self-assess. It is too vague at the moment.
- What are the requirements to install the grid and approaches? Eg White Card, insurances.
- What is the definition of a single grid?
- Road Hierarchy – needs to be reviewed.

- Road Hierarchy – what happens if a grid is already on the road but, it is a collector road? Does it need to be removed?
- What does the standard and maintenance requirements actually mean to the property owner?
- Is it possible when Council is doing grading that the crew leader notes down the grid condition?
- What about CML and HML vehicles and grid design?
- Is it feasible for the grid owner to actually maintain the 20m either side of the grid? What about insurances and access to equipment to do the work? Maybe Council should maintain the approaches and signage once installed.
- When installing a new ramp / replacement it should include the work to do the 20m approaches.
- Need to update \$10 million public liability insurance to \$20 million.
- Community consultation is a must and include existing owners and terminology explained.
- What is the permit fee for existing grids?
- White gate and sign – why? It was later clarified that the white gate is a requirement under the Roads Act.
- What about when the owner no longer wants the grid? Will Council remove the grid at no cost?
- There must be a Communication / Consultation Plan implemented for this policy.

#### **ACTION**

That a report on the Grid Policy be brought back to the next meeting for further discussion and that a Consultation Plan be developed and implemented.

c) Warrumbungle Shire Council Disaster Resilience Community Strategic Plan  
The Manager Road Operations provided the Committee with an overview of the Warrumbungle Shire Council Disaster Resilience Community Strategic Plan project as well as viewing the social pinpoint mapping tool. The report was received and noted.

d) Rural Road Consultation Project  
The Manager Road Operations provided the Committee with an overview of the Rural Road Consultation project. The report was received, noted and supported.

#### **GENERAL BUSINESS**

Nil.

#### **MEETING DATES**

The Committee determined the following future meeting dates and locations:

- 6 December 2023 – Coolah
- 16 January 2024 – Coonabarabran
- 5 April 2024 – Coolah
- 2 July 2024 – Coonabarabran
- 1 October 2024 – Coolah

There being no further business the meeting closed at 8.25pm.



**MINUTES OF THE WARRUMBUNGLER ROAD NETWORK ADVISORY GROUP  
MEETING HELD IN THE GALLERY MEETING ROOM, COUNCIL  
ADMINISTRATION BUILDING, JOHN STREET, COONABARABRAN ON  
WEDNESDAY, 4 OCTOBER 2023 COMMENCING AT 5.30 PM** **PAGE 3**

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The next meeting will be held at the Coolah Council Chambers on Wednesday  
6 December 2023 commencing at 5.30pm.

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CHAIRPERSON

**PRESENT:** Cr Carlton Kopke (Chairperson), Mr Richard Drooger (TfNSW), Senior Constable Kelvin Kilsby (NSW Police) and Mr Mal Unicomb (Local State Member Representative).

**IN ATTENDANCE:** Ms Nicole Benson\* (Director Technical Services, Mr Zachary Estens (Asset & Design Technical Officer) and Mrs Tracy Cain (Minutes).

\* Attendance via Zoom video conference.

**APOLOGIES:** Mr Rejoice De Vera (Manager Projects).

### **CONFIRMATION OF MINUTES**

**6/2324 RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on 27 July 2023 be confirmed.

**Unanimous**

Cr Carlton Kopke advised the Committee that he would be resigning from the role of Chairperson following this meeting due to a change in work circumstances.

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

The following matters were noted as outstanding:

- Black Stump Way – Council request to NHVR that any road in the Warrumbungle Shire that is a 25 metre B Double Route be converted to a 26 metre B Double Route. *Matter to be followed up with Council's Director Technical Services.*
- Audit of 'No Parking' Signs in Coonabarabran CBD – 'No Parking' signs to be replaced and installed as per audit. *Update on the status of audit to be distributed via email.*
- Replacement of rail line at Mary Jane Cain Bridge, Coonabarabran – *matter with TfNSW.*
- Installation of 'No Parking' signs on laneway off Little Timor Street, Coonabarabran – *part laneway owned by property owners. Council seeking legal advice on caveat / easement.*
- Installation of bollards in Wellington Street, Baradine – *awaiting confirmation from Baradine Hotel of 50% contribution.*
- Installation of clear zone in Crane Street, Coonabarabran adjacent to bus depot – Option 1 to be implemented. *Report to be brought back to the next Traffic Committee meeting.*
- Installation of 'No Stopping' signs at Mendooran Post Office and Community Centre – *awaiting delivery of signs.*
- Mendooran Toilet Service Signs – *Council to confer with TfNSW on locations.*
- Installation of 'No Stopping' signs at Little Timor Street and Robertson Street, Coonabarabran – *awaiting delivery of signs.*

### **AGENDA ITEMS**

a) Proposal to Install Blisters in Bandulla Street, Mendooran

**7/2324 RECOMMENDED** that subject to the availability of funding, blisters be installed in Bandulla Street Mendooran for public safety and to assist people with mobility issues traversing the road as well as encouraging motorists to reduce speed.

**Unanimous**

b) School Crossing at Dunedoo Central School – Merrygoen Street and Cobborah Street

**8/2324 RECOMMENDED** that in accordance with TfNSW observations a school crossing not be installed at Dunedoo Central School in Merrygoen Street and Cobborah Street as it is not warranted.

**Unanimous**

c) School Crossing at Coolah Central School – Binnia Street

**9/2324 RECOMMENDED** that in accordance with TfNSW observations a school crossing not be installed at Coolah Central School in Binnia Street as it is not warranted.

**Unanimous**

The Committee determined that Council correspond with the schools suggesting pedestrian safety information be distributed to both children and parents.

d) Installation of Temporary Signage for Road Closure at Yarrow Road, Mendooran

**9/2324 RECOMMENDED** that 'Road Closed Ahead' signs for the temporary road closure of Yarrow Road, Mendooran be installed at the intersections of:

- Yarrow Road and Bandulla Street (Castlereagh Highway)
- Frederick Street and Forest Road.

**Unanimous**

e) Member of NSW Parliament Nomination for Local Traffic Committee

**10/2324 RECOMMENDED** that the nomination by Local Member for Barwon of Mr Mal Unicomb as a proxy for the Traffic Advisory Committee be accepted.

**Unanimous**

f) Relocation of Disabled Parking Space in Binnia Street, Coolah

**11/2324 RECOMMENDED** that subject to the availability of funding the disabled parking space be relocated from the front of IGA Supermarket in Binnia Street, Coolah to the parallel parking area between IGA and the Council Building.

**Unanimous**

g) Resignation of the Chair

The Committee was advised that Cr Carlton Kopke would be resigning from the role of Chairperson following this meeting due to a change in work circumstances. Cr Kopke extended his appreciation to the Committee members and staff for an efficient meeting and the results that have been achieved. Cr Kopke will be available to assist the new Chairperson at the November meeting. A report to the October Council meeting will be tabled seeking a Councillor nomination to fill the vacant Chairperson position.

**GENERAL BUSINESS**

The following items were discussed without resolution:

- The speed trailer is to be relocated to the school zone in Narren Street, Baradine and then on to the Coonamble Road at Baradine.
- Council to undertake a review of signage on Warrumbungles Way.
- Report to be brought back to the next meeting regarding cost effective options for the installation of a clear zone in Crane Street, Coonabarabran.

- Drainage issues 15km from Coonabarabran on the Oxley Highway due to TfNSW roadworks – matter discussed and determined that there was no impact to traffic. Issue dealt with by TfNSW.
- Holding Lines at the intersection of Charles and Dalgarno Streets, Coonabarabran – works to be placed on Council's line marking schedule and undertaken with the annual reseal program.

There being no further business the meeting closed at 10.38am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 26 October 2023 commencing at 10.00am.

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CHAIRPERSON

-----Original Message-----

From: Carlton Kopke <Carlton.Kopke@warrumbungle.nsw.gov.au>

Sent: Thursday, 21 September 2023 8:25 PM

To: Roger Bailey <Roger.Bailey@warrumbungle.nsw.gov.au>

Subject: Standing down from chair of traffic advisory committee.

Hello Mr Bailey,

Due to a change in work circumstances I regrettably Inform you I will be unable to continue in the role of chairperson for the traffic advisory committee.

I will be standing down from this position at the September meeting of the committee. I would still be able to attend the October meeting to ensure a smooth transition for the incoming chair.

I have greatly appreciate my time as the chairperson and pay respect to the other members and council staff who help it run smoothly and achieve the fantastic results we have.

Regards

Cr Carlton Kopke



Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>16 April 2020</p> <p><b>371/1920</b></p> <p>Doc ID 113924</p>	<p><b>Item 13 Review of Warrumbungle Waste 371/1920 RESOLVED</b> that Council:</p> <p>5. Costs and investigates the provision of a green waste pick up service via 240lt wheelie bins within the townships across the LGA.</p>	<p><b>DEDS</b></p>	<p>04.02.21 – to be commence when Manager Planning and Regulation recruited.</p> <p>01.06.22 – no further progress at this stage.</p> <p>28.06.22 – needs a fresh report to Council as over 12 months old, to be provided in August.</p> <p>06.07.22 – report to be prepared for August Council meeting.</p> <p>27.10.22 – report yet to be prepared.</p> <p>21.11.22 – Investigations are underway into the provision of a green waste service. A report will be presented to Council once information and costs are available.</p> <p>11.01.23 – investigations and costings being prepared.</p> <p>28.04.23 – no further progress. Other pressing priorities see project delayed.</p> <p>25.5.23 – Investigations into the provisions commencing with costs being prepared.</p> <p>20.06.23 – Costings being investigated.</p> <p>03.08.23 – Costings obtained – report to be brought back to council on the viability of the service.</p> <p>24.08.23 – Report being drafted for future Council Meeting.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>15 April 2021</p> <p><b>304/2021</b></p> <p>Doc ID 131100</p>	<p><b>Item 18 Coonabarabran Water Security: Timor Dam Raising, Dam Safety Upgrade Requirements and Increased Groundwater Allocation</b></p> <p><b>304/2021 RESOLVED</b> that Council:</p> <p>3. Applies for an increased licence allocation for Coonabarabran's groundwater bores from 50 ML/a to 400 ML/a.</p>	<p><b>DEDS</b></p>	<p>22.04.21 – all recommendations accepted for increase in water allocation and formalisation of contract being progressed.</p> <p>01.07.21 – Currently being developed and acted upon.</p> <p>03.08.21 – application for increased licence allocation to 510ML (based on IWCM draft and further details from hydrogeological report) prepared by consultant and being reviewed prior to submission.</p> <p>21.09.21 – application submitted on 1/09 and application fee paid; processing of the application is expected to take a few weeks.</p> <p>05.10.21 – awaiting outcome of Specific Purpose Access Licence (SPAL) application for increased allocation from 1/09.</p> <p>02.12.21 – the application appears to be processed by NRAR as further information was requested, which was provided (Hydrogeologist Report, IWCM Issues Paper, IWMC Strategy Draft).</p> <p>28.02.22 – application result not yet received from NRAR.</p> <p>04.03.22 – contact with NRAR on 4 March 2022, advice received that licence changes can take up to 2 years for processing.</p> <p>03.05.22 – Awaiting on licence changes, email sent 27 April to follow up NRAR on licence change. Advised by NRAR 65days for progressing from initial request.</p> <p>06.07.22 – no advice from NRAR at this stage, continuing to follow up on a monthly basis.</p> <p>21.11.22 – Application still under assessment by NRAR.</p> <p>28.04.23 – Contact made with NRAR- no response has been received from NRAR, advice has been received from DPE that the application is still being assessed</p> <p>05.06.23 – Letter drafted for local member and relevant Minister re delays with progression of this matter. Contact made with DPE Licensing and Approvals Team whom the application now sits with; Council has been requested to provide further information for application assessment.</p> <p>06.06.23 – DPE Water have given preliminary advice that a total 350ml licence will be sufficient (including current 50ml licence).</p> <p>03.08.23 – The application has been progressed to the next stage of assessment, DPE Water Hydrogeological team are completing a assessment of the application this is anticipated to take 3 months to complete.</p> <p>25.08.23 – Application still under assessment by DPE Water Hydrogeological team, assessment determination set to be delivered mid September.</p> <p>09.09.23 – Additional information on GPS location of bores requested by DPE water, has been provided by Council</p> <p>05.10.23 – application still under assessment by DPE Water.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
15 April 2021  <b>313/2021</b>  Doc ID 131105	<b>Item 21.4 Supplementary Report 313/2021 RESOLVED</b> that Council request a meeting with the Minister of Local Government to discuss concerns regarding general rate exemptions that now apply to the Local Aboriginal Lands Council.	<b>DCCS</b>	14.01.22 – Letter sent to the Minister via local member. 10.04.22 – awaiting response from Minister. 13.04.23 – Letter sent to new Minister for Local Government and Local Member requesting a meeting. 11.05.23 – Letter sent to Minister for Local Government and Local Member requesting a meeting. No response as yet. 03.10.23 – Update report drafted for October Council meeting.
19 August 2021 <b>46/2122</b>  Doc ID 138443	<p><b>Item 13 Updates to Roads Asset Management Plan 46/2122 RESOLVED</b> that the following actions are taken in relation to the Roads Asset Management Plan:</p> <ol style="list-style-type: none"> <li>1. Review and update condition rating scales and include in a revised version of AMP Roads.</li> <li>2. Update the Roads AMP based on updated unit rate information provided in Table 5.3 in the attachment.</li> <li>3. Consult with the community on acceptable levels of road condition and on expected levels of road maintenance.</li> <li>4. Publicise a map identifying the location of projects in the four (4) year works program for roadworks associated with pavement renewal and pavement upgrades.</li> </ol>	<b>DTS</b>	<p>07.09.21 – No action to report.</p> <p>04.11.21 – Unit rates have been collated for comparison. 09.10.23 – Complete updated unit rates were added to the Roads AMP – Updated 19-08-2021 version publicised on Councils website.</p> <p>22.01.22 – Consultation on levels of service to be carried out as part of the community strategic plan process. 09.10.23 – Road Network Advisory Group considered the proposed process at the 4 October 2023 meeting.</p> <p>22.01.22 – Maps will be generated following the adoption of the Delivery Program. 29.06.22 – No further update. Maps will be uploaded to new Council website. 26.07.22 – Report to July 2022 council meeting proposed an advisory group to facilitate consulting with the community on levels of service however this was not endorsed. 26.08.22 – Following the resolution of council to form a Road Network Advisory Group, this will enable consultation with the community on levels of service. 05.09.22 – Expressions of interest close 8 September 2022. 01.11.22 – Report to November Council meeting. 03.01.23 – First meeting of Road Network Advisory Group to be held on 17 January 2023. 24.01.23 – Road Network Advisory Group meeting held on 17 January 2023 and minutes to be tabled at February Council meeting. 27.02.23 – Minutes tabled at February 2023 Council meeting. Next meeting of Road Network Advisory Group to be held on 7 March 2023. 04.04.23 – Meeting held on 7 March 2023. Next meeting 9 May 2023. 04.05.23 – Meeting held on 9 May 2023. 09.10.23 – Update Report to October Council meeting.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>16 September 2021 <b>87/2122</b></p> <p>Doc ID 139904</p>	<p><b>Item 23.3 NBN Connectivity in Coonabarabran Industrial Estate</b> <b>87/2122 RESOLVED</b> that Council:</p> <p>2. Supports use of NSW Resilience funding as a co-contribution to assist fund NBN connectivity throughout the Coonabarabran Industrial Estate.</p>	<p><b>DEDS</b></p>	<p>23.09.21 – No response from Resilience NSW regarding funding extension.</p> <p>06.10.21 – Council’s submission for Regional Co Investment Fund submitted 6 October through NBN Co. Requested grant extension for Resilience NSW grant, to be advised.</p> <p>03.11.21 – Followed up request for extension. Resilience NSW received Project variation and notified department they will receive variation by WSC ASAP, which was accepted.</p> <p>02.12.21 – Discussing options with NBN Co since Regional Co Investment Fund application was not progressed by NBN.</p> <p>03.02.22 – No action to report until consultations with NBN later this month.</p> <p>28.02.22 – request identification number for VRA side of building through retail provider.</p> <p>25.05.22 – followed up with retail provider, no action to report.</p> <p>27.06.22 – requested variation extension for EOC project, verbally approved and submitted paperwork. Meeting with NBN Co 05.07.22 to progress NBN connection.</p> <p>07.07.22 – building ID for VRA should be identified by next week. NBN requested to meeting next week to plan engagement with local business regarding NBN.</p> <p>03.08.22 – Resilience funding extended to June 2023 to allow for NBN connection. Location ID number set up for VRA building.</p> <p>01.09.22 – Contact made with Council’s retail provider to provide details to apply for Enterprise Ethernet connection.</p> <p>04.10.22 – Received 1 quote and waiting on 2 more to assess and compare build costs, timeframes, and speed.</p> <p>27.10.22 – Awaiting more information on costs and timeframes.</p> <p>21.11.22 – Waiting on further information from Telcos. No further information to report.</p> <p>06.04.23 – Review underway to determine works undertaken to date.</p> <p>25.05.23 – Funding body seeking finalisation of grant, acquittal in process</p> <p>20.06.23 –MEDT contacting local VRA and RFS to confirm purchases under the NBN fund.</p> <p>3.08.23 –DTS investigating spending accounts before finalising acquittal.</p> <p>22.08.23 – Investigating spend on project prior to finalising acquittal.</p> <p>11.09.23 – investigations still ongoing</p> <p>05.10.23 – Acquittal prepared and in final stages of submission.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>18 November 2021 <b>152/2122</b></p> <p>Doc ID 143361</p>	<p><b>Item 25 Dunedoo Town Water Security – Talbragar Alluvial Groundwater Source Supply</b> <b>152/2122 RESOLVED</b> that Council:</p> <p>2. Further explores the increase of Dunedoo’s Town Water Security by considering a pump test of the old bore, the cost for drilling a new deeper bore, and the potential to connect to existing deeper nearby RMS bores.</p>	<p><b>DEDS</b></p>	<p>28.02.22 – New deeper bore location to be explored in local site area via contractors. Delivery and quality parameters to be reviewed before determination of location. 21.11.22 – No further progress. 11.01.23 – Bore investigated as part of OWUA Bore Assessment project. Report to be presented to Council. 23.02.23 – As resolved by Council this bore is to be relined. Further investigation on drilling a new deeper bore and discussions with RMS yet to be commenced. 02.03.23 – Council to be updated with Business Paper to be submitted for April 2023 Council Meeting. 06.04.23 – budget submission to undertake investigations included in draft 23/24FY budget. Report to be presented after budget considerations considered by Council. 26.06.23 – Business case to be prepared to consider funding options to progress and resolve the ongoing water security issue in Dunedoo. 25.08.23 – Procurement for hydrogeological water security assessment has commenced. 05.10.23 – Report prepared for Council consideration at the October meeting.</p>
<p>18 November 2021 <b>160/2122</b></p> <p>Doc ID 143364</p>	<p><b>Item 30.3 Sustainability of Child Care Services</b> <b>160/2122 RESOLVED</b> that Council consult with staff and the community on relevant actions proposed in the sustainability and child care reports.</p>	<p><b>DCCS</b></p>	<p>10.03.22 – Awaiting completion of other projects including funding acquittals. 29.11.22 – an updated report will be prepared for February Council meeting. 01.03.23 – MCC met with GM and DCSS to discuss relevant actions and strategy. A report will be prepared for May council meeting. 09.05.23 – A report will be prepared by MCC for the July Council Meeting, following the end of financial year. 11.07.23 – Children’s Services Review will be completed by MCC in August and a report prepared for Council in September. 06.09.23 – A new report is being prepared for ELT in November to incorporate the findings of the ACCC and IPART childcare inquiries.</p>



Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>17 March 2022 <b>238/2122</b></p> <p>Doc ID 149766</p>	<p><b>Item 20 Warrumbungle Water – Fluoride Re-instatement 238/2122 RESOLVED</b> that Council:</p> <p>2. Executes the funding deeds for fluoridation installation at the Coolah site.</p>	<p><b>DEDS</b></p>	<p>11.04.22 – To be provided by NSW Health.  03.05.22 – Received quotes from two contractors. Assessment process to happen week of 16 May.  01.06.22 – Funding agreement to be drafted.  02.08.22 – awaiting funding agreement from NSW Health.  06.10.22 – written confirmation on funds for Coonabarabran and Coolah received.  27.10.22 – Quotes being reconfirmed, funds secured, planning for works underway.  21.11.22 – Quotes have been reconfirmed, the final revised cost estimate is to be sent to NSW Health for approval, works have been planned and scheduled once final approval from NSW Health is obtained.  11.01.23 – Funding secured, works to commence.  23.02.23 – Works have commenced, completion is due in December 2023.  06.03.23 – Funding has been secured under a capital subsidy agreement. Council is now liaising with NSW Health to establish and execute a funding deed prior to any further works being completed.  22.03.23 – Capital subsidy agreement as per written letter from NSW Health has been previously received. NSW Health advise funding deeds are not usually issued for fluoride projects and policy of NSW Health provides the commitment that the funds will be available for the fluoride projects in WSC.  28.04.23 – Invoice for funding to be issued to NSW Health awaiting review from NSW Health.  05.06.23 – Invoice and claim issued to NSW Health. NSW Health and Council to discuss the funding deeds and arrangements in near future.  26.06.23 – Council staff have met with NSW Health to discuss a secure funding arrangement. NSW Health yet to provide advice back to Council.  25.08.23 – Council staff met again with NSW Health to discuss a secure funding arrangement, NSW Health yet to provide formal advice or draft document for reviews to Council.  06.09.23 – Documents have been received from NSW Health with Council to work on the template over the coming weeks to secure funding path.  05.10.23 – NSW Health are preparing a funding document for Council's execution.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>21 April 2022 <b>269/2122</b></p> <p>Doc ID 151481</p>	<p><b>Item 14 Land Owned by Council in Reservoir Street Coonabarabran</b> <b>269/2122 RESOLVED</b> that Council:</p> <p>2. Develops a detailed business case for the original 30 lot subdivision addressing issues such as but not limited to projected market demand, costs of development, projected rate of uptake, potential for return on investment, development risks and delivery mechanism.</p>	<p><b>DTS</b></p>	<p>31.05.22 – Initial discussions with third parties held.  29.06.22 – Discussions initiated with Landcom.  26.07.22 – Meeting held with Landcom on 21 July 2022. Awaiting a proposal from them.  26.08.22 – Further meeting with Landcom to be held.  04.10.22 – further meeting held with Landcom. Site visit planned for October.  01.11.22 – Site meeting held with Landcom on 27 October. Contamination issues to be investigated.  21.11.22 – Subsequent meeting held on 4 November. Contamination investigation underway.  03.01.23 – Further meeting with Landcom to be arranged.  24.01.23 – Meeting held with Landcom on 23 January 2023. Ground tests to be arranged.  27.02.23 – Landcom working with planner to prepare site proposals.  04.04.23 – Further meeting to be arranged.  04.05.23 – No further update, meeting date to be determined.  29.05.23 – Mayor and MUSF met with Landcom on 25.05.23. Preliminary contamination assessment and market report have been provided. Information to be considered and discussed.  07.07.23 – MUSF met with Landcom on 21.06.23 to discuss scope and collaboration deed. Report to July Council meeting being prepared for consideration of signing of deed.  07.08.23 – Underway in the form of a Collaboration Deed Council and Landcom will enter into as resolved at the July Council meeting.  11.09.23 – Deed signed on 22.08.23.  09.10.23 – Landcom followed up with via email on 21.09.23. No response received to date. To be followed up by telephone.</p>
<p>19 May 2022 <b>310/2122</b></p> <p>Doc ID 152907</p>	<p><b>Item 27 Notice of Motion – Technology</b> <b>310/2122 RESOLVED</b> that Council identify IT upgrades to support an effective up to date website development for Warrumbungle’s Shire. Do not get left behind on technology. A report back to Councillors on the above.</p>	<p><b>DCCS</b></p>	<p>06.06.22 – Report being prepared.  10.08.22 – Further investigation of issues underway.  20.02.23 – Report being re-drafted after further investigation.  03.10.23 – Due to staff absences/shortages during 2023 this project was delayed until December 2023.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>16 June 2022 <b>325/2122</b></p> <p>Doc ID 154348</p>	<p><b>Item 8 Minutes of Economic Development and Tourism Advisory Committee Meeting 325/2122 RESOLVED</b> that Council:</p> <p>4. Supports town entry signage consultation within Council's communities including the Aboriginal Land Council, being undertaken by members of the Economic Development and Tourism Advisory Committee, with findings being reported to Council at a later date.</p>	<p><b>DEDS</b></p>	<p>04.07.22 – EDT Committee members to report to EDT Committee in August meeting for proposed town signage designs, materials, and locations.</p> <p>03.08.22 – draft designs to be reviewed at next EDT committee meeting in August.</p> <p>01.09.22 – rescheduled EDT committee meeting. Following up with EDT members to confirm meeting date.</p> <p>04.10.22 – EDT meeting held 27.9.22, town consultations continue and EDT members to email draft signs and locations before next meeting on 23.11.22.</p> <p>24.11.22 – Discussed at EDT Committee meeting, concept designs to be circulated to members, with EDT Committee members to send through preferred locations of signs.</p> <p>24.02.23 – to be further discussed at EDT committee meeting to be held on 28/02/23</p> <p>03.03.23 – preferred design discussed at EDT, subject to Council Resolution.</p> <p>22.03.23 – Council resolved to utilise corten steel for signage design, with structural support material and locations to be provided after EDT committee members consult with their communities. Draft concept designs are in progress for community consultation purposes.</p> <p>06.04.23 – draft designs received and circulated to EDT committee members. Workshop to be held during April to discuss.</p> <p>28.04.23 – draft designs circulated to EDT committee. Workshop to be held in May.</p> <p>25.05.23 – scheduled EDT committee meeting failed to meet quorum, re-scheduled for 2 June 2023 to further progress the project.</p> <p>19.06.23 – EDT meeting held 19 June 2023. Town Entrance Sign Project progressing with designs and consultation to be finalised by committee members.</p> <p>3.08.23 – MEDT awaiting revised design from designer.</p> <p>22.08.23 – MEDT contacted designer to follow up on design, final designs expected mid- late September.</p> <p>11.09.23 – EDT Advisory Committee recommended not include Aboriginal wording to country on Town Entrance signs and this is to be investigated at a later date.</p> <p>21.09.23 – Council noted EDT Committee minutes from 28/08/23 regarding Town Signage. No action taken on the inclusion or omission of Aboriginal wording.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>16 June 2022 <b>325/2122</b></p> <p><b>(cont)</b> Doc ID 154348</p>	<p><b>Item 8 Minutes of Economic Development and Tourism Advisory Committee Meeting 325/2122 RESOLVED</b> that Council:</p> <p>5. Investigates eligible grants for construction of an information notice board to be installed at Hickeys Falls; along with costings for a suitable toilet.</p> <p>7. Undertakes a review of the Building Our Warrumbungle Communities Action Plans selecting actions that can be achieved by Council in the short-term for inclusion in Council's EDT Strategy.</p>	<p><b>DEDS</b></p>	<p>04.07.22 – Ongoing and to report at EDT committee meeting in August. 06.10.22 – Ongoing, no action to report. 24.11.22 – EDT committee informed of ongoing costs associated with maintenance and cleaning. 10.07.23 – No further progress. 11.09.23 – No further progress. 05.10.23 – No further progress.</p> <p>04.07.22 – report of identified short term actions from Building Our Warrumbungle Communities Action Plans completed for EDT committee meeting in August. 25.05.23 – Awaiting preparation of EDT strategy. 10.07.23 – Draft brief with DEDS for review. 03.08.23 – Draft brief sent to EDT committee members for feedback 22.08.23 – Draft briefing edits made and to be represented to EDT committee for review. 5.10.23 – Update Report drafted to DEDS to review WSC EDT brief which includes Community Action Plan and present to Council.</p>
<p>21 July 2022 <b>17/2223</b></p> <p>Doc ID 156368</p>	<p><b>Item 17 Baradine Sewage Treatment Plant Scoping Study Report 17/2223 RESOLVED</b> that Council:</p> <p>2. Actively engages with ARTC and their contractors to seek funding for the necessary treatments to the Baradine Sewerage Treatment Plant to address the additional loading to the plant from the proposed construction workers camp.</p>	<p><b>DEDS</b></p>	<p>27.07.22 – discussions with ARTC underway. 27.10.22 – still ongoing, no firm commitment from ARTC. 21.11.22 – Council have been advised by DPE to confirm irrigation area is acceptable in size. Investigations are underway to inform ARTC. 23.02.23 – Effluent reuse modelling underway to determine capacity loading of reuse area. 22.03.23 – Modelling demonstrates sufficient capacity of reuse area. Report forwarded to DPE for peer review before proceeding with engagement with ARTC. 06.04.23 – Further review of modelling required due to error in data identified. 28.04.23 – Final report being reviewed by DPE, initial consultation underway with Inland Rail. 05.06.23 – Final report to be reviewed by DPE. Email sent to DPE requesting finalisation of review. 10.07.23 – Final report reviewed by DPE, finalisation to be completed. Initial consultation completed with Inland Rail. 25.08.23 – Awaiting final endorsement on final report from DPE, Council have followed up with DPE requesting endorsement of the final report. 06.09.23 – The addition of a variation has been approved by INSW for consultant to assess vacuum reticulation system capacity.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 July 2022 <b>18/2223</b>  Doc ID 156369	<b>Item 18 Coolah Sewerage Treatment Plant Replacement – Project Update</b> <b>18/2223 RESOLVED</b> that Council: 3. Undertakes a detailed options assessment, including identifying the most suitable site, for the construction of a modular STP in Coolah and, subject to the outcome of (2) above, also includes the option of a pond based STP on the most appropriate parcel of land.	<b>DEDS</b>	02.09.22 – to be commenced. 06.10.22 – in progress. 27.10.22 – EOI process completed, preliminary discussions on possible suitable sites for STP. 21.11.22 – Discussions are developing with interested parties with preliminary investigations underway to assess site suitability. 11.01.23 – Options study progressing as per Council resolution. Funding deeds received for signing. 28.04.23 – Report to Council meeting in May. 05.06.23 – Consultant procured to land assessment for options study. Funding deeds executed by Council and sent to DPE for execution. 03.08.23 – Detailed options assessment ongoing. 25.08.23 – Awaiting final endorsement on final report from DPE, Council have followed up with DPE requesting endorsement of the final report. 06.09.23 – Approval has been given by DPE on Option Assessment and it has been now passed on to EPA to review. 05.10.23 – Meeting to be scheduled with the EPA to discuss options assessment and the preferred option in October.
18 August 2022 <b>51/2223</b>  Doc ID 158094	<b>Item 23 Road Closure Cassilis Street Extension</b> <b>51/2223 RESOLVED</b> that Council:  1. Agrees to close the unconstructed public road adjoining Lot 1 DP528474, Lot 7321 DP1146573 and Lot 430 DP753378 in accordance with Part 4 Division 3 of the Roads Act 1993.  3. Upon vesting in Council, the land comprising the old public road is classified as operational land.  4. Sell the land comprising former public road to the adjoining landowner and delegate authority to the General Manager to negotiate and execute any document associated with the transfer.	<b>DTS</b>	07.07.23 – Survey completed and awaiting advice from solicitors on the authorisation by Council of Deposited Plan Administration Sheet. 07.08.23 – DP Administration sheet executed by Council. Surveyor to lodge plan with LRS for registration. 08.09.23 – Awaiting registration of plan by surveyor with LRS. 09.10.23 – Update report being prepared for November 2023 Council meeting.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
18 August 2022 <b>52/2223</b>  Doc ID 158098	<b>Item 24 Project Update - Binnaway Sewerage Scheme Business Case and Mendooran Sewerage Scheme Preliminary Options Assessment</b> <b>52/2223 RESOLVED</b> that: <ol style="list-style-type: none"> <li>2. The Warrumbungle Shire fight to retain its position for the 75% subsidy for the sewerage fund for the Binnaway and Mendooran Sewerage schemes.</li> </ol>	<b>DEDS</b>	02.09.22 – Business case being resubmitted however, advice from DPE is that no funding is available at this stage. 06.10.22 – Business case being resubmitted however, advice from DPE is that no funding is available at this stage. 05.10.23 – No funding available to date
	<ol style="list-style-type: none"> <li>3. Once Council receives capital funding for these projects then Council commits to the capital costs be shared by all 2700 sewerage rate payers in the Warrumbungle Shire, including those affected in the sewer connection areas of Binnaway and Mendooran.</li> </ol>		02.09.22 –Funding not identified at this stage. 21.11.22 – No funding available to date. 11.01.23 – No funding available to date. Briefing on project to be provided to Councillors. 05.10.23 - No funding available to date. Councillors have been briefed on the project.
	<ol style="list-style-type: none"> <li>4. Once it is announced that Council has the capital funding for either/both Binnaway and Mendooran then Council commence charging a sewer charge in those areas.</li> </ol>		02.09.22 –Funding not identified at this stage. 11.01.23 – No funding available to date. Briefing on project to be provided to Councillors. 06.04.23 – No funding available to date. Councillors have been briefed on the project 05.10.23 – No funding available to date
	<ol style="list-style-type: none"> <li>5. The Warrumbungle Shire Council arrange with Parkes Shire to inspect the present system in Trundle and Tullamore as soon as possible which is a similar project to what would be installed in Binnaway and Mendooran.</li> </ol>		21.11.22 – to be progressed. 05.06.2023 – Inspection organised with Parkes Shire Council for the end of June. 26.06.2023 – Inspection delayed due to staff being unavailable. 10.07.23 – Inspection to be rescheduled. 05.10.23 – Inspection rescheduled to November



Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>18 August 2022 <b>52/2223</b></p> <p>(cont)</p> <p>Doc ID 158098</p>	<p><b>Item 24 Project Update - Binnaway Sewerage Scheme Business Case and Mendooran Sewerage Scheme Preliminary Options Assessment</b> <b>52/2223 RESOLVED</b> that:</p> <p>6. Commit to completing the Binnaway Sewerage Scheme Business Case as a matter of priority.</p> <p>7. Commit to development of a full Business Case for the Mendooran Sewerage Scheme, including Concept Design, preliminary environmental assessment and geotechnical investigation, development of technical specifications and detailed cost estimates, at an estimated cost of \$250,000, pending availability of external funding.</p>	<p><b>DEDS</b></p>	<p>21.11.22 – Business case in progress. 10.05.23 – Business case programmed to be finalised in January 2024 05.06.23 – Business case programmed to be finalised in January 2024 10.07.23 – Draft Request for Tender for Concept Design and Business Case completed, to be advertised to the market. 03.08.23 – Tender advertised to the open market, tender report to be presented at future council meeting 25.08.23 – Tender period closed and tenders being assessed, tender to be presented to future Council meeting. 5.10.23 – Tender approved by Council and letter of award issued to successful tenderer.</p> <p>02.09.22 – Business case being resubmitted however, advice from DPE is that no funding is available at this stage. 06.10.22 – Business case being resubmitted however, advice from DPE is that no funding is available at this stage. 21.11.22 – No funding available to date. 11.01.23 – No funding available to date. 23.02.23 – Funding for Mendooran Sewerage Scheme business Case not yet sourced. 05.10..23 – Funding for Mendooran Sewerage Scheme business Case not yet sourced.</p>
<p>18 August 2022 <b>53/2223</b></p> <p>Doc ID 158099</p>	<p><b>Item 25 Smoke Testing Project Report</b> <b>53/2223 RESOLVED that Council:</b></p> <p>3. Informs local plumbers of this clarification.</p> <p>4. Proceeds with issuing sewer defect notices to affected properties within Coonabarabran, in a staged process.</p>	<p><b>DEDS</b></p>	<p>02.09.22 – Media release being prepared. 02.03.23 – Strategy under development to manage this project. Draft media release prepared outlining responsibilities of Council and private landholders regarding Council reticulation system. To be released when sewer defect notices issued to affected properties. Resourcing issues see project delayed. 05.10.23 – Resourcing issues see project delayed.</p> <p>02.09.22 – Media release being prepared, notices to be issued after media done. 21.11.22 – Resourcing issues see project delayed. 05.10.23 – Resourcing issues see project delayed.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
15 September 2022 <b>73/2223</b>  Doc ID 159980	<p><b>Item 11 Request to Maintain an Unformed Portion of Hotchkiss Road, Baradine</b>  <b>73/2223 RESOLVED</b> that Council:</p> <p>2. Request that the Road Network Advisory Group review the 'Upgrading of Roads Not Constructed or Maintained by Council Policy' and report back to Council.</p>	<p><b>DTS</b></p>	<p>25.01.23 – Policy initially reviewed at Road Network Advisory Group meeting on 17 January 2023 and will be further reviewed at the next meeting on 7 March 2023.            27.02.23 – Policy to be reviewed by the Road Network Advisory Group on 7 March 2023.            04.04.23 – Policy reviewed, to be brought back to Council for consideration.            04.05.23 – Council report to be prepared.</p>
15 September 2022 <b>82/2223</b>  Doc ID 159983	<p><b>Item 20 Notice of Motion – Coonabarabran Community Garden</b>  <b>82/2223 RESOLVED</b> that Council consult with 2357 Development Group and the sub committee of 2357 Development Group, with the aim of identifying a suitable parcel of land and entering into an agreeable lease agreement including what is required to develop a Community Garden in Coonabarabran.</p>	<p><b>DCCS</b></p>	<p>13.10.22 – Manager Community Services to form internal working group.            01.11.22 – Manager Community Services and Manager Planning have requested further information regarding proposed land for the garden from 2357 Committee. No response to date.            13.01.23 – MCC met with 2357 Development group.            06.02.23 – DEDS advised the reclassification of land planning proposal is still underway.            27.02.23 – MCC researching Council Community Garden Guidelines.            12.07.23 – Guidelines and draft Community Garden policy will be completed by 31.08.2023            11.09.23 – MCC met with 2357 Development Group and Garden subcommittee to discuss the guidelines and for them to prepare their management plan for the garden.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
20 October 2022 <b>110/2223</b>  Doc ID 162266	<b>Item 19 Causeway on Neible Siding Road, Coolah 110/2223 RESOLVED</b> that Council: <ol style="list-style-type: none"> <li>1. Takes no further action to improve access across the Oakey Creek causeway on Neible Siding Road, Coolah until the water level on the causeway has dropped enough to allow for a more thorough assessment of the options.</li> <li>3. Authorise the General Manager to accept suitable offers, and approve works (where Council approval can be provided), from local landholders to carry out dredging and reclamation work in Oakey Creek at the Neible Siding causeway and surrounds. Works are to be at no cost to Council and subject to:               <ol style="list-style-type: none"> <li>a. such persons submitting details of the proposed works to Council</li> <li>b. those persons obtaining the necessary Fisheries Permit, a s138 approval under the Roads Act 1993 from Council and any other necessary approvals to carry out the works.</li> </ol> </li> </ol>	<b>DTS</b>	05.10.23 – Update report being prepared for October 2023 Council meeting.  21.11.22 – Offer received and responded to. 03.01.23 – Meeting to be held with landowners late January 2023. 24.01.23 – No further update. 27.02.23 – Site visit held on 16 February 2023. Landowner unwilling to provide access. Grant application made for new culvert. 04.04.23 – Discussions in progress with TfNSW about flood restoration options. 04.05.23 – Awaiting response from TfNSW. 05.06.23 – Council has not received any written requests for access to the causeway from landowners.
20 October 2022 <b>111/2223</b>  Doc ID 162267	<b>Item 20 Merrygoen Causeway on Yarrow Road, Mendooran 111/2223 RESOLVED</b> that Council: <ol style="list-style-type: none"> <li>3. Further assesses and considers options as the weather conditions change and the conditions of the Creek improve.</li> </ol>	<b>DTS</b>	27.02.23 – Causeway inspected on 7.02.23 still flooded. 04.04.23 – Causeway inspected on 24.03.23 still flooded. 04.05.23 – Causeway inspected on 12.04.23 still flooded. 10.05.23 – Work has been done by other persons, not Council, which has exacerbated the problem in the creek.
20 October 2022 <b>123/2223</b>  Doc ID 162274	<b>Item 27.4 Inland Rail Interface Improvement Program – Baradine Silos 123/2223 RESOLVED</b> that Council: <ol style="list-style-type: none"> <li>3. Pursues funding options for the Baradine Silo proposal.</li> </ol>	<b>DEDS</b>	27.10.22 – Funding to be sourced. 11.01.23 – No further updates. 22.03.23 – Funding to be sourced via third party. No further updates. 05.10.23 – no further update.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
16 November 2022 <b>137/2223</b>  Doc ID 163767	<b>Item 9 Macquarie Regional Library Committee and Library Services Delivery</b> <b>137/2223 RESOLVED</b> that Council: 2. Staff continue to examine the ability to join other Regional Library Services.	<b>DCCS</b>	29.11.22 – Council has contacted Warren Shire Council regarding previous correspondence. 19.01.23 – DCCS Contacted by Dubbo Regional Council re. the undertaking of a Service review of the MRL, asking if WSC can participate. 03.02.23 – No Response from Warren Shire. 10.02.23 – MCC spoke with North-Western Library regarding their co-op model. They will send further information after their AGM.
16 November 2022 <b>139/2223</b>  Doc ID 163768	<b>Item 11 Council's Financial Sustainability Policy Update Report</b> <b>139/2223 RESOLVED</b> that Council: 2. Staff will complete the Long Term Financial Plan in 2023 in conjunction with preparation of 2023/24 budget.	<b>DCCS</b>	29.11.22 – Budget preparations have commenced. 11.04.23 – Draft 2023/24 budget prepared and being considered at 20 April ordinary Council meeting. LTFP Will be prepared following the adoption of 2023/23 budget. 20.04.23 – LTFP preparation underway following the adoption of the Draft Budget 2023/24. 05.07.23 – LTFP production commenced.
16 November 2022 <b>142/2223</b>  Doc ID 163770	<b>Item 14 Update Report on Acquisition of Land for Proposed Rocky Glen RFS Brigade Shed</b> <b>142/2223 RESOLVED</b> that Council 2. Classify the land to be acquired for the proposed Rocky Glen RFS Brigade Shed as operational land in accordance with s31(2) of the Local Government Act 1993.	<b>DTS</b>	24.01.23 – No further update. 27.02.23 – Minister's consent required to remove subdivision restriction. Surveyor has completed survey plan. Formal application to remove the Section 77A approved and 77B restriction removal – awaiting approval. 04.04.23 – Crown Lands approval received. Landowner to sign, Council to execute and then subdivision plan to be submitted to LLS. 04.05.23 – Council has executed the plan. Submitted to LLS. 07.07.23 – Subdivision plan registered.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
16 November 2022 <b>145/2223</b>  Doc ID 163773	<b>Item 17 Update Report on RFS Shed at Coonabarabran Aerodrome</b> <b>145/2223 RESOLVED</b> that: 2. Upon completion of the LEP review and classification of Council land at the aerodrome as operational land, a Development Application be lodged for construction of a new two (2) bay Fire Brigade shed incorporating offices and equipment storage rooms at the Coonabarabran Aerodrome as resolved previously via Resolution 147/2122.	<b>DTS</b>	21.11.22 – classification of the land as operational land to be submitted to Department of Planning and Environment as part of a separate planning proposal. 03.01.23 – No further update. 04.05.23 – No further update.
16 November 2022 <b>146/2223</b>  Doc ID 163775	<b>Item 18 Update Report on Road Closure part Castlereagh Avenue Binnaway for the Pump House Camping Ground Binnaway</b> <b>146/2223 RESOLVED</b> that Council: 2. Continues the part road closure of Castlereagh Avenue, Binnaway updating the licence agreement and submitting a Development Application for the Pump House Camp Ground, Binnaway as resolved previously via Resolution 148/2122.	<b>DTS</b>	21.11.22 – action is with Council's solicitors. 03.01.23 – No further update. 27.02.23 – Advice to Council being finalised. Further Council report and resolution then required to proceed to prepare and lodge with Crown Lands the formal Public Road Closure application attaching mandatory documents. 04.05.23 – Report to May Council meeting. 05.06.23 – Report went to the May Council meeting. Road closure notice to be prepared and lodged. 07.07.23 – Action in progress to advise notifiable authorities and instruct surveyor to prepare and finalise the formal survey plan. 07.08.23 – Notifications complete. Proposed Road Closure Plan has been prepared. Awaiting Fisheries consent and subsequent Crown Lands approval.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
16 November 2022 <b>147/2223</b>  Doc ID 163776	<b>Item 19 Update Report on Werribee Road Premer 147/2223 RESOLVED</b> that Council: <ol style="list-style-type: none"> <li>1. Apply to the Department of Primary Industries – Lands for consent under section 11 of the Land Acquisition (Just Terms Compensation) Act 1991 to issue a proposed acquisition notice to acquire part of Lot 7304 DP1159006 to establish a roadway, subject to the approval of the Minister for Local Government.</li> </ol>	<b>DTS</b>	
	<ol style="list-style-type: none"> <li>2. Make an application for the compulsory acquisition of part of the land described as Lot 7304 DP1159006 for the purpose of forming an access road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.</li> </ol>		21.11.22 – survey plan lodged. 03.01.23 – No further update. 27.02.23 – no further update. 04.04.23 – further advice to be sought. 04.05.23 – further advice awaited. 29.05.23 – Process to commence again as information was not provided by WSC in a timely manner.
	<ol style="list-style-type: none"> <li>3. Make an application to the Minister and Governor for approval to acquire the part of the land described as Lot 7304 DP1159006 by compulsory process under section 186 of the Local Government Act 1993.</li> </ol>		
	<ol style="list-style-type: none"> <li>4. Authorise the General Manager to sign all documents associated with the conveyancing transaction (including a Client Authorisation Form to affect the transaction), if required.</li> </ol>		



Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>16 November 2022 <b>155/2223</b></p> <p>Doc ID 163785</p>	<p><b>Item 27 Notice of Motion – Drum Muster Collection Point</b> <b>155/2223 RESOLVED</b> that the Sporting and Social Clubs in the Warrumbungle Shires be granted permission to manage a Drum Muster Collection Point at the Waste Management Sites which do not currently already have the facilities.</p>	<p><b>DEDS</b></p>	<p>21.11.22 – Investigation into appropriate location for the Drum Muster in each Waste Management Site before EOI is sent to Sporting and Social Clubs. Costs into fencing location will need to be included in investigations. 11.01.23 – to be progressed. 24.02.23 – Drum Muster is looking into possible locations and possible size of compound required. 18.04.23 – Drum Muster onsite 27/04/23. Update yet to be received. 25.05.23 – Drum Muster visit undertaken on 27 April – final site and size of enclosure to be finalised prior to EOI being sought from the community to run the collection point. 10.07.23 – Site and compound being finalised by Drum Muster. 03.08.23 – Quotes being sought for enclosure to be built at Baradine. EOI to be prepared for advertising for community to run drum muster. 24.08.23 – Quotes being sent to Drum Muster for the construction of the compound at Baradine.</p>
<p>16 November 2022 <b>156/2223</b></p> <p>Doc ID 163786</p>	<p><b>Item 28 Notice of Motion – Asset Management Plans</b> <b>156/2223 RESOLVED</b> that Council:</p> <ol style="list-style-type: none"> <li>1. Review/update all asset management plans and develop an asset management strategy that is practical and useful, and therefore more likely to be used by Warrumbungle Shire to improve asset management performance.</li> </ol>	<p><b>DCCS</b> <b>DTS</b></p>	<p>29.11.22 – An internal ‘Strategic Group’ has been formed internally to work towards this goal. 07.08.23 – Funding endorsed in 2023/24 budget for development of Asset Management Strategy as well as Asset Management Plans for Water &amp; Sewer, Buildings and other structures. RFQ to be written and advertised. 08.09.23 – Request for quotation to be prepared and advertised in December 2023. 29.11.22 – Will eventuate following the development of asset management plans.</p>
	<ol style="list-style-type: none"> <li>2. Develop an asset management and maintenance priorities report that can be considered in the near future.</li> </ol>		

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
16 November 2022 <b>161/2223</b>  Doc ID 163787	<p><b>Item 29.3 Future Operations at Property 'Red Hill', Coonabarabran 161/2223 RESOLVED</b> that:</p> <p>3. Should Boral decline the offer or make an offer less than valuation, that Council market Lot 102, DP1201959 and/or Lot 1, DP1259353 on the open market.</p> <hr/> <p>4. Council authorise the General Manager to negotiate and accept satisfactory offer(s) in accordance with the valuation report.</p>	<b>DTS</b>	<p>27.02.23 – Response from Boral received. Offer to purchase declined. Will now proceed to market the property on the open market.</p> <p>04.04.23 – Proposals received from local real estate agents. Marketing of property to be carried out.</p> <p>05.04.23 – Marketing of property in progress.</p> <p>29.05.23 – Marketing campaign about to commence. Contracts for sale of land prepared for signing.</p> <p>07.07.23 – Sale documentation and marketing material finalised. Internet advertising commenced.</p> <p>07.08.23 – Property passed in at auction on 04.08.23 and is on the open real estate market.</p> <hr/> <p>07.08.23 – Property passed in at auction on 04.08.23 and is on the open real estate market.</p>
8 December 2022 <b>168/2223</b>  Doc ID 165224	<p><b>Item 2 Mayoral Minute – Little Timor Street Plaza 168/2223 RESOLVED</b> that Council:</p> <p>4. Undertakes to propose to close Little Timor Street between John Street and the laneway in the area known as Little Timor Street Plaza and maintain the plaza as a permanent structure that will be classified as community land.</p>	<b>DTS</b>	<p>03.01.23 – Budget submission for road closure to be prepared.</p> <p>24.01.23 – Budget submission prepared.</p> <p>27.02.23 – Budget submission made.</p> <p>04.05.23 – Awaiting adoption of operational plan.</p> <p>05.10.23 – A budget of \$5,000 was allocated for road closure. Additional funds will be required to complete the process.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>8 December 2022 <b>202/2223</b></p> <p>Doc ID 165244</p>	<p><b>Item 32.4 Coolah Sewerage Treatment Plant Replacement – Project Update</b> <b>202/2223 RESOLVED</b> that Council:</p> <p>2. Engage consultants to undertake a detailed Options Report, as outlined under the DPE Water project framework, to establish the preferred option for the replacement of the Coolah Sewerage Treatment Plant and associated recycled water re-use scheme.</p> <p>3. Receive a report on the outcomes of the Coolah STP Options Report following its completion in 2023.</p>	<p><b>DEDS</b></p>	<p>11.01.23 – Options Report underway. 11.05.23 – Report to be finalised with DPE end of and will be presented to Council at the August meeting. 10.07.23 – Report to be finalised with DPE end of July and will be presented to Council at a future meeting. 03.08.23 – Option report underway 25.08.23 – Council staff met with DPE and presented the draft options report. Draft options report has been endorsed by DPE, Council will now arrange to meet with the EPA to seek endorsement of the options report. 06.09.23 – The addition of a variation has been approved by INSW for INSW for consultant to assess vacuum reticulation system capacity. 05.10.23 – Draft options report completed, endorsement received by DPE, meeting to be scheduled for endorsement by the EPA.</p> <p>11.01.23 – Options Report underway. 03.08.23 – Option report underway 25.08.23 – Council staff met with DPE and presented the draft options report. Draft options report has been endorsed by DPE, Council will now arrange to meet with the EPA to seek endorsement of the options report. 06.09.23 – The addition of a variation has been approved by INSW for INSW for consultant to assess vacuum reticulation system capacity. 05.10.23 – No further update.</p>
<p>16 February 2023 <b>210/2223</b></p> <p>Doc ID 168477</p>	<p><b>Item 5 Minutes of Audit, Risk and Improvement Committee Meeting – 15 November 2022</b> <b>210/2223 RESOLVED</b> that Council:</p> <p>2. Seeks expressions of interest for an independent member to fill a casual vacancy on the Audit, Risk and Improvement Committee.</p>	<p><b>DCCS</b></p>	<p>07.03.23 – ARIC Meeting to be held on 14.03.23 to discuss. 11.04.23 – Three EOIs for the vacant position have been received and are being considered. 11.05.23 – Preferred candidate withdrew application. 18.05.23 – Fresh EOIs issued. 08.06.23 – Nil EOIs received.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
16 February 2023 <b>228/2223</b>  Doc ID 168487	<b>Item 23 Coonabarabran Mungindi Road Upgrade Project Steering Committee</b> <b>228/2223 RESOLVED</b> that Council: <ol style="list-style-type: none"> <li>2. Re-establish the Coonabarabran Mungindi Road Upgrade Project Steering Committee with Warrumbungle, Narrabri and Walgett Shire Council representatives attending future meetings to solidify the plan and objectives, however Warrumbungle Council not be the lead Council in this project.</li> </ol>	<b>DTS</b>	27.02.23 – Letters written to Narrabri and Walgett Shire Council advising of Council's decision. 04.04.23 – No further update. 04.05.23 – No further update.
	<ol style="list-style-type: none"> <li>3. Nominate Councillor Todd to represent Council on the Coonabarabran Mungindi Road Upgrade Project Steering Committee.</li> </ol>		
16 February 2023 <b>232/2223</b>  Doc ID 168493	<b>Item 27 Bore Condition Assessment Project Report</b> <b>232/2223 RESOLVED</b> that Council: <ol style="list-style-type: none"> <li>2. Proceed to tender to refurbish the Dunedoo Town Wells, Baradine Backup Bore and the Baradine Main Bore via relining.</li> </ol>	<b>DEDS</b>	23.02.23 – Request for Tender Document to be prepared externally, RFT preparation currently being procured. 28.04.23 – Tender currently advertised. 05.06.23 – Tender has been closed, tender to be assessed by TEP and report presented to Council at future meeting. 10.07.23 – Tender reviewed and to be presented to Council at a future meeting. 05.10.23 – This resolution is superseded by resolution 97/2324. Complete.
	<ol style="list-style-type: none"> <li>3. Considers options for the Kenebri and Bugaldie water supply schemes, including if Council continues to operate the schemes.</li> </ol>		23.02.23 – A service review is to be completed prior to the end of the 22/23 FY. 05.06.23 – Water supplies to be reviewed in a report presented to Council at a future meeting. 10.07.23 – workshop with Councillors to be arranged to present scenarios. 05.10.23 – workshop with Councillors to be delivered before October Council meeting.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
16 March 2023 <b>260/2223</b>  Doc ID 170140	<b>Item 5 Minutes of Economic Development and Tourism Meeting 260/2223 RESOLVED</b> that Council: 2. Endorse the selection of corten steel material for the town entrance signs, with EDT Committee Members undertaking consultation with their communities to select supporting material for the sign, layout and preferred signage locations in accordance with available budget.	<b>DEDS</b>	22.03.23 – concept designs underway to assist EDT Committee members with community consultation. 28.04.23 – draft designs circulated to EDT Committee. Workshop to be held to discuss suitable designs. 25.05.23 – May Workshop re-scheduled due to not meeting quorum, re-scheduled for early June. 10.07.23 – EDT meeting held 19 June 2023. Town Entrance Sign Project progressing with designs and consultation to be finalised by committee members. 3.08.23 – Awaiting for revised design from designer to further progress project. 22.8.23 – MEDT contacted design to follow up on design; final designs expected mid-late September. 11.09.23 – Awaiting for re-design from Solid Signs before progressing forward. 05.10.23 – Awaiting for all designs to be finalised before presenting the EDT committee for approval.
16 March 2023 <b>268/2223</b>  Doc ID 170145	<b>Item 13 Binnaway Water Treatment Plant Upgrades Funding Report 268/2223 RESOLVED</b> that Council: 4. Investigate the process for use of the Binnaway backup bore for the Binnaway Showground.	<b>DEDS</b>	06.04.23 – to be commenced. 05.10.23 – to be commenced.
16 March 2023 <b>274/2223</b>  Doc ID 170417	<b>Item 19 Notice of Motion – Council Honour Boards 274/2223 RESOLVED</b> that Warrumbungle Shire Council update honour boards in Coonabarabran and Coolah.	<b>DTS</b>	04.05.23 – Update in progress. 29.05.23 – No further update.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
16 March 2023 <b>280/2223</b>  Doc ID 170150	<b>Item 20.3 2 – 4 Digilah Street, Dunedoo</b> <b>280/2223 RESOLVED</b> that Council authorise the Mayor and General Manager to negotiate rental arrangements for 2-4 Digilah Street Dunedoo.	<b>GM</b>	29.03.23 – Video link meeting held. 03.04.23 – Inspection of premises held. 09.05.23 – Negotiations underway. 13.07.23 – Negotiations continuing. 14.09.23 – Awaiting advice from doctor.
20 April 2023 <b>288/2223</b>  Doc ID 172122	<b>Item 3 Minutes of Warrumbungle Road Network Advisory Group Meeting – 14 March 2023</b> <b>288/2223 RESOLVED</b> that: 2. Council conducts a trial for consultation with residents on rural roads by: <ul style="list-style-type: none"> <li>• Selecting 2 roads to trial the consultation method.</li> <li>• The Chair of the Group will liaise with Council staff in relation to how the process works.</li> </ul>	<b>DTS</b>	04.05.23 – Meeting to be arranged. 09.07.23 – The Chair of the Group and Council staff have developed a draft outline of proposed approach.
20 April 2023 <b>296/2223</b>  Doc ID 172126	<b>Item 11 Temporary Occupation Licence and Permanent Acquisition of Warrumbungle Shire Council Roads for Inland Rail Project</b> <b>296/2223 RESOLVED</b> that Council: <ol style="list-style-type: none"> <li>1. Execute the Licence to perform works on a public road - Section 138 Roads Act 1993 (NSW) with ARTC, via an Authorised Delegate.</li> <li>2. Finalise and execute the Deed of Compulsory acquisition by agreement – Section 29 Land Acquisition (Just Terms Compensation) Act 1991 (NSW) with TfNSW via an Authorised Delegate.</li> </ol>	<b>DTS</b>	04.05.23 – Licence executed.  04.05.23 – Awaiting information from TfNSW.



Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
18 May 2023 <b>323/2223</b>  Doc ID 173598	<p><b>Item 11 2022/23 Draft Crown Reserves Plan of Management 323/2223 RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1. In accordance with Section 3.23 of the <i>Crown Land Management Act 2016</i>, notification be provided to the Minister of Council's categorisation of Reserve 17798.</li> <li>2. The draft Crown Reserves Plan of Management be referred to the NSW Department of Planning, Industry and Environment – Crown Lands:               <ol style="list-style-type: none"> <li>a. As the landowner, as required by Section 39 of the <i>Local Government Act 1993</i>.</li> <li>b. For the Ministerial consent to exhibit the draft Plan of Management as required by Section 3.23(7)(d) of the <i>Crown Land Management Act 2016</i>.</li> </ol> </li> <li>3. Following the receipt of the Minister's consent and approval by the Department of Planning, Industry and Environment – Crown Lands as the landowner, the draft Crown Reserves Plan of Management be placed on public exhibition and advertised for a minimum period of 42 days and invite public submissions.</li> <li>4. A report on the outcome of the exhibition be provided to Council prior to adopting the final document.</li> </ol>	<b>DTS</b>	<p>29.05.23 - Notification sent 29.05.23            09.10.23 – Notification received on 14.09.23 seeking additional information on Native Title Assessments in the draft PoM. Response being prepared.</p> <p>29.05.23 – Referred to Dept on 29.05.23            07.08.23 – WSC staff met with Regional Crown Lands staff on 02.08.23 and asked for a status – advice was that it was in the Minister's queue for consideration.</p> <p>29.05.23 – Awaiting Minister's consent</p> <p>29.05.23 - Awaiting Minister's consent and exhibition</p>
18 May 2023 <b>324/2223</b>  Doc ID 173599	<p><b>Item 12 Update Report on Road Closure Part Castlereagh Avenue Binnaway for the Pump House Camping Ground Binnaway 324/2223 RESOLVED</b> that Council:</p> <ol style="list-style-type: none"> <li>2. Authorises the General Manager to publish the section 38 Road Closure Notice in the Government Gazette.</li> </ol>	<b>DTS</b>	<p>29.05.23 – Road closure notice to be prepared and lodged.            07.08.23 – Notifications complete. Proposed Road Closure Plan has been prepared. Awaiting Fisheries consent and subsequent Crown Lands approval.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
18 May 2023 <b>330/2223</b>  Doc ID 173603	<b>Item 18 Warrumbungle Local Environmental Plan 2013 Review 330/2223 RESOLVED</b> that:  1. Council prepare a Planning Proposal to amend the <i>Warrumbungle LEP 2013</i> for purposes outlined in the Issues section of this report (a – k);	<b>DEDS</b>	25.05.23 – LEP Review Planning Proposal reported to the May Council Meeting. Planning Proposal to be uploaded onto NSW Planning Portal for Gateway Determination. 20.06.23 – Planning Proposal sent to DPE for initial feedback prior to uploading in Planning Portal 10.07.23 – DPE reviewing document. 03.08.23 – Document with DPE for review 24.8.23 – Response received from DPE; changes to the Planning Proposal required before sending for Gateway Determination.
	2. Council places the Planning Proposal on public exhibition for a minimum of 28 days;		25.5.23 – Planning Proposal to be uploaded for Gateway Determination for provisions for exhibition. 20.06.23 – Planning Proposal sent to DPE for initial feedback prior to uploading in Planning Portal 10.07.23 – DPE reviewing document. 03.08.23 – Document with DPE for review 24.8.23 – Response received from DPE; changes to the Planning Proposal required before sending for Gateway Determination.
	3. Council not accept plan making delegations for the LEP Review Planning Proposal and seek this to be completed by Department of Planning, Industry and Environment; and		25.5.23 – Planning Proposal to be uploaded for Gateway Determination. 20.06.23 – Planning Proposal sent to DPE for initial feedback prior to uploading in Planning Portal 10.07.23 – DPE reviewing document. 03.08.23 – Document with DPE for review 24.8.23 – Response received from DPE; changes to the Planning Proposal required before sending for Gateway Determination.
	4. A report be prepared on submissions received to the exhibition of the Planning Proposal.		25.5.23 – Planning Proposal to be uploaded for Gateway Determination. 20.06.23 – Planning Proposal sent to DPE for initial feedback prior to 10.07.23 – DPE reviewing document. 03.08.23 – Document with DPE for review 24.8.23 – Response received from DPE; changes to the Planning Proposal required before sending for Gateway Determination.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
18 May 2023 <b>335/2223</b>  Doc ID 173606	<b>Item 23 Notice of Motion – To build a performance-based budgeting system that can measure performance of council spending programs and projects</b> <b>335/2223 RESOLVED</b> that Council engage a consultant to scope a report regarding building a performance-based budgeting system that can measure performance of council spending programs and projects.	<b>DCCS</b>	19.06.23 – Consultant contacted to provide a terms of reference. 07.07.23 – Consultant rang to advise of a delay in delivery due to personal circumstances. New expected delivery of document to be 14/07/23.
18 May 2023 <b>339/2223</b>  Doc ID 173609	<p><b>Item 25.3 Dunedoo and Coolah Sewage Treatment Plant Upgrades Funding Report</b> <b>339/2223 RESOLVED</b> that Council:</p> <p>4. Seeks formal endorsement from the EPA and Department of Planning and Environment to reduce the scope of the Dunedoo STP upgrades by removing UV disinfection from the process and augmenting the existing maturation pond for sewerage disinfection.</p> <p>5. Seeks formal endorsement from the EPA and Department of Planning and Environment to undertake minor upgrades only to Coonabarabran STP to ensure it continues to meet environmental licencing requirements.</p> <p>6. Adjusts the project budgets to \$5,500,000 and \$350,000 respectively for the Dunedoo Sewerage Treatment Plant and Coonabarabran Sewerage Treatment Plant.</p> <p>7. Proceeds with upgrades to the Dunedoo Sewerage Treatment Plant through tendering separately for design and construction phases (these being Civil Works, Chemical Dosing, Electrical, Minor Works, Remediation, Building Works) for the project.</p>	<b>DEDS</b>	<p>05.06.23 – Project plans and report being prepared for consultation with DPE and the EPA. 10.07.23 – Project plan sent to the EPA and DPE for review. 03.08.23 – DPE have provided endorsement of the project plan to Council, still awaiting endorsement from the EPA. 25.08.23 – Project plan has been endorsed by both DPE and EPA. 05.10.23 – Completed.</p> <p>05.06.23 – Project plans and report being prepared for consultation with DPE and the EPA. 10.07.23 – Draft project plan prepared. 05.10.23 – No further update.</p> <p>05.06.23 –FY 23/24 budget to be adjusted at QBRS 1. 25.08.23 – No further update. 05.10.23 – QBRS 1 submission prepared for Council consideration.</p> <p>25.08.23 – Tendering commenced. 05.10.23 – No further update.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
18 May 2023 <b>341/2223</b>  Doc ID 173610	<b>Item 25.2 Three Rivers Regional Retirement Community Information Report</b> <b>341/2223 RESOLVED</b> that Council: 2. Authorise the Mayor and General Manager to negotiate with various parties for the further use of Lot 10 DP1239415, Sullivan Street, Dunedoo.	<b>GM</b>	13.07.23 – Discussions are being held with various parties. 14.09.23 – Discussions held with several possible proponents. 12.10.23 – meeting being held with DRNSW on options.
20 July 2023 <b>9/2324</b>  Doc ID 177686	<b>Item 8 Disclosure of Interests under clause 4.21 of the Model Code of Conduct for Local Councils in NSW</b> <b>9/2324 RESOLVED</b> that Council:  2. Identify the following positions as designated staff: <ul style="list-style-type: none"> <li>• Director Development Services</li> <li>• Director Technical Services</li> <li>• Director Corporate and Community Services</li> <li>• Manager Projects</li> <li>• Manager Roads</li> <li>• Manager Planning and Regulation</li> <li>• Building Certifier</li> <li>• Town Planner</li> </ul> 3. Note the relevant forms have been issued to all councillors and designated staff.  4. Note that the Returns are to be provided to the General Manager by no later than 30 September 2023.	<b>GM</b>	20.07.23 – forms distributed to Councillors at meeting. Staff have been issued with forms. 12.10.23 – Report to October Council meeting – Completed.
20 July 2023 <b>14/2324</b>  Doc ID 177689	<b>Item 13 Disability Inclusion Action Plan (DIAP) 2022-2026</b> <b>14/2324 RESOLVED</b> that Council endorses the Disability Inclusion Action Plan 2022-2026 and that the DIAP be placed on public exhibition for a period of 28 days for community comment.	<b>DCCS</b>	04.08.23 – Draft Policy placed on exhibition. Submissions close 8 September 2023. 11.09.23 – Final DIAP to be presented to September 2023 Council meeting. 03.10.23 – DIAP adopted September 2023 (Resolution 86/2324). Completed.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
20 July 2023 <b>15/2324</b>  Doc ID 177690	<b>Item 14 Council Facilities Waiver of Council Fees and Charges Policy</b> <b>15/2324 RESOLVED</b> that: 1. Council endorses the draft Council Facilities Waiver of Council Fees and Charges Policy for the purpose of public exhibition for a minimum of 28 days, with submissions invited for a minimum of 42 days with the amendment that schools, progress associations and development groups being permitted to pay a single annual bond for use at any/all Council facilities; and  2. A further report be presented to Council on the draft policy for fee waivers after the public exhibition period is completed.	<b>DCCS</b>	04.08.23 – Draft Policy placed on exhibition. Submissions close 8 September 2023. 03.10.23 – Policy adopted September 2023 (Resolution 85/2324). Completed.  21.08.23 – Report to be presented to September 2023 Council meeting. 03.10.23 – Policy adopted September 2023 (Resolution 85/2324). Completed.
20 July 2023 <b>19/2324</b>  Doc ID 177692	<b>Item 18 Review of the 2022/23 Pool Operations</b> <b>19/2324 RESOLVED</b> that Council:  2. Is provided with a further report for low cost or free entry for the 2023/24 pool season.	<b>DTS</b>	07.08.23 – Report being prepared for September Council meeting. 09.10.23 – Complete. Report considered at September 2023 Council meeting.
20 July 2023 <b>23/2324</b>  Doc ID 177693	<b>Item 22 Charitable Collection of Funds in Warrumbungle Shire Offices Policy</b> <b>23/2324 RESOLVED</b> that: 1. Council endorses the Draft <i>Charitable Collection of Funds in Warrumbungle Shire Offices Policy</i> for the purposes of public exhibition for a minimum of 28 days.  2. A further report be presented to Council on the Draft <i>Charitable Collection of Funds in Warrumbungle Shire Offices Policy</i> after the public exhibition period is completed.	<b>DEDS</b>	27.07.23 – advertisement for public exhibition to commence on 1 August 2023 with submissions accepted till Friday, 1 September 4.30pm. 28.08.23 – report to be presented to Council when submissions close. 25.09.23 – Presented to September Council Meeting – see new resolution 94/2324. Completed.  28.08.23 – report to be presented to Council when submissions close. 25.09.23 – Presented to September Council Meeting – see new resolution 94/2324. Completed.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
20 July 2023 <b>24/2324</b>  Doc ID 177694	<b>Item 23 Liquid Trade Waste Policy 24/2324 RESOLVED</b> that:  1. Council endorses the Draft <i>Liquid Trade Waste Policy</i> and accompanying documents for the purposes of public exhibition for a minimum of 28 days.  2. A further report be presented to Council on the Draft <i>Liquid Trade Waste Policy</i> after the public exhibition period is completed.	<b>DEDS</b>	27.07.23 – advertisement for public exhibition to commence on 1 August 2023 with submissions accepted till Friday, 1 September 4.30pm. 28.08.23 – report to be presented to Council when submissions close. 25.09.23 – Presented to September Council Meeting – see new resolution 95/2324. Completed. 28.08.23 – report to be presented to Council when submissions close. 25.09.23 – Presented to September Council Meeting – see new resolution 95/2324. Completed.
20 July 2023 <b>36/2324</b>  Doc ID 177700	<b>Item 31.3 Tender for Tennis Court Upgrades at Binnaway and Mendooran 36/2324 RESOLVED</b> that Council:  4. The General Manager report to Council on the tender negotiations.	<b>DTS</b>	
17 August 2023 <b>41/2324</b>  Doc ID 179213	<b>Item 2 Mayoral Minute – Castlereagh River Rehabilitation Project 41/2324 RESOLVED</b> that to enhance the Castlereagh River Rehabilitation Project and increase tourism Council makes application to the State Government to close the rail corridor through Coonabarabran to facilitate the creation of a rail trail.	<b>DTS</b>	11.09.23 – Awaiting information from UGL Regional Linx regarding the rail corridor.
17 August 2023 <b>51/2324</b>  Doc ID 179214	<b>Item 11 2023 Local Government NSW Annual Conference 51/2324 RESOLVED</b> that Council submits the following motions to the LGNSW Annual Conference:  M1. That the state government develop a comprehensive offshore wind farms strategy close to major demand centres in order to speed up the transition to renewables.  M2. That as a high proportion of the cost of the transition to renewable energy is the construction of transmission lines from rural areas to the metropolitan area LGNSW should lobby the State Government to construct more renewable energy assets in the metropolitan area with particular emphasis on wind generation off the northern and southern beaches.	<b>GM</b>	14.09.23 – Motions yet to be submitted. Seeking additional information to support motions. 12.10.23 Motions submitted. Completed.



Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
17 August 2023 <b>64/2324</b>  Doc ID 179216	<b>Item 21.2 Support and Maintenance End User Support Agreement 64/2324 RESOLVED</b> that Council enters into the Support and Maintenance End User Support Agreement 1 July 2023 to 30 June 2024 with Tamworth Regional Council for the provision of Information Technology services.	<b>DCCS</b>	03.10.23 – Agreement sent to Tamworth Regional Council for execution.
17 August 2023 <b>65/2324</b>  Doc ID 179217	<b>Item 21.3 Tender for the Design and Construction of Modular Amenities at Dunedoo War Memorial Swimming Pool 65/2324 RESOLVED</b> that:	<b>DTS</b>	11.09.23 – Noted.
	1. Council not accept tenders received for design and construction of modular amenities at the Dunedoo War Memorial Swimming Pool.		11.09.23 – Negotiations are underway. 09.10.23 – Quotation for supply and construction of modular amenities has been requested.
	2. Due to the funding timeline, authorise the General Manager in accordance with Clause 178 (3)(e) of the Local Government (General) Regulations to enter into negotiations with any contractor for design and construction of modular amenities at the Dunedoo War Memorial Swimming Pool.		
	3. Should negotiations be successful then Council authorise the General Manager to accept the tender.		
	4. Should additional funds be required then Council authorise the General Manager to commit such funds.		
	5. The General Manager report to Council on the tender negotiations.		

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 September 2023 <b>79/2324</b>  Doc ID 181375	<b>Item 12 Australia Day 2024</b> <b>79/2324 RESOLVED</b> that:	<b>DCCS</b>	12.10.23 – Noted. Completed
	1. The Australia Day Award Committee be delegated the authority to select the Australia Day Award recipients.		12.10.23 – Calendar invites to be sent to Councillors
	2. The Australian Day Committee meets on Thursday 14 December 2023 to select the Award recipients.		12.10.23 – Noted. Completed
	3. Endorses the updated Terms of Reference for the Australia Day Award Committee.		12.10.23 – Noted. Completed
	4. Council participates in the 2024 <b>NSW Local Citizen of the Year Awards</b> by administering and presenting the <i>Warrumbungle Shire Council Australia Day Awards</i> in the following categories: <ul style="list-style-type: none"> <li>• Citizen of the Year</li> <li>• Young Citizen of the Year</li> <li>• Sportsperson of the Year</li> <li>• Environmental Citizen of the Year</li> <li>• Young Environmental Citizen of the Year</li> <li>• Australia Day Award – Senior Citizen of the Year</li> <li>• Australia Day Award – Young Sportsperson of the Year</li> <li>• Australia Day Award – Cultural Achievement Award</li> <li>• Australia Day Award – Community Event of the Year</li> </ul>		12.10.23 – Noted – Certificate of Recognition to be created
	5. A Certificate of Recognition is to be presented for selected citizens at each town nominated for Citizen of the Year Award (one per town excluding the town with Citizen of the Year).		12.10.23 – Payments are made in early December 2023
	6. Funding to each of the Local Organising Committees is allocated as follows: <ul style="list-style-type: none"> <li>• \$650 each for Baradine, Binnaway, Coolah, Dunedoo and Mendooran; and</li> <li>• \$800 for Coonabarabran.</li> </ul>		12.10.23 – Noted. Email sent to DTS advising council has resolved to open public swimming pools in Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran free of charge on Australia Day 2024. Completed
	7. Council opens public swimming pools in Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran free of charge on Australia Day 2024.		

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 September 2023 <b>83/2324</b>  Doc ID 181376	<b>Item 16 Draft General Purpose and Special Purpose Financial Statements for the 2022/2023 Financial Year 83/2324 RESOLVED</b> that:  1. In accordance with Section 413(2)(c) of the <i>Local Government Act 1993</i> : a. Council resolves that, in its opinion, the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2023 and the Special Schedules are properly drawn up in accordance with the provisions of the Local Government Act 1993 and the Regulations thereunder.  b. Council authorises for the Financial Statements for the year ending 30 June 2023 to be certified and signed by the Mayor, the Deputy Mayor, the General Manager and the Responsible Accounting Officer on behalf of Council.	<b>DCCS</b>	03.10.23 – Statements prepared for signing by the Mayor, Deputy Mayor, the General Manager and the Responsible Accounting Officer.
	2. The Financial Statements be referred to Council's Auditor for audit.		05.10.23 – signed statements referred to Council's Auditor.
	3. The General Manager be delegated authority to, after Council receives a copy of the Audited Financial Statements and Auditor's report, place the Audited Financial Statements on public exhibition and give notice that Council will present its Audited Financial Statements at an Ordinary Council Meeting, at least 7 days after the receipt of the Auditors report.		
	4. That Council present the Audited Financial Statements at an Ordinary Council Meeting, in accordance with Section 419(1) of the <i>Local Government Act 1993</i> .		

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report																																																		
21 September 2023 <b>84/2324</b>  Doc ID 181378	<p><b>Item 17 Community Financial Assistance Donations 2023/24 – Round One</b>  <b>84/2324 RESOLVED</b> that Council:</p> <p>1. Funds the following applications under Round One of the Community Financial Assistance Donations 2023/24, at a total cost of \$9,960.00.</p> <table border="1" data-bbox="241 469 1093 1289"> <thead> <tr> <th>Applicant name/s</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr><td>Mendooran Turf Club</td><td>415.00</td></tr> <tr><td>Baradine preschool</td><td>415.00</td></tr> <tr><td>Coonabarabran Show PAI&amp;H</td><td>415.00</td></tr> <tr><td>Space Art Gallery</td><td>415.00</td></tr> <tr><td>Coolah / Dunedoo Presbyterian Church</td><td>415.00</td></tr> <tr><td>Mendooran Community Development Group</td><td>415.00</td></tr> <tr><td>CWA NSW Evening Branch</td><td>415.00</td></tr> <tr><td>Mendooran PA&amp;H Association</td><td>415.00</td></tr> <tr><td>Dunedoo Coolah Landcare</td><td>415.00</td></tr> <tr><td>Bungle Rumble Event</td><td>415.00</td></tr> <tr><td>Binnaway Bombshells Charity Game</td><td>415.00</td></tr> <tr><td>Dunedoo Coolah Landcare</td><td>415.00</td></tr> <tr><td>Uarbry Hall Association Inc</td><td>415.00</td></tr> <tr><td>Coonabarabran Celtic Club</td><td>415.00</td></tr> <tr><td>Coonabarabran Local Aboriginal Lands Council</td><td>415.00</td></tr> <tr><td>Coolah Men's Shed</td><td>415.00</td></tr> <tr><td>Binnaway PAHI Association</td><td>415.00</td></tr> <tr><td>Coonabarabran Athletics Club</td><td>415.00</td></tr> <tr><td>Coonabarabran Tennis Club</td><td>415.00</td></tr> <tr><td>Black Stump Craft Shop</td><td>415.00</td></tr> <tr><td>Coolah District Development Group</td><td>415.00</td></tr> <tr><td>Coolah Tennis Club</td><td>415.00</td></tr> <tr><td>Coolah Showground and Recreational Trust</td><td>415.00</td></tr> <tr><td>Coolah Historical and Tourist Subcommittee</td><td>415.00</td></tr> </tbody> </table> <p>2. Reviews the Financial Assistance Guidelines to include that low priority be given to community groups who received funding in the previous round of applications.</p>	Applicant name/s	Amount (\$)	Mendooran Turf Club	415.00	Baradine preschool	415.00	Coonabarabran Show PAI&H	415.00	Space Art Gallery	415.00	Coolah / Dunedoo Presbyterian Church	415.00	Mendooran Community Development Group	415.00	CWA NSW Evening Branch	415.00	Mendooran PA&H Association	415.00	Dunedoo Coolah Landcare	415.00	Bungle Rumble Event	415.00	Binnaway Bombshells Charity Game	415.00	Dunedoo Coolah Landcare	415.00	Uarbry Hall Association Inc	415.00	Coonabarabran Celtic Club	415.00	Coonabarabran Local Aboriginal Lands Council	415.00	Coolah Men's Shed	415.00	Binnaway PAHI Association	415.00	Coonabarabran Athletics Club	415.00	Coonabarabran Tennis Club	415.00	Black Stump Craft Shop	415.00	Coolah District Development Group	415.00	Coolah Tennis Club	415.00	Coolah Showground and Recreational Trust	415.00	Coolah Historical and Tourist Subcommittee	415.00	<b>DCCS</b>	<p>12.10.23 – Process underway. Some payments have been made.</p> <p>03.10.23 – The Financial Assistance Guidelines are contained within the Revenue Policy, which was adopted by Council on 30 May 2023 (Resolution 343/2223) and will be reviewed alongside the Operational Plan 2023/24.</p>
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Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 September 2023 <b>86/2324</b>  Doc ID 181379	<b>Item 19 Disability Inclusion Action Plan (DIAP) 2022-2026</b> <b>86/2324 RESOLVED</b> that Council adopts the Disability Inclusion Action Plan 2022-2026.	<b>DCCS</b>	03.10.23 – DIAP published on website and updated on Policy Register. Complete.
21 September 2023 <b>87/2324</b>  Doc ID 181380	<b>Item 20 Child Safe Scheme Framework</b> <b>87/2324 RESOLVED</b> that Council:  1. Notes the information contained in the Child Safe Scheme Framework report.	<b>DCCS</b>	03.10.23 – No action required. Complete.
	2. Endorses the draft Statement of Commitment and the draft Child Protection Policy.		03.10.23 – Council endorsement noted. Complete.
	3. Places the draft Child Protection Policy on public exhibition for a period of at least 28 days with public submissions invited for a period of at least 42 days.		03.10.23 – Policy placed on public exhibition 27 September 2023. Submissions close 3 November 2023.
	4. Receives a further report on the draft Child Protection Policy at the conclusion of the period of public submissions.		03.10.23 – Report due to November 2023 Council meeting.
21 September 2023 <b>90/2324</b>  Doc ID 181381	<b>Item 23 Coonabarabran No. 3 Oval – Donation of Land and Essential Energy Easement</b> <b>90/2324 RESOLVED</b> that:  1. Council accept the donation of land measuring approximately 231.6m <sup>2</sup> from the owner of Lot 11 in DP 1079828 for the purpose of constructing a new amenity block at No. 3 Oval in Coonabarabran.	<b>DTS</b>	09.10.23 – Awaiting all parties to execute documentation.
	2. Council note the information regarding the Essential Energy easement over part of Lot 3, DP 883513.		09.10.23 – Complete. Noted.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 September 2023 <b>92/2324</b>  Doc ID 181383	<b>Item 25 Council Public Pools – 2023-24 Pool Season</b> <b>92/2324 RESOLVED</b> that Council: <ol style="list-style-type: none"> <li>Notes the information contained within the report in relation to the 2023-24 Pool Season and possible provision of low cost or free entry to its public swimming pools;</li> </ol>	<b>DTS</b>	09.10.23 – Complete – Noted.
	<ol style="list-style-type: none"> <li>Trials free entry to all pools for the 2023-24 season, as outlined in Option 3 in the report, that is free entry for pool patrons during limited supervision hours at the pool;</li> </ol>		09.10.23 – Complete. Trial underway.
	<ol style="list-style-type: none"> <li>Continues to charge season ticket holders at the advertised rate(s);</li> </ol>		09.10.23 – Complete – Noted.
	<ol style="list-style-type: none"> <li>Acknowledges that pool opening times will be impacted by the shortage of trained pool attendants for the 2023-24 season;</li> </ol>		09.10.23 – Complete – Noted.
	<ol style="list-style-type: none"> <li>Identifies the service area(s) to be reduced to achieve the budgeted savings of \$117,448 to allow the trial to proceed; and</li> </ol>		
	<ol style="list-style-type: none"> <li>Investigate the contracting of pool maintenance and supervision of Shire pools for the 2024-25 pool season.</li> </ol>		
21 September 2023 <b>93/2324</b>  Doc ID 181384	<b>Item 25 Council Public Pools – 2023-24 Pool Season</b> <b>93/2324 RESOLVED</b> that Council considers the identifying of budget savings to compensate for loss of revenue at the pools at the next Quarterly Budget Review.	<b>DCCS</b>	
21 September 2023 <b>94/2324</b>  Doc ID 181386	<b>Item 26 Charitable Collection of Funds in Warrumbungle Shire Offices Policy</b> <b>94/2324 RESOLVED</b> that Council adopts the <i>Charitable Collection of Funds in Warrumbungle Shire Offices Policy</i> .	<b>DEDS</b>	26.09.23 – Completed. New policy uploaded to website.



Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 September 2023 <b>95/2324</b>  Doc ID 181387	<b>Item 27 Liquid Trade Waste Policy 95/2324 RESOLVED</b> that Council adopts the <i>Liquid Trade Waste Policy</i> and accompanying documents.	<b>DEDS</b>	26.09.23 – Completed. New policy uploaded to website.
21 September 2023 <b>96/2324</b>  Doc ID 181388	<b>Item 28 Mendooran Water Treatment Plant Upgrades Funding Report 96/2324 RESOLVED</b> that Council:  1. Notes the information contained in the Mendooran Water Treatment Plant Upgrades Funding Report.  2. Delegates authority to the General Manager to execute and sign the funding deed received from the Department of Planning and Environment valued at \$189,288 (Safe and Secure Water Programme \$141,966 and Council contribution \$47,322).	<b>DEDS</b>	05.10.23 – Noted and complete.  05.10.23 – Deed to be executed by the General Manager.
21 September 2023 <b>97/2324</b>  Doc ID 181390	<b>Item 29 Bore Relining Tender Report 97/2324 RESOLVED</b> that Council:  1. Notes the information contained in the Bore Relining Tender Report;  2. Not accepts the tender for Bore Relining;  3. Endorses the approach presented as Option 2 in this report to:  i. Decommission the existing Baradine Backup Bore following construction of the new Baradine Backup Bore;  ii. Proceed to tender to construct a new Baradine Backup Bore, redevelop the Baradine Bore and redevelop the Dunedoo Backup Bore;  iii. Consider the construction of a new Dunedoo Backup Bore at some future stage.	<b>DEDS</b>	5.10.23 – Noted and complete.  5.10.23 – Noted and complete.  5.10.23 – Not yet commenced.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 September 2023 <b>100/2324</b>  Doc ID 181392	<p><b>Item 32 Local Heritage Funding Grant Program</b>  <b>100/2324 RESOLVED</b> that Council grant a total of \$10,980.00 under the Local Heritage Funding Grants Program to undertake heritage repairs and restoration works for the following heritage items:</p> <ul style="list-style-type: none"> <li>• Coonabarabran Club, 54 Cassilis Street Coonabarabran - \$500.00</li> <li>• Mount Gramby Inn – Mendooran - \$3,000</li> <li>• 48 Cassilis Street, Coonabarabran - \$1,980</li> <li>• Cobbora Courthouse, 14 Dunedoo Street Cobbora - \$2,000</li> <li>• 25 McLean Street, Coolah - \$500</li> <li>• The Bank Coonabarabran – 39 John Street Coonabarabran - \$2,000</li> <li>• Coolah Creek Homestead, Coolah - \$1,000</li> </ul>	<b>DEDS</b>	29.09.23 – Letters of offer emailed to successful applicants. Completed
21 September 2023 <b>101/2324</b>  Doc ID 181393	<p><b>Item 33 Development Application – Demolition of the Three Rivers Regional Retirement Community Buildings DA29/2023</b>  <b>101/2324 RESOLVED</b> that Council grant consent subject to the conditions, as detailed in the Planners Assessment Report for DA29/2023 for Demolition of the Three Rivers Regional Retirement Community buildings at Lot 10 DP 1239415, Sullivan Street, Dunedoo, pursuant to Section 4.16 of the <i>Environmental Planning and Assessment Act 1979</i>.</p>	<b>DEDS</b>	09.10.23 – notice of Determination prepared & release to applicant. Complete.
21 September 2023 <b>103/2324</b>  Doc ID 181395	<p><b>Item 35 Notice of Motion – Installing Solar Panels on Suitable Council Owned Buildings</b>  <b>103/2324 RESOLVED</b> that Council:</p> <ol style="list-style-type: none"> <li>1. Conducts a review of the effectiveness of the solar panels installed on Council buildings across the Shire.</li> <li>2. Considers other locations for future installations of solar power e.g. water treatment plants and sewer treatment plants.</li> </ol>	<b>DTS</b>	
		<b>DTS</b>  <b>DEDS</b>	05.10.23 – Solar infrastructure to be included in the scope of all proposed upgrades. DPE have confirmed that solar power is eligible for funding as a part of funded projects.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 September 2023 <b>104/2324</b>  Doc ID 181397	<b>Item 36 Notice of Motion – Dunedoo Preschool Water 104/2324 RESOLVED</b> that Council provide a donation to Dunedoo pre school of \$17,986 to assist with water consumption expenses.	<b>DCCS</b>	13.10.23 – Payment to be processed. Pre School notified.
21 September 2023 <b>108/2324</b>  Doc ID 181399	<b>Item 37.2 Tender 2024/01 Tender for the Provision of Consulting Services for the Development of the Concept Design for the Binnaway Sewerage Scheme 108/2324 RESOLVED</b> that Council: <ol style="list-style-type: none"> <li>1. Notes the information contained in the Tender 2024/01 - Tender for the Provision of Consulting Services for the Development of the Concept Design for the Binnaway Sewerage Scheme</li> <li>2. Accepts the Tender for the Provision of Consulting Services for the Development of the Concept Design for the Binnaway Sewerage Scheme from NSW Public Works for a total contract value of \$322,903 (ex GST).</li> </ol>	<b>DEDS</b>	5.10.23 – Noted and completed.  5.10.23 – Tender awarded to NSW Public Works. Complete.