

Coonamble Shire Council

Annual Report

2014-15



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MAYOR'S MESSAGE

This is the second year I have had the opportunity to present the Annual Report to our ratepayers and residents as Mayor. I am extremely proud of Council's achievements in the 2014/2015 year even with the uncertainty of *Fit for the Future* issues, this Council performed exceedingly well.

Our main projects were the levee bank upgrade, accepting a tender for the new amenities building at the Caravan Park, major road works on behalf of the RMS, which totalled \$2,000,000, other capital works on Shire and Regional roads, the rehabilitation of roads and streets in Coonamble and Gulargambone, heavy patching and resealing on other Shire roads and streets and resealing of the taxiway at the airport.

As usual, parks and gardens are always a big item in Council's works program – this year we undertook various projects at the many areas within the Shire to improve these recreation grounds for our residents. Our biggest single item was \$50,000 on provision and installation of playground equipment at the Quambone Park.

To my fellow Councillors, I thank them for their support and congratulate management and staff for their endeavours during the past year. Thank you too to our residents who have given their overwhelming support during a sometimes difficult year.

Mayor Allan Karanouh

GENERAL MANAGER'S MESSAGE

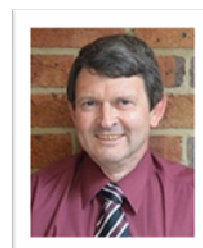
The Annual Report focuses on Council's performance in implementing its Delivery Program and the 2014-15 Operational Plan.

There are always challenges facing local government and one of the most significant is financial sustainability. While Council has remained in a sound financial position it is a continuing challenge to ensure sustainability, while allowing Council to continue to offer the services it does to the community. Our emphasis continues to be on ensuring services are delivered in the most efficient and effective manner possible, with a focus on the best outcomes for the community.

This year Council installed digital CCTV equipment to improve coverage in Macdonald Park & the CBD, carried out significant roadworks throughout the Shire, town streets improvement works, completion of Stage 1 of the levee upgrade, improvements to parks and gardens, including irrigation at the showground.

Through grant funding we have been able to expand library technology and continued to provide youth activities in Quambone and Gulargambone.

I am pleased to report that the majority of actions contained in the 2013-14 Operational Plan have been completed. I thank Councillors and staff for their dedication and effort.



Rick Warren - General Manager

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
Website: www.coonambleshire.nsw.gov.au

Library

Castlereagh Street, Coonamble
Phone 6827 1925 Fax 6822 1057
Email: Coonamble.Library@coonambleshire.nsw.gov.au
Facebook: Coonamble Shire Library

Visitors Information Centre

84 Castlereagh Street, Coonamble
Phone 6827 1981

Roads & Maritime Service

Coonamble Rural Transaction Centre
26 Castlereagh Street, Coonamble
Phone 6822 1487

Riverside Caravan Park

Castlereagh Highway, Coonamble
Phone 6822 1926

COUNCILLORS



Mayor Cr Ahmad (Allan) Karanouh

Elected to Council in September 2008. Elected as Mayor in September 2013. Local businessman who operates the Global Village Restaurant and Al's Diner in Coonamble. Active member of the business sector.



**Cr Danny Keady
Deputy Mayor**

Elected to Council in September 2012. Holds the position of Deputy Mayor. Has farming and grazing business & actively involved with many community groups.



Cr Michael Webb

Elected to Council in March 2004. Served as Deputy Mayor from March 2004 – September 2008. Re-elected to the position September 2009.



Cr Tom Cullen

Elected to Council 1986, served as Mayor 2012 and 1995. Elected Deputy Mayor 1988-1995. Farming & grazing interests in the district. Active member of the grain growing industry



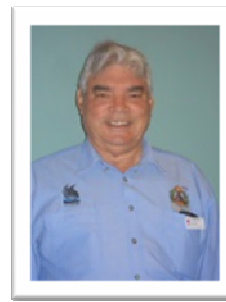
Cr Don Schieb

Elected to Council in September 2008. Well known stock & station agent actively involved in the livestock and rural industry. Proactive in the business sector. Deputy Mayor September 2008 – September 2009.



Cr Bill Burnheim

Elected to Council in September 2012. Has business interests in farming and is actively involved in the grain industry. Member of the Coonamble Theatrical Group



Cr John Walker

Elected to Council in September 2012. resides within the Coonamble township. Committed to local organisations, especially Coonamble RSL Sub-Branch and RSL Club. Is a Vietnam Veteran.

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 October 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:
Councillors Michael Webb and Don Schieb

North Western Co-operative Library Service:
Councillor Michael Webb

Orana Regional Organisation of Councils (OROC):
Mayor and General Manager

SENIOR & EXECUTIVE STAFF

General Manager:	Mr Rick Warren
Director of Engineering Services:	Mr Peter Chudek
Director of Corporate Services:	Ms Lianne Tasker
Director of Corporate & Urban Services	Mr Bruce Quarmby

COMMUNITY VISION

“Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy”



COONAMBLE SHIRE

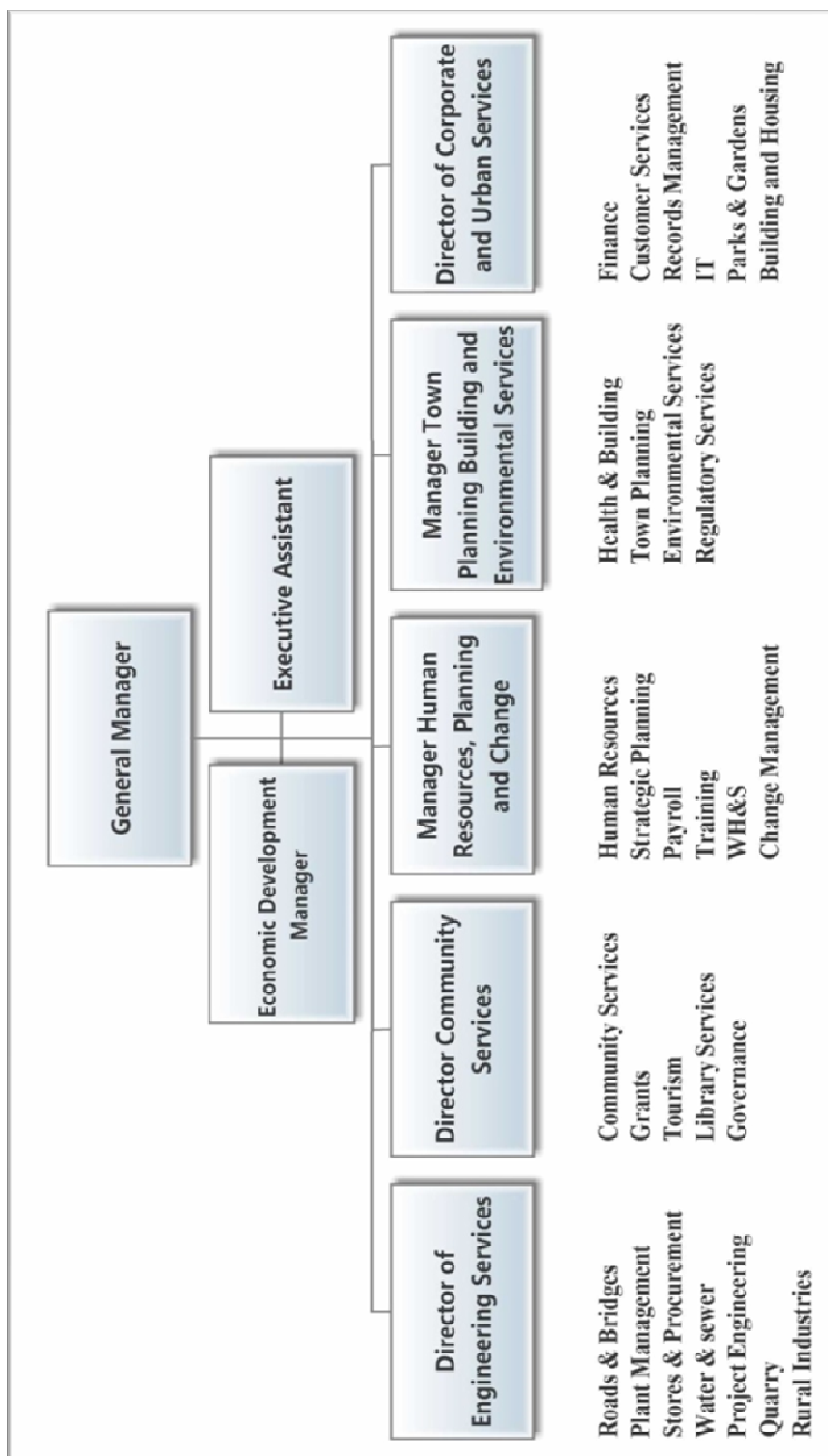
Coonamble Shire has an area of 9,955 square kilometres and is located on the traditional Indigenous land of the Wailwan and Gamilaroi people. Coonamble Shire is part of the Orana Region of Central Northern NSW and is bounded by the Shires of Walgett to the north, Warrumbungle in the east, Gilgandra to the south and Warren in the west.

Coonamble is situated on the Castlereagh River which runs through the town dividing east from west. Water from the Great Artesian Basin is pumped into reservoirs throughout the town for domestic use. Residents of rural properties account for approximately one third of the district population. The majority of the Shire's agricultural resources are devoted to dry and broadacre farming and grazing.

Population (Local Government Area) 2011

Male	2030
Female	2000
Total	4030

ORGANISATION STRUCTURE



CORPORATE GOVERNANCE

Policy Framework

The key documents relating to Council's governance framework are the Code of Conduct and Code of Meeting Practice. Council also operates in line with numerous policies to ensure a consistent and transparent approach is maintained.

Decision Making

Seven elected Councillors make decisions on behalf of the community at Council meetings. The General Manager is then responsible for ensuring implementation and delivery of the Councils' decision, whilst also making day-to-day decisions on operational matters.

External Controls

Many of Council's functions are set by the NSW Local Government Act 1993. Various other Acts direct Council's activity, including compliance with Federal and State Government legislation, NSW Ombudsman, Division of Local Government, Independent Commission Against Corruption, and WorkCover.

Integrated Planning and Reporting Framework

The Integrated Planning and Reporting (IPR) framework is intended to help improve community participation in decision making, reduce duplication, build networks and partnerships and strengthen Council's strategic focus.

Coonamble Shire Strategic Plan 2026

The Community Strategic Plan is the first in the hierarchy of plans Council must prepare under the Integrated Planning and Reporting Framework. It must be a 10 year (minimum) plan with high level community objectives across the areas of Social, Economic, Environment, Infrastructure and Civic Leadership.

While Council has a custodial role in initiating, preparing and maintaining the Community Strategic Plan on behalf of the local government area, it is not wholly responsible for its implementation. Other partners, such as State government agencies and community groups may also be engaged in delivering the long-term objectives of the plan.

Delivery Program

Council's Delivery Program is the program of works and services that will be delivered by Council during the elected term. It is directly linked to the objectives and strategies within the Coonamble Shire Community Strategic Plan.

Resourcing Plans

The Delivery Program is linked to resourcing plans consisting of the Long Term Financial Plan, Workforce Plan and the Asset Management Plan. These plans outline how Council will achieve the objectives of the Delivery Program in terms of money, people and physical assets.

Operational Plan

The Operational Plan identifies the specific actions which will be undertaken to achieve the Delivery Program each year.

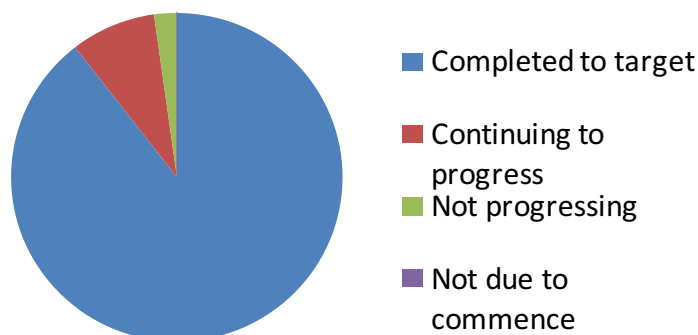


Section 2:

KEY HIGHLIGHTS/ ACHIEVEMENTS

In summary, the Delivery Program identifies one hundred and eighty six actions across the five themes; Our People, Our Infrastructure, Our Environment, Our Economy and Our Leadership. At the end of the 2014/15 year 186 actions due for completion were achieved. The following table provides a status breakdown.

	<i>Our People</i>	<i>Our Infrastructure</i>	<i>Our Economy</i>	<i>Our Environment</i>	<i>Our Leadership</i>	<i>Total</i>
Completed to target	36	53	41	9	22	161
Continuing to progress	5	8	4	2	4	23
Not progressing	0	1		0	1	2
Total	41	62	45	11	27	186



24 actions are continuing to progress and 2 actions are not progressing. Reasons for not meeting original timeframes include weather delays, staff being diverted to other priority projects, extended review processes or unsuccessful grant applications.

TOURISM DEVELOPMENT

Monthly visitation for the Visitor Information Centre (VIC) has significantly increased since 2014 from 336 visitors from Jan-Jun, to 451 visitors in Jan-Jun 2015 resulting in a 34.23% increase. Council continued the partnership with Outback Arts to encourage local artists to use the VIC as an exhibition space. The VIC has also continued to host community volunteers whose contribution has been vital to the ongoing success of the service.

Council has continued tourism industry partnerships with Inland NSW Tourism, the Tourism Industry Council of NSW (now a subsidiary of the NSW Business Chamber) and the Great Inland Way Committee. Council is actively involved in the Destination Management process, facilitated by Inland NSW Tourism through bi-monthly planning workshops, some of which are hosted by Coonamble Shire Council.

In late 2012 Council secured a three year (2013-2015), \$60,000 funding agreement with Destination NSW for the Coonamble Rodeo & Campdraft. Grant funded activities included the promotion, marketing and the facilitation of the event visitor survey, which was conducted in partnership with the University of Technology Sydney (UTS) Business School. The funding has been invaluable in providing the event with adequate tools and resources to increase visitation and expenditure in Coonamble.

Crown Lands grant funding was obtained for the redevelopment of the Caravan Park amenities, works are currently underway with the completed amenities to be opened in late 2015.

The 'Coonamble Visitor Information Centre' Facebook page was created in June 2015 to connect, promote events and improve communication with community groups, visitors and members of the public. During the month of June 3,550 people engaged with the Visitor Centre Facebook page.

Other sources of tourism promotion in the Shire includes the distribution of a quarterly tourism e-Newsletter and events flyer as well press advertising with the Western Magazine, GO55's Newspaper and Caravanning Australia Magazine.

COMMUNITY SERVICES

Council's approach to its community service delivery involves building capacity of local services through community development support and co-ordination, provision of early intervention activities and strategic development in response to community identified need.

Council expanded its youth services with new after school programs at Gulargambone and Quambone. The programs will provide recreational activities for young people and employment opportunities for local community members.

The Coonamble Shire Youth Council continued to operate throughout the year in partnership with Coonamble High School and Gulargambone Central School. The Youth Council finalised the Bang the Table project, planning and hosting twelve community events and seven workshops. The project concluded in November 2014 with a Youth Forum focussing on young people in Gulargambone.

The Youth Council also drove the 2014 Youth Week program, providing events, activities and opportunities for young people to participate in their communities.

The NSW Local Government Awards is held annually in conjunction with Local Government Week. A variety of Awards are presented to Councils who have demonstrated outstanding work in various areas. In August 2014, Coonamble Shire Council received a finalist award for "Best Small Council with the Most Outstanding Youth Week Program" category of the NSW Local Government Youth Week Awards.

Council facilitated the 2015 Australia Day event and collaborated on a number of other events with local organisations such as the Sky Stories night, National Child Protection Day and the Warraggul Wellbeing Event.

2014/15 saw a focus on addressing drug and alcohol concerns. Together with community stakeholders, Council facilitated a number of consultation and forum sessions. After twelve months planning the Coonamble Alcohol and Drug Initiative (CADI) was established. CADI is made up of forty two members from twenty organisations. The group is taking a completely different approach to community development work in our Shire with Council's Community Services department providing the co-ordinating function for the group.

LIBRARY SERVICES

The Coonamble Library developed and promoted a number of activities and services during the 2014/15 year. Highlights for the year include:

Early literacy-

- Stories are Magic project promoted social and cognitive development by sharing stories, talking and singing.
- Weekly Storytime provides groundwork for children's social, communication and interpersonal skills.
- Simultaneous Storytime was a great success with two preschools and a number of carers and children attending.
- Equipment upgrade aimed at literacy, social and motor skill development.

Seniors-

- Fortnightly deliveries to housebound patrons at Koonambil and around Coonamble via the Words on Wheels program.
- The Tech Savvy Seniors program assisted mature members of the community to access e-devices and other technology.
- Seniors Week was celebrated with a screening of the Young At Heart Short Film Awards in McCullough Hall at the Shire.
- A magnifying reading aid was installed to assist people with vision impairment.

Adults-

- Skircle – (Skills Circle) continued bringing people together to share and to teach. This group resulted in the development of a successful home enterprise, with one of the participants developing a small business.

Children and young people-

- After school activities such as *Homework Help* and fortnightly *Movies @ the Library* sessions continued during the year.
- The Library provided a number of free activities during each of the school holiday periods. Big Screen Movies, Tie Dye a T- Shirt, Art Workshops and Clay Modelling were all well attended.
- Resource upgrade focussed on improving the physical space for young people.

Community celebrations-

- Library staff participated in Harmony Day and NAIDOC day community celebrations. The International Day of People with a Disability was held with a morning tea and invited guests from a number of agencies around Coonamble and the district. This event provided an opportunity to consult and discuss with attendees about the Coonamble Shire Disability Action Plan.

Community events-

- Council, in conjunction with Outback Arts, facilitated the regional NetWaste Waste to Art competition. Over twenty shires participated and with a Coonamble entrant awarded a Highly Commended.

Wired Out West

The library was successful in a Public Library Infrastructure Grant for a project that will see a range of new equipment enrich the current technological space. The integration of modern technology into the library will bring services up to best practice, with visitors able to access high quality systems. The project began during 2014/15 and installation is due to conclude in December

The library is also utilised by a number of external groups and organisations for a variety of recreational, social and business purposes. The study room is used by a number of mature aged students, distance education students and tutors, as a quiet place with access to wifi and internet. The library is the base for the Family History Society and houses its papers and equipment.

ECONOMIC DEVELOPMENT

Council's Economic Development Office continues to provide information, advice and referral to new and expanding local businesses. Direct assistance was provided to 35 businesses in 2014/15.

Coonamble Aero Club, supported by Council, has installed an accommodation unit at Coonamble Airport and was successful in gaining state government funding to construct an Aircraft Engineering Facility. Once completed, the facility will bring a new business to the area.

In 2014/15, Council joined with 65 other local government bodies to become a Small Business Friendly Council. As part of their commitment, Council has instigated a Business Survey which occurs in autumn and spring each to provide Council with valuable information for planning and decision-making.

Council is a major sponsor of the Coonamble Chamber of Commerce's Buy Local Campaign which was supported by 78 local businesses this year. An estimated \$846,450 was spent in local businesses during the promotion, plus \$15,000 in the form of Chamber Cash.

Council sponsors local business training opportunities in partnership with Coonamble Chamber of Commerce and other organisations. This year's training included Visual Merchandising, and Energy Management & Renewables with the Office of Environment & Heritage.

Coonamble Shire's Economic Development Committee took the lead on lobbying state and federal government for improved access by farmers to federal loan assistance, and for an extension of this support to non-farm business affected by the drought. Councillors and staff are working with the Councils of Bourke, Brewarrina and Walgett, as well as NSW Farmers Association, Regional Development Orana, and the North West Sustainability Group.

Council's on-line Business Directory provides free listings for all local businesses and is updated on an ongoing basis. Business and community information and merchandise is included in Welcome Packs provided to approximately 38 new families in 2014/15.

A successful grant enabled Coonamble Employment Circle to provide 28 scholarships to learner drivers towards professional instruction and logbook hours to gain their licences.

Council undertakes lobbying and advocacy for improved services and economic infrastructure from a range of state and federal government departments. This year issues included Mobile Black Spots, Drought Impact, and local Infrastructure needs.

INFRASTRUCTURE

- *Replaced CCTV analogue cameras with digital equipment for improved coverage in Macdonald Park & Coonamble CBD*
- *Development of Amenities Block at Coonamble Caravan Park.*
- *Installed Playground equipment at Quambone.*
- *Completed Stage 1 of town levee upgrade.*
- *Continued support in lobbying for a Shire-wide gas free environment.*
- *Roadworks:*
 - *Telstra tower rehabilitation*
 - *Carinda Road shoulder widening & rehabilitation*
 - *Rehabilitation of Munnell Street in Gulargambone*

LEADERSHIP

- *Finalist in NSW Youth Week Awards.*
- *Established Coonamble Alcohol & Drug Initiative*
- *Co-ordinated Regional Business Awards*
- *Participated in regional destination planning.*
- *Orana & Far West Regional Audit & Infrastructure Plan*

Staff Training

Training	No. Attended
"Fitness for Work" & Alcohol and other Drugs testing in the workplace.	8
Aboriginal Cultural Competency Training	49
Aerodrome Reporting & Works Safety Officer Training	3
Apply Traffic Control Plans (Yellow Card)	31
Armed Hold Up Training	5
Asbestos Management Workshop	1
Asset Edge - RMCC M3 Reflect Workshop	2
Award History Workshop	2
Bushfire Assessment Skills	1
Business Grants Workshop	3
Certificate IV in Accounting – enrolled	4
Certificate IV Library, Information and Cultural Services	1
Chainsaw Operations Level 2	3
CHC50612 Diploma of Community Services Work	1
Code of Conduct	23
Community Sharps Workshop	12
Country Pool Managers Conference	2
Customer Service & Dealing with Difficult Customers Workshop	9
EEO, Harassment, Discrimination & Workplace Bullying Workshop	36
Enter & Work in Confined Spaces	5
Erosion & Sediment Control Workshop	3
Fire Safety Engineering Workshop	1
First Aid Refresher	1
New and Emerging Managers Training	16
NWP277A Work Safely with Liquefied Chlorine Gas – Chlorine	11
Operation of Chemical Dosing Systems for Water treatment Works - Part 1	1
Performance Management System & Appraisals (Internal Workshop)	7
Plant Repair Training - CS200 80W Solar Portable Traffic Signals	3
Pool Lifeguard Licence (Full including first aid)	1
Pool Lifeguard Licence Update	5
Pool Lifeguard Licence Update (includes first aid)	1
Powers & Duties of a Local Government Engineer	2
Protection of the Environment Operations Act 1997 Course	2
Provide First Aid	3
Safer by Design Course	2
Spydus 9 Training	1
UTS Accredited Playground Inspectors Course	1
WHS for Managers & Supervisors	16
Work Safely at Heights	10
Workplace Induction	22
Writing Winning Grants Workshop	1
Grand Total	311

Forty two training courses were conducted during the year and attended by 311 staff. The cost to Council was \$194,240.52.

Section 3: Reporting on Delivery Program

Theme: Our People

P1. Our community is connected across geographic, interest, cultural and social groups

P1.1 Leverage online technologies to improve virtual connections

CSP Action	DP Action	Status	Comment
P1.1.1 Improve the quality of Coonamble Shire Website and include opportunities for community groups to share information.	Conduct review of website design and layout. Review links to community group sites to ensure information is current	Completed	Website redesigned and compliant with HTML5 and CSS3 for multi-platform viewing. Community groups are able to submit documents for upload or update.
P1.1.2 Utilise internet technology to provide community information to specific demographic and interest groups.	Promote Library as a community internet access point. Promote Town WiFi hot spot	Completed	Town Wi-Fi operated successfully during 2014/15 with over 1157 device connections to Council's Community Hotspot.

P1.2 Increase the representation of Aboriginal people in community roles including local Council

CSP Action	DP Action	Status	Comment
P1.2.1. Utilise Local Government Week to raise awareness of the role and function of Council	Conduct community awareness campaign during Local Govt Week August 2014	Completed	Awareness activities took place during Local Government Week with a Council tour, grant writing and volunteering workshops offered.
P1.2.2. Provide appropriate opportunities for Aboriginal people to participate in Council's community planning	Regularly attend Community Working Party meetings, provide information and gain feedback. Utilise NAIDOC and other specific events for consultation activities.	Completed	CWP meetings attended. Consultation undertaken during events.

P1.3 Leverage the skills and knowledge in our community to promote social interaction and facilitate knowledge sharing

CSP Action	DP Action	Status	Comment
P1.3.1. Support activities/projects that increase community participation and connection	Collaborate with Government, non-Government organisations and community in facilitation of activities that build social capital.	Completed	Participation in community events and activities eg: Children's Week, International Day of People with a Disability, NAIDOC events, after school library activities, rodeo and school holiday activities.
P1.3.2. Maintain local business database Distribute relevant information to local businesses	Maintain Website business database.	Completed	Business details updated.
P1.3.3. Source, collate & distribute residents packs and Welcome to Coonamble bags	Co ordinate organisations and groups for resources, collate packs for Welcome to Coonamble committee.	Completed	All packs distributed yearly. Gulargambone Welcome BBQ not held.
P1.3.4. Provide Community Development Workers to facilitate community building	Coordinate appropriate recruitment	Completed	Recruitment activities undertaken throughout the year.
P1.3.5. Continue to consult residents with a focus on quality of life experience rather than sole satisfaction with Council services	Provide results of 2014 Shire wide survey to community	Completed	Results provided via Community Newsletter post out

P2. Develop and grow the community's sense of shared responsibility

P2.1 Encourage an inclusive, active community where people look out for each other

CSP Action	DP Action	Status	Comment
P2.1.1. Utilise Safer by Design principles in public space planning	Incorporate Safer by Design principles into any public space development including parks, walkways, car parks.	Completed	Safer by Design principles considered in planning.
P2.1.2. Work with Police and communities to target crime "hot spots"	Participate in Community Policing meetings. Contribute to Community Safety Committee planning.	Completed	Police and Community meetings attended. Liaison with Police and community in development of crime prevention projects and Safer by Design strategies.
P2.1.3. Support activities that promote community involvement in neighbourhood safety (eg: Neighbourhood Watch).	Investigate formulation of NSW Police Eyewatch precinct.	Completed	Eyewatch program investigation complete. Program will be further investigated by the Coonamble Alcohol and Drug Initiative's Crime/Justice Action Group.

CSP Action	DP Action	Status	Comment
P2.1.4. Encourage safety audits for elderly residents	Conduct home safety campaign focussed on elderly and/or vulnerable residents.	Completed	Media campaign focussed on home safety conducted.

P2.2 Develop and grow the community's sense of shared responsibility

CSP Action	DP Action	Status	Comment
P2.2.1. Work with partners to develop programs that assist women and children to escape from family violence and men to address family violence	Collaborate with Coonamble Domestic Violence Committee to raise awareness of Family Violence	Completed	Collaboration with the DV Committee to hosting White Ribbon event, September 2014.
P2.2.2. Work with community groups to lobby for the development of a domestic violence safe house	Continue to lobby the development of appropriate housing for victims of Domestic Violence	Completed	Support provided to the Domestic Violence Committee to lobby local and regional providers for emergency accommodation options for victims of domestic violence.
P2.2.3. Work with community groups to develop local solutions to drug and alcohol related issues	Participate in Coonamble Alcohol and Drug Advisory Group initiatives.	Completed	Development of project team to initiate drug and alcohol community consultation and forum. Participation in the establishment of Coonamble Alcohol and Drug Initiative (CADI).
P2.2.4. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community	Contribute to stakeholder initiatives where appropriate.	Completed	Provision of diversionary activities for young people during school holiday period. Participation in Coonamble Alcohol and Drug Advisory Group initiatives. Upgrading of CCTV cameras. Safer by Design training completed. Establishment of CADI Crime/Justice action group.
P2.2.5. Control straying animals	Continue implementation of community education campaign.	Completed	Education via pamphlet drop. Straying stock campaign.
P2.2.6. Provide Crime Prevention information	Publish information on Council website.	Completed	Crime Prevention information available on Council website.

P3.A range of services supports our community to lead healthy lifestyles

P3.1 Support and promote healthy lifestyles

CSP Action	DP Action	Status	Comment
P3.1.1. Advocate, support and raise awareness of programs that promote the physical and mental health and well-being of community members.	Promote Beyond Blue program through Youth Week. Promote Black Dog Institute through Coonamble & Gulargambone Libraries. Partner with local agencies in community development activities within Council's resources.	Completed	Promotion of mental health information through libraries. Partnership with school and local agencies to facilitate community Mental Health Well-being event in November 2014.
P3.1.2. Inspection of Food premises.	Carry out annual inspection program.	Completed	Program completed to schedule.
P3.1.3. Investigate and develop further age appropriate play areas that meet the needs of ages 0-5 and 6-12 years.	Source funding for integrated play spaces in Coonamble, Gulargambone and Quambone	Completed	No opportunities for external funding were identified through the year. Council allocated own source funding to allow for the installation of play equipment at Quambone.

P3.2 Improve access to medical and specialist services

CSP Action	DP Action	Status	Comment
P3.2.1. Maintain existing level of assistance to medical and dental facilities within the Shire	Provide subsidised accommodation for dental and medical practitioners.	Completed	Ongoing subsidised accommodation provided for medical and dental services in line with Council policy.

P3.3 Support the production of local produce, including home-grown and domestic produce

CSP Action	DP Action	Status	Comment
P3.3.1. Ensure ongoing program of noxious weed and insect control through membership of Castlereagh – Macquarie County Council.	Attend Castlereagh Macquarie County Council meetings. Provide financial contribution.	Completed	Membership was maintained during the 2014/15 financial year with Council representatives attending meetings on a regular basis. Financial contributions provided in line with Budget allocations.
P3.3.2. Provide quality assistance and advice to industry and community.	Upgrade information available on Website	Completed	Website upgrade - Development Application information.

P3.4 Improve access to services for disengaged community members

CSP Action	DP Action	Status	Comment
P3.4.1. Support appropriate community development activities undertaken by a range of organisations and provide assistance with project development, governance, grant writing, community building and group facilitation.	Provide community assistance through Grants Officer. Assist local community service agencies with Community Development capacity building.	Completed	Grants information available on Website. Grant writing assistance to various community groups eg: Gulargambone Women's Group, Coonamble High School, Gulargambone Central School, Combara Hall Committee (Public Reserves Management Fund application), Nakadoo (AMP Foundation application), representatives of Towri Retirement Units (National Stronger Regions Fund requirements).

P3.5 Increase the community's involvement in sporting activities

CSP Action	DP Action	Status	Comment
P3.5.1. Ensure parks and gardens and sportsgrounds are maintained to an acceptable standard.	Improve garden beds - Coonamble main street. Replacement of trees with more appropriate species - Coonamble Sportsground perimeter.	Progressing	Replacement of the perimeter trees at the sports ground were delayed due to a combination of prevailing climatic conditions and competing demands placed on Council resources. These works have been re-scheduled to be carried out in the 2015-16 Financial year.

P4. Our community respects and encourages the diversity of culture, ability and ages of our population

P4.1 Increase opportunities for our community to celebrate together

CSP Action	DP Action	Status	Comment
P4.1.1. Support activities that promote cultural awareness and diversity in ability and age	Participation in Youth Week, Children's Week, Harmony Day, Senior's Week, International Day of People with a Disability & NAIDOC.	Completed	Hosted International Day of People with a Disability event and Children's Week activity. Hosted Black Screen NAIDOC event and participated in community NAIDOC event.
P4.1.2. Continue to facilitate Australia Day activities	Host Annual Australia Day event	Completed	Successful Australia Day event January 2015.

P4.2 Improve interaction across social cultural and age groups

CSP Action	DP Action	Status	Comment
P4.2.1. Provide strategic early intervention community development programs for children and young people.	Facilitate Youth Council. Seek funding opportunities that align with Council's Child & Youth Development policy.	Completed	Scheduled Youth Council meetings occurred. No appropriate funding opportunities arose during the reporting period.
P4.2.2. Support strategies that focus on active ageing and ageing in place	Facilitate or partner in a Senior's Week event/activity	Completed	Hosted Senior's Week "young at heart" film festival March 2014.
P4.2.3. Develop an Ageing Population Strategy for the Shire.	Finalise Coonamble Shire Positive Ageing Strategy	Progressing	Planning and consultation completed. Strategy under development.
P4.2.4. Work in collaboration with agencies and community groups to address existing and emerging issues specific to the Aboriginal community	Attend Community Working Party meetings. Work with CWP to advance local Aboriginal Community Action Plan. Work with other appropriate community groups as issues arise	Completed	Gulargambone Community Working Party attended. No meetings were held in Coonamble during the reporting period.
P4.2.5. Develop a Multicultural Services Program Plan (MSPP) and review annually	Conduct annual review of Multicultural Services Program Plan	Progressing	MSPP actions reviewed and implemented. Consultation and resources developed and distributed to address barriers for people with English as a second language accessing Council services.
P4.2.6. Develop a Disability Action Plan	Finalise Disability Action Plan	Progressing	Consultation completed, action plan progressing.
P4.2.7. Ensure Council consultation provides opportunities for participation for people from diverse backgrounds	Monitor implementation and review Community Consultation Guidelines.	Completed	Community Consultation implementation review completed.
P4.2.8. Provide appropriate support to organisations that provide services to people with a disability and culturally and linguistically diverse (CALD) community members	Provide community development support to local organisations providing CALD services, where requested.	Completed	No requests made.
P4.2.9. Provide appropriate support to the development of an Aboriginal Cultural Centre (ACC).	Provide appropriate support, through relevant departments, for the development of an ACC, if requested.	Completed	No assistance requested. Support provided to Coonamble Public School to facilitate a cultural astronomy evening "sky stories" in May 2015.

P4.3 Promote role models who demonstrate community respect

CSP Action	DP Action	Status	Comment
P4.3.1. Provide Aboriginal Cultural Awareness training to all staff and Councillors.	Provide Aboriginal Cultural Awareness training to all staff and Councillors.	Progressing	Aboriginal Cultural Awareness training provided and undertaken by 50% of staff. Provided opportunity for Councillor training.

P4.4 Promote more cultural events in the shire

CSP Action	DP Action	Status	Comment
P4.4.1. Assist with Moorambilla event	Assist with Moorambilla event - NO ACTION REQUIRED	Completed	No action required.
P4.4.2. Assist Coonamble Shire events with marketing and promotion.	Provide promotion through e-newsletter & Website. Provide advice and guidance through Tourism staff.	Completed	Continued to administer the Regional Flagship grant on behalf of the Coonamble Rodeo Association. Timely and relevant information provided on website. E-newsletter produced regularly. New tourism website developed. Provided logo design concepts to newly formed Coonamble Challenge & Camp draft Committee.

Theme: Our Infrastructure

I1. Strong community connections: Our community connections support and facilitate our access to each other and our local services

I1.1 Maintain local road maintenance and construction

CSP Action	DP Action	Status	Comment
I1.1.1. Continue to implement rolling plant replacement program	Replace plant in accordance with Rolling Replacement Program.	Completed	Program completed to schedule.
I1.1.2. Depot maintained and upgraded	Maintain Depot to meet legislative requirements.	Completed	All legislative requirements met.
I1.1.3. Plant operated efficiently and economically	Monitor Plant usage and costs.	Completed	Plant utilised efficiently and effectively.
I1.1.4. RMS RMCC Contract continued on Castlereagh Highway (HW 18)	RMCC Maintenance Contract completed as directed by the RMS.	Completed	Completed to schedule.
I1.1.5. Routine maintenance, heavy patching and reseals continued under Regional Roads Block Grant contract	Regular inspection and programming of heavy patching and resealing.	Completed	Inspection and programming carried out to schedule.
I1.1.6. Reconstruction of sealed regional roads under Regional Roads Repair Program continued	Submit applications for REPAIR funding and complete successful grant projects.	Completed	Grant funded projects completed in accordance with requirements.
I1.1.7. Continue local roads reconstruction under Roads to Recovery Program	Complete rehabilitation and widening of SR86 (Carinda Road).	Completed	Completed in line with project plan.
I1.1.8. Continue local sealed roads routine maintenance, heavy patching & resealing	Regular inspection and allocation of resources in accordance with budget and schedule.	Completed	Completed to schedule.
I1.1.9. Continue local unsealed roads routine maintenance, grading, reforming, re-laying, causeway re-sheeting	Complete maintenance and improvement works as detailed in Roads Management Plan.	Completed	Completed to Management Plan schedule.
I1.1.10. Implement asset management inspection regime and maintenance defect register	Monitor implementation of asset management inspection regime and maintenance defect register	Completed	Asset management inspection regime maintained.

CSP Action	DP Action	Status	Comment
I1.1.11. Implement 3 yearly pavement investigation based on technically sound practices	Review test results for deflections and roughness.	Completed	Scheduled tests conducted.

I1.2 Minimise the effects of flooding on our infrastructure

CSP Action	DP Action	Status	Comment
I1.2.1. Continue to invest in Levee management	Maintain Levee and provide Council share of grants.	Completed	Annual levee maintenance completed.
I1.2.2. Provide flood levee for East Coonamble	Invite tenders for construction of Stage I of Levee reconstruction.	Completed	Tenders sought and awarded in line with Procurement Policy.
I1.2.3. Investigate flood levels West Coonamble	Complete Flood Study	Completed	Flood Study complete and submitted to Council.

I1.3 Public transport that facilitates access to services and communities for remote residents

CSP Action	DP Action	Status	Comment
I1.3.1. Support projects that aim to reduce transport disadvantage.	Seek Transport NSW assistance for youth engagement transport.	Completed	Funding from Transport NSW allowed disengaged young people to participate in activities and events during school holiday periods.
I1.3.2. Maintain Certification of Aerodrome to CASA Regulations	Maintain Airport and surrounds to acceptable standard.	Completed	Certification maintained.
I1.3.3. Rail upgrade – work with local industry to maintain pressure to ensure upgrade is completed as planned.	Completed	Completed	Completed.
I1.3.4. Rail loading – assist interested parties to build a loading site to further develop local industry.	Refer potential operators to appropriate assistance.	Completed	Rail loading nominated in RDA Orana Regional Infrastructure Mapping Project.
I1.3.5. Inland rail – pursue Coonamble sub-corridor in government planning and investment.	Lobby/ advocate when opportunities arise.	Completed	No meetings called. Inland Rail western corridor nominated in RDA Orana Regional Infrastructure Mapping Project.

I2. Cultural expression and enjoyment: Our community benefits from access to appropriate facilities

I2.1 Increase the exhibition and production of more cultural events in the Shire

CSP Action	DP Action	Status	Comment
I2.1.1. Ensure Showground & Pavilion are well managed.	Coordinate effective usage through streamlined booking processes. Fees and charges reviewed to promote usage. Complete Showground Management Plan.	Completed	Implementation of on line booking register, review of fees and charges.
I2.1.2. Encourage development of multi purpose community facilities to meet the needs of local communities and provide a focal point for community activity. Priority project: Rodeo Arena development project	Source funding for construction of indoor arena	Not Progressing	Project no longer a Council priority.
I2.1.3. Support development of diverse cultural and recreational opportunities for children and young people eg: Skate Park at Gulargambone.	Support development of Gulargambone skate/BMX facility within identified resources. Pursue grant funding for Quambone Recreation Space.	Completed	Quambone recreation space completed with the construction of a children's play area.
I2.1.4. Develop a Coonamble Shire Public Art Policy and Procedure.	Work with stakeholders to develop a Public Art Policy & procedure.	Completed	Community engaged in the development of a Public Art Policy, adopted in June 2015.
I2.1.5. Continue to support regional arts development.	Provision of agreed subsidy to Outback Arts. Facilitation of Waste to Art project.	Completed	2015 Agreed subsidies provided. Facilitated Waste to Art Competition 2014.
I2.1.6. Maintain/Improve parks to acceptable standards.	Contingent on grant funding, construct toilet blocks at Lions Park and Broom Park Coonamble.	Completed	No eligible grant opportunities were identified by Council
I2.1.7. Upgrade Showground to ensure reasonable standard of facility is provided	Review Showground User Plan. Identify sources of funding for upgrades	Progressing	Review progressing in conjunction with Showground user group representatives.
I2.1.8. Ensure pools are well maintained	Automated dosing system installed Gulargambone Pool. Coonamble Pool kiosk upgrade	Completed	Works completed

I2.2 Maintain and improve the role of our community libraries

CSP Action	DP Action	Status	Comment
I2.2.1. Expand the role of Council libraries to support early language/literacy skills and life skills programs	Facilitate Story Time in Language project, Story Walk project and Home Work Help	Completed	Story Time in Language and Story Walk projects completed. Home Work Help continued to operate during school term.
I2.2.2. Provide high quality library services that are responsive to community need	Develop and facilitate patron survey.	Completed	Patron survey carried out. Resources acquired/ upgraded and space re-configured as a result of patron comment.
I2.2.3. Continue to develop the libraries as multi-purpose community spaces	Encourage diverse community groups to utilise library space. Facilitate after school activities in response to community need	Completed	Increase in library usage with community members gathering for social purposes. Daily after school activities conducted. External community groups utilising space for meetings, facilitation of school holiday activities and movie nights.

I2.3 Share access to local facilities to fully realise the potential of local infrastructure

CSP Action	DP Action	Status	Comment
I2.3.1. Continue to upgrade and maintain infrastructure that supports cultural recreational and leisure activities	Review Asset Management Plan – Building Maintenance. Carry out works in accordance with AMP.	Completed	Asset Management Plan has been reviewed as part of the preparation of the 2015/16 estimates. Structural Engineer was engaged to provide further information as to the repairs recommended for several of Council's key buildings.
I2.3.2. Investigate and maximise opportunities for Council buildings to be used for multipurpose community activity	Review usage of infrastructure. Identify opportunities to maximise usage	Completed	Library building utilised for multipurpose community activity including art, language and craft workshops and movie nights. Maximised Senior Citizen's building with co-location of Vacation Care service.
I2.3.3. Manage Council's Local Heritage Fund. Oversee provision of Heritage Advisory Services provided to owners of properties across the Shire.	Administer program according to guidelines and local needs.	Completed	Program not operational. Review due in June 2016.
I2.3.4. Continue to provide museum advisory support	Source expertise as required.	Completed	Museum advisory support sourced to facilitate the Neville Owen project. Developed relationship with Museums & Galleries NSW for project advice and promotion.

13. Good health: Our community has safe and reliable access to our primary utilities

13.1 Deliver safe drinking water and sewerage services

CSP Action	DP Action	Status	Comment
I3.1.1. Implement a mains replacement program based on Water Management Plan	Continue to progress mains replacement program	Completed	Program completed to schedule.
I3.1.2. Install a new water treatment plant	Finalise handover of water treatment plant	Completed	Hand over complete with Water treatment plant fully operational.
I3.1.3. Investigate viability of iron removal from Gulargambone water supply	Report on viability of iron removal from Gulargambone water supply.	Progressing	Investigations will continue during 2015/16.
I3.1.4. Ensure water assets are well maintained	Maintenance of mains, services and essential infrastructure undertaken.	Completed	Maintenance program completed to schedule.
I3.1.5. Implement a mains relining program based on Sewerage Management Plan	Mains relining commenced	Completed	Relining program commenced with activity to continue during 2015/16.
I3.1.6. Maintain sewer assets	Monitor and repair pumps and equipment.	Completed	Repairs and maintenance completed as required.
I3.1.7. Treatment Plants maintained to Legislative requirements	Regular monitoring of effluent quality.	Completed	Monitoring and compliance with legislative requirements.
I3.1.8. Completion of Stormwater Management Plan	Develop draft Stormwater Management Plan.	Progressing	Development of Management Plan in progress, due for completion 2015/16.

13.2 Improve community access to services

CSP Action	DP Action	Status	Comment
I3.2.1. Liaise with RFS to provide operational and strategic fire protection in Coonamble	Attend Bush Fire Management Committee meetings, provide input. Provide administration function for RFS cluster Councils.	Completed	Council continued to provide ongoing support for the Rural Fire Service Zone with all Bush Fire Management Committee meeting attended by a Council representative
I3.2.2. Continue sponsorship of SES to respond to disasters	Provide backup staff and equipment as required.	Completed	Participated in airport safety exercise.
I3.2.3. Manage town common	Yards replaced. Management Plan and Operational Guidelines developed	Completed	Works completed. Management Plan developed.

13.3 Minimise our hard waste production and promote recycling

CSP Action	DP Action	Status	Comment
13.3.1. Develop a separate Waste Management Plan	Develop and implement Waste Management strategy	Progressing	Strategy commenced with final development scheduled for 2015/16.

13.4 Maintain all recreational facilities to ensure safety and promote use

CSP Action	DP Action	Status	Comment
13.4.1 Maintain/Improve Parks to acceptable standards	Continue works in accordance with Asset Management Plan.	Completed	Works completed in accordance with budget allocations. Smith Park bollards and chains were replaced with new bin surrounds installed. A new playground structure was installed at Quambone during the final quarter of the year.
13.4.2. Complete buildings maintenance & Improvement program	Schedule works for duration of Long Term Financial Plan.	Completed	Long Term Financial Plan has been reviewed as part of the 2015/16 estimates preparation and Council's Fit for the Future submission, works have been scheduled for the duration of the plan.

14. Appropriate investment: Our community is looking to the future to improve and protect our access to resources

14.1 Attract investment in alternative energy production

CSP Action	DP Action	Status	Comment
14.1.1. Seek private and government investment in green power generation within the Shire	Investigate and produce internal report on green power options, including Bio Gas.	Completed	Assisted Neighbourhood Centre and Environment Group to apply for Community Renewables funding and Household Energy Efficiency project. Co-ordinated Energy Efficiency Workshop for business - 15 attended. Promoted Emissions Reduction Fund info sessions in Coonamble with RDA Orana.

14.2 Ensure long term management and protection of our community assets

CSP Action	DP Action	Status	Comment
14.2.1. Prepare Asset Management Plans for major asset classes	Major asset classes – Roads and Infrastructure AMPs prepared.	Completed	Asset Management Plans for major asset classes developed.

CSP Action	DP Action	Status	Comment
I4.2.2. Refine existing Asset Management Plans	Existing AMPs refined for roads, drainage, footpaths, water and sewerage.	Completed	Review and refinement of existing Asset Management Plans completed.
I4.2.3. Review Asset Management Plans for the major asset groups including risk management plans	Annual review of all Asset Management Plans.	Completed	Annual review completed.
I4.2.4. Identify infrastructure expenditure by both:• Expenditure Category - asset group; for example, road pavement • Expenditure Type - operating, maintenance, capital renewal, upgrade	Collect and review data.	Progressing	Expenditure identified in quarterly reviews. June and annual review progressing.
I4.2.5. Consider ongoing ownership costs of new capital works proposals in budget deliberations by identifying the renewal and capital upgrade/expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements	Undertake capital review of new and renewal projects.	Progressing	Quarterly budget review considers capital cost. Annual Review in progress.
I4.2.6. Periodically collect data for all major infrastructure classes	Utilise REFLECT and other data to collect information.	Progressing	Data collected quarterly as part of budget review process. June Review being completed along with End of Year.
I4.2.7. Integrate Council's corporate asset register meeting both technical and financial reporting requirements	Identify Asset Management options and assess suitability for technical and financial operations	Progressing	Assessment of suitable Asset Management systems in progress.
I4.2.8 Continue to improve the information on the relationship between the service level and cost so that future community consultation will be well informed of the options and costs	Collate and consolidate data for use during community consultation.	Completed	Data collected and utilised as required. Review on service levels for Council's transport infrastructure network completed.
I4.2.9. Prepare long term cash flow predictions for asset maintenance, rehabilitation and replacement.	Review and refine Long Term Financial Plan (LTFP).	Completed	Information collected for budgeting purposes. Reviewed as part of estimates preparation process.
I4.2.10. Revalue assets at intervals in accordance with Australian Accounting Standards	Revaluations undertaken in consultation with external auditor.	Completed	Revaluations completed for Council's transport infrastructure network.

CSP Action	DP Action	Status	Comment
I4.2.11. Review Council's Asset Management Policy	Review in accordance with Policy Review Schedule.	Complete	Updated in conjunction with 2015/16 estimates and Councils Fit for the Future Submission.
I4.2.12. Develop a funding model which addresses the need for sustainable renewal of infrastructure and which identifies all asset life cycle costs	Duplication - see I4.2.5.	Completed	Completed with continual monitoring/updating.
I4.2.13. Improve staff capacity in the usage of asset management systems	Key staff undertake Asset Management training.	Completed	Training identified and undertaken as required. Courses undertaken in inspection and maintenance of Council infrastructure.

Theme: Our Economy

EC1. Support: We support our local economy without compromising on quality

EC1.1 Re-establish and maintain a robust, well patronised Coonamble main street

CSP Action	DP Action	Status	Comment
EC1.1.1. Continue to plan and implement Coonamble main street beautification and revitalisation projects	Remodel/upgrade of two garden beds in Coonamble main street.	Progressing	Design completed and construction commenced. Due for completion 2015/16.
EC1.1.2. Maintain main street and business area public spaces to a high standard	Address feral pest issues.	Completed	Continued pest control program and community information campaign.
EC1.1.3. Identify opportunities for new tourism product	Develop new tourism product strategy.	Completed	Regional Destination Management Plan progressing.
EC1.1.4. Provide training and support to tourism related businesses in the Shire	Provide web maintenance training to local businesses/committees. Assist with Tourism Award applications and grants, if requested.	Completed	New Coonamble Rodeo and Camp Draft Website developed. Web administration provided to Rodeo Committee.
EC1.1.5. Develop existing visitor markets	Participate in appropriate development of existing visitor market initiatives in line with the Regional Destination Plan.	Completed	Participated in the "Great Western Plains" marketing initiative, brochure and Web presence. Participated in regional accommodation white paper.
EC1.1.6. Develop new visitor markets in line with Inland RTO	Participate in appropriate visitor market initiatives outlined in the Regional Destination Plan.	Completed	Development of dedicated information page on new website for local residents hosting visiting friends and relatives.
EC1.1.7. Participate in Inland Tourism and Great Inland Way initiatives	Maintain membership of the Great Inland Way and Inland Tourism NSW.	Completed	Membership maintained.
EC1.1.8. Tourism Information on Coonamble Shire be displayed at regional and interstate visitor centres	Distribute Coonamble Shire brochures throughout region. VIC.displays/attendance at selected consumer shows.	Completed	New 2014/15 visitor brochures designed, printed and distributed.

EC1.2 Reinvigorate the main street precinct in Gulargambone

CSP Action	DP Action	Status	Comment
EC1.2.1. Lobby for funding for main street beautification	Apply for funding when opportunities arise.	Completed	Council continued to monitor grant funding opportunities.
EC1.2.2. Maintain main street and business area public spaces to a high standard	Liaise with local businesses regarding street appearance.	Completed	Service levels maintained for the cleaning of the streets. The budget for the remodel/upgrade of a further two Garden beds is included in the 2015/16 Operational plan.
EC1.2.3. Identify opportunities for new tourism product	Produce strategy for development of identified new tourism products.	Progressing	Draft action plan, based on the Regional destination Management Plan, progressing.
EC1.2.4. Provide training and support to tourism related businesses in the Shire	Provide web maintenance training to local businesses/committees. Assist with Tourism Award applications and grants.	Completed	Promoted training courses offered through TAFE Western Connect. Liaison with accommodation providers to determine training requirements.
EC1.2.5. Develop existing visitor markets	Contribute to regional destination planning	Completed	Participated in the "Great Western Plains" marketing initiative, brochure and Web presence. Participated in regional accommodation white paper.
EC1.2.6. Develop new visitor markets in line with Inland RTO	Participate in appropriate visitor market initiatives outlined in the Regional Destination Plan.	Completed	Development of dedicated information page on new website for local residents hosting visiting family and friends.
EC1.2.7. Participate in Inland Tourism and Great Inland Way initiatives	Maintain membership of the Great Inland Way and Inland Tourism NSW.	Completed	Memberships maintained. Created new logo design concepts for newly re-formed State Tourism Drive 3 Committee.
EC1.2.8. Tourism Information on Coonamble Shire be displayed at regional and interstate visitor centres	Shire brochures at regional VICs. Displays/attendance at select consumer shows.	Completed	New 2014/15 visitor brochures designed, printed and distributed.

EC2. Growth & diversity : Our growing regional economy is Diverse

EC2.1 Identify and attract industry programs that will draw new industry to the Shire

CSP Action	DP Action	Status	Comment
EC2.1.1. Promote the Shire as a location for business development and investment	Review Development and Investment Strategy. Develop Country Week promotional package.	Progressing	Brand developed with other Orana LGAs – You'll Love the Life We Live. Regional Relocation website under construction. Provided Country Week information to attendees.
EC2.1.2. Support business initiatives that develop economic growth	Provide information and referral service to established businesses.	Completed	Referral and advice provided to nine established businesses re expansion or diversification.
EC2.1.3. Market Industrial subdivision lots	Market lots through Real Estate Agents	Completed	Ongoing.
EC2.1.4. Encourage skills attraction and development activities. Support Coonamble Employment Circle to improve local skills base	Participate in Coonamble Employment Circle and support appropriate initiatives that contribute to skill development.	Completed	Three successful Driver Licensing Programs supported including direct delivery of Drive Your Life program.
EC2.1.5. Pursue improvements to physical infrastructure that supports business and enterprise development	Pursue external funding opportunities that contribute to infrastructure improvements.	Completed	Submission underway to federal Drought Communities Program. Provided assistance to Racecourse Reserve Trust and Aero Club (application successful for Aircraft Engineering Facility under Community Partnerships Program).
EC2.1.6. Support and assist proponents of new agricultural, horticultural and aquaculture enterprises.	Provide interested parties with referrals and linkages to various sources of assistance.	Completed	Supported proponents of two new agriculture-related businesses.
EC2.1.7. Support projects that enhance and promote local natural resources to encourage business and tourism.	Prepare investment prospectus for development of Artesian Baths project.	Progressing	Delays in purchasing land meant Investor Information, construction costs and trading forecasts required review. Underway and due for completion in August 2015.
EC2.1.8. Develop Business Plan and Development Application in support of the establishment of an Artesian Baths facility in Coonamble.	Business Plan completed	Completed	Completed.

EC2.2 Promote rural entrepreneurial ventures

CSP Action	DP Action	Status	Comment
EC2.2.1. Ensure Quarry operation is financially viable.	Maintain plant and equipment in good condition. Review plant and operations.	Completed	Quarry operations conducted efficiently and effectively.
EC2.2.2. Maintain Quarry quality certification	Test all products as per QA documentation.	Completed	Certification maintained.
EC2.2.3. Ensure Quarry is maintained to Department of Mines' standard.	Ensure that all plant and equipment pass Inspectors' Audits.	Completed	Audit compliance maintained.
EC2.2.4. Ensure proper pricing of product.	Monitor Quarry production costs and income.	Completed	Appropriate pricing adopted.
EC2.2.5. Provide information and referrals to business start-ups and expansions.	Provide appropriate referrals to BEC, NSW I & I, AusInd	Completed	Responded to fifteen start-ups inquiries
EC2.2.6. Promote and process applications to the Business Assistance Fund.	Facilitate Business Assistance Program in line with Council policy/ funding	Completed	This program is obsolete. Referrals are now made to Council's Development Fund.
EC2.2.7. Prepare a business prospectus for potential investors.	Review Business Prospectus	Completed	Interim arrangement for Community & Economic Profile through REMPLAN. Includes economic data and trends and is available on Council's website.
EC2.2.8. Maintain Sale Yard QA Certification.	Operate Saleyard in accordance with Quality Assurance Manual.	Completed	Saleyard QA Certification maintained.
EC2.2.9. Ensure saleyard operation is sustainable.	Develop Asset Management Plan for saleyard infrastructure. Prepare long term financial plan for sustainable operation	Completed	Infrastructure Asset Management Plan completed.
EC2.2.10. Coonamble Saleyards – support physical improvements and better marketing	Business & Marketing Plan implemented through Saleyards Sub-committee in partnership with Coonamble Associated Agents.	Progressing	Stakeholder group meetings conducted. Due to finalise in 2015/116.

EC3. Local education: Our educational opportunities include support for our local economy

EC3.1 Leading organisations provide cadetships and graduate employment opportunities

CSP Action	DP Action	Status	Comment
EC3.1.1. Continue to provide the School to Work program, offering options for work experience and Traineeship/ Apprenticeship employment with Council.	Provide opportunities for School to Work placements throughout the organisation	Completed	School to work school based traineeships opportunities available and recruitment activities undertaken. Work experience opportunities were offered to high school students. These opportunities were not taken advantage of by students this year. One school based traineeship has been sustained and is due for successful completion in Dec 2015.

EC3.2 Provide broad opportunities for social education and personal wellbeing

CSP Action	DP Action	Status	Comment
EC3.3.1. Support social enterprise opportunities that allow young people to transition from school/TAFE to employment.	Provide advice and referral through Community and Economic Development staff	Completed	Advice provided through Employment Circle and Interagency forums. School to Work transition program in place through school based traineeship opportunities.

EC3.4 Provide education that addresses the needs of the local population

CSP Action	DP Action	Status	Comment
EC3.4.1. Facilitate partnerships and linkages with government, business and community to develop and improve the education and skill base of young people.	Participate in Coonamble Connected Communities (School) initiatives.	Completed	Ongoing relationship with Connected Communities project workers resulted in collaboration on community events, local school to work projects and provision of school holiday activities.
EC3.4.2. Assist with Education Fund Scholarship.	Provide agreed funding to Coonamble and District Education Foundation.	Completed	Agreed funding provided to Coonamble & District Education Foundation November 2014.
EC3.4.3. Support appropriate alternative education programs.	Participate in appropriate Connected Communities strategies.	Completed	Coonamble Library is utilised as a venue for alternative education programs such as tutoring, homework help and home school support.

CSP Action	DP Action	Status	Comment
EC3.4.4. Promote Shire libraries as venues for innovative educational support.	Encourage Schools and alternative education providers to creatively use Library space.	Completed	An increase in school and pre-school visits to the library has occurred as a result of outreach activities and program promotion.
EC3.4.5. Encourage and support initiatives to build the local skill base and increase employment participation.	Support Employment Expo, within resources	Completed	Site of 2015 expo is Coonamble High School. Expo date postponed by Minister for Education to Sept 2015.

EC 4. Local employment: Our community members are gainfully employed in appropriate and satisfying jobs

EC 4.1 Provide appropriate and accessible education for our community

CSP Action	DP Action	Status	Comment
EC4.1.1. Facilitate partnerships that support and develop life long learning opportunities	Provide expanded library programs involving learning opportunities for pre-school children and Seniors. Pursue opportunities for staff learning exchanges with Sister City, Campbelltown City Council, and other networks.	Completed	Library programs included pre-school reading visits, expansion and development of pre-school resources. Tech Savvy Seniors Program facilitated.

EC 4.2 Identify local employment opportunities and promote these across the community

CSP Action	DP Action	Status	Comment
EC4.2.1. Continue to facilitate School to Work program.	Identified traineeship /apprenticeship opportunities filled as resources are available. Complete School to Work Program (Work Crew) construction project.	Completed	One project commenced with participation by four students. Second project identified and in development with Coonamble High School. Recruitment activities for school based traineeships undertaken with one school based traineeship sustained in 2014/15.
EC4.2.2. Continue to recruit using EEO best practice principles.	EEO training to be undertaken by key staff involved in recruitment.	Completed	EEO training undertaken by key staff and wider workforce to increase awareness and knowledge of Council's EEO obligations.
EC4.2.3. Promote job opportunities on line and through local agencies.	Advertise employment opportunities locally and on website. Update employment information package.	Completed	All advertisements advertised locally, through local JSAs and on Council website. Employment information package updated on Website and available from front office staff.

Theme: Our Environment

EN1. Local produce: Our community benefits from an environment that ably supports local fresh food needs of our community

EN1.1 Promote local food production through appropriate policies

CSP Action	DP Action	Status	Comment
EN1.1. Provide quality planning and customer services to potential developers / residents.	Utilise results of community survey to review quality of customer service provided to potential developers/ residents	Completed	Insufficient number of community survey returns.

EN 1.2 Support local food production and consumption

CSP Action	DP Action	Status	Comment
EN1.2 Promote and support opportunities for value-adding of local produce.	Provide business information and referral service. Promote local initiatives on Council Website.	Completed	Information updated. Businesses referred as appropriate.

EN2. Environmentally sustainable investment : Our community enjoys an environment that is not compromised by new industries and investments

EN2.1 Plan land use strategically and sensitively

CSP Action	DP Action	Status	Comment
EN2.1.1. Develop a strategy to attract new investment/industry, review annually.	Review Zoning to identify barriers to investment opportunities.	Progressing	Unaware of status of LEP review.
EN2.1.2. Develop Land Use Strategy.	Seek approval by Department of Planning	Completed	Approval granted.
EN2.1.3. Continue to review Local Environmental Plan.	DCP reviewed in accordance with Legislation.	Progressing	DCP in final stages of completion.
EN2.1.4. Ensure compliance with NSW Building Certification.	Assess applications in accordance with Legislation.	Completed	Compliant with Legislation.
EN2.1.5. Provide quality over the counter, telephone and email advice to customers.	Respond to enquiries, provide pro-active information on Website.	Completed	Website information updated as required.

CSP Action	DP Action	Status	Comment
EN2.1.6. Approvals completed within time frame required.	Monitor approval timeframe.	Completed	Approvals completed within required timeframe.

EN2.2 Promote ecologically and environmentally sustainable development

CSP Action	DP Action	Status	Comment
EN2.2.1. Enforcement of environmental regulations.	Improve staff capacity and environmental knowledge.	Completed	Local Land Services support staff capacity building.

EN3. Good environmental management: Our community values knowledge sharing and promotion of best practice environmental management

EN3.1 Share knowledge and facilitate knowledge sharing amongst those working on the land

CSP Action	DP Action	Status	Comment
EN3.1.1. Ensure appropriate opportunities for those working on the land to participate in Council consultation regarding decisions that affect them.	Ensure methods for reaching people working on the land are incorporated into consultation strategies.	Completed	Community consultation procedure includes consideration of people working on the land.

EN 3.2 Ensure the health of our river system

CSP Action	DP Action	Status	Comment
EN3.2.1. Enforcement of environmental regulations.	Regular inspection of creeks and river.	Completed	Inspection regime maintained.

Theme: Our Leadership

L1. A community that is supported by active, respected leaders

L1.1 Encourage broader involvement in community activities

CSP Action	DP Action	Status	Comment
L1.1.1. Continue to support Coonamble Shire Youth Council as a link between young people and their Council.	Facilitate Youth Council meetings (2 per term)	Completed	Youth Council meetings occurred to schedule.
L1.1.2. Promote genuine opportunities for people to participate in decisions that affect them.	Utilise broad methods of community consultation, including "in place" strategies.	Completed	Consultation included in-place methods of engagement (ie: Ageing Population Strategy, Disability Action Plan).
L1.1.3. Co-ordinate local involvement in regional business awards.	Coordinate Regional Business Awards 2014.	Completed	Completed December 2014.
L1.1.4. Encourage children and young people to be involved in the planning and design of community spaces	Utilise child and youth friendly consultation methods to ensure genuine opportunities for engagement.	Completed	Library space consultation included child and youth friendly methods of engagement.

L1.2 Promote opportunities for leaders to learn the features of good leadership

CSP Action	DP Action	Status	Comment
L1.2.1. Utilise Local Government Week to raise awareness of the role and function of Council.	Conduct community awareness campaign during Local Govt Week August 2014	Completed	Local Government week involved media promotion, provision of community workshops and Council open day tours.
L1.2.2. Encourage staff to develop leadership skills	Develop coaching and mentoring program for junior staff. Develop Leadership and Professional Practice training program for senior staff.	Progressing	Professional development and leadership training program completed for senior staff and is to formally included in Council's Training and Professional Development Policy. Junior staff to be identified for coaching and mentoring.

L1.3 Support leadership succession planning

CSP Action	DP Action	Status	Comment
L1.3.1. Continue to work in partnership with key services in the Shire, assisting with governance and leadership development.	Provide advice and support with governance and leadership development to key services in the Shire, where requested.	Completed	Grants assistance provided, tourism assistance provided eg: Rodeo Regional Flagship funding administration. Community development assistance provided to local organisations.
L1.3.2. Take measures to publicize the positive contribution young people make to the Shire.	Produce positive media/ promotion of youth activities, events and achievements, prior/ during or after the event.	Completed	Positive media regularly produced after Youth Council activities, library activities, holiday programs and Children's Week event.

L1.4 Encourage and promote a high level of leadership in the community

CSP Action	DP Action	Status	Comment
L1.4.1. Lobby against forced Local Government amalgamations.	Lobby as opportunities arise	Completed	Contribution to Fit for the Future discussion and completion of submission.
L1.4.2. Develop a Business Continuity Plan.	Monitor Business Continuity Plan	Completed	Annual review of Business Continuity Plan completed.
L1.4.3. Provide high quality customer service to the community.	Develop quality improvement plan in response to Shire wide survey.	Progressing	Insufficient return of survey numbers to allow for proper formation of quality improvement plan. Survey to be redistributed in the new Financial year.
L1.4.4. Develop I.T. Resources Plan	Monitor IT Resources Plan	Completed	Review of current services have identified key factors to improve current user experience. Major upgrades will be undertaken in 2015/16.
L1.4.5. Governance is open and transparent.	Conduct all business in compliance with Local Government Act & Regulations.	Completed	Act and Regulations compiled with. No issues of non compliance identified.
L1.4.6. Review Council policies.	Monitor Policy Review Schedule.	Completed	Policy Review Schedule annual review complete.
L1.4.7. Maintain consultation process with workforce.	Facilitate Consultative Committee and WH&S Committee meetings. Develop staff communication strategy.	Completed	Consultative Committee and WH&S Committee meetings held with high rates of employee participation. Revision of staff communication strategy undertaken. Staff communication survey developed and distributed.

CSP Action	DP Action	Status	Comment
L1.4.8. Ensure compliance with legislation for WH&S.	Conduct all business in compliance with WHS Act 2011 & Regulations. Adhere to WHS Management Plan.	Completed	Continued monitoring of current work practices to ensure they adhere to legislative requirements and re responsive to changes in Regulations. WHS Management Plan progressing and under second review.
L1.4.9. Review recruitment & retention strategies.	Monitor recruitment and retention strategies	Completed	Strategies reviewed and updated when positions became available.
L1.4.10. Ensure compliance with legislation for Equal Employment Opportunity.	Monitor compliance	Completed	No issues of non-compliance identified.
L1.4.11. Maintain long term financial viability.	Develop annual sustainable budget. Incorporate into Long Term Financial Plan	Completed	Budget prepared and delivered.
L1.4.12. Continue to progress workforce planning.	Monitor Workforce Plan	Completed	Reviewed. No changes required.
L1.4.13. Progressively address training needs and upgrade Training Plans	Continue to develop staff training plans	Progressing	Ongoing. Training plans distributed through PMS process and database developed to capture information.
L1.4.14. Formalise exit interviews process.	Carry out exit interviews	Completed	All exiting employees provided exit interview opportunity.
L1.4.15. Conduct 2 yearly, Shire wide community survey.	Develop quality improvement plan in response to 2013/14 community survey	Not Progressing	Insufficient return of survey numbers for Quality Improvement Plan development.

L2. A community that supports active, respected leaders

L2.1 Increase Aboriginal representation on Council

CSP Action	DP Action	Status	Comment
L2.1.1. Promote awareness of the role and function of Council to Aboriginal people	Attend and present relevant information to Community Working Party. Utilise relevant functions/activities as opportunity to relate the role and function of council.	Completed	Community Working Parties in both Coonamble and Gulargambone were not conducted on a regular basis however all opportunity was taken to attend and present Council information.

L2.2 Increase representation to community leader roles

CSP Action	DP Action	Status	Comment
L2.2.1. Continue to develop the leadership capacity of staff.	Implement staff coaching, mentoring and leadership training program.	Progressing	Professional development and leadership training program completed for senior staff and is to formally included in Council's Training and Professional Development Policy.

L2.3 Acknowledge the importance of community leader roles

CSP Action	DP Action	Status	Comment
L2.3.1. Continue to facilitate Australia Day celebrations.	Facilitate annual Australia Day event	Completed	Successful event hosted January 2015.
L2.3.2. Council staff acknowledge Aboriginal Country at official Council meetings.	Acknowledgment of Country made by Council staff at official Council meetings.	Completed	Staff acknowledge Country at officially conducted meetings.

Section 4: Statutory Disclosures

The following matters are required to be reported by Council under Section 428(4), Section 406(3) of the Local Government Act 1993 and the Local Government (General) Regulation 2005 and are listed with the corresponding clause number. Figures given are for 2014/2015.

LOCAL GOVERNMENT ACT 1993

Section 428(4) (a) Council's Audited Financial Reports – See **SECTION 5**

Section 428 A Report on the State of the Environment

This report is available on Council's website: www.coonambleshire.nsw.gov.au

LOCAL GOVERNMENT (GENERAL) REGULATION 2005

Clause 132 Rates and charges written off

Rates and charges totalling \$139,789 were written off during the 2014/2015 financial year.

Pensioner Rebates	\$119,076.75
Write off Interest under Hardship Policy	\$0.00

Council received a Government subsidy of 55% of Pensioner Write-offs during the year. The 2014/2015 subsidy amounted to \$ 65,492.22.

Clause 217(1) (a) Overseas Visits

No overseas trips were undertaken by Council representatives during the 2014/2015 year.

Clause 217(1) (a1) Councillor Expenses

Fees for Councillors of the Coonamble Shire have been determined by Council within the limits approved by the Local Government Remuneration Tribunal as:

Councillor	\$ 9,205 per annum
Mayor	\$15,650 per annum (additional)

The total expenditure during the year was:

Councillors' Fees	\$ 64,434.00
Mayoral Fees	\$ 15,650.00
Delegates' Expenses	\$ 10,896.60
Travel/Sustenance	\$ 6,362.03
Insurance – Members Accident	\$ 1,889.00
Training	<u>\$ 10,047.38</u>
Total	<u>\$109,279.01</u>

A review of Council's payment of expenses and the provision of facilities to the Mayor and Councillors Policy was adopted on 11 June 2014. A copy of this Policy is provided at **APPENDIX A**

Clause 217 (1) (a1)

- (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:
 - Local Government NSW Annual Conference
 - Orana Regional Organisation of Councils (OROC)
- (iv) Training undertaken by Councillors during 2014/2015:
 - Effective Chair in Local Government
- (v) No interstate visit was undertaken by Councillors during the 2014/2015 year.
- (vi) No overseas trips were undertaken by Council representatives during the 2014/2015 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 for the provision of care for a child or, or an immediate family member of, a councillor to allow the councillor to perform their civic function.

Clause 217 (1) (a2) Contracts Awarded by Council

Council awarded the following contracts in excess of \$150,000 during the 2014/2015 financial year:

<i>Awarded to</i>	<i>Goods/Services Provided</i>	<i>Actual Excl GST 2014/2015</i>
<i>Batterline Earthmoving Pty Ltd</i>	<i>Levee Upgrade Stage 1 + additional works</i>	<i>\$2,542,743</i>
<i>Wayne Mulholland Building Services</i>	<i>Caravan Park Amenities Block</i>	<i>\$389,589</i>
<i>Westrac</i>	<i>Supply, delivery & trade of 3 trucks & 3 dog trailers</i>	<i>\$608,850</i>

Clause 217 (1) (a3) Summary of Legal Proceedings

Council costs in regard to legal proceedings for 2014/2015 amounted to \$18,329.71.

Clause 217 (1) (a4) Subsidised Private Works

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

Clause 217 (1) (a5) Donations and Contributions under Section 356

A total of \$57,693.51 was donated or contributed by Council during the year.

Clause 217 (1) (a6) 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) **Quambone Resources Committee** promotes usage and manages facilities of Quambone community facilities, including Quambone Hall, Swimming Pool and Racecourse/Showground.
- (iv) **Coonamble Senior Citizens Association** promotes usages and manages the Senior Citizens Hall.
- (v) **Gulargambone Memorial Hall Committee** promotes usage and ensures care, control and management of the Gulargambone Memorial Hall.
- (vi) **Coonamble Heritage & Museum under the Bridge Committee** preserves the cultural identify of the Shire, promotes active retention of the Coonamble CBD precinct and usage and exposure of the Coonamble Museum.
- (vii) **Mayor's Appeal Conn Family Committee** administers funds held on behalf of the Mayor's Appeal in 2005 to ensure all necessary support is made available to the Conn children.
- (viii) **Combara Hall Committee** promotes usage of the Combara hall and manages the facility.
- (ix) **Coonamble Shire Youth Council** provides direction on youth affairs and co-ordinates/promotes events.

Clause 217 (1) (a7) Companies in which Council held a Controlling Interest

Council held no controlling interest in any Company.

Clause 217 (1) (a8) Partnerships, Cooperatives, Joint Ventures to which Council was a party

1. Coonamble Shire Council is a member of the *North West 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.
2. Council is a member of the *Orana Regional Organisation of Councils (OROC)*.
3. The Audit & Risk Management Committee is a joint venture between the six OROC Councils. The independent advisory committee provides resource sharing to assist Council to fulfil its governance and oversight responsibilities.

Clause 217 (1) (a9) Equal Employment Opportunity (EEO)

The purpose of Council's policy is to eliminate discrimination in employment and to promote opportunities for identified under-represented groups. Council's EEO Management Plan comprises four key strategies for an effective approach to EEO. Activities undertaken during 2014/2015 are as follows:

1. Policies and procedures – *All policies and procedures conform with EEO principles:*
 - Review of Council's policies and procedures
 - Review of position descriptions, recruitment advertising, performance appraisals and training procedure
 - Provision of equal access to opportunities for training and development.
2. Communication and awareness – All staff understand EEO principles and their responsibilities and rights in relation to EEO:
 - Updated information posted on staff notice boards
 - All aspects of EEO are covered in Coonamble Shire's new staff induction program
 - Responsibilities are conveyed to new Managers/Supervisors.
3. Training and development – *All staff have equal access to training and development opportunities relevant to their needs:*
 - Training and development policy and procedures completed
 - Staff responsible for approving training are made aware of EEO principles.
4. Implementation, evaluation and review – *EEO Management Plan is successfully implemented, effectively evaluated and periodically reviewed:*
 - Staff with specific responsibilities in relation to the implementation of the EEO Management Plan are identified and their responsibilities communicated to them
 - Implementation of EEO Management Plan monitored bi-annually. The revised EEO Policy & Management Plan was adopted on 13 March 2013.

Clause 217 (1) (b) General Manager remuneration

Total remuneration of the general manager during the 2014/2015 year: \$232,800.

Clause 217 (1) (c) Senior Staff – remuneration

Council's only designated "Senior Staff" position is that of the General Manager [as reported in 217 (1) (b)]

Clause 217 (1) (e) Stormwater Management Services

Council did not levy any charge for stormwater management services during 2014/2015.

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

- (i) Council has lodged pound data with the Office of Local Government as required at the end of the financial year.
- (ii) Council has lodged data with the Office of Local Government relating to nine (9) dog attacks during the year. Approximately 114 infringement notices were issued for animals in 2014/2015.
- (iii) Over the 2014/2015 year Council incurred \$126,078 carrying out companion animal management activities.
- (iv) A total of 341 animals were impounded during 2014/2015. Council endeavours to re-house animals where possible, as an alternative to euthanasia. The incidence of re-housing 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 identified 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 \$39,673 in registration/sundry fees for companion animals during the year. Council's net cost relating to the management of companion animals for the same period was \$86,405.

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

Annual reporting requirements under Section 125 of the *Government Information (Public Access) Act 2009 (GIPA Act)* requires agencies to prepare and submit an annual report within four 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 2014/2015, no additional information was made available as a result of the 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 2014/2015 was one (1).

- (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):*

Zero (0) application was received by Coonamble Shire Council during 2014/2015 was refused wholly or partly.

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

RICK WARREN

General Manager

STATISTICAL INFORMATION ABOUT ACCESS APPLICATIONS (SCHEDULE 2)

Table A: Number of applications by type of applicant and outcome*								
	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	1	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.

Table B: Number of applications by type of application and outcome*								
	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)	1	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).

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

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act	
	Number of times consideration used *
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0

Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

* 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	
	No of applications
Decided within the statutory timeframe (20 days plus any extensions)	1
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	1

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 the Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

- 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.

Table H: Applications for review under Part 5 of the Act (type by applicant)	
	No of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

Section 93F - Planning Agreements.

Council has not entered into any planning agreements.

Section 5: Financial Reporting

29 October 2015

The Mayor
Coonamble Shire Council
PO Box 249
COONAMBLE NSW 2829

Mayor,

Audit Report - Year Ended 30 June 2015

We are pleased to advise completion of the audit of Council's books and records for the year ended 30 June 2015 and that all information required by us was readily available. We have signed our reports as required under Section 417(1) of the Local Government Act, 1993 and the Local Government Code of Accounting Practice and Financial Reporting to the General and Special Purpose Financial Statements.

Our audit has been conducted in accordance with Australian Auditing Standards so as to express an opinion on both the General and Special Purpose Financial Statements of the Council. We have ensured that the financial statements have been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations and the Local Government Code of Accounting Practice and Financial Reporting.

This report on the conduct of the audit is also issued under Section 417(1) and we now offer the following comments on the financial statements and the audit;

I. RESULTS FOR THE YEAR

I.1 Operating Result

The operating result for the year was a surplus of \$3.663 million as compared with a deficit of \$1.592 million in the previous year.

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The following table sets out the results for the year and the extent (%) that each category of revenue and expenses contributed to the total.

	2015 \$'000	% of Total	2014 \$'000	% of Total	Increase (Decrease) \$'000
Revenues before capital items					
Rates & annual charges	5,616	31%	5,461	33%	155
User charges, fees & other revenues	6,375	35%	5,842	35%	533
Grants & contributions provided for operating purposes	5,682	31%	4,508	27%	1,174
Interest & investment revenue	586	3%	651	4%	(65)
	18,259	100%	16,462	100%	1,797
Expenses					
Employee benefits & costs	6,655	39%	6,756	37%	(101)
Materials, contracts & other expenses	5,712	33%	6,625	36%	(913)
Depreciation, amortisation & impairment	4,893	28%	4,940	27%	(47)
Borrowing costs	14	0%	3	0%	11
	17,274	100%	18,324	100%	(1,050)
Surplus (Deficit) before capital items	985		(1,862)		2,847
Grants & contributions provided for capital purposes	2,678		270		2,408
Net Surplus (Deficit) for the year	3,663		(1,592)		5,255
Performance Measures	2015		2014		
Operating Performance	4.95%		-11.59%		
Own Source Operating Revenue	59.88%		71.37%		

The above table shows an overall increase of \$5.255 million from the previous year and is mainly attributable to the timing of the payment of the Financial Assistance Grant, which ceased being paid in advance during the prior year (\$1.771 million), reduced expenditure on materials and consumables (\$1.358 million) and capital grants for environmental protection (\$2.552 million).

Operating Performance measures the ability to contain operating expenditure within operating revenue excluding capital amounts. For 2015, this indicator was 4.95% and exceeded the benchmark of 0%.

Own Source Operating Revenue measures the degree of reliance on external funding sources such as grants and contributions. For 2015, this indicator was 59.88% and was below the benchmark of 60%.

1.2 Funding Result

As the operating result only accounts for operating income and expenditure, in reviewing the overall financial performance of Council, it is useful to consider the total source of revenues and how they were applied during the year which is illustrated in the table below.

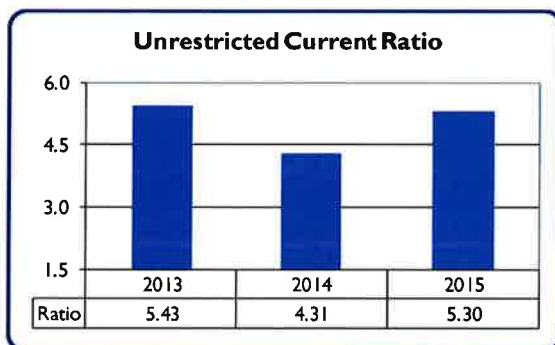
	2015	2014
	\$'000	\$'000
Funds were provided by:-		
Operating Result (as above)	3,663	(1,592)
Add back non funding items:-		
- Depreciation, amortisation & impairment	4,893	4,940
- Book value of non-current assets sold	145	883
- (Surplus)/Deficit in joint ventures	13	4
	8,714	4,235
New loan borrowings	0	289
Transfers from internal reserves (net)	0	2,139
Repayments from deferred debtors	20	0
Net Changes in current/non-current assets & liabilities	399	0
	9,133	6,663
Funds were applied to:-		
Purchase and construction of assets	(6,594)	(5,455)
Principal repaid on loans	(49)	(7)
Transfers to externally restricted assets (net)	(26)	(685)
Transfers to internal reserves (net)	(1,324)	0
Advances to deferred debtors	0	(50)
Net Changes in current/non current assets & liabilities	0	(148)
	(7,993)	(6,345)
Increase/(Decrease) in Available Working Capital	1,140	318

2. FINANCIAL POSITION

2.1 Unrestricted Current Ratio

The Unrestricted Current Ratio is a financial indicator specific to local government and represents Council's ability to meet its debts and obligations as they fall due.

After eliminating externally restricted assets and current liabilities not expected to be paid within the next 12 months net current assets amounted to \$10.965 million representing a factor of 5.30 to 1.



2.2 Available Working Capital – (Working Funds)

At the close of the year the Available Working Capital of Council stood at \$2.470 million as detailed below;

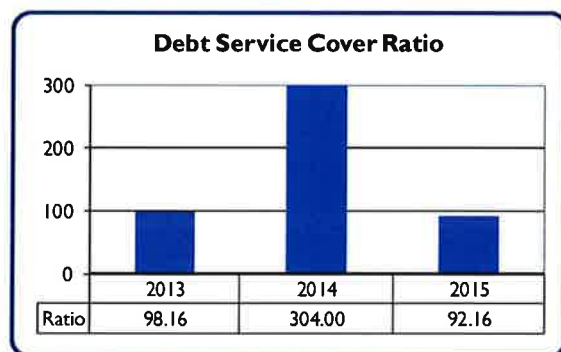
	2015	2014	Change
	\$'000	\$'000	\$'000
Net Current Assets (Working Capital) as per Accounts	18,500	16,176	2,324
Add: Payables & provisions not expected to be realised in the next 12 months included above	878	586	292
Adjusted Net Current Assets	19,378	16,762	2,616
Add: Budgeted & expected to pay in the next 12 months			
- Borrowings	49	45	4
- Employees leave entitlements	701	946	(245)
- Deposits & retention moneys	172	57	115
Less: Externally restricted assets	(8,413)	(8,387)	(26)
Less: Internally restricted assets	(9,417)	(8,093)	(1,324)
Available Working Capital as at 30 June	2,470	1,330	1,140

The balance of Available Working Capital should be at a level to manage Council's day to day operations including the financing of hard core debtors, stores and to provide a buffer against unforeseen and unbudgeted expenditures. Taking into consideration the nature and level of the internally restricted assets (Reserves) set aside to fund future works and services and liabilities, Council's Available Working Capital at year end was satisfactory.

2.3 Debt

After repaying principal and interest of \$63,000, total debt as at 30 June 2015 stood at \$278,000 (2014 - \$328,000).

The debt service cover ratio measures the availability of operating cash to service debt repayments. For 2015, the ratio indicated that operating results before capital, interest and depreciation covered payments required to service debt by a factor of 92 to 1.



2.4 Summary

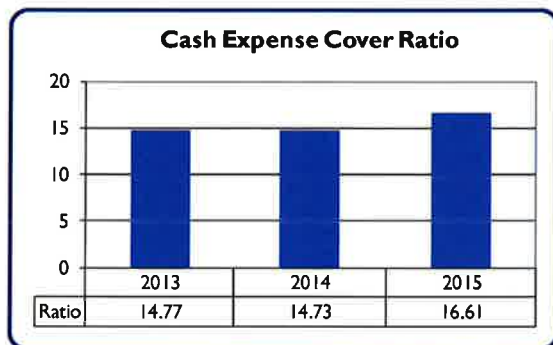
Council's overall financial position, when taking into account the above financial indicators was, in our opinion, satisfactory.

3. CASH ASSETS

3.1 Cash Expense Cover Ratio

This liquidity ratio indicates the number of months of expenditure requirements that can be met with available cash and term deposit balances without the need for additional cash inflow.

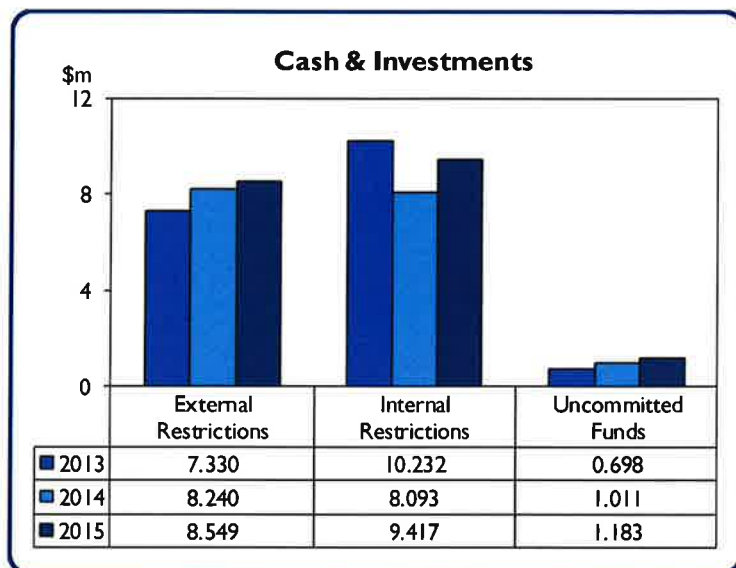
For 2015, this ratio stood at 16.61 months compared to the benchmark of 3.



3.2 Cash & Investment Securities

Cash and investments amounted \$19.149 million at 30 June 2015 as compared with \$17.344 million in 2014 and \$18.260 million in 2013.

The chart alongside summarises the purposes for which cash and investments securities were held.



Externally restricted cash and investments are restricted in their use by externally imposed requirements and consisted of unexpended loans, advances and grants (\$461,000), domestic waste management charges (\$532,000) and water and sewerage funds (\$7.556 million).

Internally restricted cash and investments have been restricted in their use by resolution or policy of Council to reflect forward plans, identified programs of works, and are, in fact, Council's "**Reserves**". These Reserves totalled \$9.417 million and their purposes are more fully disclosed in Notes 6 of the financial statements.

Unrestricted cash and investments amounted to \$1.183 million, which is available to provide liquidity for day to day operations.

3.3 Cash Flows

The Statement of Cash Flows illustrates the flow of cash (highly liquid cash and investments) moving in and out of Council during the year and reveals that cash decreased by \$195,000 to \$17.149 million at the close of the year.

In addition to operating activities which contributed net cash of \$7.834 million were the proceeds from the sale of assets (\$290,000) and receipt of deferred debts (\$20,000). Cash outflows other than operating activities were used to purchase investments (\$2 million), repay borrowings (\$49,000) and to purchase and construct assets (\$6.290 million).

4. RECEIVABLES

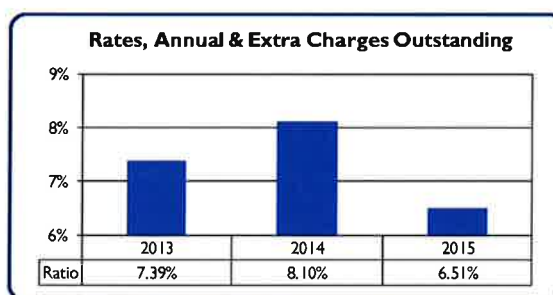
4.1 Rates & Annual Charges (excluding interest & extra charges)

Net rates and annual charges levied during the year totalled \$5.616 million and represented 26.82% of Council's total revenues.

Including arrears, the total rates and annual charges collectible was \$5.957 million of which \$5.622 million (94.38%) was collected.

4.2 Rates, Annual & Extra Charges

Arrears of rates, annual and extra charges stood at \$399,000 at the end of the year and represented 6.51% of those receivables.



4.3 Other Receivables

Receivables (other than rates & annual charges) totalled \$2.544 million and included user charges and fees outstanding (\$1.954 million). Those considered to be uncertain of collection have been provided for as doubtful debts and this provision amounted to \$115,000

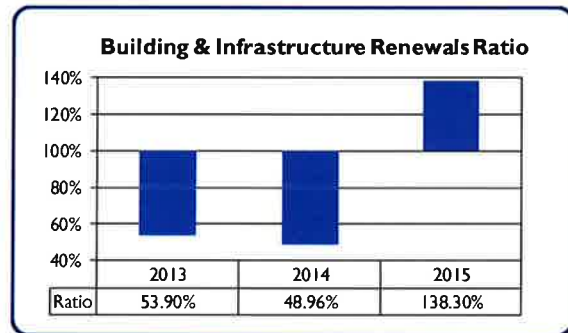
5. EMPLOYEES LEAVE ENTITLEMENTS

Council's provision for its liability toward employees leave entitlements and associated on costs amounted to \$1.998 million. Internally restricted cash and investments of \$1.005 million was held representing 50.3% of this liability and was, in our opinion, sufficient to meet unbudgeted and unanticipated retirements.

6. BUILDING AND INFRASTRUCTURE RENEWALS

The Building and Infrastructure Renewals ratio measures the rate at which these assets are renewed against the rate at which they are depreciating.

Special Schedule No. 7 discloses that asset renewals for 2015 represented 138% of the depreciation charges for these assets. An industry benchmark is considered to be 100%, measured annually over the long term.



7. REVALUATION OF ASSETS

Council's infrastructure, property, plant and equipment are required to be carried at fair value with revaluations of each asset class to be performed at least every five years.

During the year, buildings and infrastructure assets were revalued. This resulted in a net increase of \$70.268 million that was credited directly to Equity. Notes 1(j) and 9 of the financial statements provide further details.

8. MANAGEMENT LETTER

An audit management letter addressing the findings from our interim audit was issued on 7 July 2015. This included our suggestions on possible ways to strengthen and/or improve procedures and management's response and proposed actions.

9. CONCLUSION

We wish to record our appreciation to your General Manager and his staff for their ready co-operation and the courtesies extended to us during the conduct of the audit.

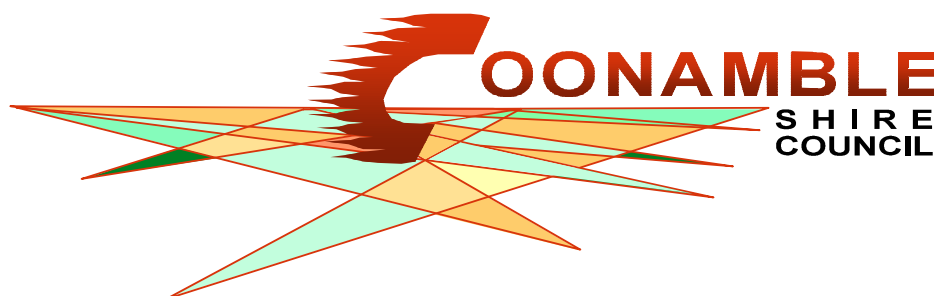
Yours faithfully,

HILL ROGERS SPENCER STEER

GARY MOTTAU

Partner

Appendix A
**to Coonamble Shire Council's Annual Report for
2014-2015**



**Councillors' Expenses
and Facilities Policy
2014/2015**

SECTION 252, LOCAL GOVERNMENT ACT 1993

COUNCILLORS' EXPENSES AND FACILITIES POLICY

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PART 1 – PRELIMINARY

(i) Citation

This policy is in accordance with the requirements of the Local Government Act 1993 and also the “Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW” (issued by the NSW Department of Local Government), and may be cited as the “Councillors’ Expenses and Facilities Policy”.

(ii) Commencement

This policy was initially adopted by Council on <INCLUDE DATE WHEN ADOPTED>

(iii) Scope

This policy provides for the payment or reimbursement of expenses and the provision of facilities by Coonamble Shire Council to its Mayor and Councillors. It is also relevant to a Council Administrator, if applicable, and with necessary modifications.

(iv) Purpose of the Policy

To ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

(v) Policy Objectives

- To ensure that the fees paid, civic expenses reimbursed and facilities provided to the Mayor, Deputy Mayor and Councillors are appropriate to the importance of the Office and are consistently applied and transparent.
- To ensure that no Councillors suffer hardship by reason of meeting their civic responsibilities as an elected person.
- To adequately reimburse Councillors for expenses incurred in the performance of their duties, including expenses incurred in becoming adequately informed on subjects relevant to their civic duties.

This policy also aims to uphold and demonstrate the following key principles:

Conduct – Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the Local Government Act or any other Act.

Participations, equity and access – the provisions of this policy are non-discriminatory and are to be used in an equitable manner to enable full participation by Councillors from different walks of life. The provisions of the policy shall be at an appropriate level to encourage members of the community, particularly under-represented groups such as those in primary caregiver roles, to seek election to Council by ensuring that they would not be financially or otherwise disadvantaged in undertaking the civic functions of a Councillor

Accountability and transparency – the details and range of benefits provided to the Councillors are to be clearly stated, fully transparent and acceptable to the local community.

Reasonable expenses – Councillors shall only be reimbursed for expenses reasonably incurred in the performance of their role as a Councillor. Only those entitlements specifically described in this policy shall be provided by Council.

(vi) Reporting Requirements

Section 428(2)(f) requires a council to include in its Annual Report:

- Council's policy on the provision of facilities for and the payment of expenses to Councillors.
- The total amount of money expended during the year on providing those facilities and paying those expenses.
- Additional information as required by the Local Government (General) Regulation 2005.

Additional annual reporting requirements:

Clause 217 of the Local Government (General) Regulation 2005 requires Councils to include the following, additional reporting information in their annual reports:

- The total cost of expenses and the provision of facilities for the Mayor and all Councillors.
- The cost of the provision of dedicated office equipment allocated to Councillors on a personal basis such as laptop computers, mobile phones, telephones and facsimile machines and internet installed in the Councillors' homes (including line rental and internet access).
- The cost of phone calls including mobiles, home located landlines, facsimile and internet services.
- Spouse/partner/accompanying person expenses
- Conference and seminar expenses
- Training and skill development expenses

- Interstate travel expenses (including subsistence and out-of-pocket expenses)
- Overseas travel expenses (including subsistence and out-of-pocket expenses)
- Care and other related expenses (of dependants to enable a Councillor to undertake his or her civic functions).

(vii) Legislative Provisions

This policy is made under section 252 of the *Local Government Act 1993* and in accordance with clause 403 of the *Local Government (General) Regulation 2005*.

Within five (5) months after the end of each year, A council must adopt a policy concerning the payment of expenses incurred or to be incurred by and the provision of facilities to the Mayor, the Deputy Mayor and the other Councillors in relation to discharging the functions of civic office.

Prior to adoption, public notice must be given and public submission invited for 28 days. Council must then consider all submissions received and make any appropriate changes to the policy.

Within 28 days after adopting a policy or making an amendment to its Councillors' Expenses & Facilities Policy, Council is required to forward the following information to the Director-General of the Department of Local Government:

- A copy of the policy or amendment
- Details of all submissions received during the public exhibition period
- A statement setting out, for each submission, the Council's response to the submission and the reasons for the Council's response
- A copy of the public exhibition notice.

This policy does not provide for:

- The payment of any allowance in the nature of a general expense allowance
- A motor vehicle owned or leased by the Council to be made available for the exclusive or primary use or disposition of a particular Councillor, other than the Mayor
- The use of Councillor expenses to support attendance by Councillors at political fundraising functions.

(viii) Other Government Policy Provisions

- Department of Local Government – Guidelines for payment of expenses and provision of facilities
- Coonamble Shire Council's Code of Conduct
- Department of Local Government – Circulars to Councils
- Independent Commission Against Corruption (ICAC) publications.

Councillors should be aware of and take account of the Independent Commission Against Corruption (ICAC) publication *No Excuse for Misuse, preventing the misuse of Council resources (Guidelines 2) November 2002*. This publication is available on the ICAC website at www.icac.nsw.gov.au

(ix) Councillors' & Mayor's Monthly Allowance

An annual fee is paid to each Councillor by Council. The fee is the amount fixed by Council under division 5 of part 2 of chapter 9 of the Local Government Act in accordance with the appropriate determination of the Local Government Remuneration Tribunal.

The setting and payment of Councillor annual fees does not fall within the scope of this policy.

(x) Claims for Reimbursement of Expenses & Approval Process

Claims for reimbursement of expenses under this policy shall be submitted within the financial year in which they were incurred or within three (3) months of incurring the expense(s), whichever is the later.

Claims shall be submitted to the General Manager or delegate and shall be accompanied by the reimbursement form attached to this policy. Tax invoices and receipts are to be supplied when available to support claims.

Reimbursement of significant or potentially contentious expenses under this policy will require prior approval at an Ordinary Council Meeting. Less significant expenses will require approval by the Mayor and the General Manager, or in the case of the Mayor's expenses, the Deputy Mayor and the General Manager (to avoid any one person being the sole decision maker with respect to reimbursements).

Claims for travelling expenses under this policy shall include details of:

- The date and place of departure
- The date and place of arrival

- Distance travelled
- Fares and parking fees paid
- The amount claimed as travelling allowances
- Total amount of claim.

The rate of calculation of the amount payable for travel in a Councillor's own car shall be the rate payable for claims by staff under the Local Government (State) Award (or any document that succeeds that Award).

Council shall, where possible, pay expenses directly by account.

Should a determination be made that a claim should not be paid, the General Manager shall explain such decision to the Councillors and should the Councillor still believe that the claim should be paid, in part or in full, it shall be considered that a dispute exists.

In the event of a dispute at any time regarding this policy, the parties to the dispute shall provide a written report on the nature of the dispute. The General Manager shall submit such reports to the next meeting of Council to have the dispute determined by a resolution of Council having regard to this policy, the Act and any other relevant law. The decision of Council shall be binding on all parties.

(xi) Payments in Advance

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training courses. However, Councillors must fully reconcile all expenses against the cost of the advance.

Within three (3) weeks of incurring the cost and/or returning home the Councillor shall submit the details to the General Manager for verification and pay back to Council any unspent money. The maximum value of a cash advance for attending conferences, seminars and training courses is \$100 per day, subject to a period of stay not exceeding the period for the conference, seminar or training course or authorised business plus one day each way for travelling.

(xii) Monetary Limits

The monetary limits prescribed in this policy set out the maximum amount that is payable in respect of any facility or expense. Any additional cost incurred by a Councillor in excess of any limit set shall be considered a personal expense that is the responsibility of the Councillor. All monetary amounts stated are exclusive of GST.

(xiii) Accompanying Persons Expenses

Expenses of a Mayor or Councillor's spouse/partner and accompanying persons shall be met by Council in the following circumstances:

- a) where the reasonable expenses of the spouse/partner have been met by the Mayor/Councillor; and
- b) the Mayor's/Councillor's spouse/partner has been officially invited to and has accompanied the Mayor/Councillor to a function/event; and
- c) the function relates to the discharge of the civic functions of the Mayor/Councillor; and
- d) the attendance of the Mayor's/Councillor's spouse/partner/accompanying person at the function(s) is considered reasonable necessary or appropriate in order for the Mayor/Councillor to fulfil his/her statutory role (e.g. where the Mayor/Councillor is hosting a reception or the attendance of the Mayor/Councillor and his/her spouse/partner/accompanying person as official guests at a local function to which guests are invited with their respective spouses/partners/accompanying person and the Councillor is representing the Council at the function.

This reimbursement does not extend to functions where the attendance of the Councillor's spouse, partner or accompanying person may be convenient, but could not be properly seen as relating to the discharge of functions of civic office (e.g. attendance at seminars, conferences and the like, with the exception of the Annual Conference of Local Government NSW).

The payment for spouses, partners and accompanying persons for attending appropriate functions (as detailed above) will be confined specifically to the ticket, meal and/or the direct cost of attending the function.

Limited expenses of spouses, partners or accompanying persons associated with attendance at Local Government NSW Annual Conference will be met by Council. These expenses are limited to the cost of registration and the official Conference dinner. Travel expenses and the cost of partner/accompanying person tours etc. are the personal responsibility of individual Councillors.

(xiv) Provision of Facilities Generally

Unless otherwise stated, where a facility may be provided by Council in accordance with this policy and a Councillor chooses to accept the facility, it shall be provided by Council with all establishment, routine maintenance, operating, training, replacement and insurance costs being met by Council, subject to any limits specified and adequate funds being allocated and available in Council's adopted operational plan and budget.

(xv) Dispute Resolution

Where possible, approval is to be sought and gained prior to reimbursable expenses under this policy being incurred, and a pre-approved limit be advised if requested.

In the event of a dispute as to the reimbursement of expenses or the availability of facilities under this policy, the Mayor and General Manager jointly, will make a decision on the matter in dispute. ;If a dispute exists with the Mayor, the Deputy Mayor and the General Manager jointly will make a decision on the matter in dispute.

If any matter is still in dispute after the joint decision of the Mayor/Deputy Mayor and General Manager, then the matter in question will be referred to a full Council Meeting for determination.

PART 2 – TRAINING & DEVELOPMENT, CONFERENCES, SEMINARS & VISITATIONS

(i) Training & Development, Conference and Seminars within NSW

Council encourages and supports the skills development of Councillors and educational courses that are directly related to Councillors' civic functions and responsibilities in order that Councillors have the resources needed to understand and undertake their role effectively and to facilitate continuing professional development opportunities.

- Councillors may attend conferences, seminars, targeted Councillor training courses.
- Approval to attend conferences, seminars, targeted Councillor training courses, and accredited training and education courses within NSW must be approved by Council.
- The Mayor and Councillors may attend conferences, seminars and accredited courses outside NSW only with approval of the Council and shall submit a written request for this purpose stating the reasons why he or she wishes to attend and what benefits it will bring to the Council.
- Further, all Councillors are eligible to attend the Annual Conference of Local Government NSW and all female Councillors are eligible to attend the Annual Australian Local Government Women's Association NSW Branch Conference.
- The council will pay all normal registration costs which are charged by organisers including the cost of related official luncheons, dinners and tours which are relevant to the interest of the Council or assist Councillors to discharge the functions of their civic office.
- If a private motor vehicle is used, the "mileage" allowance will be paid at the then current rate set by the NSW Local Government (State) Award.
- Costs of vehicle hire and/or taxi fares which are reasonably incurred while attending conferences will be reimbursed by the Council.
- Reasonable accommodation costs, including the night before and/or after the conference where this is necessary, will be met by the Council for conferences and seminars.
- Reasonable business out-of-pocket expenses will be reimbursed for costs associated with attending the conference, seminar, meeting or function. Reasonable out-of-pocket expenses will be limited to: parking fees; taxi fares; meals not included in the conference program and the reasonable cost of drinks accompanying a meal. Council will not meet the cost of

laundry or the cost incurred for the use of a bar-fridge in a hotel room. This expense is subject to a reimbursement limit of \$100 per Councillor per day.

- Where the attendee is accompanied by his or her spouse/partner, the Council will not pay for any cost supplement involved in the accommodation. All costs for the spouse/partner (including travel, tours, meals, etc.) are to be borne by the attendee.

(ii) Interstate & Overseas Travel

Council will pay the same expenses as detailed above (for conferences within NSW) for Councillors travelling interstate and overseas on Council business only if Council resolved (at a meeting of the full Council) that such travel be undertaken.

Council reports in relation to overseas travel are to indicate:

- The total cost of the travel and a break-down of the total cost into the following areas – transport, accommodation and out-of-pocket reimbursement of expenses per person (including any amounts expected to be reimbursed by participants).
- Who is to take part in the travel.
- The length of the stay overseas.
- The purpose of the travel and the objectives to be achieved in undertaking the travel, including an explanation of what community benefits are expected as a result of the travel.
- Where exceptional cases arise for overseas travel (i.e. the travel has not been documented in Council's adopted Operational Plan) and travel has to be undertaken at short notice, the report to the Council will include why the travel is considered to be exceptional.

If the trip is to be sponsored by private enterprise, ICAC guidelines and reporting structures shall be followed.

Incidental conference, seminar and visitation expenses include telephone and facsimile calls, refreshments, internet charges, laundry and dry cleaning, newspapers, taxi fares and parking fees and meals not included in any conference/seminar program. This expense is subject to a reimbursement limit of \$100 Councillor per day.

(iii) Sister City Travel Expenses

Any visitations to and travel and accommodation costs associated with sister city arrangements by Coonamble Councillors must be approved by a Council Meeting prior to acceptance of any invitations and any gifts or benefits associated with such visits. Both parties shall show full regard to the requirements of both Councils Codes of Conduct

PART 3 – PROVISION OF FACILITIES & SPECIFIC EXPENSES FOR COUNCILLORS

In addition to the Councillor's Fee (Allowance) set by Council annually following determination by the Remuneration Tribunal, Councillors are entitled to receive:

(i) Equipment & Other Items not required to be Returned

- (i) Stationery items limited to letterheads, business cards (bearing coloured personal photographs if requested), "With Compliments" slips and envelopes for use on Council business. This expense is subject to a limit of \$20 per Councillor per year.
- (ii) The cost of postage associated with mail sent by Councillors in the course of carrying out their civic duties, to their constituents will be borne by the Council to a maximum of \$100 per Councillor per annum.
- (iii) Councillors' name badges.
- (iv) Secretarial support when required on Council matters.
- (v) Meals and refreshments following meetings of Council and its Committees – as arranged by the General Manager in accordance with budgetary limits.
- (vi) Access to Council's Policy Register and other necessary codes required for reference purposes.
- (vii) Councillors may be reimbursed for the reasonable cost of carer arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors, to allow Councillors to undertake their Council business obligations (including attending Council or Committee meetings), subject to a limit of \$50 per Councillor per month.
- (viii) A telephone allowance of up to \$20 per Councillor per month, subject to documentary evidence of Council business use.

All equipment remains the property of Council and is returnable on a Councillor ceasing to hold office.

PART 4 – PROVISION OF ADDITIONAL FACILITIES & SPECIFIC EXPENSES FOR THE MAYOR

In addition to the benefits provided to Councillors, the Mayor is entitled to a Mayoral Fee (Allowance), which is set by Council annually following determination by the Remuneration Tribunal and:

(i) Equipment and Other Items Not Returnable

- (i) Mayoral name badges
- (ii) Secretarial services provided from within Council.
- (iii) Reimbursement for reasonable expenses incurred by the Mayor in attending functions or performing duties in the role of Mayor.

(ii) Equipment and Other Items Required to be Returned

- (i) Lease back of the Council's Mayoral vehicle (which is fully serviced and maintained by Council) and including the provision of a fuel card for the Council vehicle. Standard class vehicle shall be a Holden sedan or equivalent, with conditions of use being generally in accordance with Council's Lease Back Agreement. Copy attached.
- (ii) Use of the Mayoral Chain of Office while acting in the official capacity of Mayor.

The Mayor shall have the amount of the lease back for the vehicle, as determined by Council when setting fees & charges, deducted from the monthly Councillor/Mayoral Allowance.

PART 5 – LIMITATION ON SPECIFIC EXPENSES FOR THE MAYOR AND COUNCILLORS

(i) General Travel Arrangements

All travel by Councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

The driver of any vehicle (including the Mayor and Councillors) is personally responsible for all traffic and parking fines incurred while travelling in private or Council vehicles on Council business.

The reimbursement of travel expenses includes associated other costs, such as parking and road tolls.

(ii) Private Use of Equipment and Facilities

The fees payable under this policy shall be reduced by an amount representing the private benefit to the Mayor or a Councillor of a facility provided by the Council to the Mayor or Councillor.

Councillors should not obtain private benefit from the provision of equipment and facilities, nor from travel bonuses such as 'frequent flyer' schemes or any other such loyalty program. However it is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment.

Where more substantial private use has occurred the Councillor must reimburse Council for the actual cost to Council of the private use in question.

Equipment, facilities and services provided under this policy shall not be used to produce election material or for any other political purposes.

The distribution, dissemination or publication, using any Council resources, of any Council newsletter or any other communication featuring the name or identity of any Councillor (including the Mayor) or any candidate for any Local Government election is strictly prohibited.

PART 6 – LEGAL ASSISTANCE

Council may disburse money only if the disbursement is authorised by the Local Government Act 1993, either expressly or because it is supplemental or incidental to or consequential upon the exercise of its functions.

In the particular circumstances outlined below, Council will indemnify or reimburse the reasonable expenses of :

- a) a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (section 731 refers); or
- b) a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act; or
- c) a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantially favourable to the Councillor.

Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act should be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his/her term in office. An example of the latter is expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain. This type of expense is not reimbursable under this policy.

Council will not meet the costs of an action in defamation taken by a Councillor as plaintiff in any circumstances.

Council will not meet the costs of a Councillor seeking advice in respect of a possible defamation, or in seeking a non-litigious remedy for possible defamation.

Council will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstances.

Legal costs will not be met for legal proceedings that do not involve a Councillor performing their role as a Councillor. Any indemnity or reimbursement of legal costs will be made only by resolution of the full Council.

PART 7 – INSURANCE/INDEMNITY

Section 382 of the Local Government Act 1993 requires a Council to make arrangements for its adequate insurance against public liability and professional liability.

The Mayor and Councillors will be provided with full indemnity against any action, liability, claim or demand arising from the bona fide performance of their responsibilities, with the exception of defamation claims where the availability and extent of an indemnity shall be determined by Council in its absolute discretion, after the claim has been disposed of by a final judgement in proceedings, withdrawn, settlement or compromise of proceedings or otherwise as the case may be, having regard to all circumstances that Council, in its absolute discretion, considers relevant.

Insurance provision for Councillors includes:

- Public liability (for matters arising out of Councillors' performance of their civic duties and/or exercise of their Council functions).
- Professional indemnity (for matters arising out of Councillors' performance of their civic duties and/or exercise of their Council functions).
- Personal injury while on Council business.
 - Note: Councillors are not covered by Workers Compensation payments or arrangements.

All insurances are subject to any limitations or conditions set out in the Council's policy of insurance.

PART 8 – CODE OF CONDUCT REQUIREMENTS

Council's Code of Conduct contains the following provisions that are relevant to this Councillors' Expenses & Facilities Policy:

Use of Council Resources

- You must use Council resources ethically, effectively, efficiently and carefully in the course of your public or professional duties and must not use them for private purposes, unless this is lawfully authorised and proper payment is made where appropriate.
- You must be scrupulous in your use of Council property, including intellectual property, official services and facilities and should not permit their misuse by any other person or body.
- You must avoid any action or situation which could create the impression that Council property, official services or public facilities are being improperly used for your own or any other person or body's private benefit or gain.
- The interests of a Councillor in their re-election are considered to be a personal interest and, as such, the reimbursement of travel expenses incurred on election matters is not appropriate. Council letterhead, Council crests and other information that could give the impression it is official Council material must not be used for these purposes.
- You must not convert any property of the Council to your own use unless properly authorised.

**Coonamble Shire Council
Claim Form – Annexure No 1**

NAME: _____

I hereby submit the following claim for expenses incurred in attending:

<i>Date</i>	<i>Type of Meeting</i>	<i>Location</i>	<i>Km Travelled (Engine capacity 2.4l & less)</i>	<i>Km Travelled (Engine Capacity 2.5l & above)</i>		<i>Date</i>	<i>Other Expense Details (receipts attached)</i>	<i>Amount claimed (\$)</i>
							Total Other Expenses	\$
			Total Kms					
			@ 0.67/km	@ 0.76/km				

Councillor's Signature: _____

Claim Authorised by: _____

Coonamble Shire Council
Prepayment Reconciliation Statement – Annexure No 2

Councillor_____

Claim Date:_____

Event:_____

Council Resolution:_____

Prepayment Amount:_____

Claim details:

Cheque No	PREPAYMENT BY COUNCIL	\$	Less the following detailed expenses	
Date	Description of Goods or Service	Amount Claimed	Tax Invoice Attached or Kms Claimed	Job Number Office Use

In cases a mileage allowance is claimed, please provide the following details:

Vehicle Make/Model:_____ Registration No:_____

Please tick: Vehicle Engine Capacity: ☐ Under 2.5 litre ☐ 2.5 litre 7 over

I certify that the expenses being claimed on this reimbursement form were legitimately incurred as part of my official civic duties as a Councillor of Coonamble Shire Council and all receipts are attached.

Councillor:_____ Signed:_____ Date:_____

AUTHORISATION

Councillor:_____ Signed:_____ Date:_____

General Manager:_____ Signed:_____ Date:_____

PROVISION OF LEASEBACK MOTOR VEHICLE TO MAYOR
Annexure No 3

AGREEMENT made this _____ day of _____, **20XX**
BETWEEN THE COUNCIL OF THE SHIRE OF COONAMBLE (hereinafter
called 'the Council')

AND _____ (hereinafter known as 'the Mayor')
of **COONAMBLE**

AND WHEREAS the Council and the Mayor have mutually agreed upon the
provision of a motor vehicle for and conditions relating to use in the discharge
of Mayoral duties.

NOW THIS AGREEMENT WITNESSETH:

1. It is agreed between the Council and the Mayor that Council shall supply a motor vehicle to the Mayor .
2. It is agreed between the Council and the Mayor that the said motor vehicle is and shall remain the property of Council and shall be surrendered to the Council in the event of termination or cessation of service as the Mayor.
3. It is agreed between the parties that the Council shall have the responsibility for all costs of acquisition, registration, insurance, running costs, maintenance and servicing of each and every such vehicle. All such things shall be done by Council or under Council's prior authorisation. The Mayor is responsible for the cleaning of the motor vehicle.
4. The arrangements set out herein for the provision of a motor vehicle may be cancelled by either party upon one month's notice in writing.
5. The Council and the Mayor agree that the motor vehicle shall be driven only by the Mayor or the Mayor's spouse.
6. In consideration of Council making available to the Mayor the use of such motor vehicle for private purposes, the Mayor in receipt of such benefit shall pay to the Council a sum in the amount of :
\$148.83.per month for 2014/2015 and indexed to rate pegging legislation and will be subject to change in the event of any alterations in present taxes or the introduction of future taxes which may affect costs incurred by Council.
7. Should the Mayor be convicted of the offence of "driving with more than the prescribed concentration of alcohol in the blood" the Mayor shall bear the costs of associated damages and repairs in the event that Council's Insurers disclaim responsibility.

8. Any rights to the vehicle shall be revoked if the Mayor's motor vehicle licence is suspended by a Court or the Roads and Traffic Authority for any reason for the period of that suspension.
9. The Mayor is responsible for recording the details of all fuel used and all travel details and must provide these details to Council.
10. The arrangement may be terminated at any time by Council if the Mayor fails to comply with the conditions of this arrangement.

IN WITNESS WHEREOF the parties have hereunto set their hands on the day and year first hereinbefore mentioned.

SIGNED for and on behalf of the
COONAMBLE SHIRE COUNCIL
in the presence of :

.....(Witness)

SIGNED by the said
MAYOR
in the presence of :

.....(Witness)

Presented to Council Meeting:
Public Exhibition:
Adopted by Council:

14 May 2014
Until 5 pm 6 June 2014
11 June 2014 – Min #0911