

# Annual Report

## 2010/2011

## **Council's Vision**

A prosperous and harmonious community, which enjoys a clean and healthy lifestyle with access to all services considered necessary in a modern society.

## **Council's Mission**

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

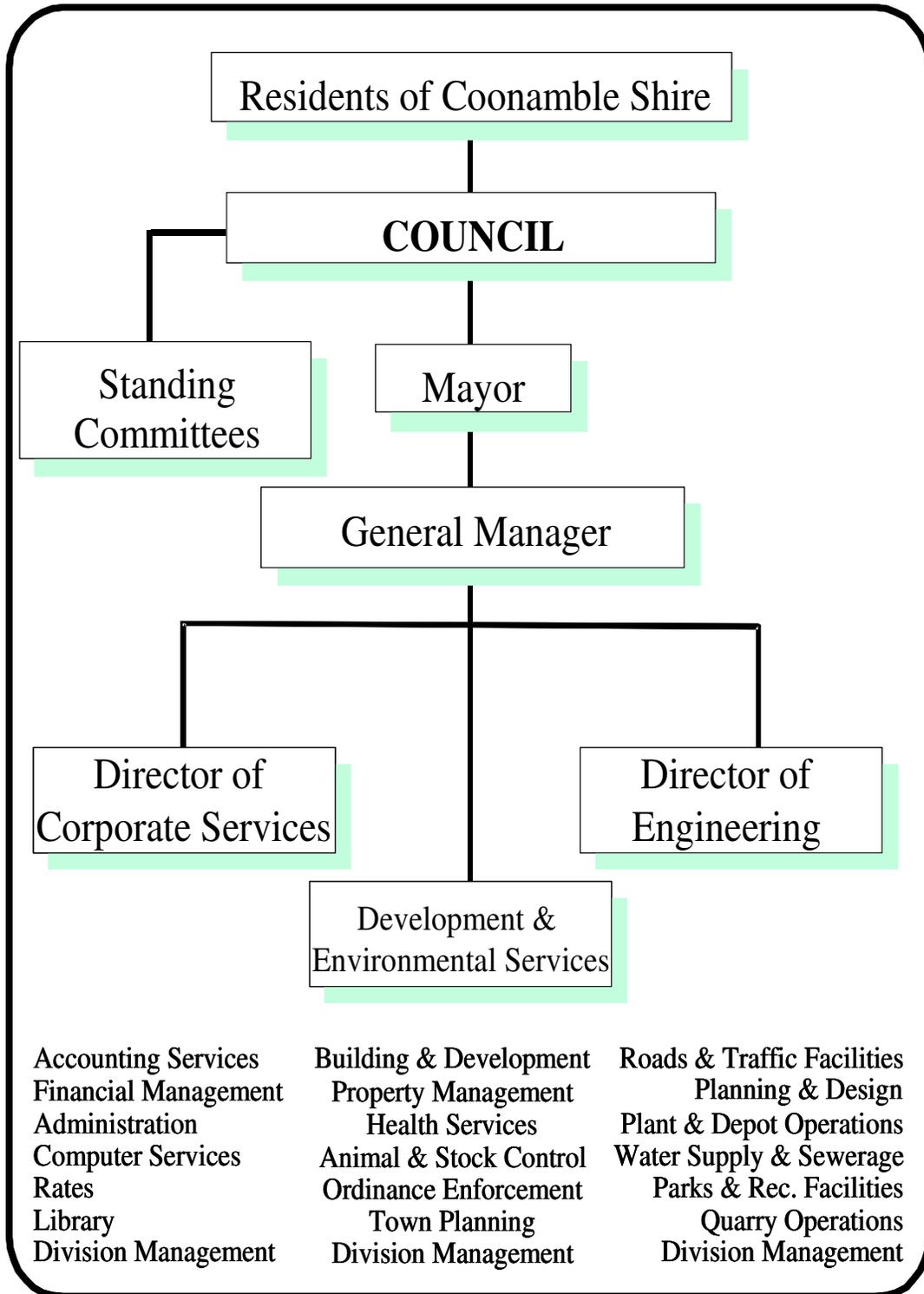
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# ORGANISATIONAL STRUCTURE



## COUNCIL OFFICES & FACILITIES

Council Chambers  
80 Castlereagh Street, Coonamble  
Open 8.30 a.m. – 5.00 p.m. Monday – Friday  
Cashier: 9.30 a.m. to 4.00 p.m. daily  
Phone 6827 1900 Fax 6822 1626  
Email: [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)  
Website [www.coonambleshire.nsw.gov.au](http://www.coonambleshire.nsw.gov.au)

Library  
Castlereagh Street, Coonamble  
Phone 6827 1925 Fax 6822 1057

Visitors Information Centre  
Cypress Motel  
147 Castlereagh Street, Coonamble  
Phone 6822 4532

Roads & Traffic Authority Agency  
Coonamble Rural Transaction Centre  
26 Castlereagh Street, Coonamble  
Phone 6822 1487

Riverside Caravan Park  
Castlereagh Highway, Coonamble  
Phone 6822 1926

## **COUNCILLORS**

**Mayor:** Councillor Tim Horan  
**Deputy Mayor:** Councillor Michael Webb  
Cr Barbara O'Brien Cr Jack Canham Cr Tom Cullen  
Cr Allan Karanouh Cr. Don Schieb

## **COUNCIL MEETINGS**

Ordinary meetings of Council are held on the second Wednesday of the month, excluding January, commencing at 9.00 a.m. Members of the public are invited to attend. A Public Question Time has been set aside from 9.30 a.m. - 10.00 a.m. for interested persons to address Council.

Council's September meeting is held in the village of Quambone and the meeting for March is held at Gulargambone.

Correspondence to be considered by Council must be lodged at least ten days prior to the meeting to be included on the agenda. Only matters classified as 'urgent business' by the General Manager received after that time are included. Other issues are carried over until the following month.

## **COUNCIL DELEGATES**

Castlereagh Macquarie (Weeds) County Council:	Crs Schieb and Webb (Alternate: Councillor Cullen)
North Western Co-operative Library Service:	Councillor O'Brien Librarian Bev Davidson
Orana Regional Organisation of Councils (OROC):	Mayor and General Manager
Outback Arts:	Councillor O'Brien (Alternate: Councillor Karanouh)

## **SENIOR & EXECUTIVE STAFF**

General Manager:	Mr. Rick Warren
Director of Engineering Services:	Mr Kelvin Brodbeck
Director of Corporate Services:	Mr. Bruce Quarmby

## FROM THE MAYOR

Again I am pleased to have the opportunity to report on Council's activities for the period 1 July 2010 to 30 June 2011. Council, management and staff have worked together through the year to achieve some great outcomes. I am proud of the progress we have made and briefly detail some of the milestones throughout this report.

### **Plant Purchase**

Major plant purchases during the year cost in the vicinity of \$1.7m which included a backhoe, front end loader, excavator, truck street sweeper, together with other smaller items and fleet vehicles.

Council also spent \$70,000 in the erection of a safety guard rail at the Sewage Treatment Plant, as the first stage of a safety upgrade. Following extensive damage caused to the overflow at the Warrena Creek Weir by the 2010 flood, Council was successful in restoring the area. Application has been made for a grant to carry out an Environmental Study for the Coonamble Levee and if funding is approved this project can be undertaken.

### **Industrial Estate Extension**

During the reporting period Council completed the extension of the Industrial Estate off Buckley Drive. Council has 11 blocks of varying size that are fully serviced with sewer, water and power to individual blocks as well as a sealed and kerbed roadway.

### **Asset Management**

Council continues to work on asset management in line with the requirements of Integrated Planning and Reporting to ensure the road network, sewer and water services and other amenities within the Shire continue to provide benefit to the community. Core asset management plans have been developed within all classes of assets to determine a priority program.

### **Sister City Campbelltown City Council**

As usual Campbelltown City Council is represented at the annual Rodeo and Campdraft Event and continues to support the event by donating a Saddle as first prize to the winner of the Maiden Draft. Representatives are on hand to present the trophy and engage in other activities during the June long weekend. Coonamble Council reciprocates this goodwill by sponsoring a prize for the Fisher's Ghost Festival Sculpture Award and representatives attend the festivities annually.

### **Community Involvement**

Council was pleased to provide approximately \$15,000 to the Wanderers Tennis Club to assist with the upgrade of the facility. Council's contribution went towards fencing of the area and I must congratulate the Club on a great job. Council also allocated funds towards the purchase and erection of shade sails over playground equipment at Broome Park. This area has become very popular since Council provided the equipment and seating

Moorambilla Festival Inc was again an outstanding success, being held in September. Following the Festival Council met with the Artistic Director, the Operations Coordinator – Sydney Youth Orchestra and a representative from the Leichhardt Espresso Chorus and agreed to conduct the Festival in Coonamble for the next three years. There is no doubt the festival is a great event for the Shire. Council continues to support it and agreed to commit funding for the three year period. Council formed a Local Steering Committee to assist with logistical operations leading up to and during the event.

Council also assisted the Coonamble Amateur Theatrical Society by way of a contribution of \$5,000 specifically for the purchase of five microphones at a cost of \$1,000 each. Prior to having its own sound equipment, it was an expensive outlay for the Society as the equipment had to be sourced from an out of town supplier.

### **New Vehicle for Local State Emergency Service**

During past flood events it was evident that the local SES was under-resourced in the provision of a vehicle suitable for towing boats and general mobility during emergency events. In conjunction with the State Government, Council resolved to contribute \$25,000 towards the \$60,000 total cost of a suitable vehicle. The vehicle will be used throughout the year by SES personnel to attend training and other emergency situations that may arise.

### **Roads**

Council's 2010/2011 REPAIR program enabled works to be completed on three of the Regional Roads within the Shire:

- RR129B                      Baradine
- RR129Q                     Quambone
- RR7515                      Warren

Council agreed to participate in a Regional and Strategic Roads Proposal of roads within the Barwon Electorate. It is hoped that a formal proposal will be developed and increased funding may be made available from both State and Federal Governments to improve transport links within the Electorate.

### **Flood Damage Repairs**

Council was successful in securing a grant of \$2.069 million for the damage caused to infrastructure during the 2009 flood. All the works associated with this grant were completed in the 2010/2011 financial year.

Damage to Council's road network was again caused by the December 2010 flood event. A grant in the amount of \$2.040 million was obtained for repair of flood damage and this work commenced in June 2011.

### **Staff**

Mr John Griffiths advised of his intention to resign from the position of General Manager, giving Council the required notice under the terms of his Contract of Employment. John's last day of service was 4 February 2011 and Mr. Rick Warren was subsequently appointed to the position. In July 2010 Mr. Kel Brodbeck returned to Council in the position of Director of Engineering Services after 10 years. During that time Kel was based at Young and Nhulunbuy.

### **Coonamble Regional Livestock Market**

Coonamble engaged consultants to complete a Business and Marketing Plan for Coonamble Saleyards which recommended a marketing and promotional campaign. In order to take advantage of the predicted big selling season Council engaged a consultant to provide marketing services for the promotion of the saleyards. These are the first steps in reinvigorating the local saleyards to provide livestock producers with a more viable selling/purchasing alternative for both fat and store cattle.

### **Crime and Anti Social Behaviour**

Considerable community concern regarding anti social behaviour culminated with a community meeting being held in March to form a committee to lobby for changes and improvements to support services within the Shire. Council is continually proactive to address these issues with local police and other agencies.

### **New Standard Instrument Local Environmental Plan**

With the NSW Government mandating that LEPs have to be converted to the Standard Instrument format in accordance with a strict timetable, the Department of Planning offered free assistance to convert the existing LEP into the Standard format, including the extensive mapping that is required, saving Council between \$30,000 - \$40,000. Council rejected the Land Use Strategy developed with four other Western Councils and will be embarking on a review of the strategic parts of that document in an effort to make additional Rural Residential land available and reduce the size of rural land that can be built upon.

### **Budget 2012**

It is impossible to prepare a budget to cover all the works that Councillors would like to undertake within a 12 month period without going into significant debt. Given the rate pegging limit was 2.8%, which does not nearly cover costs incurred by Council, it is pleasing we have been able to adopt a balanced budget.

Council's proposed capital works program is as follows:

- Corporate Services – IT Network
- Public Safety – Additional Security Cameras
- Housing & Community Services – Urban Drainage
- Recreation & Culture – Swimming Pools and Portable Seating
- Transport & Communication – Airport Seal
- Economic Services – Caravan Park Precinct
- Water Supply – Coonamble, Gulargambone and Quambone
- Sewer Supply – Coonamble Sewer Service

**TIM HORAN**

Mayor

## ECONOMIC DEVELOPMENT

Retaining and improving key industry infrastructure remains a high priority for Coonamble Shire Council and this has been progressed on a number of fronts in this financial year. A renewed effort involving detailed submissions, grower meetings, Council delegations, with support from freight and logistics experts and external organisations finally resulted in the NSW government approving an upgrade of the Coonamble Branch Rail Line to Class 3 standard. Works commenced in late 2010 and are due for completion in 2014.

The limited supply of appropriately-zoned and serviced light industrial blocks was highlighted in the 2009/10 Western Regional Councils Land use Study. In response to this identified need Council subsequently secured additional land and was successful in gaining grant funds up to \$542,000 from the NSW government towards an expansion of the Industrial Estate into Hooper Drive. Council now has 11 blocks on offer at the new industrial estate. Also during the year Council sold 5 blocks of the 'The Meglo' on the Quambone Road to expanding businesses involved in agriculture, horticulture, and transport.

Grant funding was obtained from the federal government's Innovative Tourism Projects Program to enable a Feasibility Assessment & Business plan for the Coonamble Eco Spa to be carried out. Applications have since been submitted for funding Stage 2 of the project to bring the project to 'investor-ready' status.

In June 2010, Council agreed to a partnership with the University of NSW, GHD, Brookfield Multiplex and local stakeholders to facilitate the design and construction of the proposed Multipurpose Indoor Arena at Coonamble Showground. A site Master plan was completed in August 2010 and over one hundred Civil Engineering students then worked with the community to develop detailed plans for a facility to seat approximately 2000 people. In May 2011 an application for \$5million was made to the Regional Development Australia Fund towards construction costs. Unfortunately the application proved to be unsuccessful. Council is continuing to seek out various sources of funding to allow the construction of the Multipurpose Indoor Arena to take place.

Council continued to receive and responded to inquiries from various sectors within the business community ranging from start-up inquiries to businesses seeking to expand by providing information, advice and referral to other agencies. Businesses supported included Inland Petroleum who opened their long-awaited 24-hour Fuel Facility in Gulargambone in December 2010.

Council adopted a Business & Marketing Plan for the Coonamble Saleyards in November 2010 following widespread consultation with cattle producers, agents, buyers and processors and preparation of a report by Shaw & Associates. The report demonstrated the strengths of the Coonamble Saleyards and reaffirmed their potential to rebuild throughput following the prolonged drought. New advertising and marketing activities were commenced to further build awareness and support for the Saleyards.

A positive indication of future business growth is the number of trainees and apprentices being employed in local business. In 2010-11 this figure was substantially higher than in previous years and Council, together with the Coonamble Employment Circle, hosted an Inaugural Business Information Evening in August attended by 37 businesses and farmers to hear presentations and speak directly to 9 agencies providing training and recruitment services to our area.

Council was pleased to see the re-formation of an independent Chamber of Commerce in July 2010. Council partnered with the Chamber to run the pre-Christmas *Keep Coonamble Kicking* - 'Buy Local' campaign with more than 80 member businesses participating.

The 2010 Coonamble Shire *Ride the Spirit* Business Awards attracted a record 300 nominations for 72 businesses and 5 apprentices/trainees. Local winners went on to achieve success in the Orana Regional Business Excellence Awards announced in February in Narromine. Council congratulates Waterford Ryan Solicitors (Professional Services category); Fusion Hair Design (Indigenous Business); Amy Cain, Secombe & Coghill Accountants (Apprentice/Trainee of the Year), and Gulargambone's Redishear (Special Judges Award).

In Gulargambone, a series of 'roundtable' meetings resulted in the completion of an updated Community Strategic Plan with a focus on business, employment and tourism. Assistance was provided to the Gulargambone Showground Trust to obtain grant funding from the state government's Community Building Partnership program to support new and existing events at the site.

Council retains the services of a Heritage Advisor to provide advice and guidance to local property owners. The advisor conducted 20 site inspections during the year and 3 properties received assistance from Council's Local Heritage Fund which is supported by the NSW Heritage Office and matched by the owner's funds.

Council continues to promote the Shire as a business and lifestyle destination. With contributions from local businesses and community groups, 'welcome bags' are compiled and distributed to new residents.

## **TOURISM DEVELOPMENT**

This year Coonamble Shire combined with Gilgandra and Warrumbungle Shires to jointly promote events in our region by a digital campaign utilising Bluetooth Marketing Devices and Zip drives. Broadcasting of information regarding upcoming events and attractions commenced on the 11<sup>th</sup> March, 2011. As a member of Central NSW Tourism the Shire was promoted at a number of trade shows across Australia this financial year including the Sydney, Toowoomba and Hunter Travel shows. Council continued support for the Great Inland Way touring route from Sydney to Cairns as a member of the Great Inland Way promotions group.

Council also produced new Tourist Information Bay signage -one for each town and one with the council logos. Completion of these works were finalised in June 2011. A 2011 Events Calendar was also produced in conjunction with the Warrumbungle cluster councils and mailed to all residents in January 2011

In conjunction with Coonamble Arts Alive Council sent a small exhibition of Coonamble Art to Campbelltown City Council in November for the fourth year and this was exhibited as part of the annual Festival of Fishers Ghost Art Award. Council sponsored a category in that exhibition and in return Campbelltown City Council sponsored the annual Rodeo in June 2011 and sent a delegation to the event.

Coonamble Shire was represented at the National Tourism Awards held in Perth with two eight two eight being one of the finalists for the award. Both the Gulargambone and Coonamble Visitor Information centres were audited in August to ensure they met accreditation standards and both have since seen an increase in visitor numbers

Council provided assistance for the Moorambilla Festival held from 17-19 September 2010. This was the fifth time the event had been held in Coonamble and Council support included provision of funding for marketing and for an event coordinator. Council support for other events in the Shire focussed on promotion and marketing. Council developed and maintained web sites for the four race clubs in the area, hosted the web site for the Coonamble Rodeo & Campdraft and assisted the event with marketing and promotion.

Council commenced work on a new brochure and information signage for the museum. The new Council web site live since October 2009 has improved accessibility for residents and visitors to request and download information.

## COONAMBLE SHIRE LIBRARY

The Coonamble Shire Library continues to provide services to patrons and the visiting public. It is a place where people come to have some quiet time or use the internet available.

Housebound residents who enjoy reading are included in regular book deliveries – this service has been available for many years and continues to be very popular, with more names having been added to the list over the past year.

Another very popular service at the Library is the Digital Accessible Information System which assists people of any age who have a “print disabilities”, including blindness, impaired vision or dyslexia. At the present time the Library has two players available.

Again, during the reporting year the Library was used as the venue for the quilt and patchwork exhibition as part of the June long weekend. The Exhibition was open from 10.00 a.m. to 4.00 p.m. on Saturday and Sunday - \$3 entry – proceeds to Angel Flight. Many locals, as well as visitors, came to the library over the weekend.

### Main Activities 2010/2011:

- Book deliveries to the housebound, Coonamble Hospital and Koonambil Hostel for the Aged
- Level of service maintained to the public
- Book exchanges with the Gulargambone and Quambone branches continued, with routine weeding of stock.
- Librarian represented Council at relevant Library meetings
- Promotion of special events such as “Book Week”
- Coonamble family History Group continued to use the Library once per month
- The Library interview room utilized for a variety of interview, group activity and study purposes.

### Recorded Statistics 2010/2011:

	Coonamble	Gulargambone	Quambone
Items borrowed	17,063	1,579	413
New members	126	2	1

## STATUTORY DISCLOSURES

The following matters are required to be reported by Council under Section 428(2) of the Local Government Act 1993 and Local Government (General) Regulation 2005 and are listed with the corresponding clause number. Figures given are for 2010/2011:

### LOCAL GOVERNMENT ACT 1993

**Section 428(2)** – Council’s Audited Financial Reports  
See **APPENDIX A**

**Section 428(2) (b)** - Performance of Principal Activities to 30 June 2011.  
See **APPENDIX B**

**Section 428(2) (c)** - Report on the State of the Environment  
This report is available on Council’s website: [www.coonambleshire.nsw.gov.au](http://www.coonambleshire.nsw.gov.au)

**Section 428(2) (d)** - Condition of Public Works  
Financial Statements for the year ended 30 June 2011 provides the condition of public works under the control of Council.

**Section 428(2) (e)** - Summary of Legal Proceedings  
Council costs in regard to legal proceedings for 2010/2011 amounted to \$1,964.27.

**Section 428(2) (f)** - Payments to Councillors  
**Fees:** Fees for Councillors of the Coonamble Shire have been determined by Council within the limits approved by the Local Government Remuneration Tribunal as:

Councillor	\$ 7,752/annum
Mayor	\$12,732/annum (additional)
The total expenditure during the year was:	
Councillors’ Fees	\$53,618
Mayoral Fees	\$12,732
Delegates Exes	\$ 7,032
Travel/Sustenance	\$15,070
Insurance	\$ 1,805
Training	<u>\$ 600</u>
	<u>\$90,857</u>

A review of Council’s payment of expenses and the provision of facilities to the Mayor and Councillors Policy was adopted on 10 November 2010. A copy of this Policy is provided at **APPENDIX C**.

**Section 428(2) (g) - Senior Staff**

Council's only designated "Senior Staff" position is that of the General Manager. Payments for the year included:

	July 2010 – February 2011	February 2011 – June 2011
Salary	180,917	57,828
Superannuation	30,360	5,575
Vehicle R/C	1,920	1,200
Vehicle FBT	3,114	1,006
Housing	3,840	2,400
<b>TOTALS</b>	<b>220,151</b>	<b>68,009</b>

**Section 428(2) (h) - Contracts Awarded by Council**

Council awarded the following contracts in excess of \$150,000 during the 2010/2011 financial year:

Contract	Contractor	Value (\$) (ex. GST)
Heavy Plant	VCR – Mack, Sydney	\$254,330.05

**Section 428(2) (i) Bush Fire Hazard Reduction Activities**

There are 23 Rural Fire Brigades in the Shire under the control of the NSW Rural Fire Service.

The township of Coonamble is covered by the Headquarters Brigade and there are village brigades in Quambone and Gulargambone.

Council conducted hazard reduction activities in and around the town and villages and along the transport network corridors. Hazard reduction activities amounted to \$16,000 for the 2010/2011 year.

**Section 428(2) (j) Programs and Multicultural Services**

Coonamble Shire has a relatively low population of ethnic residents and there is no known population which does not speak English. Consequently there was no demand throughout the year for additional services from people with diverse cultural and linguistic backgrounds. Brochures in various languages containing information on such matters as social security, etc. are available for members of the public but are rarely, if ever, used.

**Section 428(2) (k) Subsidised Private Works**

Council did not undertake any subsidised private works during the year.

**Section 428(2) (l) Donations and Contributions under Section 356**

A total of \$30,652.76 was donated or contributed by Council during the year.

**Section 428(2) (m) - Human Resource Activities**

Council places importance on the training and development of staff - training programs for all departments were implemented throughout the year for both indoor and outdoor staff.

The safety of employees, contractors and sub-contractors, as well as members of the public, is considered of the utmost importance to Council. All new staff undertake a general induction and an occupational health and safety induction.

Continuing development and refinement of position descriptions is undertaken consistently with Council's workplace requirements and to permit employee progress within salary ranges. Training courses attended by Council staff are listed below.

Council conducts annual staff appraisals, from these skill gaps are identified. Individual training plans are developed and aggregated into Council's overall training program for the year.

Training expenses for 2010/2011, including wages, were \$116, 298.26

<b>Name of Training Course</b>	<b>Staff attending</b>
Chemical Application	3
Chemical Application Refresher	7
Confined Spaces	5
Confined Spaces refresher	4
First Aid	3
First Aid Refresher	18
Fluoridation – practical	2
Heavy Vehicle Driver Training (HC)	4
Heavy Vehicle Driver Training (HR)	5
OHS General Induction for Construction (White Card)	1
Plant - Backhoe/Loader/Skidsteer	6
Plant - Forklift/Backhoe/Skidsteer	1
Plant –Backhoe	2
Plant -Backhoe/Loader	2
Plant Operation	3
RTA Quality Management - Construction Contracts	1
Sediment Control	2
Traffic Control - Design & Inspect (Orange)	6
Traffic Control - Select/Modify (Red)	8
Traffic Control - Stop n Slow	30
Traffic Control Plans (Yellow)	3
Workplace Induction	6

**Section 428(2) (n) - Equal Employment Opportunity**

Council adopted a revised EEO Policy on 10 October, 2007 to enable EEO matters to be addressed. The purpose of Council's policy is to eliminate discrimination in employment and to promote opportunities for identified under-represented groups.

**Section 428(2) (o) - Delegations to External Bodies**

Council has delegated the following functions to the organisations listed below:

- (i) **Castlereagh-Macquarie County Council** undertakes noxious weed control across the Shire
- (ii) **Coonamble Streets Ahead Committee** promotes events and fosters economic activity in Coonamble township
- (iii) **Coonamble Vacation Care** co-ordinates vacation care activities for children.
- (iv) **Quambone Resources Committee** promotes usage and manages facilities of Quambone community facilities, including Quambone Hall, Swimming Pool and Racecourse/ Showground.
- (v) **Coonamble Senior Citizens Association** promotes usage and manages the Senior Citizens Hall
- (vi) **Gulargambone Memorial Hall Committee** promotes usage and ensures care, control and management of the Gulargambone Memorial Hall.
- (vii) **Coonamble Heritage & Historical Museum Committee** preserves the cultural identity of the Shire, promotes active retention of the Coonamble CBD precinct and usage and exposure of the Coonamble Museum
- (viii) **Conn Family Trust** administers funds held on behalf of the Mayor's Appeal in 2005 to ensure all necessary support is made available to the Conn children.
- (ix) **Combara Hall Committee** promotes usage of the Combara hall and manages the facility.

**Section 428(2) (p) Companies in which Council held a Controlling Interest**

Council held no controlling interest in any Company.

**Section 428(2) (q) Partnerships, Cooperatives, Joint Ventures to which Council was a party:**

Coonamble Shire Council is a member of the *North Western Library Service*, a cooperative providing library services to the Shires of Bogan, Coonamble, Gilgandra and Warren. The quality of service is significantly enhanced by participation in the Joint Library Service.

Council is a member of the *Orana Regional Organisation of Councils (OROC)* looking at various resource sharing activities. OROC during the year investigated joint purchasing arrangements and has now joined Hunter Councils Joint Purchasing Group to effect savings on specific tendered materials and services.

## LOCAL GOVERNMENT (GENERAL) REGULATION 2005

### Clause 132 Rates and charges written off

Rates and charges totalling \$133,958,33 were written off during the 2010/2011 financial year.

Pensioner Rebates	\$120,416.05
Write off Interest under Hardship Policy	\$ 143.04
Sale of Land for Overdue Rates	\$ 13,399.24

Council received a Government subsidy of 55% of Pensioner Write-offs during the year. The 2010/2011 subsidy amounted to \$66,227.20.

### Clause 217(1) (a) Overseas Visits

No overseas trips were undertaken by Council representatives during the 2010/2011 year.

### Clause 217(1) (a) - Councillor Expenses

- (i) There is no dedicated office equipment made available to the Mayor or any individual councillor. Council does provide office facilities and access to Council communications equipment that may be used by councillors in carrying out their civic functions.
- (ii) No facilities were provided to Councillors of either a mobile telephone or land lines installed at Councillor homes.
- (iii) During the year councillors attended several conferences and workshops, these included:
  - Shires Association Conference
  - "C" Division Conference and meetings
  - Saleyards Conference
  - Orana Regional Organisation of Councils (OROC)

Being a rural Council some councillors are entitled to travelling expenses to attend meetings. During the 2010/2011 year travel and sustenance expenses amounted to \$15,070.11

- (iv) Two councillors availed themselves of the opportunity to attend training to develop skills to undertake their council activities – attending a seminar on Understanding Financial Statements and Information.
- (v) No interstate visit was undertaken by Councillors during the 2010/2011 year.
- (vi) No overseas trips were undertaken by Council representatives during the 2010/2011 year.
- (vii) There was no expense paid to any person who accompanied any councillor in the performance of their civic function.

- (viii) No expenses were paid to any person to allow any councillor to perform their civic function.

**Clause 217(1) (b) – Senior Staff**

Complete information relating to the General Manager, the only senior staff member employed by Council, is contained in this report in the Local Government Act 1993, Section 428(2) (g) disclosures.

**Clause 217(1) (c) – Children’s Services and Programs**

Council assists an external organisation in the provision of youth services at Coonamble and Gulargambone.

The library conducts activities to promote reading among children on a regular basis.

Council maintains and provides playground equipment at parks and ovals throughout the Shire.

Council auspices Vacation Care activities for school aged children and provides assistance if required to pre school and day care services.

**Clause 217(1) (d) - Access & Equity Services**

- (i) Council has developed and adopted a Community and Social Plan. This document profiles the Shire.
- (ii), (iv), (vi) and (viii) – Category 1 Business Activities  
Council does not operate any Category 1 Business Activity.
- (iii) Category 2 Business Activities  
Council recognises the following as Category 2 business activities:
- Coonamble Shire Council Combined Water Supply
  - Coonamble Shire Council Combined Sewer Services
  - Magometon Quarry

Financial reports relating to these activities are contained within the Special Purpose Financial Statements of Council’s Audited Financial Statements. (APPENDIX A)

- (v) Principles of Competitive Neutrality  
The Department of Local Government’s guidelines “Pricing and Costing for Council Business: A guide to competitive neutrality” outlines the process for identifying and allocating costs to activities and provide disclosure standards. These disclosures are reflected in council’s financial reports and include taxation equivalents, council subsidies, rate of return on investments in
- (vii) & (ix) Competitive Neutrality Complaints  
Council has a Complaint Handling Policy that relates to any issue of the operation of Council. The policy is available and was advertised through the adoption phase of the policy. The policy is advertised as available for inspection at Council’s place of business.

It is not Council policy to undertake activity that is in direct competition with private enterprise within the Council Local Government Area or to subsidise any competitive operation.

Council has received no complaints in respect of competitive neutrality during the 2010/2011 year.

**Clause 217(1) (e) Stormwater Management Services**

Council did not levy any charge for stormwater management services during 2010/2011.

**Clause 217(1) (f) - Companion Animals Act and Regulation**

- (i) Council has lodged pound data with the Department of Local Government as required at the end of the financial year.
- (ii) Council has lodged data with the Department of Local Government relating to the five dog attacks during the year.
- (iii) Over the 2010/2011 year Council has incurred \$82,958.16 in companion animal management activities.
- (iv) Council endeavours to rehouse animals where possible as an alternative to destroying the animal. The incidence of rehousing is dependent upon suitable animals being available and the demand at the time.
- (v) Council has adopted a companion animal management plan. A dedicated "off leash" area is contained within the plan and is located off Macdonald Park in Aberford Street, Coonamble.
- (vi) Council has implemented a policy for the keeping of domestic animals.
- (vii) Council received \$15,071.23 from registration and sundry fees for companion animals during the 2010/2011 year.

Council's net cost relating to the management of companion animals was \$67,886.93

**Clause 217(2) State of the Environment Report**

Please refer to Council's website: [www.coonambleshire.nsw.gov.au](http://www.coonambleshire.nsw.gov.au)

**Clause 217(3) Competitive Neutrality Pricing Requirements**

Information relating to this is contained within Council's Audited Special Purpose Financial Reports.

(Refer APPENDIX A)

## GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

Annual reporting requirements under section 125 of the GIPA Act require agencies to prepare and submit an annual report within 4 months of the end of the annual reporting period.

Under paragraph 7 of the Government Information (Public Access) Regulation 2009 the annual report must include the following:

- (a) *details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review:*

A review was undertaken by the Principle Officer during 2010/11, no additional information was made available as a result of this review.

- (b) *the total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications):*

The total number of access applications received by Coonamble Shire Council during 2010/11 amounted to 0.

- (c) *the total number of access applications received by the agency during the reporting year that the agency refused, either wholly or partly, because the application was, for the disclosure of information referred to in Schedule 1 to the Act (Information for which there is conclusive presumption of overriding public interest against disclosure):*

No applications received by Coonamble Shire Council during 2010/11 were refused wholly or partly.

- (d) *information, as set out in the form required by the tables in Schedule 2, relating to the acces' applications (if any) made to the agency during the reporting year:*

**RICK WARREN**  
General Manager

## STATISTICAL INFORMATION ABOUT ACCESS APPLICATIONS (SCHEDULE 2)

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

\* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

\* **A personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

<b>Table C: Invalid applications</b>	
<b>Reason for invalidity</b>	<b>No of applications</b>
Application does not comply with formal requirements (section 41 of the Act)	<b>0</b>
Application is for excluded information of the agency (section 43 of the Act)	<b>0</b>
Application contravenes restraint order (section 110 of the Act)	<b>0</b>
Total number of invalid applications received	<b>0</b>
Invalid applications that subsequently became valid applications	<b>0</b>

<b>Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act</b>	
	<b>Number of times consideration used*</b>
Overriding secrecy laws	<b>0</b>
Cabinet information	<b>0</b>
Executive Council information	<b>0</b>
Contempt	<b>0</b>
Legal professional privilege	<b>0</b>
Excluded information	<b>0</b>
Documents affecting law enforcement and public safety	<b>0</b>
Transport safety	<b>0</b>
Adoption	<b>0</b>
Care and protection of children	<b>0</b>
Ministerial code of conduct	<b>0</b>
Aboriginal and environmental heritage	<b>0</b>

\* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

**Table E: Other public interest considerations against disclosure: matters listed in table to Section 14 of Act**

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

**Table F: Timeliness**

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	0
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
<b>Total</b>	<b>0</b>

**Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)**

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

<b>Table H: Applications for review under Part 5 of the Act (by type of applicant)</b>	
	<b>Number of applications for review</b>
Applications by access applicants	<b>0</b>
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	<b>0</b>

## **PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998**

### **Part 5** Review of Conduct

Council staff are governed by the principles of this Act and guidance notes developed by Council relating to issues of privacy.

No review was conducted or considered necessary under Part 5 of the Act during the 2010/2011 year.

## **ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979**

### **Section 939(5)** Planning Agreements.

Council has not entered into any planning agreements.

## **APPENDIX A**

# **AUDITED FINANCIAL REPORTS**

## **APPENDIX B**

# **PERFORMANCE OF PRINCIPAL ACTIVITIES**

## **APPENDIX C**

# **POLICY FOR PAYMENT OF EXPENSES & PROVISION OF FACILITIES FOR MAYOR & COUNCILLORS**