

COONAMBLE

SHIRE COUNCIL

BUSINESS PAPER

Ordinary Council Meeting

Wednesday, 14 October 2020

Date: Wednesday, 14 October 2020

Time: 10.00am

**Location: Quambone Memorial Hall
Mungie Street
Quambone**

**Hein Basson
General Manager**

Notice is hereby given that an Ordinary Meeting of Council will be held in the Quambone Memorial Hall, Mungie Street, Quambone on Wednesday, 14 October 2020 at 10.00am.

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1 OPENING MEETING**2 ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the traditional custodians of this land on which we meet today, the Wailwan people and the Gamilaroi people and recognise their continuing connection to land, water and culture. We pay our respects to Elders past, present and emerging.

3 COMMUNITY CONSULTATION**4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS****5 DEPUTATION/DELEGATIONS****6 CONFIRMATION OF MINUTES****RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 9 September 2020 and the Extraordinary Council Meeting of the Coonamble Shire Council held on Wednesday, 9 September 2020 be confirmed as a correct records of the proceedings of the meetings.



MINUTES

**Ordinary Council Meeting
Wednesday, 9 September 2020**

**MINUTES OF COONAMBLE SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SHIRE CHAMBER, COONAMBLE
ON WEDNESDAY, 9 SEPTEMBER 2020 AT 10.00 AM**

PRESENT: Cr Ahmad Karanouh (Mayor), Cr Karen Churchill, Cr Pat Cullen, Cr Barbara Deans, Cr Bill Fisher, Cr Robert Thomas.

IN ATTENDANCE: Hein Basson (General Manager), Bruce Quarmby (Executive Leader - Corporate and Sustainability), Kookie Atkins (Executive Leader - Infrastructure), Pip Goldsmith (Manager - Economic Development and Growth) and Jill Moorhouse (Executive Assistant).

1 OPENING MEETING

The Mayor opened the meeting at 10.18 a.m.

2 ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the traditional custodians of this land on which we meet today, the Wailwan people and the Gamilaroi people and recognise their continuing connection to land, water and culture. We pay our respects to Elders past, present and emerging.

3 COMMUNITY CONSULTATION

Nil.

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

Nil.

5 DEPUTATION/DELEGATIONS

Nil.

6 CONFIRMATION OF MINUTES

RESOLUTION 2020/135

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 12 August 2020 be confirmed as a correct record of the proceedings of the meeting.

CARRIED

7 DISCLOSURES OF CONFLICTS OF INTEREST

Cr Deans informed the meeting that she has a non-pecuniary conflict of interest in Item 12.5 – Economic Development Progress report – the section dealing with the Inland Rail Project. Cr Deans stated that her farming business is involved with grain production and her property is potentially affected by the proposed route of the Inland Rail Project. She indicated she would remain in the Council Chamber, taking part in the discussions and voting on this item.

8 RESOLUTION BOOK

The General Manger informed the meeting that this item is now potentially superfluous as progress on important resolutions are addressed in relevant officers' reports, however, due to the being included in the Council's Code of Meeting Practice Order of Business it is still shown on the agenda.

Mr Basson said it may be prudent for Council to review its Code of Meeting Practice for amendment and a report in this regard would be brought back to Council as soon as is practicable.

9 MAYORAL MINUTE

MAYORAL MINUTE - MAYORAL ACTIVITIES REPORT

i) Update – Abattoir

The Mayor provided a brief update on progress with works at the Castlereagh Regional Abattoir, advising that six (6) staff members have been employed and that there is a possibility of another twenty (20) people being engaged.

The General Manager informed the meeting that Council received an update via letter from the Managing Director of this Abattoir earlier in the week, advising that upgrading works are ongoing and that officers of the EPA as well as from the NSW Food Authority have inspected the premises.

The letter further advised that Mr Mark Goodman has been appointed as General Manager and Mr Shane Irwin as Meat Inspector. It was also stated that they have approached TAFE and the Coonamble High School to set up training programs for prospective employees going forward.

ii) Provision of Defibrillators

The Mayor referred to the importance of providing defibrillators in prominent locations throughout the Shire and suggested Council purchase another one for Coonamble and one each for Gulargambone and Quambone. The meeting noted that such devices are currently located at the Coonamble Pool and at the Coonamble Sportsground. Staff confirmed the availability of the necessary funding from Council's Development Reserve Fund.

RESOLUTION 2020/136

Moved: Cr Ahmad Karanouh

Seconded: Cr Karen Churchill

That Council agrees to purchase three (3) defibrillators; one to be located in the Main Street near the pharmacy in Coonamble; one to be located in a prominent location at Gulargambone and the other at either the hotel or store in Quambone, noting that they cost around \$2,500 each and if grant funds cannot be sourced, these devices being funded from Council's Development Reserve Fund.

CARRIED

RESOLUTION 2020/137

Moved: Cr Barbara Deans

Seconded: Cr Robert Thomas

That the information contained in the Mayor's Report be noted.

CARRIED

10 PRECIS OF CORRESPONDENCE

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

SECTION B - MATTERS FOR INFORMATION ONLY

10.1 THE HON MARK COULTON MP - COVID-19 IMPACT ON LOCAL GOVERNMENT

RESOLUTION 2020/138

Moved: Cr Bill Fisher

Seconded: Cr Robert Thomas

That Council notes the information contained in The Hon Mark Coulton's letter in response to Council's correspondence seeking support to recover from the COVID-19 pandemic.

CARRIED

Moved: Cr Robert Thomas

Seconded: Cr Bill Fisher

That Council submits a letter to the Local Government General Assembly seeking further clarification on the quantum of Financial Assistance Grants being paid to Local Government and its relationship with the Federal Government's total annual revenues collected.

CARRIED

11 COMMITTEE REPORTS

11.1 ROADS COMMITTEE INAUGURAL MEETING

In response to a question from Cr Cullen as to the role of the community representatives on the Roads Committee, the Executive Leader – Infrastructure said that they contribute through suggestions and recommendations, however, they are not involved in final decision-making and have no authority to influence works or otherwise.

The community representatives are currently encouraged to have input in the prioritising of Council's local roads network – particularly on population changes i.e. increases in the number of families being serviced by particular roads.

It was noted that should the community representatives have issues with a particular road, they should lodge a customer request – consistent with Council's adopted practice in this regard.

RESOLUTION 2020/139

Moved: Cr Robert Thomas

Seconded: Cr Bill Fisher

- 1. That Council notes the contents of this report, as well as the Roads Committee Meeting notes.**
- 2. That the actions outlined in the Roads Committee Meeting notes be implemented and reported back to the next meeting of the Roads Committee.**

CARRIED

12 REPORTS TO COUNCIL

12.1 STATUS REPORT REGARDING COUNCILLOR ENQUIRIES

RESOLUTION 2020/140

Moved: Cr Barbara Deans

Seconded: Cr Robert Thomas

That Council notes the information in this report.

CARRIED

12.2 DEVELOPMENT APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY

RESOLUTION 2020/141

Moved: Cr Bill Fisher

Seconded: Cr Robert Thomas

That Council notes Development Application No 018/2020 and Complying Development Application No 019/2020 have been approved under delegated authority since Council's August 2020 Meeting.

CARRIED

12.3 NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS

RESOLUTION 2020/142

Moved: Cr Bill Fisher

Seconded: Cr Robert Thomas

- 1. That Council notes the report.**
- 2. That Council authorises the Executive Leader Infrastructure to attend this congress in Wagga Wagga from 16 to 18 November 2020 should it goes ahead as a conventionally attended convention, or makes the necessary alternate arrangements for remote virtual attendance.**

CARRIED

12.4 ADOPTION - DRAFT CODE OF CONDUCT AND PROCEDURES FOR THE ADMINISTRATION OF THE MODEL CODE OF CONDUCT

The General Manager informed the meeting that the Office of Local Government (OLG) has recently made amendments to the Model Code of Conduct for Local Councils in NSW and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW. He said these amendments have come into immediate effect.

RESOLUTION 2020/143

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

- 1. That Council notes the contents of the report, specifically the changes brought about by the revised Model Codes of Conduct for Councillors and Staff.**
- 2. That Council formally adopts the following revised suite of documents developed by the Office of Local Government and as circulated to Councils in August 2020:**
 - (a) Model Code of Conduct for Councillors;**
 - (b) Model Code of Conduct for Staff;**

(c) Procedures for the Administration of the Model Conduct of Conduct.**CARRIED****12.5 ECONOMIC DEVELOPMENT PROGRESS REPORT***i) Public Amenities – Design and Artwork*

Cr Churchill asked whether a report, with options, from the Technical Panel which is overseeing the design and artwork for the public amenities and surrounds will be brought back to Council for determination. In response, Council's Manager – Economic Development and Growth said that a short list of recommendations will be submitted to Council.

ii) Christmas Party

In conjunction with stakeholders, the date of the Christmas Street Party has been set for Saturday 12 December 2020 and it was decided to invite expressions of interest for management of the event, which close on 25 September 2020.

Discussion regarding whether to pursue this event due to restrictions of the Public Health Order in relation to the COVID-19 pandemic resulted in Council agreeing to continue planning and also look at feasible alternatives in the light of restrictions still being in place.

ii) Inland Rail Project

On a question of Cr Deans about the Interface Improvement Program – Round Two – the Manager Economic Development and Growth said that Council will submit an expression of interest to the Productivity Enhancement Program; the aim of which is to propose improvements between supply chains and Inland Rail leading to greater community resilience. The Meeting noted that three (3) options were being considered, with Option Three (3) representing the best choice.

RESOLUTION 2020/144

Moved: Cr Barbara Deans

Seconded: Cr Robert Thomas

- 1. That Council notes the contents of this report.**
- 2. That Council affirms the date of the Christmas Street Party to be Saturday 12 December 2020 and authorises staff to arrange for the closure of Castlereagh Street between Aberford and Tooloon Streets for this event.**
- 3. That Council notes the contents of the attached 'Lobbying of Councillors Policy' and follows the guidelines enshrined within this Policy; acknowledging the important governance principles of openness and transparency and being aware of its responsibility in appropriately managing the public perception.**
- 4. That Council requests the owners of the Castlereagh Regional Abattoir to furnish Council with a written update on where they are at with the development and starting of operations, in order for Council to acquire first-hand knowledge of the extent of the development and potential benefit to the community.**
- 5. That Council requests staff to organise a visit for Councillors to the**

Castlereagh Regional Abattoir.

6. That Council further requests staff to liaise with the owners and operators of the Castlereagh Regional Abattoir, the EPA and the NSW Food Authority regarding compliance and appropriate approvals required, and to be able to gather relevant information for official progress updates to Council.

CARRIED**12.6 COMMUNITY SERVICE PROGRESS REPORT***Outback Arts Report*

Cr Deans referred to the projects and programs being undertaken by Outback Arts and shared with Council the Members Report for period June to August 2020, which provides a comprehensive outline of these activities.

RESOLUTION 2020/145

Moved: Cr Barbara Deans

Seconded: Cr Karen Churchill

That Council notes the information contained in this report.

CARRIED**12.7 RANGER'S MONTHLY REPORT****RESOLUTION 2020/146**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

That Council notes the information in this report.

CARRIED**12.8 ENGINEERING SERVICES - WORKS IN PROGRESS***i) Identification of Water Losses*

Cr Deans referred to a previous report regarding this matter and asked whether staff has been able to identify the areas where significant water loss has been occurring. The Executive Leader – Infrastructure advised that Council investigations are continuing.

ii) Shade Facility – Macdonald Park

Cr Cullen referred to removal of the shade facility to make way for the Skate Bowl in Macdonald Park and said he understood it would be relocated in the park. In response, the Executive Leader – Corporate and Sustainability said that GHD is developing a masterplan incorporating the pool and park precinct and the location of a shade facility would be included.

iii) Works on Warren Road

Cr Deans referred to the increase in heavy vehicle movements on the Warren Road and asked when works would be undertaken. The Executive Leader Infrastructure said that funding under Fixing Country Roads Program and Roads of Significant Importance has been allocated following a joint application from Coonamble and Warren Shire Councils – with staff working towards commencing works as soon as is practicable.

iv) Supplementary Report

A supplementary report was handed out to Councillors; highlighting the difficulties experienced with flood damage to Council's road network, obtaining the necessary funding approvals from the State Government and executing the necessary remedial works in a planned and structured fashion with due risk related considerations. The General Manager and Executive Leader Infrastructure spoke to the report, further explaining the potential complications associated with the current situation and Council acting in good faith and in the best interest of the rural community trying to alleviate known problem areas to the best of its ability.

RESOLUTION 2020/147

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

That Council notes the information in the Works in Progress report and the supplementary report as was handed out at the Meeting.

CARRIED

At this juncture, 11.12 am, the meeting adjourned for morning tea and resumed at 11.37 am.

12.9 TRAFFIC COMMITTEE - COUNCIL ITEMS*i) Speed Sign – Quambone*

The Mayor requested the Executive Leader Infrastructure to investigate the possibility of having a mobile speed sign indicating a 50k zone located at Quambone for a period of time.

ii) Community Consultation 40km Zone – Coonamble

In response to a concern raised by Cr Deans, the Executive Leader Infrastructure said that as part of the process to introduce the proposed 40km speed zone, community consultation would take place.

RESOLUTION 2020/148

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

- 1. That Council proceeds with the installation of a 40km zone as marked on the map accompanying this report, including a period of public consultation.**
- 2. That Council does not proceed with any u-turning areas for trucks on Carinda Road or any other local road; however, investigates the possibility of providing a parking bay on the Carinda Road.**

CARRIED

12.10 RATES AND CHARGES COLLECTIONS - AUGUST 2020**RESOLUTION 2020/149**

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

That Council notes the information provided in the report.**CARRIED****12.11 STATUS OF INVESTMENTS - AUGUST 2020****RESOLUTION 2020/150**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

That Council notes the list of investments as at 28 August 2020 and that these investments comply with section 625(2) of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council's Investment Policy.**CARRIED****12.12 URBAN SERVICES - WORKS IN PROGRESS***i) Report on Comparison Costings*

Cr Churchill requested that a report be prepared on a comparison of the costings for the installation of Crimsafe versus CCTV cameras at the saleyards amenities building, following the most recent vandalism.

RESOLUTION 2020/151

Moved: Cr Pat Cullen

Seconded: Cr Robert Thomas

That Council notes the information in this report.**CARRIED****12.13 FINANCIAL REPORTS FOR YEAR ENDED 30/06/2020****RESOLUTION 2020/152**

Moved: Cr Karen Churchill

Seconded: Cr Barbara Deans

- 1. That the Mayor, Councillor Bill Fisher, the General Manager and Responsible Accounting Officer be authorised to sign the necessary Statement by Council on the Financial Reports for the year ended 30 June**

2020.

- 2. That Council's Financial Reports for the year ended 30 June 2020 be referred for audit.**

CARRIED

12.14 QUARTERLY BUDGET REVIEW - JUNE 2020

RESOLUTION 2020/153

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

- 1. That Council approves the variations to votes as listed in the budget review documents circulated under separate cover.**
- 2. That Council notes, in the opinion of the Responsible Accounting Officer, Council is in a satisfactory financial position as of 30 June 2020.**
- 3. That Council notes the position of Council's estimated restricted (reserve) funds on 30 June 2020, as listed in the budget review documents circulated under separate cover.**

CARRIED

12.15 WORKPLACE INJURY MANAGEMENT REPORT

RESOLUTION 2020/154

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

That Council notes the contents of the Workplace Health and Safety report for the month of August 2020.

CARRIED

12.16 SALEYARDS REPORT

Improvements to Saleyards

The Executive Leader Corporate and Sustainability informed the meeting that quotes have been invited to replace lighting at the rear of the yards and also to renew the kitchen in the Amenities Building. He said that capital funding opportunities are being sought, however, ongoing maintenance is being funded from the operational budget. He further said that the consideration of the September 2020 Quarterly Budget Review would be a good opportunity for Council to allocate funds for additional maintenance and works at this facility.

RESOLUTION 2020/155

Moved: Cr Karen Churchill

Seconded: Cr Barbara Deans

That Council notes the information provided in this report.

CARRIED

**13 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION
MOTIONS**

Nil.

14 CONFIDENTIAL MATTERS

RESOLUTION 2020/156

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

14.1 Closed (Public Excluded) Council Meeting of the Coonamble Shire Council - 12 August 2020

14.2 Consideration of Development Application 025/2018

This matter is considered to be confidential under Section 10A(2) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

CARRIED

**14.1 CLOSED (PUBLIC EXCLUDED) COUNCIL MEETING OF THE
COONAMBLE SHIRE COUNCIL - 12 AUGUST 2020**

The meeting noted that this section of Minutes of Closed (Public Excluded) Council Meeting held on 12 August 2020 were adopted in conjunction with the Confirmation of the Minutes under Item No 6.1.

14.2 CONSIDERATION OF DEVELOPMENT APPLICATION 025/2018

RESOLUTION 2020/157

Moved: Cr Robert Thomas
Seconded: Cr Pat Cullen

1. That Council, based on specialised legal advice obtained, undertakes a 'notional' assessment of the Building Information Certificate (BIC) application received from Mr Robinson and if it is satisfied that the shed in question is structurally sound and the safety of occupants, neighbours and passers-by can be assured, issues a BIC for the shed.

2. That Council invites Mr Robinson to lodge a Development Application for the use of the shed in question and assesses, notifies and determines such application in the usual manner.

In Favour: Crs Ahmad Karanouh, Karen Churchill, Pat Cullen, Barbara Deans, Bill Fisher and Robert Thomas

Against: Nil

**CARRIED 6/0
CARRIED UNANIMOUSLY**

RESOLUTION 2020/158

Moved: Cr Bill Fisher
Seconded: Cr Barbara Deans

That Council moves out of Closed Council into Open Council.

CARRIED

RESOLUTION 2020/159

Moved: Cr Robert Thomas
Seconded: Cr Pat Cullen

That Council adopts in Open Council the resolution passed in Closed Session (Resolution 2020/158) as set out above.

CARRIED

15 CONCLUSION OF THE MEETING

The Meeting closed at 12.52 p.m.

The minutes of this meeting were confirmed at the Council held on 14 October 2020.

.....
CHAIRPERSON



MINUTES

Extraordinary Council Meeting Wednesday, 9 September 2020

**MINUTES OF COONAMBLE SHIRE COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE SHIRE CHAMBER, COONAMBLE
ON WEDNESDAY, 9 SEPTEMBER 2020 AT 10.00 A.M.**

PRESENT: Cr Ahmad Karanouh (Mayor), Cr Paul Wheelhouse (Deputy Mayor), Cr Karen Churchill, Cr Pat Cullen, Cr Barbara Deans, Cr Bill Fisher, Cr Robert Thomas

IN ATTENDANCE: Hein Basson (General Manager), Bruce Quarmby (Executive Leader - Corporate and Sustainability), Kookie Atkins (Executive Leader - Infrastructure), Pip Goldsmith (Manager – Economic Development and Growth) and Jill Moorhouse (Executive Assistant).

1 OPENING MEETING

The Mayor opened the meeting at 10.02 a.m.

The Mayor handed over to the General Manager to preside at the meeting and vacated the Chair.

The General Manager presided over the meeting until the Mayoral Election was completed.

2 ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the traditional custodians of this land on which we meet today, the Wailwan people and the Gamilaroi people and recognise their continuing connection to land, water and culture. We pay our respects to Elders past, present and emerging.

3 COMMUNITY CONSULTATION

Nil.

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

Nil.

5 DEPUTATION/DELEGATIONS

Nil.

6 DISCLOSURES OF CONFLICTS OF INTEREST

Nil.

7 REPORTS TO COUNCIL

7.1 PROCEDURES FOR MAYORAL ELECTION

RESOLUTION 2020/131

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

1. That Council notes this report.
2. That Council resolves to use the ordinary ballot method for the election of Mayor.
3. That Council resolves to elect a Deputy Mayor and that the ordinary ballot method be used.
4. That Council officially formalises the established practice to have an Extra-Ordinary Meeting each year in September for purposes of the election of the Deputy Mayor and each and every second year for the election of the Mayor.

CARRIED

7.2 ELECTION OF MAYOR AND DEPUTY MAYOR

RESOLUTION 2020/132

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

1. That Council notes the contents of the report.
2. That Council appoints the General Manager as Returning Officer to oversee the election of the Mayor and Deputy Mayor.
3. That the General Manager conducts the election of the Mayor and Deputy Mayor.

CARRIED

The General Manager, as Returning Officer, invited nominations for the positions of Mayor and Deputy Mayor for Coonamble Shire Council for a one year period.

He informed the meeting that, in accordance with the *Local Government (General) Regulation 2005*, two (2) or more Councillors may nominate a Councillor (one (1) of whom may be the nominee) for the position of Mayor and Deputy Mayor. Nominations must be in writing and the nominee must consent to their nomination in writing.

Cr Churchill informed the meeting that she was prepared to be nominated for the position of Mayor or Deputy Mayor, however, she was unable to secure a mover and seconder. The General Manager confirmed that a mover and seconder were necessary in order for a nomination to be considered by Council, and expressed his empathy with the Councillor.

Election of Mayor

The Returning Officer announced that only one (1) nomination had been received for the position of Mayor. He said the nomination was for Cr Ahmad (AI) Karanouh, was moved by Cr Robert Thomas and seconded by Cr Pat Cullen, and that Cr Karanouh had consented to the nomination.

The Returning Officer made the following announcement:

“As there is only one nominee for the role of Mayor, I declare that Councillor Ahmad (AI) Karanouh is duly elected Mayor for the one year period until the general Local Government elections in September 2021.”

Election of Deputy Mayor

The Returning Officer announced that only one (1) nomination had been received for the position of Deputy Mayor. He said the nomination was for Cr Paul Wheelhouse, was moved by Cr Ahmad Karanouh and seconded by Cr Bill Fisher, and that Cr Wheelhouse had consented to the nomination.

The Returning Officer made the following announcement:

“As there is only one nominee for the role of Deputy Mayor, I declare that Councillor Paul Wheelhouse is duly elected Deputy Mayor for the one year period until the general Local Government elections in September 2021.”

The Mayor then resumed the Chair.

At 10:14 am Councillor Paul Wheelhouse left the meeting and did not return.

7.3 FIXING OF DATES FOR COUNCIL MEETINGS FOR THE 2020/21 MAYORAL TERM

RESOLUTION 2020/133

Moved: Cr Pat Cullen

Seconded: Cr Robert Thomas

1. That Council fixes the dates and times for the 2020/2021 Ordinary Meetings and an Extra-Ordinary Meeting as follows:

Date	Location	Time
14/10/2020	Quambone Memorial Hall	10.00am
11/11/2020	Council Chamber – Admin Building	10.00am
09/12/2020	Council Chamber – Admin Building	10.00am
10/02/2021	Council Chamber – Admin Building	10.00am
10/03/2021	Gulargambone Memorial Hall	10.00am
14/04/2021	Council Chamber – Admin Building	10.00am
12/05/2021	Council Chamber – Admin Building	10.00am
09/06/2021	Council Chamber – Admin Building	10.00am
14/07/2021	Council Chamber – Admin Building	10.00am
11/08/2021	Council Chamber – Admin Building	10.00am

15/09/2021 Council Chamber – Admin Building

10.00am

Extraordinary Meeting – Mayoral, Deputy Mayor, Election of Committees Followed by the Ordinary monthly meeting

2. That the General Manager communicates the dates and venues of Council Meetings for the October 2020 to September 2021 period to staff and arranges for the times, dates and venues of future meetings, as listed in paragraph one (1) above, to be advertised on Council’s website and in Council’s column in the Coonamble Times.

CARRIED

7.4 DELEGATES TO COMMITTEES

RESOLUTION 2020/134

Moved: Cr Barbara Deans

Seconded: Cr Robert Thomas

1. That Council notes this report.
2. That Council nominates Councillors and staff as delegates to various committees for the remainder of this Council term i.e. until September 2021, as follows:

i) Councillor / Staff Committees of Council:

COMMITTEE	DELEGATE	STAFF
General Manager's Recruitment and Selection Committee (As required)	All Councillors invited	Shortlisted Applicants
General Manager's Performance Management Committee (Annually)	Mayor, Deputy Mayor, Cr Fisher, Councillor nominated by GM, facilitated by a representative of LGNSW	General Manager
Donations Committee (Twice per Year)	Mayor, Deputy Mayor	Executive Leader Corporate & Sustainability
Saleyards Management Committee (Twice per Year)	Cr Wheelhouse/Cr Cullen (Councillors without a Conflict of Interest need to be appointed)	Executive Leader Infrastructure/ Executive Leader Environment, Strategic Planning & Community
Significant Development Proposals Committee (As required)	Mayor, Deputy Mayor, Cr Deans/Cr Fisher	General Manager, Executive Leader Infrastructure, Manager Economic Development & Growth
Floodplain Risk Management Committee (As required to meet with consultants)	Cr Deans/Cr Cullen	Executive Leader Infrastructure/ Executive Leader Environment, Strategic Planning & Community
Caravan Park Redevelopment Committee (Sunset Committee – As Required)	Mayor/Cr Churchill	General Manager/ Manager Economic Development & Growth
Roads Committee (Incorporating Quarry) (Quarterly)	Mayor/ Deputy Mayor/Cr Fisher/Cr Thomas plus four (4) road user representatives from the NE, NW, SE, and	General Manager/Executive Leader infrastructure/Manager Roads & Bridges/Quarry Manager

	SW parts of the LGA	
Youth Council	Mayor (Alternate Cr Wheelhouse)	Executive Leader Environment, Strategic Planning & Community
Local Traffic Committee (Quarterly)	Cr Deans (With Voting Rights)/Cr Thomas (Cr Wheelhouse as Alternate)	General Manager/Executive Leader Infrastructure
Closed Circuit Television Committee (As Required)	Mayor/Deputy Mayor	Executive Leader Corporate & Sustainability
Code of Conduct Review Panel (As Required)	External Investigator/s to be appointed by the General Manager in line with the new Model Code of Conduct 2020	Code of Conduct Complaint Coordinator

(1) Council adopted the frequency of Committee Meetings as shown in the first column.

(2) The staff member whose name is shown in red is the responsible person for the proper administration of Committee Meetings.

(3) The Code of Conduct Review Panel will become defunct by Council adopting the revised Code of Conduct 2020 (as part of the Ordinary Meeting).

ii) Outside Community Committees:

COMMITTEE	DELEGATE	STAFF
Bush Fire Management	Mayor/Cr Thomas	Executive Leader Corporate & Sustainability
Local Emergency Management	Cr Wheelhouse	Executive Leader Infrastructure
Outback Arts	Cr Deans (Alternate Cr Wheelhouse)	Manager Economic Development & Growth
Coonamble Together Partnership Group	Mayor/Cr Deans	Executive Leader Environment, Strategic

		Planning & Community
North Western Library Cooperative	Cr Churchill	Executive Leader Environment, Strategic Planning & Community
Castlereagh Macquarie Weeds County Council	Cr Cullen/Cr Fisher	Nil
Chamber of Commerce	Cr Wheelhouse	General Manager and/or Manager Economic Development & Growth
Quambone Resources	Cr Thomas	Nil

CARRIED

8 CONCLUSION OF THE MEETING

The Meeting closed at 10.18 a.m.

The minutes of this meeting were confirmed at the Council Meeting held on 14 October 2020.

.....
CHAIRPERSON

7 DISCLOSURES OF CONFLICTS OF INTEREST

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9 MAYORAL MINUTE

MAYORAL MINUTE - MAYORAL ACTIVITIES REPORT

File Number: C13

Author: Jill Moorhouse, Executive Assistant

Authoriser: Hein Basson, General Manager

Annexures: Nil

1. LGNSW UPDATE ON FEDERAL BUDGET

Council has received an update from Local Government NSW President, Cr Linda Scott, on the outcome of the Federal Budget handed down last Tuesday. Key amongst the announcements was a range of road and local infrastructure packages, which included:

- **Local Roads & Community Infrastructure Program** - \$1 billion over two years, taking total funding of this initiative to \$1.5 billion.
- **National Road Safety Program** – a \$2 billion commitment over two years to improve safety conditions on roads.
- **Infrastructure Investment NSW** - \$2.7 billion from 2020-21 for priority road and rail projects in NSW to support economic recovery and jobs, increasing the Government's total commitment to transport infrastructure in NSW to over \$39 billion.
- **Black Spot Program** - \$137 million to improve the safety of road sites that have been identified as high-risk areas for serious crashes.
- **Bridges Renewal Program** - \$89.7 million to replace or upgrade bridges across the nation.
- **Roads to Recovery** – more than \$590 million for national roads maintenance, an increase of more than \$90 million from 2019-20.

Cr Scott said it would have been great to see a boost in Financial Assistance Grants (FAGs) beyond the \$1.24 billion allocated to support this process, but local government recognises the pressure on federal funds and there is still a lot in the Budget that will directly benefit councils and their communities.

The announcement of \$190 million to kick start the **Recycling Modernisation Fund** – designed to complement state funding for new infrastructure to sort, process and remanufacture waste is great news.

Cr Scott says that building a circular economy with homegrown waste solutions is a critical component of LGNSW's **Save our Recycling** campaign and she will continue to urge the NSW Government to come to the party through the use of the \$800 million Waste Levy collected each year.

Other positive initiatives mentioned by Cr Scott include:

- **Building Better Regions Fund** – an additional \$200 million funding, including \$100 million dedicated for tourism infrastructure.
- **Resilience Funding** - \$100 million in 202-21 to support the long-term drought resilience of local governments.
- **Commonwealth Home Support Program** - \$1.6 billion over four years for an additional 23,000 home care packages.

Cr Scott says there is no quick fix: economic recovery will be an ongoing process. She says LGNSW will continue to support councils to do what they do best: lead their local communities in desperately needed financial recovery.

2. MAYORAL ACTIVITIES – SEPTEMBER 2020

Since the September 2020 meeting I have attended only one function on behalf of Council.

Cr Thomas, the General Manager and I attended the Annual General Meeting of the Gulargambone Rural Transaction Centre on Wednesday evening 23 September 2020 at the Gulargambone Bowling Club.

RECOMMENDATION

That Council notes the information contained in this report.

10 PRECIS OF CORRESPONDENCE

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

SECTION B - MATTERS FOR INFORMATION ONLY

10.1 NSW STATE EMERGENCY OPERATIONS CENTRE

File Number: S13

Author: Jill Moorhouse, Executive Assistant

Authoriser: Hein Basson, General Manager

Annexures: Nil

PURPOSE

The purpose of this report is to inform Council that Gary Worboys, the NSW Police Force Deputy Commissioner and State Emergency Operations Controller has written to the President of Local Government NSW regarding management of beaches and other summer recreational facilities governed by local councils.

BACKGROUND

Mr Worboys' letter has been forwarded to all Councils by LGNSW. The letter deals with the forthcoming summer season and management of summer recreational attractions governed by Local Councils. It refers to the significant amount of work which has been undertaken to ensure the public health and safety remains paramount in these extraordinary times and says it must continue to remain a priority into the 2020-21 summer months.

The letter refers to the NSW Health Orders which are evolving as the response to COVID-19 continues, stating that the current Order places restrictions on outdoor gatherings and any activity must be conducted in a COVID safe manner, with COVID Safe Plans and COVID Safe Marshals.

Mr Worboys says, in the case of beaches and other recreational areas, the Local Council is responsible for implementing and managing COVID Safe Plans and compliance with Public Health Orders. He says that while enforcement is always an option for NSW Police Force, it is more desirable to work with community and provide them with parameters within which they can safely visit these public areas.

Councils are reminded that it is important to plan now for the warmer months around NSW beaches, parks and other attractions and pointing out the Local Emergency Management Committees are also being encouraged to work with Local Councils to plan and coordinate responses and resources to assist Local Councils meet community expectations and demand.

(a) Relevance to Integrated Planning and Reporting Framework

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.

P3.1 Support and promote healthy lifestyles.

I3.4 Maintain all public facilities to ensure safety and promote use.

(b) Financial Considerations

There are no financial considerations attached to this report.

COMMENTARY

This letter has been sent by the State Emergency Operations Controller through LGNSW to all councils in NSW. The message contained was instigated by the Deputy Police Commissioner / State Emergency Operations Controller, Mr Gary Worboys, under the *State Emergency and Rescue Management Act 1989 (NSW)*. It reminds Councils that they are responsible for implementing and managing summer recreational facilities in accordance and compliance with the NSW Health Orders.

Councils must continue to ensure that public health and safety remains a priority into and during the warmer months of 2020-2021.

(a) Governance/Policy Implications

Governance / policy implications would include Council's responsibility to maintain and improve parks to acceptable standards and ensure pools are well maintained and comply with all health regulations.

(b) Legal Implications

There are no legal implications directly associated with this report.

(c) Social Implications

Social implications would include Council's responsibility to provide safe, public areas of recreation to allow community connection.

(d) Environmental Implications

There are no environmental implications directly associated with this report.

(e) Economic/Asset Management Implications

Council's responsibility includes the development and constant review of asset management plans for the three public pools and other recreational areas.

(f) Risk Implications

The risk implications attached to this report would include Council's responsibility to comply with regulations imposed by the NSW Government to combat the spread of COVID-19.

RECOMMENDATION

That Council notes the contained in this report.

10.2 COUNTRY MAYORS' ASSOCIATION OF NSW**File Number: B13-3****Author: Jill Moorhouse, Executive Assistant****Authoriser: Hein Basson, General Manager****Annexures:**

- 1. Leeton Shire Council - Regarding inclusion of RFS Assets in Council's Balance Sheet**
- 2. Coonamble RFS Accounting Position Statement**

PURPOSE

The purpose of this report is to consider the contents of a letter from the Country Mayors' Association of NSW to the Auditor General in support of Leeton Shire Council's communique regarding the inclusion of NSW Regional Fire Service (RFS) assets in Council's balance sheets.

The letter from Leeton Shire Council to the Auditor-General is included as an attachment to this report.

BACKGROUND

Country Mayors' Association of NSW, in its letter to the Auditor-General, states that it has considered the position stated by Leeton Shire Council's independent Chairman of its Audit, Risk and Improvement Committee on the accounting treatment RFS plant and equipment and totally supports it.

The Association is requesting the Auditor General to intervene and address the matter once and for all, pointing out that it is important that Local Councils' financial accounts reflect the true state of affairs of a local body and to have included in them assets over which Council has no control is unacceptable.

The letter points out that the Country Mayors' Association of NSW represents 68 Councils from rural and regional NSW and has made the decision to support Leeton Shire Council after having received representations from a number of members opposing the negative effect of including RFS assets in Councils' balance sheets.

(a) Relevance to Integrated Planning and Reporting Framework

13.2.1 Liaise with RFS to provide operational and strategic fire protection in Coonamble.

(b) Financial Considerations

A review of Council's approach to the accounting treatment of assets utilised by the NSW Rural Fire Service was undertaken in 2018. As a result, the decision was made to recognise associated land and buildings in Council's assets schedules, but not RFS plant and fleet. A copy of the Review is attached for Council's information.

Whilst Council has adopted this stance, it does vary from the opinion of the Audit Office which is based on the *Rural Fires Act 1997* vesting rural fire-fighting equipment to Councils.

As such, Council received a similar misstatement notice when its annual Financial Audit has been conducted.

Should Council adopt the stance of the Auditor General, it would have the effect of Council recognising an additional amount of \$2,534,000 of assets on its books, as well as an additional \$1,014,000 in depreciation expense annually. (Council currently recognises the fair value amount of \$2,698,496 for the RFS' building structures throughout its area of jurisdiction, with an annual depreciation amount of \$59,695. This first-mentioned amount already impacts on Council's asset maintenance and renewal ratios as a measure of Council's financial health.)

COMMENTARY

Leeton Shire Council is seeking clarification and certainty from the Auditor General on the reporting of Rural Fire Service (RFS) assets in its General Purpose Financial Statements. It points out that since the introduction of the *Local Government Act 1993* and the Code of Accounting Practice there has been glaring differences in the manner in which RFS assets have been accounted for between rural Councils.

Since the appointment of the Auditor General as Leeton Council's auditors, RFS plant and equipment was not reported in its General Purpose Financial Reports. However, in the annual Engagement Closing Reports the Auditor General declared that the treatment of RFS assets is incorrect and resulted in a verdict of "Uncorrected Monetary Misstatement".

Leeton Shire Council has stated that the Local Government Code of Accounting Practice and Financial Reporting requires Councils to assess whether they control any rural fire-fighting equipment and recognise, in their financial statements, any material assets under their control. Leeton Council, along with other rural Councils, have concluded they do not control the rural fire-fighting equipment.

(a) Governance/Policy Implications

Governance/policy implications would include Council's responsibility to have effective/efficient input into the RFS Service Level Agreement and provide appropriate support to the Bush Fire Management Committee as a stakeholder in the prevention and control of bush fires within the Shire.

(b) Legal Implications

Council is required to provide an administration function for the RFS cluster Councils.

(c) Social Implications

The Coonamble Shire community rely on the services provided by the RFS.

(d) Environmental Implications

The environmental implications would include the efficient and effective management of bush fire prevention and control.

(e) Economic/Asset Management Implications

Economic / asset management implications should be the responsibility of the NSW Rural Fire Service, not rural Councils.

(f) Risk Implications

Comment – General Manager: All assets need to be depreciated in accordance with accrual accounting principles. Currently, some RFS-assets are not depreciated appropriately, with Council running the risk of having to account for the full cost of depreciation of all these assets – which will significantly increase Council’s operating expenditure (without any additional revenue stream), impacting negatively on its ‘bottom-line’.

CONCLUSION

Leeton Shire Council, in its letter to the Auditor General, has put a strong case forward and has the Country Mayors’ Association’s support in seeking satisfactory and adequate clarification of the position into the future.

The response from the Auditor General, particularly in regard to the pertinent questions put forward, is of crucial importance to Local Government as an industry.

Commentary: General Manager

I strongly suggest that Council supports this above-mentioned approach of the Country Mayors’ Association and Leeton Shire Council going forward. The current situation is not only unjustifiable but unsustainable for Local Councils – especially for rural Councils with a traditionally low rate and own source revenue base.

I “grew up” in Australian Local Government with the terminology of “care, management and control” being used to assess whether Council should assume responsibility for assets. It is my perception that the emphasis has more recently shifted to the “control” aspect. In my opinion, there is no argument that Local Councils in fact have the “care, management and control” over RFS-assets; in practice the RFS is “running their own show” in providing fire related services to the area and region – for which Council is very grateful.

The argument that the current legislation (*Rural Fires Act 1997*) makes provision for these assets to be recognised on Local Council’s books (as they are “vested” in Council), has in my humble opinion become flawed as it does not recognise the current operational state of affairs as far as the running of RFS services are concerned, including the operational relationship between individual Local Councils and the RFS. There is therefore, to my mind, a strong argument to be had that the legislation is out of date as it does not recognise the operational reality as it has developed in the RFS becoming more autonomous over the last decade or two; considering the previous Commissioner Shane Fitzsimmons AFSM further building on the legacy left by his predecessor Commissioner Phil Kopenberg AO AFSM BEM – actively building and pursuing the more independent functioning of this service. This comment should not be read as me being critical of this development; on the contrary. It is however a development that needs to be recognised as having had an impact on the RFS’ day to day operations, making this service largely independent of the Local Councils within which areas they are delivering their services.

It is further my recommendation for Council to reassess its Accounting Position Statement in this regard, and for a report to be prepared for Council to further consider this important aspect for the following financial year.

RECOMMENDATION

- 1. That Council strongly supports Leeton Shire Council's representations to the Country Mayors' Association.**
- 2. That Council revisits its Accounting Position Statement on the NSW Regional Fire Service's assets and requests the Executive Leader Corporate and Sustainability to further investigate this situation and prepare a report for Council's further consideration, taking into account the commentary included in the body of the report.**



LEETON
SHIRE COUNCIL

30 August 2020

Margaret Crawford
Auditor General
The Audit Office
GPO Box 12
SYDNEY NSW 2001

Attention: Aaron Green

Dear Ms Crawford,

I write to seek clarification and certainty on the reporting of Rural Fire Service (RFS) assets in Council's General Purpose Financial Statements.

Since the introduction of the Local Government Act 1993 and the Code of Accounting Practice there has been glaring differences in the manner in which RFS assets have been accounted for between rural Councils. Some 25 years later the arguments still persist and yet the industry has paid little if any attention to adjudicating or mandating a position. Every year the statements report:

Note 9 (a) & formerly Note 1

"Until such time as discussions on this matter have concluded and the legislation changed, Council will not recognise the rural fire service plant and vehicles".

Considering the impact on the financial statements this is a disturbing indictment on the relevant authorities.

Prior to your appointment as Council's auditors, RFS plant and equipment were not reported in the Leeton Shire Council's General Purpose financial reports. Since your appointment this practice has continued however in your annual Engagement Closing Reports (ECR) you have declared that our treatment of RFS assets is incorrect and has resulted in "Uncorrected monetary misstatement" – refer Table one of ECR which states inter alia:

"The 2018-19 Local Government Code of Accounting Practice and Financial Reporting requires councils to assess whether they control any rural fire-fighting equipment and recognise, in their financial statements, any material assets under their control.

Rural Fire Service are of the view that these assets vest with Councils. Common with a number of other NSW Councils, Council has concluded they do not control the rural fire-fighting equipment with an estimated carrying value of \$0.6 million at 30 June 2019.

The Rural Fires Act 1997 vests rural fire-fighting equipment to councils. Service agreements govern the way the NSW Rural Fire Service (the RFS) can use these assets for fire mitigation and safety works in a council area. These facts combined with **other indicators** of control lead us to conclude Council controls these assets and should be recognising them in its financial statements."

Despite repeated attempts by the ARIC to seek further details of your reasons and details of "**other indicators**" we have not received a satisfactory response and therefore we remain strongly opposed to your conclusion that Council controls the RFS plant and equipment assets.

In making our determination on asset control and recognition Council has paid specific attention to:

- Australian Accounting Standards (particularly AASB 116)
- SAC 4
- Local Government Asset Accounting Manual
- Bush Fires Act 1997 (NSW)

Further I elaborate as follows:

1. The relevance of the Bush Fire Act is negated by the fact that the General Purpose Financial Statements are prepared in accordance with:
 - The Local Government Act 1993 (NSW) (as amended) and the regulations made thereunder,
 - The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board,

[As per Statement by Councillors and Management made pursuant to Section 413 (2) (c) of the Local Government Act 1993 (NSW) (as amended)]

Note: No reference is made to the Rural Fire Act and in any event the Australian Accounting Standards would prevail

2. The vesting of an asset in an entity does not on its own determine control. Control is governed by Australian Accounting Standards and I refer in particular to SAC 4 and AASB 116. The Local Government Asset Accounting Manual – refer Section 3 – Asset Control and Ownership also addresses this issue as follows:
Definitions and recognition of assets

Councils must adopt the following criteria for the definition and recognition of assets:

- (a) Assets provide service potential or future economic benefits controlled by the entity as a result of past transactions or other past events; and
- (b) An asset shall be recognised in the statement of financial position when:
 - (i) It is probable that the service potential or future economic benefits embodied in the asset will eventuate; and
 - (ii) The asset possesses a cost or other value that can be measured reliably.

Note: AASB 116 principally states the same

Determination of control over assets

Subject to evidence to the contrary, a council has control over an asset if the following three criteria are established:-

- **council can deny or regulate access of others to the asset**
- **the asset is held to meet the objectives of the council**
- **council enjoys the majority of risks and benefits relating to the asset**

The Manual states that if the above questions have been answered "YES" then Council controls the asset subject to evidence to the contrary. Leeton Shire Council has answered "NO" to the above questions.

In determining control over an asset, council has also considered a number of other criteria including the following:

- Does the council have legal title to the asset ?
- Was the asset purchased by the council ?
- Is the absolute property right with the council ?
- Are there any restrictions on the use of the asset ?
- Is the asset vested in the council ?
- Is the asset vested in a Committee or other undertaking controlled by council ?
- Is the council required to make commercially realistic payments to another entity for the use of the asset ?

Further I note that Council disclosures in Note 9 (a) and formerly in Note 1 to the financial statements clearly enunciate and accurately reflects Council's position.

The ARIC are also concerned that you deem the "uncorrected misstatement" immaterial, individually and in aggregate, to the GPFS as a whole. With your estimate of depreciation expense attaching to rural fire-fighting equipment for 2018/19 being \$108,000 and the General Fund surplus for the same period being \$97,000 your reasoning is difficult to understand. In your response please elaborate as to how you determined this position.

As further evidence that councils do not control RFS plant and equipment I have attached the Position Statement of the Albury City Council prepared by Justin Finlayson (Chief Financial Officer) with which we are in full agreement. This Position Statement expands and elaborates on several matters raised in this letter and clearly prosecutes the case that Councils **do not control** RFS plant & equipment.

Based on the above LSC is very confident that it has correctly determined that the Rural Fire Service is the Controlling Authority for rural fire-service plant and equipment assets and as such these assets need to be recognised in the Rural Fire-Service Financial Statements and **NOT** the Leeton Shire Council's general purpose financial statements.

Should you maintain your position that Council controls RFS plant and equipment we request that you document your evidence and reasons including details of work performed. In the event that we are unable to reach consensus on this matter I will recommend to the ARIC that we seek a ruling from Institute of Chartered Accountants.

Your prompt written response would be appreciated.

Yours faithfully,



Graham Bradley B. Bus, FCA
Chair
Leeton Shire Council ARIC



POSITION STATEMENT: RECOGNITION OF RURAL FIRE SERVICE ASSETS
DIRECTORATE: CORPORATE AND SUSTAINABILITY

PURPOSE

The purpose of this document is to explain Coonamble Shire Council's approach to the accounting treatment of assets utilised by the NSW Rural Fire Service.

BACKGROUND

The Rural Fires Act 1997 established the Rural Fire Service (RFS) to co-ordinate bush firefighting and prevention throughout the state and to provide rural fire services for New South Wales. The NSW Rural Fire Fighting Fund holds all contributions required to meet the costs of the service and is maintained by the NSW Treasury.

Coonamble Shire Council is a member Council of the North West Zone and shares a Rural Fire District Service Agreement with the other member Councils of the Zone being, Warren and Walgett Shire Council. Coonamble Shire provides the administrative support as per agreed under the service agreement. Coonamble Shire Council maintains buildings within its Local Government Area boundary; maintenance of RFS vehicles is co-ordinated by the RFS and carried out by third parties.

Council contributions to the North West Zone are split between the member Councils of Coonamble (24%), Walgett (51%) and Warren Shire (25%)

Coonamble Shire Council accounts for land and buildings used by the RFS situated within the Coonamble Shire Council boundary, however it does not account for Rural Fire Service plant or other equipment.

Reasons for position:

Asset Recognition Criteria

The criteria for asset recognition are contained in various sections of the Framework for the Preparation and Presentation of Financial Statements and *AASB116* of the Australian Accounting Standards.

The Framework provides the following relevant information.

An asset is defined as a resource that is controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity forty nine (49).

Attention needs to be given to its underlying substance and economic reality and not merely its legal form fifty-one (51).

In respect of not-for-profit entities, economic benefit is synonymous with service provision or enabling them to meet their objectives to beneficiaries fifty-four (54).

The right of ownership is not essential to the determination of control fifty-seven (57). AASB 116 requires that an asset can only be recognised if it is probable that future economic benefits associated with the item will flow to the entity.

It is considered therefore that the two main issues are;

*where does effective control lie; and
where does responsibility for the function lie.*

Information in relation to control of assets

The Fire Services Act provides that;

All firefighting equipment acquired from the fund is to be vested in the council of the area (S119).

However, a council must not dispose of such equipment without the written consent of the Commissioner; and

Coonamble Shire Council is entitled to a share of 11.7% of the disposal proceeds.

The Rural Fire District Service Agreement between Coonamble Shire Council and the Commissioner includes a basic section on District equipment (section 5);

5.1 The Councils agrees that they will, during the Term, make available to and allow the Commissioner and the RFS to use the District Equipment which is owned by, vested in or under the control of the Councils;

5.2 The Commissioner agrees that he or she will, during the term of this Agreement, maintain the District Equipment on Behalf of the Council in accordance with the applicable Service Standards.

5.3 The RFS will maintain a register of the Zone Equipment.

This can be compared to a very detailed section on Land and Buildings (section 6) which specifically states that the legal right to possession and control over the premises and land remains vested in Council and the RFS only has right of occupation. In addition:

Council must maintain the premises in good repair;
Council must pay all utility costs associated with the premises; and
Council must pay all insurances associated with the building and public risk.

Accounting Recognition of Assets

SAC 4 "Definition and Recognition of the Elements of Financial Statements" sets the basis on which an "Asset" should be recognised. There are two major factors to determine;

The Entity must receive future economic benefits; and

The Entity must have control over those future economic benefits.

Future Economic Benefits

The RFS is funded directly by the State; both operating and capital acquisitions are made directly by RFS Officers. Councils are only consulted with regards to having input into the operations or capital acquisitions of the RFS, the final decision lies with the Commissioner.

The Fire Services Act provides that;

The NSW Rural Fire Service has the function to provide rural fire services for New South Wales [9 (1) (a)].

It is considered therefore that it is the Rural Fire Service and not councils that receive future economic benefit from firefighting equipment assets in terms of both net cash flows and service provision.

Control of Assets

SAC 4 defines "control of an asset" as; *the capacity of the entity to benefit from the asset in the pursuit of the entity's objectives and to deny or regulate the access of others to that benefit.*

Land & Buildings

The Rural Fire Service Agreement clearly identifies that Council retains full legal right to possession and control over premises occupied by the RFS. Councils are required to maintain buildings, pay all utility costs associated with the building and pay all insurances on the buildings and public risk associated with the use of the building.

This is similar to a lease agreement, and as such Council retains control of the building and is required to hold the land and associated building as an asset.

Equipment

Section 119 (3) of the Rural Fires Act 1997 (NSW) stipulates that Council must not sell or otherwise dispose of any firefighting equipment ... without the consent of the Commissioner. Section 119 (4) requires any funds received from sale must be credited to the RFS fund.

The RFS Zone manager makes all decisions about capital improvements and new assets, while Council may be consulted in these decisions it takes no part in the final decision.

The RFS insures all plant and equipment.

In practice the RFS makes all decisions to switch fleet and equipment to other fire districts and Zones as it feels necessary.

Council has no access to and is not permitted to use of any plant and equipment held by the RFS.

Council has taken the view that it has no control over the purchase, use or sale of any RFS equipment. As such the requirements SAC 4 have not been met and RFS equipment should not be included as assets in Councils accounts.

CONCLUSION

It is clear that the AASB Accounting Standards require a standard higher than ownership when accounting for assets. Entities may own an asset, but unless they have control of that asset and can clearly identify future economic benefits flowing to the entity from that asset, then it cannot be included in the entity's assets schedule.

It is considered that when all criteria of asset recognition included in the AASB Accounting Framework and Standards are taken into account, Coonamble Shire Council retains effective control of associated Land and Buildings, but that the RFS retains control of plant and equipment.

In line with this Coonamble Shire Council's practice is to recognise associated Land and Buildings in its asset schedules, but not Plant and Equipment.

It is also considered that in regard to the objectives of financial reporting, councils obligation and commitment to the rural fire fighting function is fully and accurately reflected in the statutory contribution expense made and the net cost of other relevant facilities provided under the local agreement.

Bruce Quarmby
DIRECTOR OF CORPORATE & URBAN SERVICES

11 COMMITTEE REPORTS

Nil

12 REPORTS TO COUNCIL

12.1 DEVELOPMENT APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY

File Number: B11
Author: Jill Moorhouse, Executive Assistant
Authoriser: Hein Basson, General Manager
Annexures: Nil

PURPOSE

The purpose of this report is to provide information on Development Applications and Complying Development Applications approved under delegated authority between monthly meetings of Council.

BACKGROUND

This information provides Councillors with details of development applications and complying certificates approved under delegated authority between monthly Council Meetings.

(a) Relevance to Integrated Planning and Reporting Framework

- EN1.1.1 Enforcement of environmental regulations
- EN1.1.3 Ensure compliance with NSW Building Certification
- EN1.1.5 Approvals completed within timeframe required

(b) Financial Considerations

There are no financial considerations attached to this report.

COMMENTARY

One (1) development application and four (4) complying development applications have been approved under delegated authority since Council's September 2020 meeting.

The list covering the relevant period is as follows:

<i>DA No</i>	<i>Description of Works</i>	<i>Address of Proposed Works</i>	<i>Approved Date</i>
18/20	Residential shed	(Lot 2 DP376781) 19 Pages Terrace, Coonamble	01/09/2020

<i>CC No</i>	<i>Description of Works</i>	<i>Address of Proposed Works</i>	<i>Approved Date</i>
22/20	Communications facility Telstra	2075 Warren Road, Gular (Lot 58 DP753491)	15/09/2020
23/20	Demolish fire damaged house	3 Greene Avenue, Coonamble (Lot 28 DP227240)	26/08/2020
25/20	Demolish damaged house	47 Railway Street, Coonamble (Lot 8 DP36943)	17/09/2020

<i>CC No</i>	<i>Description of Works</i>	<i>Address of Proposed Works</i>	<i>Approved Date</i>
26/20	Kitchen Upgrade	43-45 Armatree Street, Gular (Lot D DP384703 and Lot 4 DP395764)	17/09/2020

(a) Governance/Policy Implications

It is Council's responsibility to implement environmental legislation requirements.

(b) Legal Implications

Nil.

(c) Social Implications

Nil.

(d) Environmental Implications

Nil.

(e) Economic/Asset Management Implications

Nil.

(f) Risk Implications

Nil.

RECOMMENDATION

That Council notes Development Application Number 018/2020 and Complying Development Application Numbers 0022/2020, 023/2020, 025/2020 and 026/2020 have been approved under delegated authority since Council's September 2020 Ordinary Meeting.

12.2 STATUS REPORT REGARDING COUNCILLOR ENQUIRIES

File Number: R6
Author: Jill Moorhouse, Executive Assistant
Authoriser: Hein Basson, General Manager
Annexures: Nil

PURPOSE

The purpose of this report is to provide an update on the status of Councillor enquiries.

BACKGROUND

Following the adoption of the *Councillor Access to Staff and Premises Policy* in August 2019, Councillors are best advised to lodge their enquiries with the General Manager on the *Councillors' Enquiry Form*.

(a) Relevance to Integrated Planning and Reporting Framework

I4.1 Ensure long term management and protection of our community assets.

EC1.1.1. Continue to plan and implement Coonamble main street beautification and revitalisation projects.

L1.4.5 Review Council policies.

(b) Financial Considerations

Financial considerations for each enquiry will be taken into consideration during the assessment / investigation process.

COMMENTARY

Shown below is a list of outstanding enquiries received from Councillors since implementation of this procedure up to the end of September 2020:

Date Received	Councillor	Enquiry	Enquiry No Referred to	Comments/Status
23/08/19	Cr Thomas	Clean up block – corner Castlereagh/ Aberford Streets.	0093.2020 Environmental Services.	The Order has been prepared and has been posted by registered mail. There is a process to be followed, even after the order has been served.
6/10/20	Cr Thomas	Concern about the condition of rural local roads before harvest time.	To be allocated.	The General Manager has made an arrangement with Cr Thomas and another member of Council's Roads Committee to have a drive around on Sunday, 11 October 2020, in order to inspect particular roads of concern. The information gained will be relayed to the next Roads Committee Meeting and/or Council Meeting.

Note: Once matters have been reported to Council as being completed, they will be removed from the list.

(a) Governance/Policy Implications

In line with the *Councillor Access to Staff and Premises Policy*, Councillors are required to lodge enquiries on the *Councillors' Enquiry Form* or the *Councillors' Request for Maintenance Form*.

(c) Legal Implications

There are no legal implications arising from this report.

(d) Social Implications

There may be social implications, depending on the nature of individual enquiries.

(e) Environmental Implications

There may be environmental implications, depending on the nature of individual enquiries.

(f) Economic/Asset Management Implications

There may be economic and/or asset management implications, depending on the nature of individual enquiries.

(g) Risk Implications

There may be risk implications, depending on the nature of individual enquiries.

CONCLUSION

The current status of Councillors' enquiries to the end of September 2020 is documented above.

RECOMMENDATION

That Council notes the information in this report.

12.3 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT

File Number: D-5-5

Author: Pip Goldsmith, Manager - Economic Development & Growth

Authoriser: Hein Basson, General Manager

Annexures:

1. Letter from Mr Sommerville 11.09.20
2. CBD amenities set out plan
3. Updated Construction Programme - Coonamble Visitor Information Centre
4. Request to visit Castlereagh Regional Abattoir
5. Coonamble Shire Council's EOI for Inland Rail's Interface Improvement Program Round 2 - Productivity Enhancement Program - Closed (Public Excluded)

PURPOSE

The purpose of this report is to provide Council with an update on recent activities and the progress of projects which contribute to the economic development and growth of the Local Government Area (LGA).

BACKGROUND

The Economic Development & Growth function is tasked with providing effective and efficient delivery of a broader economic base for the LGA, enhancing business prospects, growth and development. The function facilitates the development of programs and activities that will stimulate economic development by assisting the growth and retention of businesses, as well as aiming to reduce barriers and attract diverse, sustainable and responsible new industry development and improve the profile of the Coonamble LGA to attract investment, industry, new residents and tourism.

1. Relevance to Integrated Planning and Reporting Framework

Coonamble Shire 2032 Community Strategic Plan for Coonamble Shire identifies 'Our Economy' as one of five (5) key themes.

Economic Development & Growth Activities work towards achieving the objectives of the Community Strategic Plan, Delivery and Operational Plan, Economic Development Strategy and the Coonamble Shire Council Masterplan.

2. Financial Considerations

Program and project budgets are maintained according to the Operational and Delivery Program and reported here for Council's review.

COMMENTARY

Chamber of Commerce

After agreeing with the Coonamble Chamber of Commerce that the date of the 2020 Christmas Street Party should be Saturday 12 December, staff called for expressions of interest (EOIs) for event management. Unfortunately, no expressions of interest from interested individuals or community groups were received.

As Council does not have the resources to take responsibility for this community event, the possibility of the event not going ahead is a concern. To avoid the cancellation of the event and the resulting impact on the community, Council is investigating options to engage a part-time contracted employee for the management of the event.

The Manager Economic Development & Growth supported recent Chamber events which provided local businesses with information and contacts for business recovery and growth, along with representatives from Service NSW, the Rural Financial Counselling Service and the Department of Regional NSW.

Sale of Mac's Dry Cleaning Building

The potential sale of the former Mac's Dry Cleaning Building has been considered more than once by Council over the last year. Part of these considerations has included the location of planned public toilets for the main street / central business district (CBD) of Coonamble. Below is a short review of some previous considerations:

- 2018 Council purchased the former Mac's Dry Cleaning building with the intent to develop public amenities at the property, and successfully submitted an application for funding to do so.
- Dec 2019 Mr Brian Sommerville approached Council to express his interest in the property, for the purposes of leasing to a supermarket operator.
- Feb 2020 Council requested a firm offer to purchase and commitment for pursual of a supermarket development, which was duly submitted.
- Mar 2020 With the property no longer available for public amenities, Council resolved to purchase 79 Castlereagh Street for that purpose.
Mr Sommerville withdrew his offer to purchase the property.
- Jul 2020 Council was again approached by Mr Sommerville, seeking to purchase the building. Council resolved to enter into an agreement to allow him to purchase the property.
- Aug 2020 Council resolved to locate public toilets in Skillman's Lane carpark.
The Department of Regional NSW (the funding body for the public toilets) has provided formal written approval relevant to the project variation of the location of the public toilets in the Skillman's Lane Carpark.
- Sep 2020 The General Manager received a letter on the 11th of September from Mr Brian Sommerville (attached to this report as **Annexure 1**) explaining that he is not in a position to proceed with the purchase of 40 Castlereagh Street. Mr Sommerville sited "personal and other business factors, including the special conditions".

The "special conditions" which Mr Sommerville refers to was special condition 14, which represented the only amendment to the standard contract normally used for these types of transactions. This condition was included to recognise the great community interest in the development of a supermarket at this site and was not designed to limit Mr Sommerville's options for use of the property.

Special condition 14 states that if Mr Sommerville has not developed a supermarket on the property within a period of three (3) years, Council has the option to purchase the property back from him. This condition ensures that if he has been unable to develop a supermarket after three (3) years and no longer wants the property then Mr Sommerville is not stuck with it, and also gives the option for him to retain ownership for another purpose after this period of time.

This clause is representative of a fair and reasonable arrangement – and should not be viewed as anything out of the ordinary in legal documents where the interests of the Council and the community should realistically be protected.

With the understanding of the intent of this special condition and the flexibility it provides for both Council and Mr Sommerville, it is unlikely that this condition is the influencing factor in Mr Sommerville’s decision not to proceed with the purchase.

The future negotiation and development requirements which Mr Sommerville will face in establishing a supermarket in the main street could potentially be considerable. At the same time, this prospect represents a significant opportunity for a satisfactory and profitable business venture, as well as providing for an “anchor” in the main street. After Council’s efforts to accommodate Mr Sommerville’s proposal, it is disappointing that he no longer has plans to use the property for purposes of the development of a supermarket in the main street.

Council remains committed to the return of a supermarket in the main street of Coonamble and similarly committed to supporting any proponent of local development. With legal advice and assistance, staff have attempted to negotiate with Mr Sommerville a mutually agreeable contract of sale. Unfortunately, this has been unsuccessful and therefore staff recommend for Council to retain the property for future strategic use.

Coonamble CBD public amenities

Staff have liaised closely with the Department of Regional NSW Grants Management Office since Council’s decision to locate the amenities in Skillman’s Lane carpark and have provided required evidence of community support for this decision. Formal written approval of this project variation has been confirmed.

Location and placement of the building has been confirmed following surveys and investigation into service connection locations and traffic movements. A plan confirming the set out of the building and service vehicle turn path analysis (attached to this report as **Annexure 2**) provides confirmation of the location.

Since the location has been confirmed, staff have worked with the appointed technical panel to prepare a public art commission brief for artists and designers. This call for EOIs is currently being advertised.

The project budget has remained the same since last reported to Council and is included here for Council’s information.

	<i>Total \$</i>
<i>INCOME</i>	
<i>Stronger Country Communities Fund Round 2</i>	\$250,000.00
<i>Council commitment to match SCCF</i>	\$81,529.00
<i>Additional funding from Council’s working capital, committed August 2020</i>	\$17,497.00
TOTAL PROJECT INCOME	\$349,026.00

EXPENSES

Confirmed expenses

<i>79 Castlereagh Street land purchase</i>	\$52,626.00
<i>Exceloo Silver tiple JUPITER</i>	\$193,800.00
<i>Installation by Exeloo</i>	\$19,600.00
<i>Design development</i>	\$5,860.00
<i>Estimated expenses</i>	
<i>Local trades to prepare for installation</i>	\$10,000.00
<i>Council trenching for installation</i>	\$10,000.00
<i>Civil works</i>	\$10,000.00
<i>Commissioned artwork</i>	\$5,000.00
<i>Landscaping</i>	\$5,000.00
<i>Contingency</i>	\$37,140.00
TOTAL PROJECT EXPENSES	\$349,026.00

Visitor Information Centre (VIC)

The contracted builder, Westbury Constructions are progressing with early stages of construction. A Council project team meets regularly with members of the Westbury Construction team. These meetings ensure staff remain updated on progress and can provide direction when needed.

There has been an unforeseen delay and a project variation because of a need to raise the finished floor level of the building 200 millimetres above the architectural specification provided. After earthworks, Council staff inspected the site and identified concerns with the finished floor level being below ground level towards the western end of the building. Staff and Westbury Constructions investigated a number of remediation options:

1. Leave floor level as it was specified and originally prepared. Use earthworks, landscaping, pathing and drainage to ensure ground level is lower than floor level and mitigate potential drainage issues.
2. Utilise road base to raise finished floor level by 200mm, acknowledging a need for compaction and difficulty in ensuring this compaction around already installed plumbing and pipes.
3. Increase double height waffle pod slab to triple height, negating the need for compaction of fill, but still achieving a raised floor level.
4. Utilise a loose base with piers to raise the floor level. This option was proposed by Cook + Roe (structural engineers) and decided on as the preferred option.

Structural engineers have provided updated drawings indicating the change in approach, and these updated plans have been approved by Council’s Environment Manager.

There has been a variation amount of \$14,639 and a delay of 19 days. This variation is reflected in the updated project budget below and construction program (attached to this report as **Annexure 3**).

	<i>Total \$</i>
<i>INCOME</i>	
<i>Stronger Country Communities Fund Round 2</i>	\$330,000
<i>Council commitment to match SCCF</i>	\$157,810
<i>Coonamble Shire Council Development Reserve Fund (committed Feb 2020)</i>	\$150,000
<i>Coonamble Shire Council Working Funds (committed Feb 2020)</i>	\$100,000
<i>Drought Stimulus Package</i>	\$400,000
<i>Council funds previously provided for the detailed design of a roundabout to the construction (committed July 2020)</i>	\$315,000
<i>Council working funds (committed July 2020)</i>	\$ 49,640
TOTAL PROJECT INCOME	\$1,502,450
 <i>EXPENSES</i>	
<i>Westbury Construction tender price for construction (including service connections)</i>	\$1,002,987
<i>Construction variation (finished floor level)</i>	\$14,639
<i>Geotechnical</i>	\$5,600
<i>Detailed design</i>	\$52,115
<i>Regional Procurement</i>	\$6,600
<i>Section JV3 performance requirement by Building Sustainable Assessment</i>	\$1,500
<i>CC and DA fees</i>	\$2,750
<i>Architectural consultancy during construction</i>	\$4,500
<i>Engineering consultancy during construction</i>	\$2,660
<i>Interpretations, signage, furniture and fit out</i>	\$200,000
<i>Civil works (including road reseal, design and construction of carparking, kerb and gutter, drainage, stormwater, widening of driveway and footpathing)</i>	\$150,000
<i>Landscaping</i>	\$50,000
<i>Contingency</i>	\$9,099
TOTAL PROJECT EXPENSES	\$1,502,450.00

Bore Bath Facility

An application for compulsory acquisition of the land has been submitted to the Office of Local Government after collations of all required information including written confirmation from Crown Lands that it does not object to Council issuing a proposed acquisition notice for the acquisition of the land; Council resolution; acquisition plan; Native Title searches and Aboriginal Land Claims.

Staff continue to liaise with the Department of Regional NSW to lobby for funding for investigation, scoping and design activities.

Castlereagh Regional Abattoir

Following the update provided and discussion at the September Council meeting about the plans for reopening and recommencement of operations at Castlereagh Regional Abattoir, staff have requested a visit for Councillors be arranged (as per the

letter attached to this report as **Annexure 4**). A response had not yet been received at the time of writing.

Inland Rail

Interface Improvement Program (IIP) Round One – Upgrade to Gilgandra-Coonamble Line

A pre-feasibility report is nearing completion in preparation for submission to the Department of Infrastructure, Transport, Regional Development and Communications as the project reaches the conclusion of Gateway two (2). This report will be presented to Council once finalised.

Interface Improvement Program (IIP) – Round Two

Staff held an opportunity mapping workshop with interested community members to facilitate discussion about opportunities that Inland Rail may present to the LGA.

An expression of interest to the Productivity Enhancement Program (PEP) stream of Round Two of the IIP has been submitted (attached to this report as confidential **Annexure 5**).

Grants

Staff are currently undertaking a significant amount of work to meet reporting and acquittal requirements for several grant funded projects. Below is a summary of funded projects and their status.

Shade shelter in Lions Park, Gulargambone

- The Shelter was completed in May as part of the Stronger Country Communities (SCCF) Round 2 LGA-wide Shade Sail project. Other sites where shade sails were installed included the skate park at Smith Park Coonamble, over the playground at Smith Park Coonamble and over the splashpad in Gulargambone. These were all completed earlier this year, with the Lions Park shelter being the final structure to be installed.
- As part of a separate SCCF Round 2 project, a nature-themed playground (with timber play equipment) and metal exercise equipment (similar to the equipment at Smith Park) has been ordered and will be installed at Lions Park in November. An irrigation system will also be installed at Lions Park as part of this project.

The Gulargambone Youth Centre

- This is SCCF Round 2 project which includes the installation of a basketball court and seating at the back of the centre. The project is in progress and seating has been delivered ready for installation. The pad is finished and ready for concrete to be poured for the court.
- A SCCF Round 3 project is funding exterior works to the building (including concreting, stormwater pipe repairs, awnings, fencing, cleaning and painting). A request for quote has been called for all works as one contract, which is yet to be awarded.

Amenity Block Upgrades

- This project (SCCF Round 2) upgraded amenities across the LGA including the weir, MacDonald Park Coonamble, Quambone Memorial Hall, Coonamble Showground, the highway in Gulargambone and Lions Park in Gulargambone.
- Works were undertaken during this year. All sites are now complete, with Lions Park and Showground being the final amenities to be completed last month.

The Coonamble Sporting Oval upgrade

- \$1 million in Drought Communities Program funding has been allocated to upgrades to the playing field, fencing, lighting, and painting of the grandstand and canteen building. A project manager has been appointed to manage the field, fencing and lighting components. Quotes are about to be called for the lighting of the field, which will then provide information required to progress with fencing and field upgrades. Painting is outside the project manager's scope and will be undertaken in October.
- Separately, a SCCF Round 2 project for irrigation upgrade at the sportsground was completed in April.

Skate Bowl

- The concrete skate bowl, seating and water bubbler were completed in June, and the fence (not part of the grant funded project) installed in July. The only component of the project yet to be completed is the installation of CCTV (due to be installed in October).

Coonamble's Trooper Stables Restoration (at the Museum under the Bridge) (SCCF 3)

- Council is currently calling for quotes for the agreed scope of works which includes painting and restoration inside the stables, structural repairs to the stable wall, renovating the louvre windows and door and stabilising of a water trough to ensure integrity of stable walls.

Coonamble pool blankets and change room upgrades (SCCF Round 2)

- Completed in August 2020.

Smith Park Netball Courts (SCCF Round 1)

- Construction of four new netball courts are complete with a project underspend. Staff are currently working in consultation with the netball committee to undertake additional upgrades including fencing, seating and canteen upgrades.

Coonamble Riverside Caravan Park redevelopment

- 2019 Drought Stimulus Package awarded \$438,649 for Coonamble Riverside Caravan Park redevelopment, including:
 - arrival and internal directional signage
 - construction, installation and fit out of one x two-bedroom disability access cabin
 - construction of three lock up garages for patrons, providing additional security for the business visitors and another for storage

- demolition and decommissioning of the old amenities block
- construction and installation of double ensuite unit
- office fit out
- The majority of this project is on hold until a lease agreement with a tenant is in place, allowing the tenant the opportunity to participate in decisions about these improvements.

A Communications and Grants Officer has recently been appointed and will commence early November. Future Economic Development & Growth Progress Reports will include regular status updates of Council grant funded projects, Council and community grant applications and projects identified for future applications for grant funding.

Riverside Caravan Park

Council has called for EOs for the lease of Riverside Craven Park. A confidential report on the response and staff recommendations following the assessment of these EOs is included in this Business Paper.

At Council's August meeting, it considered confidential item 14.2 Drought Stimulus Program – Riverside Caravan Park and resolved:

- 1. That the works be awarded to AKW Carpentry and Concreting conditional upon the following information being supplied within 21 days and meeting the required standards:**
 - **A floor plan, with front and side elevations that meets Australian Standards and the Disability Access Code.**
 - **A project plan detailing project inclusions and exclusions along with the proposed project duration.**
 - **Certified engineering plans for the concrete hardstand.**
- 2. That if the required information specified in paragraph one (1) above is not supplied by AKW Carpentry and Concreting within 21 days, an updated quote be obtained from Taylor Made Buildings and the project be awarded to this mentioned company.**
- 3. That in accordance with the *Local Government (General) Regulation 2005* Council revotes the unspent budget allocation from the 2019/2020 Financial Year for this project.**

AKW Carpentry and Concreting delivered documentation to Council within the requested timeframe. To ensure the assessment of that documentation was independent, transparent and fair, Council requested an external review of the documentation by Pro Cert Group Pty Ltd, an organisation with respected knowledge and expertise in construction certification and approval.

Unfortunately, the assessment done by Pro Cert clearly indicated that the requirements stated in the above-mentioned Council resolution were not met. After due consideration, staff had no other choice than to make the determination that AKW Carpentry and Concreting had not provided the necessary information.

It is disappointing that Council could not award this project to a local contractor despite providing flexibility and additional opportunity for the lodgement of required information. Council is the responsible custodian for the proper expenditure of grant funding and rate payers' monies, and as such needs to be in a position where it can have adequate trust and confidence in the appointed contractor to deliver on the project – in accordance with the expected specifications and standards.

Paragraph two (2) of the above-quoted Council resolution has been pursued, and TaylorMade Buildings have confirmed that the original quotation provided remains current as a show of good faith. Staff have met with the principal of that organisation on site to confirm the exact location of the cabin and have confirmed the layout and design of the cabin.

Small Business Month Grant – Agri-tourism

Staff were successful in securing funding for a webinar-workshop with agritourism experts, [Regionality](#). The workshop was targeted at local agribusinesses with a focus on providing information and support to help businesses to diversify with an agri-tourism offering. Participants were able to join either from home or a central location in Coonamble.

[Regionality](#) work with producers to help create alternate pathways to market, embrace new opportunities and build resilience through diversification and value adding by taking their business beyond the farm gate.

Masterplan Implementation

The following activities undertaken during August relate directly to the implementation of the Masterplan:

<i>REF.</i>	<i>ACTION</i>	<i>PROGRESS UPDATE (OCTOBER 2020)</i>
0.00	POLICY AND SHIRE WIDE PROJECTS	
0.29	Engage with local businesses to develop, promote and participate in tourism campaigns identified in the strategic tourism marketing plan.	Funding has been secured to investigate the development of local agri-tourism offerings.
0.32	Investigate options for developing a minimum four-star hotel in conjunction with the Mineral Spa development.	Investigations are underway with potential commercial interests and the State Government.
0.36	Host a tourism seminar for locals to provide them with tools and contacts to start tourism businesses, including: ecotourism; Indigenous cultural experiences; agri-tourism; farm stays; etc.	An initial seminar focussed on agri-tourism has been held. Additional funding will be sought for future training and development.
0.38	Investigate opportunities for local power generation.	Staff are investigating an announcement made by Providence Asset Group about a planned solar farm at Coonamble.
0.39	Employ an arts facilitator to work with schools, community groups and individuals in developing public art across the shire.	Council is calling for a commissioned artwork for Coonamble CBD public toilets, under the direction of a community technical panel.
1.0.0	COONAMBLE TOWN MASTERPLAN	
1.0.15	Upgrade amenity building in Smith Park.	Staff are investigating the upgrade of the Smith Park amenities building as part of the netball court project, funded through Round One of the Stronger Country Communities Fund.
1.1.0	ENTRANCES	

1.1.2	Design, manufacture, and installation of sculptural birds (Coonamble, Quambone and upgrade of Gulargambone existing sculptures).	Drought Stimulus Package funding has been secured for the design, development and installation of sculptural birds. Council is currently assessing expressions of interest for project management.
1.2.0	MAIN STREET	
1.2.1	Commission investigation and detail design of the reconfiguration of the intersection at the Castlereagh Highway and main street to TfNSW. Standards are to allow for better access and sight lines to the main street, ensuring safe crossing points (provisional sum for design & construction budget).	Staff have had initial discussions with TfNSW.
1.2.3	Install public amenities in prominent location on main street and provide attractive park-like setting.	Skillman's Lane carpark has been identified as the location for the building. A technical panel is advising on the design and artwork of the building and set out has been confirmed.
1.2.15	Pursue with TfNSW the investigation and implementation of a 40km/hour speed zone in Coonamble CBD.	Following traffic committee approval, the concept is currently being advertised and public submissions called for.
1.3.0	COONAMBLE MINERAL SPA	
1.3.2	Commission detail design of Coonamble Mineral Spa/ Conference Facility to promote tourism and a multi-use facility in accordance with the Masterplan (provisional sum for detail design & construction budget).	Funding is currently being sought for the investigation and design.
1.4.0	VISITOR INFORMATION CENTRE (VIC)	
1.4.1	Commission detail design of the VIC and surrounds to provide tourism opportunities for visitors and the community which celebrates the Aboriginal and non-Aboriginal cultural heritage of the district (provisional sum for design & construction budget).	Construction is ongoing. Council's project management team meets fortnightly with the contracted construction company on-site.
1.4.2	Provide new carpark with accessible parking space and ramp to path to provide accessibility for all and links into the existing Smith Park network, realign entrance road into VIC to provide safer entry and exit path and provide new bus and RV parallel parking within existing park driveway surface.	A detailed design is currently being undertaken and civil works are due to commence in November 2020.

2.0.0	QUAMBONE MASTERPLAN	
2.0.7	Upgrade the playground to include: a tourism kiosk; wi-fi; public amenities; youth zone play equipment and outdoor ping-pong tables for casual hanging out and perching.	Funding for the public amenities has been secured.
2.0.14	Tidy up litter and rubbish throughout town, especially around the rubbish tip (annual).	Council staff will be ensuring this is a priority in routine operations, especially after the fencing of the tip.
2.0.24	Install Macquarie Marshes signage on Castlereagh Highway which is consistent with masterplan.	Staff are working with neighbouring Councils to install additional signage.
3.0.0	GULARGAMBONE MASTERPLAN	
3.0.5	Install outdoor exercise equipment to Lions Park and Sports Ground to create fitness trail opportunities.	The equipment is scheduled for installation in November 2020.
3.0.7	Provide picnic area to Lions Park: install barbeques, shelter, bubblers, bins & table seating facilities to improve amenity.	The shelter has been installed and advice provided about funding for a barbeque.
3.0.8	Install nature play based playground to Lions Park.	The equipment is scheduled for installation in November 2020.

(a) Governance/Policy Implications

Economic Development activities work towards achieving the strategic objectives and delivery actions as outlined in the Economic Development Strategy 2020, Community Strategic Plan 2032, Delivery Plan 2017-2020 and Operational Plan 2019/20.

(b) Legal Implications

The contract for sale of the former Mac's Dry Cleaning building is a legally binding document. Council has sought legal advice about Mr Sommerville's withdrawal from the purchase of the property which confirms he is within his rights do so.

(c) Social Implications

Economic development and growth in many instances increases social opportunities for the community. Projects and initiatives described in this report are undertaken with the objective of delivering social benefits to the Coonamble LGA.

(d) Environmental Implications

Environmental implications associated with the development of the Visitor Information Centre, cabin at Riverside Caravan Park and CBD amenities are addressed as part of the Development Application process.

An Environmental Impact Statement on the Narromine to Narrabri project of the Inland Rail project is expected to be published before the end of 2020.

(e) Economic/Asset Management Implications

Mac's Dry-Cleaning Building – no income from the proposed sale was realised, and Council will have to fund the ongoing depreciation cost of the asset. The cost of the development for future strategic use of the asset will need to be budgeted, once determined.

(f) Risk Implications

Regular reporting to Council provides an opportunity to communicate and manage any ongoing or unexpected related risks that may emerge.

CONCLUSION

Economic Development & Growth activities and projects continue to progress according to the Economic Development Strategy 2020 and Coonamble Shire Masterplan.

RECOMMENDATION

- 1. That Council notes the contents of this report.**
- 2. That Council retains the former Mac's Dry-Cleaning building for future strategic use.**

Brian Sommerville
20 Castlereagh St
COONAMBLE NSW 2829
0428 151 645

11th September 2020

Mr Hein Basson
General Manager
Coonamble Shire Council
80 Castlereagh Street
COONAMBLE NSW 2829

Dear Sir,

RE: 40 CASTLEREAGH STREET – FORMER MAC’S DRY CLEANERS BUILDING

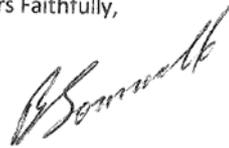
As a result of personal and other business factors, including the special conditions outlined in the purchase of Mac’s Dry Cleaner’s, I am not prepared to go ahead with the proposed purchase of 40 Castlereagh Street. I personally have never known of or dealt with conditions on land when being the purchaser.

Unfortunately, I cannot guarantee the opening of a supermarket even if I did buy the building and develop it for a supermarket.

When spending my money, why should council be able to dictate to me what I can and cannot put in MY shop? Without written confirmation from Khans I cannot guarantee a supermarket in the main street, but what if I wanted to relocate my current shop and make it bigger??? Where are the options left for me???

I Thank you council for the offer provided to return a supermarket to the main street of Coonamble. I hope there will be a development with more interest and support from Council in the future that sees this happen.

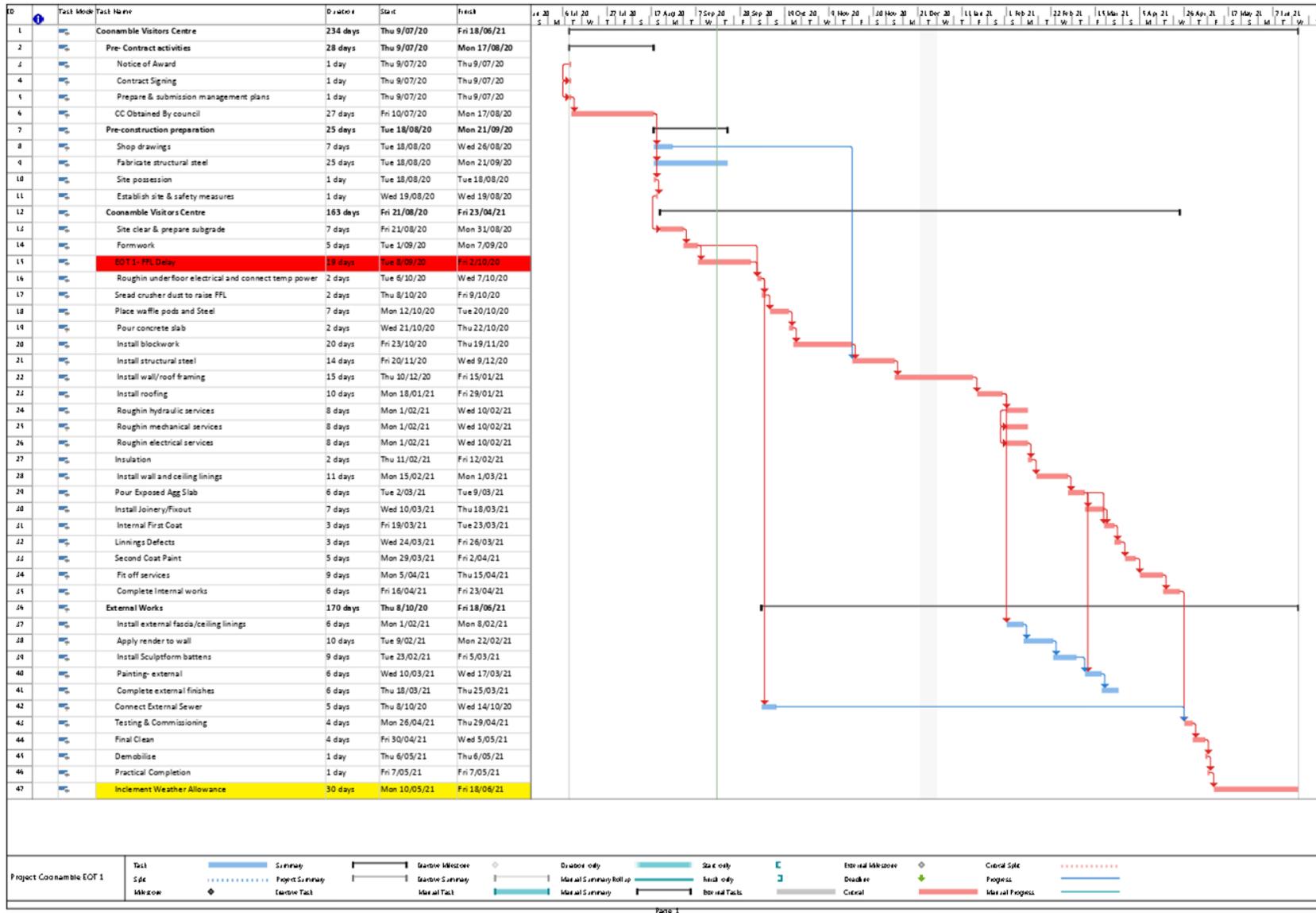
Yours Faithfully,



B Sommerville

COONAMBLE SHIRE COUNCIL	
FILE NO:	PRI464+D5
11 SEP 2020	
DOC NO:	95959
ASSIGNED:	Goldsmith
OPENED	EP ACTION: yes

• Copy to DS



COONAMBLE SHIRE COUNCIL

80 Castlereagh Street, Coonamble NSW 2829

Telephone. 02 6827 1900 Fax. 02 6822 1626

Email. council@coonambleshire.nsw.gov.au

 www.coonambleshire.nsw.gov.au

ABN. 19 499 848 443

All communications to be addressed to the General Manager
PO Box 249, Coonamble, NSW 2829

Our Ref.

Your Ref.

11 September 2020

Mr Kevin Xu
Managing Director
Castlereagh Regional Abattoir
135 Abattoirs Road
COONAMBLE NSW 2829

By email: info@meataustralia.com.au

Dear Mr Xu,

Thank you meeting with me and the Mayor on Thursday 20 August, and for your letter to Council dated 8 September 2020. I was pleased to provide a copy of this letter to all Councillors at the ordinary Council meeting on Wednesday 9 September.

At that meeting, Councillors discussed the development of the abattoir and plans to resume operations. It was resolved:

- That Council requests the owners of the Castlereagh Regional Abattoir to furnish Council with a written update on where they are at with the development and starting of operations, in order for Council to acquire first-hand knowledge of the extent of the development and potential benefit to the community.
- That Council requests staff to organise a visit for Councillors to the Castlereagh Regional Abattoir.
- That Council further requests staff to liaise with the owners and operators of the Castlereagh Regional Abattoir, the EPA and the NSW Food Authority regarding compliance and appropriate approvals required, and to be able to gather relevant information for official progress updates to Council.

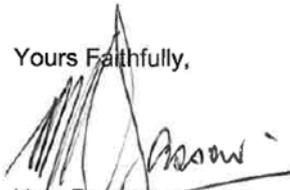
Thank you for providing me with advice of the Environmental Protection Authority (EPA) inspection in April and the NSW Food Authority inspection in September.

Compliance with the requirements of these authorities will also ensure the relevant Coonamble Shire Council development approval remains current. To satisfy Council of the currency of this development approval, Council requests written advice about the outcomes of these inspections and any requirements for future operation. Such updates will also allow staff to provide appropriate progress updates and other relevant information to Council.

Additionally, Councillors are interested to visit Castlereagh Regional Abattoir for a firsthand understanding of work undertaken and planned, and to demonstrate their support for the future operation of Castlereagh Regional Abattoir and the local benefits that it will deliver. If you are agreeable to such a visit, please advise this office of some days and times which would be suitable.

Pip Goldsmith is Council's Manager Economic Development & Growth and will be happy to assist you in the provision of information to Council, and provide any support you require from Council. You can contact her on 0447 030 850 or at edo@coonambleshire.nsw.gov.au.

Yours Faithfully,



Hein Basson
General Manager

12.4 RATES AND CHARGES COLLECTIONS - SEPTEMBER 2020**File Number: Rates - General - R4****Author: Melissa Curtis, Revenue and Finance Officer****Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability****Annexures: Nil****PURPOSE**

The purpose of this report is for Council to be updated with the most recent information pertaining to its rates and charges collections – as applicable to the month of September 2020.

BACKGROUND**(a) Relevance to Integrated Planning and Reporting Framework**

The annual rate charges are set out within Council's 2020/21 Operational Plan.

(b) Financial Considerations

The annual rate charges are set out within Council's 2020/21 Operational Plan.

	30 September 2020	30 September 2019
Rates and Charges	\$5,253,560.81	\$4,854,095.84
Water Consumption	\$341,890.63	\$341,587.69
Total	\$5,595,451.44	\$5,195,683.53

COMMENTARY**Rates and Charges**

	30 September 2020	30 September 2019
Rates and charges in arrears as at 30 June 2020	\$904,997.89	\$694,494.20
Rates/charges levied & adjustments for 2020/2021	\$6,956,119.36	\$6,698,724.16
Pension Concession	(\$105,928.83)	(\$109,136.98)
Amounts collected as at 30 September 2020	(\$2,501,627.61)	(\$2,429,985.54)
Total Rates and Charges to be Collected	\$5,253,560.81	\$4,854,095.84

The amount levied for rates and charges for 2020/21 includes the current year's annual rates and charges and any interest added since the date the rates notices were issued. The amount received as at the 30 September 2020 includes receipts for both arrears and the current year's amounts outstanding.

It should be noted that the rates and charges 2020/21 levied amount is reduced by the pensioner concession of \$105,928.83; reducing the amount of income derived from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$47,667.97.

The rates and charges as at 30 September 2020 represents 66.83% of the total annual rates and charges levied and outstanding (compared with 64.04% on 30 September 2019).

Water Consumption Charges

	30 September 2020	30 September 2019
Water Consumption Charges and arrears as at 30 September 2020	\$399,024.06	\$435,238.91
Water Consumption charges & adjustments 2020/21 year to date	\$134,877.67	\$164,328.96
Amounts collected as at 30 September 2020	(\$192,011.10)	(\$257,980.18)
Total Water Consumption Charges to be Collected	\$341,890.63	\$341,587.69

The water consumption charges as at the 30 September 2020 represents 64.04% of the total water consumption charges outstanding (compared to 56.97% on 30 September 2019).

Debt Recovery Agency

Council has not issued any new referrals to the Debt Recovery Agency that acts on behalf of Council.

(a) Governance/Policy Implications

Council staff comply with the directions provided by Council's suite of policies that govern this function of Council.

(b) Legal Implications

The collection of rates and water charges does impact on the community. For this reason, Council is always willing to negotiate payment terms with outstanding debtors. Debtors are afforded several opportunities to contact Council regarding these matters.

(c) Social Implications

The collection of rates and water charges does impact on the community. For this reason, Council is always willing to negotiate payment terms with outstanding debtors. Debtors are afforded several opportunities to contact Council regarding these matters.

(d) Environmental Implications

There are no direct environmental implications arising from this report. However, it needs to be acknowledged that Covid-19 could have an impact on Council's ability to collect its rates and charges.

(e) Economic/Asset Management Implications

If Council's rates and charges collection fall behind, it will have an impact on Council's ongoing ability to meet its operational costs and making adequate funding available for necessary asset maintenance and renewal projects.

(f) Risk Implications

As was stated above, Covid-19 could have an impact on Council's ability to collect its rates and charges and should be acknowledged as a risk.

CONCLUSION

The rates and charges as at 30 September 2020 represent 66.83% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 65.66% on 30 September 2019). The water consumption charges as of 30 September 2020 represents 64.04% of the total water consumption charges outstanding from previous years (compared to 56.97% in 30 September 2019).

RECOMMENDATION

That Council notes the information provided in the report.

12.5 STATUS OF INVESTMENTS - SEPTEMBER 2020

File Number: Investments General - I5

Author: Emma Kelly, Finance Manager

Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability

Annexures: Nil

PURPOSE

The purpose of the report is for Councillors to note the status of its investment portfolio.

BACKGROUND

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.10 Maintain long term financial viability

(b) Financial Considerations

Investment levels and interest rates are currently on par with the revised estimate calculations.

COMMENTARY

Financial Institution	Invest Rating S&Ps	Investment Type/Maturity Date	Current Rate	Term	Amount (\$)
Bendigo Bank	A2	Term Deposit - 17/12/2020	0.55%	91 Days	1,000,000
Bendigo Bank	A2	Term Deposit - 29/09/2020	0.10%	30 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 24/03/2020	0.64%	181 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 12/11/2020	0.56%	90 Days	2,000,000
Commonwealth Bank	A1+	@ Call Account	0.25%		2,500,000
IMB	A2	Term Deposit - 16/10/2020	0.80%	90 Days	1,000,000
IMB	A2	@ Call Account	0.10%		1,000,000
National Australia Bank	A1+	Term Deposit - 23/12/2020	0.70%	120 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 09/11/2020	0.75%	90 Days	1,000,000
National Australia Bank	A1+	Term Deposit - 30/12/2020	0.70%	120 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 14/12/2020	0.73%	122 Days	1,500,000
National Australia Bank	A1+	Term Deposit - 29/10/2020	0.75%	90 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 31/12/2020	0.70%	120 Days	1,500,000
Reliance C/U	Unrated	Term Deposit - 17/11/2020	0.65%	92 Days	250,000
St George	A1+	Term Deposit - 18/12/2020	0.70%	151 Days	500,000
St George	A1+	Term Deposit - 31/10/2020	0.82%	92 Days	500,000
Westpac	A1+	Term Deposit - 12/11/2020	0.60%	90 Days	1,000,000
TOTAL					21,750,000

Financial Institution	Invest Rating S&Ps	% of Investment	Max per Investment Policy	Amount (\$)
Commonwealth Bank	A1+	25%	50%	5,500,000
National Australia Bank	A1+	46%	50%	10,000,000
Westpac	A1+	5%	50%	1,000,000
St George	A1+	5%	50%	1,000,000
Bendigo Bank	A2	9%	35%	2,000,000
IMB	A2	9%	35%	2,000,000
Reliance C/U	Unrated	1%	10%	250,000
				\$ 21,750,000

Rating	% of Investment	Policy	Amount
A1+	80%	100%	17,500,000
A1	0%	80%	-
A2	42%	60%	4,000,000
Unrated	1%	30%	250,000
			\$ 21,750,000
General Fund Investments			15,089,677.04
Sewerage Investment Fund			2,529,596.46
Water Investment Fund			4,130,726.50
			\$ 21,750,000

Interest earned on Investments for 2020-2021 as at 30 September 2020

\$ 59,645

(a) Governance/Policy Implications

Monthly financial reporting ensures transparency of financial reporting to enable Councillors to make financially sustainable and accountable decisions.

(b) Legal Implications

All investments continue to be made in accordance with the requirements of the *Local Government Act 1993* and Council’s Investment Policy.

(c) Social Implications

Council funds are used to provide services and infrastructure to the community and, as a result, well managed funds maximise the level of financial resources available to support the community.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

Sound economic management includes maximising Council’s return on investment, and this is achieved by closely monitoring investments in line with Council’s Investment Policy.

(f) Risk Implications

Sound economic management includes maximising Council’s return on investment, and this is achieved by closely monitoring all investments in line with Council’s Investment Policy.

CONCLUSION

Funds have been restricted to ensure all areas of Council can continue to operate in accordance with both the annual Operational Plan and the Long-Term Financial Plan. Further, all investments are continued to be made in accordance with the requirements of the *Local Government Act 1993* and Council’s Investment Policy.

RECOMMENDATION

That Council notes the list of investments as at 30 September 2020 and that these investments comply with section 625(2) of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council's Investment Policy.

12.6 CONDITION REPORT - QUAMBONE SWIMMING POOL

File Number: Quambone Swimming Pool - S-13-3

Author: Bruce Quarmby, Executive Leader - Corporate and Sustainability

Authoriser: Hein Basson, General Manager

Annexures: Nil

PURPOSE

The purpose of this report is to provide Council with an update on the current condition of the Quambone Pool and seek the allocation of additional funding required to carry out essential repairs.

BACKGROUND

Throughout the 2019/20 swimming season, repairs were undertaken by both Council staff and contractors to address several major issues at the Quambone pool. These issues ranged from addressing substantial leaks, to repairs to the filtration unit and pump. In total the additional repairs amounted to approximately \$16,200.

During the off-season, the facility is regularly inspected and maintained by Council staff. It was during one of these inspections that a further considerable leak was identified. The process of determining the source of the leak and seeking quotations for the repairs was then commenced. Following some delay, a quotation has been received by Council with the works estimated at \$31,000.

Currently the facility is closed and will not re-open until repairs are undertaken.

(a) Relevance to Integrated Planning and Reporting Framework

13.4 – Maintain all public facilities to ensure safety and promote use.

(b) Financial Considerations

The estimated cost of repairs is \$31,000 which is outside Council's 2020/21 operational budget and requires an additional allocation of funds.

As the works are of a capital nature, they may be funded from a transfer from Council's Internal Public Pool Reserve. Currently, this reserve has a balance of \$78,338, with no other drawings budgeted for the 2020/21 financial year.

COMMENTARY

Over past years, several major leaks at the Quambone Pool have been identified and repaired by both Council staff and contractors. Fortunately, on a number of occasions, the source of these leaks was clearly identifiable and easily fixed, whilst others were addressed by a process of elimination.

The present leak falls into the latter category, with maintenance already carried out to narrow down the probable source to the main return line, which runs parallel to the edge of the pool under the concrete concourse.

Following receipt of the quote from the local contractor, discussions were held to ascertain the cost involved, which was significantly higher than anticipated and the likelihood of the problem being permanently rectified.

It is understood that the location of the return line and the reinstatement of the concrete concourse, which is labour-intensive, attributed to the quoted amount. Permanent repair cannot be guaranteed, as the possibility of additional leakage remains.

Considering the above, staff is endeavouring to obtain specialised advice on the best course of action and this information is anticipated shortly. This decision was made to ensure Council employs its limited resources in the most effective manner possible.

As mentioned in the Financial Considerations section of this report, Council does not have sufficient funding allocated within the 2020/21 Operational Budget to carry out these works. Council will be required to allocate the additional funding necessary in accordance with the *Local Government (General) Regulation 2005 – Reg 211*.

(a) Governance/Policy Implications

Maintenance of Council's infrastructure assets is carried out in accordance with Council's adopted management plans.

(b) Legal Implications

In accordance with the *Local Government (General) Regulations 2005*, Council must resolve to approve or incur a liability of expenditure.

(c) Social Implications

The Quambone pool provides a well utilised gathering point for members of the Quambone community and surrounding area.

(d) Environmental Implications

The repairs, when completed, will help reduce the level of water consumption at the Council facility.

(e) Economic/Asset Management Implications

Works are scheduled in accordance with Council's adopted 2020/21 Operational Plan and Budget to ensure Council's assets are maintained to an appropriate standard.

(f) Risk Implications

Should Council not carry out repair works the risk of further damage, or even failure, of the asset will potentially intensify.

CONCLUSION

A significant leak has been discovered at the pool in Quambone, with the most likely source being the main return line. Quotes were invited from local contractors, with only one quote of \$31,000 being received. Given the significant cost associated with the works, Council is required to allocate additional funding within its current adopted Operational Budget for the 2020/21 financial year.

RECOMMENDATION

- 1. That Council notes the information contained in this report and that the Quambone Pool will remain closed until the necessary repairs are undertaken.**
- 2. That Council allocates the required \$31,000.00 from its Internal Reserve – Public Pools – to allow for the repairs as detailed in the body of the report to proceed.**

12.7 REVIEW OF PROCUREMENT POLICY

File Number: Policies - P15

Author: Bruce Quarmby, Executive Leader - Corporate and Sustainability

Authoriser: Hein Basson, General Manager

Annexures: 1. Procurement Policy - Draft - October 2020

PURPOSE

The purpose of this report is to provide Council with a reviewed Procurement Policy for consideration and adoption.

BACKGROUND

Following the investigation into the management and consideration of Tender TD19-01-MR a report, along with several recommendations, was provided for Council's consideration at the August 2020 Meeting. Council resolved as follows:

RESOLUTION 2020/127

Moved: Cr Barbara Deans

Seconded: Cr Robert Thomas

- 1. That Council notes the contents of the report**
- 2. That Council requests the General Manager to ensure that Council's Procurement Policy is updated to a best practice standard and for such revised policy to be brought back for Council's consideration and adoption at its October 2020 Ordinary Meeting.**

In compliance with the above resolution, staff reviewed Council's Procurement Policy and a draft revised policy is attached for Council's consideration.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4 Governance is open and transparent.

L1.4.5 Review Council policies.

(b) Financial Considerations

Probity and procurement form an important part of Council's operations. The draft Procurement Policy has been updated to incorporate best practise within the local government industry.

COMMENTARY

In formulating the draft policy for Council's determination, the following areas were identified by management as requiring further strengthening and improvement:

- The level of detail in the documentation of both Council's Procurement Policy and Procedures, required further enhancement to cover all of Council's procurement activities.
- The inclusion of current best practise philosophy, such as including the use of independent third parties, when warranted, during the procurement process.

- Under Council's revised Organisational Structure, the Manager of Finance and Procurement has a more prominent role in ensuring that proper procurement practices are being followed. As such, the Procurement Policy and associated documentation have been updated to reflect this change in roles.
- The findings, as outlined, from the report into Council's handling of Tender TD19-01MR.

The draft Procurement Policy seeks to achieve a balance of strengthening Council procurement processes and procedural documentation, whilst not becoming overly complicated for it to impact negatively on Council's operational efficiency. The draft revised policy has retained the previously adopted provisions designed to promote local industry within the Local Government Area.

As the draft policy has undergone a significant review and to promote open and transparent governance, it would be prudent for Council to place the policy on public exhibition for 28 days and invite comment from the community.

(a) Governance/Policy Implications

Once adopted by Council, the revised Procurement Policy will become a policy of Council.

(b) Legal Implications

The procurement of goods and services by Council must comply with the provisions of the *Local Government Act 1993 (Section 55)* and the *Local Government (General) Regulation 2005 (Clauses 177 and 178)*.

(c) Social Implications

Council's draft procurement policy takes into consideration social implications.

(d) Environmental Implications

Council's draft Procurement Policy seeks to promote sustainable purchasing through the elimination of unnecessary inefficiency, waste, and expenditure.

(e) Economic/Asset Management Implications

Local contractors and businesses should benefit from the increased margin allowed for by Council in the costing structure, which should benefit the local micro-economy of the local government area over a period of time.

(f) Risk Implications

Through the implementation of the control measures included in the draft Procurement Policy, Council is seeking to reduce / minimise its exposure to risks associated with its procurement processes.

CONCLUSION

Council's Procurement Policy has been reviewed and amended to ensure compliance with both legislative and operational requirements. The amendments to the policy have been designed to address both the shortcomings identified by Council staff, whilst taking into consideration the recommendations from the findings of the investigation report previously presented to Council.

RECOMMENDATION

- 1. That Council places the draft Procurement Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.**
- 2. That Council requests the Executive Leader Corporate and Sustainability to present a further report, together with all submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Procurement Policy (with or without changes) at its December 2020 Ordinary Meeting.**
- 3. That the General Manager, in association with the Executive Leader Corporate and Sustainability, be requested to arrange for a Councillor Workshop where the provisions of this Procurement Policy is further discussed and explained, as well as for the necessary training in this regard to be provided to all applicable staff members.**

COONAMBLE SHIRE COUNCIL

Draft Procurement Policy





QUALITY CONTROL		
FILE REFERENCES	P15	
KEY DIRECTION	Leadership	
OBJECTIVE	Openness and transparency in decision making	
FUNCTION	Finance	
STRATEGY	Support the organisation to operate in its legal framework	
RESPONSIBLE OFFICER	Manger - Finance and Procurement	
REVIEW DATE	July 2022	
DATE	ACTION	MINUTE No.
14 October 2020	Public Display	
COMPANY	Coonamble Shire Council	
PHONE NUMBER	02 6827 1900	
EMAIL ADDRESS FOR ENQUIRIES ONLY	council@coonambleshire.nsw.gov.au	
ASSOCIATED LEGISLATION	<ul style="list-style-type: none"> • Local Government Act 1993 • Local Government (General) Regulations 2005 	
ASSOCIATED COUNCIL DOCUMENTS	<ul style="list-style-type: none"> • Code of Conduct • Statement of Business Ethics 	

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1. POLICY STATEMENT

1.1 Purpose

Coonamble Shire Council (Council) recognises that a procurement strategy and appropriate best practice contract and procurement principles, policies, processes and procedures, will enhance achievement of Council objectives such as promoting economic and environmental responsible procurement, value for money, achieving innovation and providing best value services to the community.

1.2 Policy Objectives

The objective of this policy and associated procedures is to detail standard procurement practices across Council and to highlight the obligations of Council officers with the delegated authority to arrange goods and services of any value or type on behalf of Council.

This policy and underlying procedures set the ethical ground rules and requirements outlined in the *Local Government Act 1993* and Local Government (General) Regulations 2005 for all business dealings between Council and our business partners.

Furthermore, the procurement policy is based on the underlying principles of Councils' Code of Conduct and Statement of Business Ethics.

This policy outlines the guiding principles for Council in its procurement function including purchasing, credit cards, tendering, contract management, payments and asset disposal relating to the acquisition and use of goods and services and to assist in:

- Ensuring best value for money and cost effectiveness
- Meeting the needs of the community
- Ensuring integrity, transparency and probity
- Promoting economic and environmental sustainability
- Promoting good management practices

The procurement function is high risk in terms of corruption and therefore it is subject to tight rules and processes. Successful procurement provides great opportunities to use the community's money wisely in a sustainable way.

1.3 Policy Scope

All staff are accountable for applying this policy within their areas of responsibility. Specific responsibilities are as follows:

- The General Manager has ultimate responsibility for procurement and delegated authority of expenditure of funds across Council;
- The Executive Leader of Corporate and Sustainability and the Manager – Finance and procurement are responsible for the development of all policies and procedures in relation to procurement across Council;
- Managers of each division are accountable for the implementation, maintenance and the management of any breach of policy within their areas of responsibility in accordance with this policy and related procedures;
- Each member of staff is responsible for ensuring that they fulfil their obligations in relation to this policy, procedures and Code of Conduct when spending public funds.

1.4 Legal and Policy Framework

This policy considers recommendations from the Independent Commission Against Corruption (ICAC), Section 55 of the *Local Government Act 1993* (NSW), Part 7 of the *Local Government (General) Regulation 2005* (NSW), Councils Code of Conduct and Statement of Business Ethics.

Ethics and Conflicts of Interest – Council Officers and Councillors shall refrain from personal activities that would conflict with proper execution and management of Council Policy. Council’s Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

2. DEFINITIONS

Term	Meaning
<i>Act (The)</i>	<i>Local Government Act 1993</i> (as amended).
<i>Commercial in Confidence</i>	Information that, if released, may prejudice the business dealings of a party e.g. discounts, rebates, profits, methodologies and process information. It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.
<i>Conflict of Interest</i>	In New South Wales local government, the law provides that a staff member holding a delegation or advising council or a special committee has a conflict of interest which they must disclose in writing when they have a personal or private interest of the type specified in the legislation.
<i>Contract</i>	An agreement between two or more authorised persons on behalf of their organisations to perform or not perform a specific act/s that is enforceable in law. A contract may be verbal or written or inferred by conduct.
<i>Contract Documents</i>	Documents construed together as an instrument of contract. They may include terms and conditions, specifications, drawings, tender responses, delivery schedules and payment schedules
<i>Contract Management</i>	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and to provide value for money.
<i>Contractor</i>	Respondent (person, firm etc.) whose tender/quotation offer has been accepted by the council with or without modification.
<i>Council Staff</i>	Includes full time and part-time Council officers, and temporary employees, contractors and consultants while engaged by the Council.
<i>CSR Practices</i>	Corporate Social Responsibility. Relates to Council’s supply chain being ethical, knowledgeable, reputable and where possible supporting green and sustainable products.
<i>Emergency</i>	<ul style="list-style-type: none"> • Any urgent circumstance which may present a risk to public health and/or safety. • The failure of a ‘key service provider’. • Significant damage to municipal building (where it is no longer safe). • Major business disruptions such as an extensive IT failure resulting in a loss of services to the community.

Term	Meaning
<i>Evaluation Criteria</i>	The criteria used to evaluate the compliance and/or relative ranking of tender responses. All evaluation criteria must be clearly stated in the request documentation.
<i>Expression of Interest</i>	A response to an open approach, usually by public advertisement, to the market requesting submissions from prospective suppliers interested in procurement. The list of potential suppliers who have provided expressions of interest may be used as the basis for conducting a select tender process
<i>Late Tender</i>	A late tender is one that it is not received in the Tender Box prior to the advertised closing date/time.
<i>Local Content</i>	Defined as labour, materials, plant and supervision which are sourced from within the local Coonamble area.
<i>Prepayment</i>	A payment made for goods/services prior to any works being undertaken.
<i>Probity</i>	A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
<i>Procurement</i>	Procurement is the whole process of acquisition of goods, services and works. It can include planning, design, standards determination, specification writing, preparation of quotation and tender documentation, selection of suppliers, financing, contract administration, disposals and other related functions. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
<i>Specification</i>	The statement which clearly and accurately describes the essential requirements for goods, services or works. It may also include the procedures by which it will be determined that the requirements have been met and performance required in a contract.
<i>Standing Offer Agreement</i>	A contract that sets out rates for goods and services that are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services.
<i>Sustainability</i>	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
<i>Tender</i>	An offer in writing to supply goods and/or services, usually submitted in response to a public or selective invitation such as a Request for Tender.
<i>Tender Opening Panel</i>	Will consist of three Council officers, ideally one of which should be a Senior Manager.
<i>Tender Process</i>	The process of inviting parties to submit a quotation or tender by public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
<i>Treatment of GST</i>	All monetary values stated in this policy include GST; unless specifically stated otherwise.

Term	Meaning
<i>Value for Money</i>	Value for Money in Procurement is about selecting the supply of goods, services and works taking into account both cost and non- cost factors including: <ul style="list-style-type: none"> • contribution to the advancement of the Council’s priorities; • non-cost factors such as fitness for purpose, quality, service and support; and cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.
<i>Variance</i>	Is an alteration to the scope of works in a construction contract in the form of an addition, substitution or omission from the original scope of work.

3. PROCEDURE AND GUIDANCE NOTES

Effective Legislative and Policy Compliance and Control - Ethics and Probity.

3.1 Requirement

This Policy represents the principles, processes and procedures that will be applied to the purchase of all goods, service and works by council. The scope of this Policy commences from when council has identified a need for procurement requirements. It continues through to the delivery of goods or completion of works or services.

This Policy will apply to Councillors, Council staff and all persons undertaking procurement on Council’s behalf and they are accountable for complying with all relevant procurement legislative and policy requirements.

3.2 Conduct of Councillors and Council staff

Councillors and members of staff (and all persons engaged in procurement on Council’s behalf) must exercise the highest standards of integrity in a manner able to withstand the closest possible scrutiny.

All members of staff have an overriding responsibility to act impartially and with integrity, avoiding conflicts of interest.

In procurement matters:

- Treat potential and existing suppliers with equality and fairness;
- Maintain confidentiality of Commercial in Confidence matters and information such as contract prices and other sensitive information;
- Members of staff must disclose a direct or indirect interest (and the type of interest) before providing advice or reports (or any other matter).
- Council officers delegated Council powers or duties are prohibited from exercising those powers, duties or functions if they have conflicts of interest.
- A Councillor must comply with the Primary Principles of Councillor Conduct and avoid conflicts between his or her public duties as a Councillor and his or her personal interests and obligations. Councillors must disclose a conflict of interest.
- Councillors must also comply with the Code of Conduct.
- Councillors must not improperly direct or improperly influence a member of Council staff in the exercise of any power on/ in the performance of any duty or function.
- Members of staff must also comply with the Code of Conduct.
- All staff engaged in the evaluation of quotation or tender evaluations must adhere to this Policy

and complete and lodge a Conflict of Interest Declaration and a Deed of Confidentiality.

- All Councillors and staff must adhere to councils Gifts and Benefits Policy in matters of procurement.
- Councillors and staff members should make their interests known in any situation where it could be perceived that an interest might unduly influence them.

3.3 Tender Processes

All tender processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act.

3.4 Influencing the Tender Process

Any attempts which may be reasonably construed as intended to influence the tender process in any way such as any direct or indirect approach by tenderers themselves or through other parties on their behalf to persons other than those nominated in the tender document will invalidate the tender.

For the avoidance of doubt any Tenderer found to have:

- a) Offered a bribe, gratuity, bonus, discount of any sort or enticement to or otherwise attempt to influence any Council officer, Councillor or any persons who are either directly or indirectly involved in the evaluation of the Tender or in the awarding of an associated Contract; or
- b) Approached, discussed or solicited support for their Tender with any Council officer (with the exception of the designated Council Contact Officer) or Councillor of the Council, individually or collectively; at any time prior to the awarding of the Contract to the successful Tenderer will have their Tender excluded from the contract award process.

The tender of any tenderer which engages in conduct prohibited under this clause will be deemed informal and will be rejected without further consideration.

Tenderers shall declare any actual or potential conflict of interest.

Tenderers shall not participate in collusive tendering practices or any other anti-competitive practices with any other Tenderer. Council shall act where it becomes aware of collusive practices. Collusive practices are anti-competitive in nature and can result in criminal prosecution.

The above clause will be included in the Conditions of Tender.

3.5 Conflict of Interest

Where a Council officer is involved in procurement activity, whether it be on a daily basis, or as part of a tender evaluation panel, or as the person actually responsible for inviting tenders, he/she are obliged to declare any interest or bias he/she may have in regard to a particular supplier.

This conflict of interest could range from a pecuniary interest, to a personal interest such as a family member being involved in that business. The individual is obliged to declare this interest at the outset of the process to avoid any supplier being treated in any way other than fairly and without bias.

It is of paramount importance to Coonamble Shire Council that all suppliers be treated in an equitable manner and that all dealings are transparent and can withstand public scrutiny.

3.6 Fair and Honest Dealing

During a public tender process, all prospective contractors and suppliers must be afforded an equal opportunity to tender or quote. Impartiality must be maintained throughout the procurement process so that it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

3.7 Accountability and Transparency

Accountability in procurement means being able to explain and evidence what has happened. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore, the processes by which all procurement activities are conducted will be in accordance with the Council's procurement policies and procedures as set out in this policy and related Council policies and procedures.

Additionally:

- The responsible Council staff must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by the Council;
- Where necessary, brief tenderers regarding the documented decision-making process, and
- All procurement activities are to leave an audit trail for monitoring and reporting purposes.

3.8 Gifts and Benefits

No Councillor or member of Council staff shall, either directly or indirectly, solicit or accept gifts or presents from any member of the public who is involved, either directly or indirectly, with any matter that is connected with the duties of the officer, or in which Council is interested.

Councillors and Council staff must exercise the utmost discretion in accepting hospitality from contractors or their representatives, or from organisations, firms or individuals with whom they have official dealings.

Councillors and Council staff should also avoid the ambiguous situation created by visiting the premises of a contractor, organisation, firm or individual uninvited and/or not on official business.

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how insubstantial the evidence available), must be promptly brought to the attention of the General Manager.

As a general rule it is better to refuse any gifts or benefits offered to you. Circumstances may arise where refusal may be difficult or inappropriate. If you accept a gift or benefit, it should be of a token nature and must be itemised in Council's Gift & Benefit Register. For further information please refer to Council's Gifts & Benefits Policy.

3.9 Disclosure of Information

Information received by Council that is Commercial in Confidence must not be disclosed and is to be stored in a secure location. Councillors and Council staff are to protect, by refusing to release or discuss information to the extent that it is Commercial in Confidence.

This may include:

- Information disclosed by organisations in tenders, quotation or during tender negotiations,
- Pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations,
- Councillors and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests,
- Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier,
- At no stage should any discussion be entered into with any tendering party or its representative or agent that could have potential contractual implications prior to the contract approval process being finalised, other than authorised pre-contract negotiations.

3.10 Governance Structure

Council shall:

- Establish a procurement management responsibility structure and delegations ensuring accountability, traceability and auditability of all procurement decisions made over the lifecycle of all goods, services and works purchased by Council.
- Ensure that Council's procurement structure is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required by Council.
- Ensures that prospective contractors and suppliers are afforded an appropriate opportunity to tender/quote;
- Encourages competition; and
- Ensures that policies that impose on the purchasing policies and practices are communicated and implemented.

3.11 Methods of Purchasing

Council's standard methods for purchasing goods, services and works shall be by:

- Credit/Debit Card
- Petty Cash
- Purchase order following a quotation process;
- Under contract following a tender process; or
- Where Council is satisfied that Value for Money requirements have been satisfied, under purchasing schemes including collaborative purchasing arrangements with other Councils and commercial schemes such as provided by NSW Procurement and Local Government Procurement;
- Unless other arrangements otherwise authorised by Council or the General Manager on a needs basis as required by abnormal circumstances such as emergencies.
- No person is permitted to purchase an item in excess of their delegation limit under any circumstance. Any occurrence of this will be considered a breach of policy and appropriate action taken for a breach of policy. If an item is in excess of your delegation limit it will be necessary for your direct manager to purchase the goods or services;
- Council may, at its discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders. Typically, a multi-stage tender process will commence with a registration of interest stage followed by a tender process involving the organisations selected as a consequence of the registration of interest stage.

A Council Executive Leadership Team Member may determine to seek an **Expressions of interest** where:

- there is likely to be many tenderers and tendering will be costly or the procurement is complex; and council does not wish to impose the costs of preparing full tenders on all tenderers
- there is uncertainty as to the willingness and/or interest of parties or vendors to offer the potential products or services or to undertake the proposed works
- The requirement is complex, difficult to define, unknown or unclear
- The requirement is capable of several technical solutions
- The requirement is generally known but there is still considerable analysis, evaluation and clarification required (both of the objective and the solution).

An **Expression of Interest** process can be undertaken where determined by the General Manager or an Executive Leadership Team Member and where Council advertises publicly:

- the purpose and nature of the contract
- the date by which it will invite tenders.

Tenders and Expression of Interests should not be used to compensate for a lack of understanding as to a council's needs. If uncertain what is required; a simple **Request for Information** should be undertaken. A Request for Information may be undertaken for reasons which include establishing:

- the availability of technologies, products or service available in the marketplace to meet council needs.
- whether proposed terms and conditions or deliverable expectations are acceptable in the marketplace.
- whether proposed budgets are adequate to meet non-standard procurement needs inadequate budgets should not become apparent when tenders are opened.

A Request for Information should be used rather than a Request for Tender or Expression of Interest in order to improve understanding of needs, availability and likely costs.

A Request for Information will be undertaken similar to an Expression of Interest and advertised accordingly. Care must be taken when writing a specification for a Request for Information to ensure there is no commitment to purchase inadvertently included.

3.12 Responsible Financial Management

The principle of responsible financial management must be applied to all procurement activities. Accordingly, to give effect to this principle: the availability of existing funds within an approved budget, or source of funds, must be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council staff must not authorise the expenditure of funds in excess of their financial delegation. Council staff that breach their delegated authority may face action under Council's Code of Conduct Policy (the decision to initiate disciplinary action or other action will be taken by the General Manager based on a recommendation by the Manager - Finance and Procurement following consultation with the relevant Executive Manager).

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

4. PROCUREMENT THRESHOLDS AND COMPETITION REQUIREMENT

Council will from time to time decide and publish in this policy clear guidelines for minimum spend competition thresholds. These will be dependent on the size and complexity of the proposed procurement activities.

4.1 Minimum Spend Competition Thresholds (Inclusive of GST)

Financial Thresholds (AUS\$ inc GST)	Requirements			
	Process Managed by	Market Engagement	Agreement Type	Documentation
< \$500	Department	1 Verbal Quote	Purchase Order or Purchase Card	Quote details to be documented and attached to the requisition prior to approval
\$501-\$2,000		2 Verbal Quotes		Quote details to be documented and attached to the requisition prior to approval
\$2,001 to \$22,000		2 Written Quotes		Quote details to be documented in Council's records management system
\$22,001 to \$150,000		3 Written Quotes or Request for Quotation		Evaluation Report
\$150,001 - \$230,000	Finance	Request for Quotation or Tender	Contract	Evaluation Report
> \$230,00 for goods & services and capital works		Tender	Contract	Evaluation Report

4.2 Threshold Margin

If a procurement budget is within 5% of the nearest threshold, then the greater threshold requirements must be adhered to.

4.3 Payments

Payment for Works or Services will be made by the Principal on submission of Tax invoices by the Contractor in accordance with Council's payment policies.

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Payment of all claims shall be subject to approval by the Principal's Authorised Officer that requested the works. All invoices shall be submitted in accordance with the Schedule of Rates forming part of the contract and Council's payment terms and conditions.

4.3.1 Prepayments

Prepayments for any goods, services or works cannot be made without the prior approval of the Manger - Finance and Procurement or the General Manager.

4.4 Use of Agents

Council encourages (when available) the services of a third-party agent such as Local Government Procurement or Public Works Advisory (PWA) to undertake the Tender process on behalf of Council where it can be shown that Best Value for Money would be achieved.

The Act allows for Councils to form groups for the procurement of goods, services or works with one member of the group, acting as an agent for the other councils, undertaking a single competitive process. Each of the members of this group are able to enter into a contract with the preferred service provider identified through this competitive process.

Council encourages group tenders with surrounding Councils and Joint Organisations, particularly where it can be shown that Best Value for Money would be attained.

When procurement is being planned, due diligence should be undertaken to evaluate if Best Value for Money can be achieved by using an Agent or a collective group tender.

The Finance Team is to be notified when a third-party agent is appointed.

4.5 Total Cumulative spend

Care should be taken when reviewing the limits at 12.1 (below). In order to comply with the requirements of the Act where significant sums are spent in aggregate with one supplier or on one service, it is necessary to structure procurement proposals (as requests for tenders, quotations or prices) in order to achieve greatest value and supplier performance by leveraging this cumulative spend, rather than treating each discrete arrangement as a separate procurement exercise. Council has determined that the cumulative expenditure to a supplier or for a specific product/service for a period of up to one year is to be taken into account unless the exemption is approved by the General Manager or Manger - Finance and Procurement.

Should the General Manager consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for the council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below the thresholds set under this Policy.

4.6 Approved Suppliers (Panel)

An Approved Supplier is a contractor/company that has been appointed following an open Tender process. Approved Suppliers cannot be appointed in any other manner. Unless specified during a tender process no minimum quantity of sales or turnover is guaranteed to an Approved Supplier Panel member.

Benefits of appointing a Panel of Approved Suppliers may include:

- Savings in time and money
- Provide higher level of quality
- Faster turnaround times
- Increased confidentiality

Council's Approved Suppliers should always be utilised whenever possible. This includes utilising the approved suppliers listed with Local Government Procurement.

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If an Approved Supplier has provided a Schedule of Rates for services during the Tender process, there is no requirement to obtain three quotes; a direct appointment can be made.

If a Schedule of Rates was not provided the quoting requirements outlined in Clause 5.3 must be adhered to. Any single purchase greater than the Legislated limits must go to Tender.

5. DETERMINING THE PROCUREMENT TYPE

5.1 Tender

For contracts in excess of \$230,000 (Including GST), either formal tenders are to be invited by public advertisement in accordance with Section 55 of the *Local Government Act 1993 (Act)* and the Local Government (General) Regulation 2005 or accessing an existing contract with a prescribed organisation as per the Act.

5.2 Expression of Interest

An expression of interest is a two-step process. When the thresholds are met an Expression of Interest process does not replace the need to call tenders. It simply precedes the calling of tenders and generally seeks to constrain the number of, and focus the quality and detail, of tenders received. An Expression of Interest process is generally structured with the following components:

- overview of requirements
- invitation to submit
- criteria for evaluating
- form of (respondents form)

An expression of interest should be used in circumstances where:

- there is likely to be many tenderers, tendering will be costly, or the procurement is complex.
- there is uncertainty as to the interest of suppliers or vendors to offer the potential products or services or to undertake the proposed work.

5.3 Quotations

Purchase of goods and services up to \$230,000 for works in a single contract or supply arrangement may be undertaken using the procurement by quotation method as described below. Payment for these purchases to your delegated financial limit may either be by Credit Card or through Accounts Payable (A purchase order must be raised if using Accounts Payable).

5.3.1 Goods and Services under \$500

These may be through the use of credit card or purchase order.

Under no circumstances are purchases/orders to be split so that the total value of the order falls under the amount of the individual's authority level or so that the value falls under the amount for required quotes.

Purchases can only be authorised by an officer with the appropriate delegation/spend limit.

5.3.2 Goods and Services Between \$501 - \$2,000

At least two documented telephone quotations are to be obtained. This verbal quotation is to be recorded on the requisition with the supplier's name, contact details and prices.

Under no circumstances are purchases/orders to be split so that the total value of the order

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falls under the amount of the individual's authority level or so that the value falls under the amount for required quotes.

If a contract already exists for the goods or services in question, then it is at Council's discretion whether it wishes to tender separately or use an existing contract.

For advice on accessing these contracts contact Finance staff.

5.3.3 Goods and Services Between \$2,001 - \$22,000

At least two written quotations are to be obtained. Written quotations are to be attached to the requisition with the supplier's name, contact details and prices.

Under no circumstances are purchases/orders to be split so that the total value of the order falls under the amount of the individual's authority level or so that the value falls under the amount for required quotes.

If a contract already exists for the goods or services in question, then it is at Council's discretion whether it wishes to tender separately or use an existing contract.

For advice on accessing these contracts contact Finance staff.

5.3.4 Goods and Services Between \$22,001 - \$150,000

There are a number of options open to Council staff for goods and services of this value. Staff can either choose to advertise a Tender or Request for Quotations (RFQ) for the relevant goods and services following the guidelines listed in the previous clause 'Goods and Services between \$150,001 - \$250,000' or obtain at least three written quotations and the most advantageous to Council shall be selected.

Under no circumstances are purchases/orders to be split so that the total value of the order falls under the amount of the individual's authority level or so that the value falls under the amount for required quotes and following requirements:

- Detailed specifications and 'Requests for Written Quotation' are to be provided to the suppliers providing quotations.
- Documentation must be retained on file regarding the process undertaken to source the successful supplier.
- Unsuccessful bidders will be notified in writing.
- If for some reason three written quotes cannot be obtained, the reasons are to be documented and referred back to the appropriate manager.
- Upon opening quotations, a schedule of responses will be prepared and forwarded to the appropriate officer or Committee for evaluation.
- The appropriate Officer or committee will review all quotations and if not accepting the lowest priced bid, then the reasons must be documented and forwarded to the appropriate manager for acceptance and sign off.
- The manager may accept or reject this recommendation. If rejected, then the entire process is to recommence. If the manager decides to accept another supplier not recommended, then full justification for this decision must be documented.

If a contract already exists for the goods or services in question, then it is at Council's discretion whether it wishes to tender separately or use an existing contract.

For advice on accessing these contracts contact the Finance Staff.

5.3.5 Goods and Services Between \$150,001 - \$230,000

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All contracts above \$100,000 must be referred to the Manger - Finance and Procurement before a purchase order is generated.

For contracts between \$150,001 - \$230,000, either a formal tender or Request for Quote (RFQ) is to be invited by public advertisement in accordance with Council's Tendering documents. Such tenders may be submitted to Council, together with a recommendation from the Council Officer, or Evaluating Panel calling tenders, or authorised and signed by the Manger - Finance and Procurement or General Manager.

Circumstances may arise where due to extenuating circumstances an advantageous result would not be achieved by advertising a tender or RFQ. As a minimum, three formal written quotations will be required. If for some reason three written quotes cannot be obtained, the reasons are to be documented and referred back to the appropriate Manager. Such contracts must be authorised and signed by the appropriate delegated Manager.

Under no circumstances are purchases/orders to be split so that the total value of the order falls under the amount of the individual's authority level or so that the value falls under the amount for required quotes as follows:

- Detailed specifications and 'Requests for Written Quotation' are to be provided to the suppliers providing quotations.
- Documentation must be retained on file regarding the process undertaken to source the successful supplier.
- Unsuccessful bidders will be notified in writing.
- Upon opening quotations, a schedule of responses will be prepared and forwarded to the appropriate officer or panel for evaluation.
- The lowest price bid is not necessarily the best value for money and is not guaranteed to be the successful bidder. All quotations and tenders will be assessed on multiple criteria to ensure value for money is achieved.
- The manager may accept or reject this recommendation. If rejected, then the entire process is to recommence. If the manager decides to accept another supplier not recommended, then full justification for this decision must be documented and recorded.

If a contract already exists for the goods or services in question, then it is at Council's discretion whether it wishes to tender separately or use an existing contract.

For advice on accessing these contracts contact the Finance Staff.

5.4 Insufficient Quotations

The situation may arise where insufficient quotations are received to satisfy the above requirements. This may occasionally occur where there are few suppliers for the goods, services or works being sought. In this case, the details of the contacted suppliers must be recorded in Council Record Management System with a recommendation and an appropriate comment recorded.

There may be occasions when only one quotation may be received. Such occasions would require written approval of the General Manager or the Manger - Finance and Procurement, and would generally be considered under the following circumstances:

- In the event of emergency works for safety reasons
- When there is only one known and reputable supplier.

6. TENDER EVALUATION

- Late tenders will not be accepted under any circumstances. However, If an electronic tender submission has been commenced using Vendorpanel prior to the closing date/time, and the transmission is interrupted due to tender closing time; and the

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commencement of submission transfer can be verified by Vendorpanel the submission will be deemed to be received.

- A Tender evaluation panel will be established to evaluate each tender against the selection criteria and its composition will be determined by the Executive Leadership Team Member.
- Evaluation Panel must have a minimum of three members (minimum two Council staff) and may include external consultants who are specialist in the area.
- Evaluation Panel must have an independent (non-scoring) member as appointed by the Finance Team.
- The evaluation process must be robust, systematic and unbiased.
- Once a preferred tenderer is selected negotiations may be conducted in order to obtain the optimal solution and commercial arrangements, providing they remain within the intent and scope of the tender. Such negotiations must be exhausted with one tenderer before beginning with another tenderer.
- Tender evaluation panels will produce a written report of their evaluation using the appropriate prescribed template.
- Tender Evaluation must be updated in Councils Record Management System and Contract Register.

6.1 Evaluation Criteria

To ensure the Best Value for Money outcome is achieved for Council; the Evaluation Criteria is based on individual project/procurement priorities and must be included in the Request for Tender documentation.

The following Mandatory Evaluation Criteria must be included in all tender evaluations and for transparency reasons, must also be clearly identified in the Request for Tender documents:

Mandatory Criteria	Weight
Price	40%
Level of Local Content provided or likely to be provided in the event the Applicant is successful in the Tender.	10%
The financial viability of the Applicant to ensure the completion of the delivery of the goods and services applicable to the Tender. Financial assessment is to be undertaken by an independent organisation appointed by Council.	Pass/Fail
Workplace Health and Safety (WHS) management including verified documentation of Safety Performance.	Pass/Fail

6.1.1 Work Health and Safety (WHS)

WHS is a mandatory evaluation criterion with a pass/fail weighting. The determination if a company meets the required standard is determined by the responses provided by the contractor from the information provided in the returned WH&S Schedule.

In addition to the above Mandatory Criteria (50%) the Discretionary Criteria (50%) which is project specific must also be included in the Request for Tender documents. Evaluation Criteria must be justifiable and quantifiable.

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6.2 Evaluation Process

1. Evaluation Panel to review WHS Schedule to ensure conforming. If not conforming the submission will be considered to fail the mandatory requirements and will not be evaluated further.
2. Evaluation Panel to review all submissions received and rate each submission based on the Mandatory (Price and Local Content) and Project Specific criteria.
3. Tender and Contract Management System to be updated with Evaluation scores.
4. Top two (2) submissions from previous step to have Financial Assessment undertaken – contact Finance Team to organise.
5. Result of Financial Assessment will be reviewed by Finance Team and will be classified as either Pass or Fail
 - a. A pass indicates that the Financial Assessment has shown the financial ability of the applicant to provide goods/services.
 - b. A fail indicates that the Financial Assessment has shown the inability of the applicant to provide goods/services.
6. Dependent on the outcome of the Financial Assessment the Evaluation Panel will either finalise the evaluation process and proceed with relevant reporting, or, if the Financial Assessment fails for the tested applicants; readdress the evaluation process.
7. Financial Assessment should be completed prior to Recommendation being submitted to Council. If not, recommendation will be "subject to positive Financial Assessment".
8. Due to the confidentiality of the Financial Assessment the documents will be held by the Finance Team electronically and not distributed.

For projects where the same applicants submit and are awarded contracts; the Financial Assessment process would only need to be undertaken on an annual basis. An example of this would be road works/Infrastructure.

6.3 Non-Conforming Tenders

All tender submissions on receipt will be reviewed by the "Tender Opening Panel" to ensure that required schedules have been submitted.

A tender submission will be deemed non-conforming if:

1. Required schedules have not been included or incomplete.
2. Submission has not met specification requirements.

A tender submission may be deemed as non-conforming during the Evaluation process, the evaluation panel should quarantine the submission and advise the Finance Team, for further review/confirmation.

Council may sometimes receive tenders which offer one or more alternatives where these were not sought in the tender documentation. Council should always be open to innovative proposals as they may offer excellent opportunities for improvements and are consistent with the legislative objectives for councils to achieve continual improvement. Tender documentation where innovative solutions are sought should specifically invite non-conforming tenders which council can consider along with all other tenders.

A Tenderer submitting a non-conforming tender shall fully detail the extent of any variance from the tender documents in tender Schedule headed "Statement of Conformance". If the "Statement of Conformance" is not correctly completed the tender may not be further considered.

6.4 Acceptance of Tenders:

The chairperson of the evaluation panel will:

- maintain detailed records of all commercial-in-confidence negotiations, if any occur

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- obtain approval for public tenders according to the below Delegation of Authority Requirements

6.5 Delegation of Authority Requirement

Delegations define the limitations within which Council staff are permitted to work. Delegation of financial authority allows specified Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to Council. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Financial delegations ensure accountability and provide confidence to Council and the public that purchasing activities are dealt with at the appropriate level. As such, Council has delegated responsibilities as detailed below relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotes and tenders and for contract management activities.

6.6 Delegations Reserved for the Council

6.6.1 Council Staff

Council shall maintain a documented scheme of financial delegations, identifying the Council staff authorised to make such financial commitments in respect of goods, services and works on behalf of Council and their respective delegations contained in financial delegation’s policies:

- Acceptance of tenders;
- Acceptance of quotes;
- Contract term extensions (within authorised budget);
- Contract amendment (financial and non-financial);
- Appointment to register of pre-qualified suppliers or supplier agreements;
- Purchase Card purchases; and
- Procedural exceptions.

Delegation limits for Council staff are detailed in the table below.

Position	Limit
Manager – Recreation & Open Spaces	\$50,000
Manager – Roads	\$50,000
Manager – Water & Sewer	\$50,000
Manager – Environment	\$50,000
Manager – Asset	\$50,000
Manager – Finance & Procurement	\$10,000
Manager – People, Risk & Improvement	\$10,000
Manager – Economic Development & Growth	\$10,000
Quarry Overseer	\$ 5,000
Senior Administration Officer – Plant & Fleet	\$ 5,000
Senior Technical Officers (Overseers)	\$ 5,000

6.6.2 Delegations Reserved for the Council

Commitments and processes which exceed the General Manager’s delegation, and which must be approved by Council are:

- Signing and sealing of contract documents; and
- Tender recommendations and Contract approval for all expenditure over \$230,000 for goods and services and capital works in value.

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6.7 Internal Controls

Council will install and maintain a framework of internal controls over procurement processes that will ensure:

- A clearly documented audit trail exists for procurement activities;
- Appropriate authorisations are obtained and documented;
- Systems are in place for appropriate monitoring and performance measurement.
- All persons engaged in procurement processes must diligently apply all internal controls.

6.8 Commercial Information

Procurement activities will be carried out in a way that supports Council staff in meeting their obligations to ensure information of a commercially sensitive or confidential nature is obtained, stored, processed, published (where applicable) in an appropriate manner in accordance with the relevant Council guidelines.

7. TENDER/CONTRACT MANAGEMENT

7.1 Risk Management

All suppliers, where applicable, must comply with current Environmental, Work Health and Safety and Workers' Compensation legislative requirements and regulations and shall affect and maintain appropriate insurance policies. For further information please refer to Council's Risk Management Policy.

7.2 Health and Safety

To ensure the health and safety of our workers and visitors, procurement will be undertaken in accordance with requirements set out in Coonamble Shire Council's Health and Safety Management System and approved policies.

7.3 Supply by Contract

The provision of goods, services and works by contract, potentially exposes the Council to risk. Council will minimise its risk exposure by measures such as:

- Standardising contracts to include current, relevant clauses;
- Requiring Bank Guarantees or Security Deposits where appropriate;
- Referring specifications to relevant experts;
- Requiring contractual agreement before allowing the commencement of work;
- Use of or reference to relevant Australian Standards (or equivalent); and
- Effectively managing the contract including monitoring and enforcing performance.

7.4 Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions.

Where this is not possible, approval must be sought from the Manager - Finance and Procurement. A request for such an approval should be supported with procurement and legal advice as relevant.

To protect the best interests of Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to doing this expose Council to risk and thus must be authorised by the appropriate member of Council staff listed in the delegation's section above.

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7.5 Endorsement

Council staff must not endorse any products or services. Individual requests received for endorsement must be referred to the Executive Leadership Team.

7.6 Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes escalating to legal action.

7.7 Contract Management

The purpose of contract management is to ensure that Council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- Establishing a system reinforcing the performance of both parties' responsibilities and obligations under the contract; and
- Providing a means for the early recognition of issues and performance problems and the identification of solutions.

All Council contracts are to include contract management requirements. Furthermore, contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure Council receives value for money.

7.8 Variances

During the course of a contract there may be valid reason(s) when the contract needs to be varied; this variance to the contract normally comes with a cost. All claims for variances must be in writing and approved by the officer with delegated authority as set out in Clause.

Any cumulative variance greater than ten percent (10%) of the original contract price must be reported to the following, dependent on the initial approval:

- Executive Leadership Team Member
- Council

8. DEMONSTRATE SUSTAINED VALUE, INTEGRATION WITH COUNCIL STRATEGY

Council's procurement strategy shall support its corporate strategy, aims and objectives, including but not limited to those related to sustainability, protection of the environment, corporate social responsibility and meeting the needs of the local community.

8.1 Achieving Best Value for Money

The Council's procurement activities will be carried out on the basis of obtaining Best Value for Money. This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations.

Lowest price is not the sole determinate of Best Value for Money.

8.2 Approach

This will be facilitated by:

- Developing, implementing and managing procurement strategies that support the coordination and streamlining of activities throughout;
- Effective use of competition;
- Using centralised contracts and Standing Offers Agreement where appropriate;
- Identifying and rectifying inefficiencies in procurement processes;

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- Developing cost efficient tender process including appropriate use of e-tendering;
- Council staff responsible for providing procurement services or assistance within Council providing competent advice in terms of available products and agreements; and
- Working with suppliers to create relationships that are professional and productive and are appropriate to the value and importance of the goods, services and works being acquired.

9. ROLE OF SPECIFICATIONS

Specifications used in quotations, tenders and contracts are to support and contribute to Council's Best Value for Money objectives through being written in a manner that:

- Ensures impartiality and objectivity;
- Encourages the use of standard products;
- Encourages sustainability;
- Eliminates unnecessarily stringent requirements; and
- Wherever possible specifies technical standards and requirements that are within the capabilities of local and other suppliers.

10. PERFORMANCE MEASURE AND CONTINUOUS IMPROVEMENT

Appropriate performance measures are to be established and reporting systems will be used to monitor performance and compliance with procurement policies, procedures and controls.

Procurement procedures, practices and costs will be benchmarked externally. Internal service standards will be agreed within Council and performance against these targets will be measured and reviewed regularly to support continuous improvement. The performance measurements developed will be used to:

- Highlight trend and exceptions where necessary to enhance performance;
- Improve the internal efficiency of the procurement process and where relevant the performance of suppliers;
- Facilitate relevant programs to drive improvement in procurement to eliminate waste and inefficiencies across key expenditure categories.

11. SUSTAINABILITY

Wherever possible, Coonamble Shire Council employees and contractors will pursue the following goals and adhere to the specified objectives when purchasing products and services (noting that these impacts should be considered during the entire life cycle of the product, i.e. the production, distribution, usage and end of life stages).

- **Minimise Unnecessary Purchasing** – only purchase when a product or service is necessary.
- **Minimise Waste** – purchase in accordance with avoid, reduce, reuse and recycle strategies.
- **Save Water and Energy** – purchase products that save energy and/or water.
- **Minimise Pollution** – avoid purchasing products that pollute soils, air or waterways.
- **Value for Money** – purchase for best value for money in the long term.

11.1 Sustainable Procurement Objectives

Council's objectives through sustainable purchasing are to:

- Eliminate unnecessary inefficiency, waste and expenditure.
- Contribute to the combined purchasing power of local government to further stimulate demand for sustainable products, including materials collected through council's kerbside collection.

Procurement Policy

- Advance sustainability by participating in “closing the life-cycle loop”.
- Increase awareness about the range and quality of products available.
- Deliver council’s commitments in relation to ecologically sustainable development (ESD) and other environmental and social objectives.
- Play a leadership role in advancing long term social and environmental sustainability.
- Support local businesses and organisations.

12. SUPPORT OF LOCAL BUSINESS

Council is committed to buying from local businesses where such purchases may be justified on Best Value for Money grounds.

Wherever practicable, Council will fully examine the benefits available through purchasing goods, services or works from suppliers/contractors within the Coonamble Local Government Area. Council will also seek from prospective suppliers/contractors where applicable what economic contribution they will make to the Coonamble Local Government Area. As such the following measure will be implemented;

- A 10% reduction on price will apply to local purchases when they are being assessed through the procurement process.
- All formal requests for expression of interest and quotations will be required to be advertised in the local newspaper as well as the other normal channels.
- All quotes should allow a ten percent (10%) evaluation allowance for local businesses

A local business is defined as:

- A business, contractor or industry permanently based in, or employing permanent staff and supplying the quoted service from a permanent premises situated within the Coonamble Shire Council boundaries; for not less than three (3) months prior to the date of the procurement request, and registered or licensed in the State of New South Wales.

12.1 Purchases over \$230,000

For purchases above those limits set under the *Local Government Act 1993* requires that a public tender process is undertaken. All ‘Request for Tender’ documents must include a Local Content Statement. This allows tenderers to accurately calculate the local content of their tender. The Tender Evaluation Criteria Matrix will include a mandatory weighting of ten (10) percent for local content.

13. BUILD AND MAINTAIN SUPPLY RELATIONSHIPS

Council recognises that in order to achieve sustainable value, a strategic assessment of the appropriate ‘channel to market’ should be undertaken – whether to go to market on its own, participate in regional or sector aggregated projects or panels, access State Government panel agreements or other means. Council will consider supply arrangements that deliver the best value outcomes in terms of time, expertise, cost, value and outcome.

13.1 Developing and Managing Suppliers

Council recognise the importance of effective and open working relationships with its suppliers, and is committed to the following:

- Managing existing suppliers, via the appropriate development programs and performance measurements to ensure the benefits are delivered,
- Maintaining approved supplier lists,
- Developing new suppliers and improving the capability of existing suppliers where

Procurement Policy

appropriate.

14. CONTINUAL IMPROVEMENT

Council is committed to continuous improvement and will review the procurement policy on an annual basis, to ensure that it continues to meet its wider strategic objectives.

15. COMPLIANCE RESPONSIBILITIES

- Council staff
- Councillors
- S355 Committee's
- Contractors

16. ASSOCIATED DOCUMENTS

- Credit Card Policy and Procedure
- Engagement of Consultants Procedure
- Code of Conduct
- Gifts and Benefits Policy
- Statement of Business Ethics
- Process Documentation
- OLG Tendering Guidelines

Procurement Policy

12.8 URBAN SERVICES - WORKS IN PROGRESS**File Number:** Report - R6**Author:** Bruce Quarmby, Executive Leader - Corporate and Sustainability**Authoriser:** Hein Basson, General Manager**Annexures:** Nil**PURPOSE**

The purpose of this report is to provide information on works in progress within Council's Urban Services Department for the month of September 2020 along with planned future works.

BACKGROUND

Council's Urban Services department's goal is to maintain and enhance the recreational and open space areas including parks, gardens, ovals, showground, cemeteries, public pools and streetscapes – as well as providing support for technically sound construction and maintenance of public infrastructure within the community.

(a) Relevance to Integrated Planning and Reporting Framework

12.1.2 – Support development of facilities within Council budget and priorities.

12.1.5 – Maintain/Improve parks to acceptable standards.

(b) Financial Considerations

Provision is made within the 2020/21 Operational Plan and Budget to fund the associated works and programs listed in this report.

COMMENTARY**Urban Services:**

- The works program continues to focus on maintaining the presentation of the open spaces in Coonamble, Gulargambone and Quambone.
- The seasonal replanting of the Coonamble main street gardens beds has been programmed to be carried out prior to the October Council meeting.
- Council has been contacted by John Murray, who has advised that he plans to be in Coonamble during October 2020 to carry out repairs to the mural at the Coonamble Sportsground.
- Council has called for tenders from suitably qualified and licensed organisations for the upgrades to the Coonamble Sportsground lighting.
- The repainting of the canteen and the grandstand at the Coonamble Sportsground has commenced and works are proceeding to plan.

Vandalism Update:

- Vandalism costs incurred by Council for the 2020/21 financial year to date amount to \$5,569.81.
- The facilities in MacDonald park have been damaged by several vandalism acts over the past couple of months, with both the public toilets and playground infrastructure being affected.
- The installation of additional closed-circuit television cameras (CCTV) and lighting in MacDonald Park has been completed. It is hoped that these additional security measures will help reduce antisocial behaviour in the area.



Damaged table in MacDonald Park



CCTV installation at MacDonald Park.

Pools:

- Both the Coonamble and Gulargambone Public pools have opened for the 2020/21 swimming season.
- Following the late withdrawal of the kiosk operator, Council is currently calling for expressions of interest for the operation of the kiosk at the Coonamble Pool for the 2020/21 swimming season.
- In accordance with the current public health orders, Council has been required to implement COVID-19 safety plans for each of its public pools. Whilst Coonamble and Gulargambone have been completed, Quambone's COVID-19 safety plan is yet to be finalised.
- The opening of the Quambone Pool has been delayed due to a number of issues. A separate report into these matters has been included with this Business Paper for Council's information.

Buildings:

- Ongoing minor maintenance continues as required.

(a) Governance/Policy Implications

Maintenance of Council's infrastructure assets is carried out in accordance with Council's adopted management plans.

(b) Legal Implications

There are no legal implications arising from this report.

(c) Social Implications

Maintenance works are programmed, where practical, to minimise social impacts.

(d) Environmental Implications

Maintenance and capital works are planned and programmed, where practical, to reduce Councils negative impact on the environment.

(e) Economic/Asset Management Implications

Works are scheduled in accordance with Council's adopted 2020/21 Operational Plan and Budget to ensure Council's assets are maintained to an appropriate standard.

(f) Risk Implications

Regular maintenance works are scheduled and carried out to reduce Council's overall risk exposure.

CONCLUSION

The report provides updated information on the projects and planned works for Council's information.

RECOMMENDATION

That Council notes the information in this report.

12.9 2019 - 2020 OPERATIONAL PLAN PERFORMANCE REPORT**File Number:** Intergrated Planning and Reporting - A3**Author:** Bruce Quarmby, Executive Leader - Corporate and Sustainability**Authoriser:** Hein Basson, General Manager**Annexures:** 1. 2019-20 Operational Plan Review - June 2020**PURPOSE**

The purpose of this report is to inform Council of the progress of all principal activities, as of 30 June 2020, against the actions within the Operational Plan 2019-2020 and the progress towards meeting the outcomes in Council's four (4) year Delivery Program

BACKGROUND

In accordance with Section 402 (1) of the *Local Government Act 1993*, each local government area (LGA) is required to have a Community Strategic Plan (CSP) that contains the visions and aspirations of the community and Council for at least a 10 year period.

Supporting the CSP are several strategic documents including a Resourcing Strategy, Delivery Program and Operational Plan. The Delivery Program contains the strategies, goals and actions to achieve the objectives contained within the CSP, whilst the Operational Plan details the activities to be engaged in by Council during the year as part of the Delivery Program covering that year.

Under Section 404 (5) of the *Local Government Act 1993*:

"The General Manager must ensure that regular progress reports are provided to the Council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every six (6) months".

The annexure to this report provides action statements and progress indicators for activities contained within the Operational Plan for the twelve (12) month period ending 30 June 2020.

(a) Relevance to Integrated Planning and Reporting Framework

This item links to Delivery Program objective L1.4.4 "Conduct all business in compliance with the Local Government Act and Regulations.

The report content is in line with the requirements of Section 404 (5) and 402 (1) of the *Local Government Act 1993* and provides Council and the community with the current status of activities within the Operational Plan 2019-2020.

(b) Financial Considerations

There are no financial considerations arising from this report.

COMMENTARY

Highlights of the annual period from 1 July 2019 to 30 June 2020 include:

- Securing \$438,649 in Government funding to further upgrade the facilities at the Coonamble Riverside Caravan Park.
- Completion of upgrades to the irrigation system at the Coonamble Sportsground and Smith Park.
- The installation of an irrigation system at the Coonamble Showground.
- The construction of a long-awaited Skate Bowl at MacDonald Park.
- The renewal of the Pool Blankets and upgrades to the change rooms at the Coonamble Swimming Pool.
- Council's closed-circuit television (CCTV) camera network was upgraded utilising grant funds from the Safer Communities Program. The funding allowed for the installation of a number of remote CCTV units in key locations.
- The adoption of the Coonamble Shire Masterplan in June 2020.
- Appointment of a full time Economic Development and Growth Manager.
- Securing \$1,000,000 in Government funding to upgrade the lighting and other infrastructure at the Coonamble Sportsground.
- Works on Stage 3 of the Levee for Coonamble was completed during the year. It should be noted that work on Stage 4 of the Levee was also commenced prior to 30 June 2020.
- The successful completion of two (2) separate Repair grant funded programs on Baradine Road, totalling approximately \$821,000.

(a) Governance/Policy Implications

There are no governance or policy implications arising from this report.

(b) Legal Implications

Council is meeting legal obligations in line with the requirements of the:

- *Local Government Act, 1993.*
- *Local Government (General) Regulation, 2005.*
- *Integrated Planning and Reporting Guidelines published March 2013.*

(c) Social Implications

The Integrated Planning and Reporting Framework provides the community with regular (six monthly) progress updates on activities approved by Council.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

There are no economic or asset management implication arising from this report.

(f) Risk Implications

There are no direct risk implications arising from this report.

CONCLUSION

The review of the Operational Plan 2019-2020 has been completed by Council staff and progress measured to meet the broader objectives of Council's four (4) year Delivery Program.

RECOMMENDATION

That Council notes the activity progress against the actions contained in the 2019-2020 Operational Plan and measures against the Council's 2017-21 Delivery Program



COONAMBLE

SHIRE COUNCIL

2019 /2020 Operational Plan Review

January – June 2020
and Annual Review

Introduction

Coonamble Shire Council adopted its first suite of documents within the Integrated Planning Framework in 2012. Overarching this suite of interrelated plans is the Community Strategic Plan 2032 which identifies the aspirations of the community.

Council's Delivery Program outlines activities that Council will undertake in order to deliver its part of the Coonamble Shire Strategic Plan. At the beginning of each year, Council prepares an Operational Plan which outlines the actions Council will undertake to work towards achieving the outcomes in the four-year Delivery Program.

Council is required to report its performance in these activities to the community, on a six-monthly basis. This report outlines Operational Plan activity for the period 1 January 2020 to 30 June 2020.

Action Status Snapshot as of 30 June 2020

Total Actions: 185

	Completed	168
	Progressing	6
	Not due to start	6
	Not progressing	5

Highlights

Coonamble Shire Council 2019-2020 Operational Plan Review 30 June 2020

2

Highlights of the reporting period 1 January 2020 to 30 June 2020:

- Coonamble Shire Masterplan – Adopted by Council
- Securing \$438,649 in Government funding to further upgrade the facilities at the Coonamble Riverside Caravan Park.
- Completion of upgrades to the irrigation system at the Coonamble Sportsground and Smith Park.
- The installation of an irrigation system at the Coonamble Showground.
- The construction of a long-awaited Skate Bowl at MacDonald Park.
- Council's closed-circuit television (CCTV) camera network was upgraded utilising grant funds from the Safer Communities Program. The funding allowed the installation of a number of remote CCTV units in key locations.
- The adoption of the Coonamble Shire Masterplan in June 2020.
- Appointment of a full time Economic Development and Growth Manager.
- Securing \$1,000,000 in Government funding to upgrade the lighting and other infrastructure at the Coonamble Sportsground.
- Works on stage 3 of the levy for Coonamble was completed during the year. It should be noted that works on stage 4 of the levy was also commenced prior to 30 June 2020.
- The successful completion of two (2) separate Repair grant funded programs on Baradine Road, totalling approximately \$821,000.

Theme 1: Our People

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

Leverage online technologies to improve virtual connections

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Ensure that all images of seniors, people with a disability and youth are positive and language is appropriate.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Website continues to be monitored weekly to ensure content appropriateness.	As of 30 June 2020 - Website continues to be monitored weekly to ensure content appropriateness.	
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Investigate technologies for live streaming Council meetings.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - The installation of the necessary equipment to enable live streaming of Council meeting was completed prior to the February 2020 Council meeting.	As of 30 June 2020 - The installation of the necessary equipment to enable live streaming of Council meeting was completed prior to the February 2020 Council meeting.	
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Maintain a Positive Ageing presence on the Council website that includes information on local initiatives, and links to key aged care websites.	Director Community Services	Completed	100%	As of 30 June 2020 - A Positive Ageing page has been created on Council's website. Maintenance is ongoing. http://www.coonambleshire.nsw.gov.au/Community/positive-ageing	Website continues to be monitored weekly to ensure content appropriateness.	
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Promote library as a community internet access point. Promote Town Wi-Fi hot spot.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Promotion of these Council services are ongoing.	As of 30 June 2020 - Promotion of these Council services are ongoing.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Review of website design and layout. Review links to community group sites to ensure information is current.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Review of website layout with content updated by Council's Community Services department.	As of 30 June 2020 - Review of website layout with content updated by Council's Community Services department.	

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

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P1.2.1. Utilise Local Government Week to raise awareness of the role and function of Council	Conduct community awareness campaign during Local Government Week August 2018.	Director Community Services	Completed	100%	As of 31 December 2019 - Community consultation and awareness campaigns were conducted across the Shire during Local Government Week including: assistance to lodge a vote for the "My Community" grant program offered by Service NSW, attractive "Did you Know?" panels highlighting Council services and activities.	Completed as of 31 December 2019	
P1.2.2. Provide appropriate opportunities for Aboriginal people to participate in Councils community planning	Regularly attend CWPs, provide information and gain feedback. Utilise NAIDOC and other specific events for consultation activities.	Director Community Services	Completed	100%	As of 30 June 2020 - No Community Working Party meeting held during reporting period. Coonamble Local Land Council work in collaboration with Council to deliver youth activities through the school holiday program.	No Community Working Party meetings during reporting period. Consultation opportunities utilised.	

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

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P1.3.1. Support activities/projects that increase community participation and connection	Ensure Disability Access specific award to be included in local business awards.	Director Community Services	Not Progressing	0%	As of 30 June 2020 - No Coonamble and District Chamber of Commerce Business Awards held in 2019/20.	No Coonamble and District Chamber of Commerce Business Awards held in 2019/20.	
P1.3.2. Maintain local business database. Distribute relevant information to local businesses.	Maintain website business database.	General Manager	Completed	100%	As of 30 June 2020 - The newly appointed Manager Economic Development and Growth will attend to this function, in conjunction with keeping other relevant information on Council's website current.	As of 30 June 2020 - The newly appointed Manager Economic Development and Growth will attend to this function, in conjunction with keeping other relevant information on Council's website current.	
P1.3.3. Provide Community Development Workers to facilitate community building.	Coordinate appropriate Community Development Worker recruitment, as required.	Human Resources Manager	Completed	100%	As of 30 June 2020 - No recruitment activities regarding this role required for this reporting period.	As of 30 June 2020 - No recruitment activities regarding this role required for 19/20 year.	

Develop and grow the community's sense of shared responsibility

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

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
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.	Director of Corporate and Urban Services	Not Due to Start	0%	As of 30June 2020 - No public development has been carried out during the reporting period.	As of 30June 2020 - No public development has been carried out during the reporting period.	
P2.1.2. Work with Police and communities to target crime hot spots	Participate in Community Policing meetings.	Director Community Services	Completed	100%	As of 30 June 2020 - Council actively participated in Police facilitated meetings and youth initiatives during the reporting period. Funding of \$153,000 secured for additional security camera infrastructure in Smith and Broome Parks and the Coonamble Library.	Police and community meetings attended. Liaison with Police to retain local policing numbers. Installation of additional security cameras complete.	
P2.1.3. Support activities that promote community involvement in neighbourhood safety.	Support Coonamble Alcohol and Drug Initiative Crime and Justice Action Group activities.	Director Community Services	Completed	100%	As of 30 June 2020 - Council actively supported new drug and alcohol referral service. Assistance provided to Coonamble Crime Prevention Group as requested.	Support and participation provided as requested.	
P2.1.4. Provide Crime Prevention information.	Maintain information on Council website.	Director Community Services	Completed	100%	As of 30 June 2020 - Crime prevention information maintained on Council's website.	Crime prevention presence on Council website reviewed and maintained.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P2.1.4. Provide Crime Prevention information.	Conduct home safety campaign during Seniors Week.	Director Community Services	Not Due to Start	0%	As of 30 June 2020 - No progress to date. A home/environment safety campaign is scheduled March/April 2020 to coincide with the implementation of new security camera infrastructure across the community.	Due to COVID-19 this campaign was not commenced.	

Develop and grow the community's sense of shared responsibility

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
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	Director Community Services	Completed	100%	As of 30 June 2020 - Active member of DV Collective Committee. Attend meetings and participate in awareness campaigns.	Active member of Coonamble Domestic Violence Collective Committee.	
P2.2.2. Work with community groups to develop local solutions to drug and	Support Coonamble Alcohol and Drug Initiative.	Director Community Services	Completed	100%	As of 30 June 2020 - Local Drug and Alcohol workers continue to accept referrals and supported in their roles.	Services supported.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
alcohol related issues.							
P2.2.3. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community.	Ensure seniors interests are considered when reviewing the effectiveness of safety camera and alcohol-free zones.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Alcohol free zones have been extended. The installation of additional remote CCTV cameras funded through the Safer Communities grant program was also completed prior to the 30 June 2020	As of 30 June 2020 - Alcohol free zones have been extended. The installation of additional remote CCTV cameras funded through the Safer Communities grant program was also completed prior to the 30 June 2020	
P2.2.3. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community.	Ensure street lighting (particularly within the vicinity of aged accommodation facilities) meets the needs of seniors.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - a review was completed with representatives from Essential Energy assisting Council. Area's identified by Council, the police and community representatives as requiring additional lighting have been incorporated into Essential Energy's planned LED upgrades to Street lighting within the local government area.	As of 30 June 2020 - a review was completed with representatives from Essential Energy assisting Council. Area's identified by Council, the police and community representatives as requiring additional lighting have been incorporated into Essential Energy's planned LED upgrades to Street lighting within the local government area.	
P2.2.3. Work with partners to develop strategies to minimise crime and anti-social behaviour in	Contribute to stakeholder initiatives where appropriate, support Coonamble Alcohol and Drug Initiatives (CADI).	Director Community Services	Completed	100%	As of 30 June 2020 - Council will continue to provide secretarial support to the group if/when reformed. The Salvation Army Drug and Alcohol	Council community service staff continues to support services.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
the community.					workers continue to accept referrals.		
P2.2.4. Control straying animals.	Continue community education campaign. Continue de-sexing program. Utilise rescue programs to rehouse animals where appropriate.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 -De-sexing program, education of registration and micro-chipping continued during the reporting period. Council participate in the animal rehoming program.	As of 30 June 2020 -De-sexing program, education of registration and micro-chipping continued during the reporting period. Council participate in the animal rehoming program.	
P2.2.5. Liaise with local Police and State Government to increase Police presence.	Work with the new Local Area Command to ensure Policing activity is adequate.	General Manager	Completed	100%	As of 30 June 2020 - Have personally met with Inspector David Maher, and he confirmed that additional numbers were allocated to the Coonamble station and area. It seems that increased Police numbers and presence, as well as a dedicated liaison person for especially youth, are paying the necessary positive dividends.	As of 30 June 2020 - Have personally met with Inspector David Maher, and he confirmed that additional numbers were allocated to the Coonamble station and area. It seems that increased Police numbers and presence, as well as a dedicated liaison person for especially youth, are paying the necessary positive dividends.	
P2.2.6. Provide Crime Prevention information	Maintain information on Council website.	Director Community Services	Completed	100%	As of 30 June 2020 - Crime prevention information published on Council's website.	Crime prevention information published and maintained on Council's Website.	

A range of services supports our community to lead healthy lifestyles

P3.6 Improve access to rehabilitation support for people with drug and alcohol addictions

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P3.6.1 Work with relevant organisations to improve community member access to appropriate drug and alcohol rehabilitation.	Continue to support the Coonamble Drug and Alcohol Initiative in developing innovative approaches to accessing drug and alcohol rehabilitation.	Director Community Services	Completed	100%	As of 30 June 2020 - Service providers are working directly with the Salvation Army Drug and Alcohol Worker. CADI has been in recess for some time, however Council facilitated consultation with key stakeholders to revisit CADI.	Ongoing support provided to agencies delivering drug and alcohol initiatives.	

Support and promote healthy lifestyles

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P3.1.1. Advocate, support and raise awareness of programs that promote the physical and mental health and well-being of community members.	Advocate, support and raise awareness of programs that promote the physical and mental health and well-being of community members.	Director Community Services	Completed	100%	As of 30 June 2020 - Council supported the Coonamble Together Partnership, Coonamble and Gulargambone Interagency, Youth Interagency, Coonamble Women's Shed, Coonamble Drought Busters Alliance and other service providers in their activities.	Council provided support for these programs which were adjusted slightly due to COVID-19.	
P3.1.1. Advocate, support and raise awareness of programs that promote the physical and	Maintain and promote a healthy ageing and lifestyle resource library for seniors.	Director Community Services	Completed	100%	As of 30 June 2020 - Healthy ageing and lifestyle resource have been established at the Coonamble Library. The Library hosts a senior's craft group regularly.	Collection maintained and promoted to residents.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
mental health and well-being of community members.							
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 Councils resources.	Director Community Services	Completed	100%	As of 30 June 2020 - Black Dog: Agreement no longer in place with NSW Libraries. The Library now offers Books on Prescription - that assist people in managing their well-being. The Library hosted an event on International Day of People with Disability and support provided to the Wide-Angle Film Festival during Mental Health Week.	Awareness raising through Library, School Holiday Programs, and youth projects.	
P3.1.2. Inspection of Food premises.	Carry out annual food premises inspections and food handling education program.	Director of Corporate and Urban Services	Completed	100%	As of 30 June - Food premises inspections have been completed.	As of 30 June - Food premises inspections have been completed.	
P3.1.3. Maintain and enhance age appropriate play areas that meet the needs of ages 0-5 and 6-12 years.	Maintain playground equipment for ages 0-5 years and 6-12 years.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Inspection of playground equipment is ongoing and maintenance to equipment is carried as required.	As of 30 June 2020 - Inspection of playground equipment is ongoing and maintenance to equipment is carried as required.	

Improve access to medical and specialist services

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P3.2.1. Continue to advocate for appropriate medical services.	Assist in the provision of accommodation for medical and dental practitioners.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Accommodation is provided.	As of 30 June 2020 - Accommodation is provided.	

Improve access to services for disengaged community members.

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P3.3.1. 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 Community Services Unit. Assist local community service agencies with Community Development capacity building.	Director Community Services	Completed	100%	As of 30 June 2020 - Council continues to provide support to agencies/organisations to build community capacity, including Coonamble Together Partnership Group, Coonamble Interagency, Coonamble Women's Shed and Coonamble Rodeo.	Services supported.	
P3.3.2. Build community capacity around inclusion of people from all cultural, social and ability groups.	Review seating provision in Coonamble main street.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Review of main street seating was completed as part of the development of the Coonamble Shire masterplan as adopted by Council.	As of 30 June 2020 - Review of main street seating was completed as part of the development of the Coonamble Shire masterplan as adopted by Council.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P3.3.2. Build community capacity around inclusion of people from all cultural, social and ability groups.	Source funding for additional accessible public toilets.	Director of Corporate and Urban Services	Progressing	90%	As of 30 June 2020 - A Council order has been placed for the supply of toilet block unit as per Council resolution. The installation of the toilet block in the Coonamble CBD will be carried out in the 2020/21 financial year.	As of 30 June 2020 - A Council order has been placed for the supply of toilet block unit as per Council resolution. The installation of the toilet block in the Coonamble CBD will be carried out in the 2020/21 financial year.	
P3.3.2. Build community capacity around inclusion of people from all cultural, social and ability groups.	Supporting ageing and disability services in the changing climate of the National disability Insurance Scheme	Director Community Services	Completed	100%	As of 30 June 2020 - Housebound book program operating, ongoing support of services through interagency meetings in both Coonamble and Gulargambone and the Coonamble Together Partnership. Regular update provided by NDIS.	Services supported.	
P3.3.2. Build community capacity around inclusion of people from all cultural, social and ability groups.	Activities and events managed by Council are accessible by all groups.	Director Community Services	Completed	100%	As of 30 June 2020 - Event audits undertaken regularly to improve accessibility and inclusion - ongoing.	Event audits undertaken regularly to improve accessibility and inclusion	

Increase the community's involvement in sporting activities

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P3.4.1. Ensure parks and gardens and sportsgrounds are maintained	Improve irrigation system at Coonamble Sportsground and Smith Park to ensure ground coverage.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - The upgrade to the irrigation system at the Coonamble Sportsground & Smith Park has been completed.	As of 30 June 2020 - The upgrade to the irrigation system at the Coonamble Sportsground & Smith Park has been completed.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
to an acceptable standard.							

Increase capacity for organisations to attract and retain volunteers

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P3.5.1. Provide volunteer related information to local organisations.	Acknowledge local volunteers.	Human Resources Manager	Completed	100%	As of 30 June 2020 - Volunteer Policy drafted and processes commenced. Activities for annual campaign for volunteers not conducted due to COVID-19 restrictions.	As of 30 June 2020 - Volunteer Policy drafted and processes commenced. Activities for annual campaign for volunteers not conducted due to COVID-19 restrictions.	
P3.5.1. Provide volunteer related information to local organisations.	Provide links, grants information and supporting information to community and sporting organisations.	Director Community Services	Completed	100%	As of 30 June 2020 - Community Grant Opportunities newsletter distributed/published each month via subscription database, Council website and Facebook. Advice provided to numerous community organisations in developing their funding applications i.e. Coonamble Education Fund, Coonamble High School, Gulargambone Co-Op.	Grant opportunities information shared disseminated.	

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

Increase opportunities for our community to celebrate together

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P4.1.1. Support activities that promote cultural	Support intergenerational programs that	Director Community Services	Completed	100%	As of 30 June 2020 - Council continued to operate a fortnightly housebound book	Due to COVID-19 these programs operated a little	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
awareness and diversity in ability and age.	promote the benefits of age and maturity.				delivery service during reporting period. Senior craft sessions hosted, and school holiday program delivered. School holiday programs developed to encourage intergenerational participation.	differently and senior craft sessions put on hold.	
P4.1.1. Support activities that promote cultural awareness and diversity in ability and age.	Participation in Youth Week, Children's Week, Harmony Day, Seniors Week, International Day of People with a Disability & NAIDOC.	Director Community Services	Completed	100%	As of 30 June 2020 - International Day of People with a Disability fell within the reporting period. Activities and awareness raising conducted at the Coonamble Library. Council participated in the hosting of the 2019 Children's Week event and hosted the Wide-Angle Film Festival during Mental Health Week.	Due to COVID-19 facilitation of some events was put on hold.	
P4.1.2. Continue to facilitate Australia Day activities.	Host Annual Australia Day event.	Director Community Services	Completed	100%	As of 30 June 2020 - Successful Australia Day celebrations hosted in Coonamble and Gulargambone.	Australia Day event completed.	
P4.1.3 Facilitate and support appropriate child and youth activities	Provide after school activities at Quambone.	Director Community Services	Completed	100%	As of 30 June 2020 - Quambone After School Program operates two days per week during school term.	Due to COVID-19 the Quambone After School Program was put on hold.	
P4.1.3 Facilitate and support appropriate child and youth activities	Provide after school and holiday activities at Coonamble and Gulargambone.	Director Community Services	Completed	100%	As of 30 June 2020 - After school activities provided three days per week at the Gulargambone Youth Centre and holiday activities five days per week during school holiday periods. After school and holiday activities provided at	Due to COVID-19 after school activities were put on hold, and school holiday programs were delivered differently.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
					Coonamble Library each weekday.		

Improve interaction across social cultural and age groups

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P4.2.1. Provide strategic early intervention community development programs for children, young people, and vulnerable community members.	Facilitate Youth Council. Seek funding opportunities that align with Councils Child & Youth Development policy.	Director Community Services	Completed	100%	As of 30 June 2020 - Council's Youth Officer has engaged with the local youth during the reporting period and planned to commence the formation of the Youth Council.	Due to COVID-19 Youth Council was put on hold.	
P4.2.2. Carry out actions contained in Coonamble Shire Positive Aging Strategy	Review Accessible Parking spaces at key Council recreational facilities.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Council recreational areas are compliant. Council has received the updated guidelines from Service NSW relating to designated disabled parking spaces and works will be programmed in the first 1/2 of the 2020/21 financial year.	As of 30 June 2020 - Council recreational areas are compliant. Council has received the updated guidelines from Service NSW relating to designated disabled parking spaces and works will be programmed in the first 1/2 of the 2020/21 financial year.	
P4.2.2. Carry out actions contained in Coonamble Shire Positive Aging Strategy	Review Council's current communications mechanisms to ensure compliance with accessibility standards.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Communications mechanisms have been reviewed. Increased utilisation of Council's social media platforms, along with the introduction of regular talkback sessions on the local radio station will continue as this also	As of 30 June 2020 - Communications mechanisms have been reviewed. Increased utilisation of Council's social media platforms, along with the introduction of regular talkback sessions on the	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
					serve as means for further engaging the community with Council.	local radio station will continue as this also serve as means for further engaging the community with Council.	
P4.2.4. Implementation principles of multiculturalism across Council business.	Conduct annual review of Multicultural Services Program Plan.	Human Resources Manager	Not Due to Start	0%	As of 30 June 2020 - Annual review completed, policy also reviewed and drafted for 20/21 year.	As of 30 June 2020 - Annual review completed, policy also reviewed and drafted for 20/21 year.	
4.2.5. Ensure Council consultation provides opportunities for participation for people from diverse backgrounds.	Monitor implementation and review Community Consultation Guidelines.	Director Community Services	Completed	100%	As of 30 June 2020 - Guidelines monitored regularly and implemented as required.	Guidelines monitored regularly and implemented as required.	
P4.2.6. Provide appropriate support to organisations that provide services to people with a disability and cultural and linguistically diverse (CALD) community members.	Provide community development support to local organisation providing CALD services, where requested.	Director Community Services	Completed	100%	As of 30 June 2020 - Support provided as requested - ongoing. Implementation of the Disability Inclusion Action Plan continues.	Support provided as requested.	

Promote role models who demonstrate community respect

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P4.3.1. Provide Aboriginal Cultural Awareness training to all staff and Councilors.	Provide Aboriginal Cultural Awareness training to all staff and Councilors as required.	Human Resources Manager	Completed	100%	As of 30 June 2020 - Due to COVID-19 restrictions, training activities were limited and any relevant training in this area was deferred until 20/21.	As of 30 June 2020 - Training was not required in Jul-Dec 2019 period, with COVID-19 restrictions limiting training activities and any relevant training in this area was deferred until 20/21.	

Promote more cultural events in the shire

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
P4.4.1. Assist Coonamble Shire events with marketing and promotion.	Provide promotion through e-newsletter, website, and Facebook page. Provide advice and guidance through tourism staff.	Director Community Services	Completed	100%	As of 30 June 2020 - Advice and information provided to local event organisers as requested. Promotional material for events delivered to tourism "hot spots" around the communities and showcased on electronic billboard, tourism Facebook page and visitcoonamble.com.au	Advice and information provided to local event organisers as requested.	
P4.4.2. Provide opportunities for access to arts related activities.	Facilitate Waste to Art education and competition.	Director Community Services	Completed	100%	As of 30 June 2020 - Due to COVID-19 planning for the 2020 Waste2art was cancelled. Council works in collaboration with Outback Arts Centre and NewWaste to host the event.	Due to COVID-19 2020 Waste2art was cancelled, with plans to host program in 2021.	
P4.4.2. Provide opportunities for access to arts related activities.	Participate in Sister City, Campbelltown Council's Fisher's Ghost event.	Director Community Services	Completed	100%	As of 31 December 2019 - Fisher's Ghost Art Competition and Festival attended by Councilor.	As of 31 December 2019 - Fisher's Ghost Art Competition and Festival attended by Councilor.	

Our Infrastructure

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

Maintain local road maintenance and construction

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
I1.1.1. Continue to implement rolling plant replacement program	Replace plant in accordance with Rolling Replacement Program.	Director of Engineering Services	Completed	100%	As of 31 July 2020 - plant replacement up to date	As of 31 July 2020 - plant replacement up to date	
I1.1.2. Depot maintained and upgraded	Maintain Depot to meet legislative requirements.	Director of Engineering Services	Completed	100%	As of 31 July 2020 - Areas of improvement identified through audit, and improvements on going	As of 31 July 2020 - Areas of improvement identified through audit, and improvements on going	
I1.1.3. Plant operated efficiently and economically	Monitor Plant usage and costs.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - plant efficiencies in conjunction with work practices assessed.	As of 30 June 2020 - plant efficiencies in conjunction with work practices assessed.	
I1.1.4. RMS RMCC Contract continued on Castlereagh Highway (HW 18)	RMCC Maintenance Contract completed as directed by the RMS.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - no outstanding works orders	As of 30 June 2020 - no outstanding works orders	
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.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - works program in place, inspections carried out in a continual basis	As of 30 June 2020 - works program in place, inspections carried out in a continual basis	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
I1.1.6. Reconstruction of sealed regional roads under Regional Roads Repair Program continued.	Submit applications for REPAIR funding and complete successful grant projects.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - Applications submitted for next round	As of 30 June 2020 - Applications submitted for next round	
I1.1.7. Continue local roads reconstruction under Roads to Recovery Program	Rehabilitation and reseal of Council identified priority roads.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - program complete.	As of 30 June 2020 - program complete.	
I1.1.8. Continue local sealed roads routine maintenance, heavy patching & resealing.	Regular inspection and allocation of resources in accordance with budget and schedule.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - maintenance carried out within budget constraints	As of 30 June 2020 - maintenance carried out within budget constraints	
I1.1.9. Continue local unsealed roads routine maintenance, grading, reforming, reloaming, causeway re-sheeting.	Complete maintenance and improvement work as detailed in Roads Management Plan.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - maintenance and improvements carried out within budget constraints	As of 30 June 2020 - maintenance and improvements carried out within budget constraints	

Minimise the effects of flooding on our infrastructure

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
11.2.1. Continue to invest in Levee management	Maintain Levee and provide Council share of grants.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - stage 4 of levee upgrade on schedule	As of 30 June 2020 - stage 4 of levee upgrade on schedule	

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

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
11.3.1. Support projects that aim to reduce transport disadvantage.	Seek transport assistance for youth activities.	Director Community Services	Completed	100%	As of 30 June 2020 - Youth travel maintained through Transport for NSW to support youth programs and activities. "Levee Leapers" funding retained. Council secured additional funds to provide free return coach transport for local netball teams to participate in the Koori Netball Knockout in Newcastle.	Due to COVID-19 funding has been extended to 2021.	
11.3.2. Maintain Certification of Aerodrome to CASA Regulations	Maintain Airport and surrounds to acceptable standard.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - certification maintained ground maintenance standards not met	As of 30 June 2020 - certification maintained ground maintenance standards not met	
11.3.3. Inland rail - lobby for rail line to be via Coonamble township.	Attend information briefings.	General Manager	Completed	100%	As of 30 June 2020 - A submission has been lodged with the Senate Enquiry into the Inland Rail Project; arguing that not adequate attention has been paid to the development of the route between Narromine and Narrabri, and that the evaluation of the social and economic benefits need a	As of 30 June 2020 - A submission has been lodged with the Senate Enquiry into the Inland Rail Project; arguing that not adequate attention has been paid to the development of the route between Narromine and Narrabri, and that the evaluation of the social and	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
					higher weighting as part of the assessment criteria. A funding submission has also been lodged for a further strategic study to be undertaken on the benefits of bring the line closer to Coonamble. This funding has been approved and the study is underway - lead by EY-Consultants - for the creation of a link into the Inland Rail line at Curban. ARTC provides regular updates to Council regarding their progress with the Inland Rail project.	economic benefits need a higher weighting as part of the assessment criteria. A funding submission has also been lodged for a further strategic study to be undertaken on the benefits of bring the line closer to Coonamble. A funding submission has also been lodged for a further strategic study to be undertaken on the benefits of bring the line closer to Coonamble. this funding has been approved and the study is underway - lead by EY-Consultants - for the creation of a link into the Inland Rail line at Curban. ARTC provides regular updates to Council regarding their progress with the Inland Rail project.	

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

Increase the exhibition and production of more cultural events in the Shire

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
I2.1.1. Ensure Showground & Pavilion are well managed, and assets maintained.	Review Showground Management Plan. Implement replacement program for facility seating.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Showground Management plan has been reviewed. Continuation of the seating replacement program is currently not sourced	As of 30 June 2020 - Showground Management plan has been reviewed. Continuation of the seating replacement program is currently not sourced	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
	Install two portable grandstands.				through Council funds; staff will monitor for grant funding opportunities to allow the replacement program to continue.	through Council funds; staff will monitor for grant funding opportunities to allow the replacement program to continue.	
I2.1.2. Encourage development of multipurpose community facilities to meet the needs of local communities.	Support development of facilities within Council budget and priorities.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Council continues to provide ongoing support to various organisations within its local government area.	As of 30 June 2020 - Council continues to provide ongoing support to various organisations within its local government area.	
I2.1.3. Support development of diverse cultural and recreational opportunities for children and young people.	Continue to source funding for development of recreational spaces for children and young people.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Council has been successful in securing grant funding to upgrade the infrastructure at the Coonamble Sportsground. These works will be carried out during the 2020/21 financial year.	As of 30 June 2020 - Council has been successful in securing grant funding to upgrade the infrastructure at the Coonamble Sportsground. These works will be carried out during the 2020/21 financial year.	
I2.1.4. Continue to support regional arts development.	Support operations of Outback Arts.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Council is a financial member of the 2019/2020 Regional Arts Development Program.	As of 30 June 2020 - Council is a financial member of the 2019/2020 Regional Arts Development Program.	
I2.1.5. Maintain/Improve parks to acceptable standards.	Source funding for "all abilities" play equipment to improve playgrounds throughout the Shire.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Funding sources have been monitored, no opportunities have been identified.	As of 30 June 2020 - Funding sources have been monitored, no opportunities have been identified.	
I2.1.5. Maintain/Improve parks to	Develop maintenance plan for parks.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Presentation of Council facilities are subject to regular inspection by	As of 30 June 2020 - Presentation of Council facilities are subject to regular inspection by	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
acceptable standards.					Council staff, works programs are set to ensure the facilities are maintained to expected levels. As part of the 2020/21 operational plan preparation service levels for these facilities was reviewed.	Council staff, works programs are set to ensure the facilities are maintained to expected levels. As part of the 2020/21 operational plan preparation service levels for these facilities was reviewed.	
I2.1.6. Maintain Showground to ensure reasonable standard of facility is provided.	Installation of irrigation system to Pavilion grassed area - grant funded.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Installation of the irrigation system has been completed.	As of 30 June 2020 - Installation of the irrigation system has been completed.	
I2.1.7. Ensure pools are well maintained.	Replace pool mats.	Director of Corporate and Urban Services	Completed	100%	As of 31 December 2019 - Installation of the new pool mats have been completed at the Coonamble Pool facility.	As of 31 December 2019 - Installation of the new pool mats have been completed at the Coonamble Pool facility.	
I2.1.7. Ensure pools are well maintained.	Asset Management Plan developed for Coonamble, Gulargambone & Quambone Pools.	Director of Corporate and Urban Services	Progressing	95%	As of 30 June 2020 - These facilities are covered by Council Recreational facilities and Building plans. It is noted that the finalisation of the masterplan for the Coonamble Pool has been delayed, with the plan due for finalisation in 2020/21 financial year.	As of 30 June 2020 - These facilities are covered by Council Recreational facilities and Building plans. It is noted that the finalisation of the masterplan for the Coonamble Pool has been delayed, with the plan due for finalisation in 2020/21 financial year.	
I2.1.8. Ensure pools are well maintained	Upgrade fascia at Gulargambone Pool.	Director of Corporate and Urban Services	Not Due to Start	0%	As of 30 June 2020 - planned works for the Coonamble pool have been placed on hold pending the findings from the facility	As of 30 June 2020 - planned works for the Coonamble pool have been placed on hold pending the findings from the facility	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
					masterplan currently being finalised.	masterplan currently being finalised.	

Maintain and improve the role of our community libraries

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
I2.2.1. Provide high quality library services that are responsive to community need.	Facilitate after school activities in response to community need.	Director Community Services	Completed	100%	As of 30 June 2020 - Due to COVID-19 regular after school activities were cancelled at the Gulargambone Youth Centre (3 days per week), Quambone After School Program (2 days per week) and Coonamble Library (5 days per week).	Due to COVID-19 all after school programs were put on hold.	
I2.2.1. Provide high quality library services that are responsive to community need.	Facilitate Tech Savvy Seniors program.	Director Community Services	Completed	100%	As of 30 June 2020 - Technical support provided to seniors on an ongoing basis. The library offers access to a magnification computer for people with vision impairment. Funding was sourced for the Tech Savvy Seniors programs which operated early 2020.	Tech Savvy Seniors program run in early 2020 and technical support provided to seniors on an ongoing basis.	
I2.2.1. Provide high quality library services that are responsive to community need.	Maintain a level of large and audio books sufficient to meet community demand.	Director Community Services	Completed	100%	As of 30 June 2020 - The library continued to purchase and maintain appropriate resources. Ongoing acquisition with the support of the North West Regional Library Service.	Large print and audio book levels monitored and maintained.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
I2.2.1. Provide high quality library services that are responsive to community need.	Support early language/literacy skills and life skills programs.	Director Community Services	Completed	100%	As of 30 June 2020 - Early language information technologies maintained. Facilitation of pre-school visits and Storytime by Librarian ongoing. Summer Reading Club hosted.	Due to COVID-19 facilitation of Storytime was put on hold. Early Language information technologies maintained, and Summer Reading Club hosted.	
I2.2.1. Provide high quality library services that are responsive to community need.	Develop and facilitate annual patron survey.	Director Community Services	Not Due to Start	0%	As of 30 June 2020 - Not yet commenced. Biannual patron survey due to commence in before end of 2020.	Due COVID-19 physical surveys were unable to be handed out, this has been put on hold until end of 2020.	

Share access to local facilities to fully realise the potential of local infrastructure

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
I2.3.1. Continue to upgrade and maintain infrastructure that supports cultural recreational and leisure activities	Audit Shire signage at Key venues. Investigate installation of Tactile Guidance Surface Indicators.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Annual review of signage at Council swimming pools has been completed. Noting that the installation of the signage as part of the refurbishment of the amenities at the Coonamble swimming pool whilst not finished as at the 30 June 2020 was completed prior to the opening of the facility.	As of 30 June 2020 - Annual review of signage at Council swimming pools has been completed. Noting that the installation of the signage as part of the refurbishment of the amenities at the Coonamble swimming pool whilst not finished as at the 30 June 2020 was completed prior to the opening of the facility.	
I2.3.1. Continue to upgrade and maintain infrastructure that supports cultural	Improve toilet and change room facilities at pools. Grant funded.	Director of Corporate and Urban Services	Progressing	90%	As of 30 June 2020 - Upgrades to the Coonamble swimming pool amenities have commenced with significant progress being made. The planned works	As of 30 June 2020 - Upgrades to the Coonamble swimming pool amenities have commenced with significant progress being made. The	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
recreational and leisure activities					will be completed prior to the commencement of the 2020/21 swimming season.	planned works will be completed prior to the commencement of the 2020/21 swimming season.	
12.3.1. 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.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Asset Management Plan has been reviewed and maintenance work carried out.	As of 30 June 2020 - Asset Management Plan has been reviewed and maintenance work carried out.	
12.3.2. Investigate and maximise opportunities for Council buildings to be used for multipurpose community activity	Monitor and review use of Council buildings.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Continued ongoing monitoring and review of the utilisation of Council buildings.	As of 30 June 2020 - Continued ongoing monitoring and review of the utilisation of Council buildings.	
12.3.3. Manage Councils Local Heritage Fund. Oversee provision of Heritage Advisory Services.	Assist with grant applications by individuals and organisations.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Promotion of grant opportunities disseminated through Council's Monthly Grant Opportunities e-blast and via Council's website and Facebook page. Council does not employ Heritage Officer due to cost/benefit deficiency. Advice provided to residents and ratepayers to assist in the development grant applications.	As of 30 June 2020 - Promotion of grant opportunities disseminated through Council's Monthly Grant Opportunities e-blast and via Council's website and Facebook page. Council does not employ Heritage Officer due to cost/benefit deficiency. Advice provided to residents and ratepayers to assist in the development grant applications.	

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

Deliver safe drinking water and sewerage services

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
I3.1.1. Implement a mains replacement program based on Water Management Plan	Continue to progress mains replacement program	Director of Engineering Services	Not Progressing	0%	As of 30 June 2020 - program not met due to competing priorities	As of 30 June 2020 - program not met due to competing priorities	
I3.1.3. Ensure water assets are well maintained	Maintenance of mains, services and essential infrastructure undertaken.	Director of Engineering Services	Completed	100%	As of 30 June 2020 -service reliable, failures have quick response times	As of 30 June 2020 -service reliable, failures have quick response times	
I3.1.4. Implement a mains relining program based on Sewerage Management Plan	Mains relining commenced.	Director of Engineering Services	Not Progressing	0%	As of 30 June 2020 - relining program delayed due to competing priorities	As of 30 June 2020 - relining program delayed due to competing priorities	
I3.1.5. Maintain sewer assets	Monitor and repair pumps and equipment.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - water assets operating efficiently	As of 30 June 2020 - water assets operating efficiently	
3.1.6. Treatment Plants maintained to Legislative requirements.	Regular monitoring of effluent quality.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - legislative requirements met	As of 30 June 2020 - legislative requirements met	

Improve community access to services

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
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.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Bush Fire Management Committee meetings attended. Council continuing to provide ongoing administration function for the Zone.	As of 30 June 2020 - Bush Fire Management Committee meetings attended. Council continuing to provide ongoing administration function for the Zone.	
I3.2.2. Continue sponsorship of SES to respond to disasters	Meet legislative requirements under SES Act.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - SES housed and operational	As of 30 June 2020 - SES housed and operational	
I3.2.3. Manage town common	Management Plan and Operational Guidelines developed.	Director of Corporate and Urban Services	Progressing	80%	As of 30 June 2020 - The Common was reopened during the latter half of the 2019/2020 financial year, with maintenance works identified and planned to be carried out in the 2020/21 financial year. No progress has been made on the Management Plan and Operational guidelines during the reporting period.	As of 30 June 2020 - The Common was reopened during the latter half of the 2019/2020 financial year, with maintenance works identified and planned to be carried out in the 2020/21 financial year. No progress has been made on the Management Plan and Operational guidelines during the reporting period.	
I3.2.4. Implement recommendations contained in the Coonamble Shire Pedestrian Access and Mobility Plan (PAMP)	New and refurbished Council facilities are designed and constructed to meet access standards.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Council continues to ensure that all new and refurbished facilities meet access standards.	As of 30 June 2020 - Council continues to ensure that all new and refurbished facilities meet access standards.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
I3.2.4. Implement recommendations contained in the Coonamble Shire Pedestrian Access and Mobility Plan (PAMP)	Prioritise PAMP recommendations and prepare a three-year budget and plan for completing actions.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - footpath restorations carried out within budget	As of 30 June 2020 - footpath restorations carried out within budget	
I3.2.4. Implement recommendations contained in the Coonamble Shire Pedestrian Access and Mobility Plan (PAMP)	Routinely inspect paving for defects or trip hazards.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - complaints actioned in a timely manner and regular inspections undertaken	As of 30 June 2020 - complaints actioned in a timely manner and regular inspections undertaken	

Minimise our hard waste production and promote recycling

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
I3.3.1. Implementation Waste Management strategy recommendations.	Investigate annual waste collection service (including assistance for senior community members).	Director of Engineering Services	Completed	90%	As of 31 July 2020 - Recycling Centre ready for commissioning	As of 31 July 2020 - Recycling Centre ready for commissioning	

Maintain all public facilities to ensure safety and promote use

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
I3.4.1. Maintain/Improve Parks to	Review curbside maintenance - review current program and identify priority sites for	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Curbside maintenance program has been reviewed, identified priority areas will continue to be	As of 30 June 2020 - Curbside maintenance program has been reviewed, identified priority areas will continue to be	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
acceptable standards	additional mowing/trimming.				maintained in accordance with Council's adopted operational budget.	maintained in accordance with Council's adopted operational budget.	
I3.4.1. Maintain/Improve Parks to acceptable standards	Continue works in accordance with Asset Management Plan.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Works have been completed in line with Asset Management Plan.	As of 30 June 2020 - Works have been completed in line with Asset Management Plan.	
I3.4.2. Complete buildings maintenance & Improvement program	Schedule works for duration of Long-Term Financial Plan so as to meet key KPIs and service levels set by Council.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Long Term Financial Plan reviewed with works scheduled for the duration of the Long-Term Financial Plan to meet key KPI's as set by Council.	As of 30 June 2020 - Long Term Financial Plan reviewed with works scheduled for the duration of the Long-Term Financial Plan to meet key KPI's as set by Council.	
I3.4.3. Maintain cemeteries to acceptable standards	Improvement to cemetery facility; improved maintenance.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Routine inspections continue to be carried out to ensure the facility is presented at the expected level of Council. The installation of a new Columbarium planned for the latter half of the 2019/20 financial year has been postponed until the 2020/21 financial year due to the unavailability of the necessary resources.	As of 30 June 2020 - Routine inspections continue to be carried out to ensure the facility is presented at the expected level of Council. The installation of a new Columbarium planned for the latter half of the 2019/20 financial year has been postponed until the 2020/21 financial year due to the unavailability of the necessary resources.	

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

Ensure long term management and protection of our community assets

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
14.1.8 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.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Ongoing collection and review of financial data and service levels to be utilised in community consultation.	As of 30 June 2020 - Ongoing collection and review of financial data and service levels to be utilised in community consultation.	
14.1.6. Collect data for all major infrastructure classes	Co-ordinate inspection data provided by various departments and update asset register.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Data has been collected with the Asset Register currently been updated as part of the end of financial year process.	As of 30 June 2020 - Data has been collected with the Asset Register currently been updated as part of the end of financial year process.	
14.1.9. Prepare long term cash flow predictions for asset maintenance, rehabilitation, and replacement.	Review and refine Long Term Financial Plan (LTFFP).	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Annual review of Long-Term Financial Plan has been completed. A further review will be carried out following the completion of the 2019/20 Financial Statements.	As of 30 June 2020 - Annual review of Long-Term Financial Plan has been completed. A further review will be carried out following the completion of the 2019/20 Financial Statements.	
14.1.10. Revalue assets at intervals in accordance with Australian	Revaluations undertaken in consultation with external auditor.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - A desktop valuation has been completed for Council's Transport Infrastructure Assets, Buildings & other	As of 30 June 2020 - A desktop valuation has been completed for Council's Transport Infrastructure Assets, Buildings & other	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
Accounting Standards.					structures by an external party on Council's behalf. It should be noted that the accounting standards no longer mandate intervals for revaluation of Council assets.	structures by an external party on Council's behalf. It should be noted that the accounting standards no longer mandate intervals for revaluation of Council assets.	
I4.1.11. Review Councils Asset Management Policy.	Monitor in accordance with Policy Review Schedule.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Asset management plans have been reviewed as part of the 2020/21 Operational plan process. Council Asset Management Policy will be reviewed during the 2020/21 financial year.	As of 30 June 2020 - Asset management plans have been reviewed as part of the 2020/21 Operational plan process. Council Asset Management Policy will be reviewed during the 2020/21 financial year.	
I4.1.12. Improve staff capacity in the usage of asset management systems.	Key Staff undertake Asset Management training, as needed.	Human Resources Manager	Completed	100%	As of 30 June 2020 - Very limited training activities undertaken due to COVID-19 restrictions, however distance learning methods have been utilised for relevant staff in relation to project management.	As of 30 June 2020 - In Jul - Dec 2019 Training undertaken in relation to the maintenance of water & sewerage, roads, and aerodrome infrastructure. For the Jan - June 2020 period, very limited training activities undertaken due to COVID-19 restrictions, however distance learning methods have been utilised for relevant staff in relation to project management.	
I4.1.13. Ensure Quarry operation is financially viable.	Maintain plant and equipment in good condition. Review plant and operations.	Director of Engineering Services	Completed	100%	As of 30 June 2020 - ISO certification met and maintained	As of 30 June 2020 - ISO certification met and maintained	
I4.1.14. Maintain Quarry quality certification.	Test all products as per QA documentation.	Director of Engineering Services	Completed	100%	As of 31 July 2020 - testing carried out as per QA certification	As of 31 July 2020 - testing carried out as per QA certification	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
I4.1.15. Ensure Quarry is maintained to Department of Mines' standard.	Ensure that all plant and equipment pass inspector's Audit.	Director of Engineering Services	Completed	100%	As of 31 December 2019 - Certification maintained	As of 31 December 2019 - Certification maintained	
I4.1.17. Review viability of Saleyards.	Develop Asset Management Plan for Saleyard infrastructure. Prepare long term financial plan for sustainable operation.	Director of Corporate and Urban Services	Completed	100%	Sale yards Infrastructure Asset Management plan was reviewed as part of the preparations of the 2020/2021 operational plan process. Due to a recent change in usage patterns, a further review of the assumptions for expected and current operations of the sale yards will be undertaken by management in 2020/21	Sale yards Infrastructure Asset Management plan was reviewed as part of the preparations of the 2020/2021 operational plan process. Due to a recent change in usage patterns, a further review of the assumptions for expected and current operations of the sale yards will be undertaken by management in 2020/21	

Our Economy

Support: We support our local economy without compromising on quality

Re-establish and maintain a robust, well patronised Coonamble and Gulargambone main streets

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
EC1.1.1. Continue to plan and implement Coonamble main street beautification and revitalisation projects.	Maintain and improve main street gardens and trees.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Maintenance of the garden beds have been completed. Seasonal planting for the Summer / Autumn period was not carried out due to operational and budgetary constraints.	As of 30 June 2020 - Maintenance of the garden beds have been completed. Seasonal planting for the Summer / Autumn period was not carried out due to operational and budgetary constraints.	
EC1.1.2. Maintain main street and business area public spaces to a high standard	Provide regular street cleaning services.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Street cleaning undertaken on regular basis by parks and garden staff. Daily street sweep, waste removal and garden maintenance.	As of 30 June 2020 - Street cleaning undertaken on regular basis by parks and garden staff. Daily street sweep, waste removal and garden maintenance.	
EC1.1.3. Lobby for Gulargambone main street beautification funding.	Pursue funding opportunities for Gulargambone main street beautification.	Director of Corporate and Urban Services	Progressing	95%	As of 30 June - Council is liaising with representative from the Gulargambone community regarding the improvements in Lions Park. Installation of the shade shelter in Lions Park has been completed, noting that Council is currently in the process of receiving updated quotes for the planned work.	As of 30 June - Council is liaising with representative from the Gulargambone community regarding the improvements in Lions Park. Installation of the shade shelter in Lions Park has been completed, noting that Council is currently in the process of receiving updated quotes for the planned work.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
EC1.1.4. Provide training and support to tourism related businesses in the Shire.	Provide tourism development assistance to local businesses/committees if requested. Assist with Tourism Award applications and grants, if requested.	Director Community Services	Completed	100%	As of 30 June 2020 - Support and assistance has been provided for a number of tourism product development projects and events: Coonamble Buy Local campaign, Coonamble Rodeo and Campdraft, Coonamble Greyhound Club, Coonamble Gold Cup Races, Gulargambone Wacky Windows etc. No assistance requested for tourism awards during the reporting period.	Due to COVID-19 many of these projects and events were put on hold until 2021, support and assistance was provided.	
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.	Director Community Services	Completed	100%	As of 30 June 2020 - Guides distributed to local operators regularly and disseminated to visitor information centres. No consumer shows attended during the reporting period.	Reprint and distribution of Coonamble Shire visitor guides throughout NSW regions and interstate.	

Reinvigorate the main street precinct in Gulargambone

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
EC1.2.1. Lobby for funding for main street beautification	Apply for funding when opportunities arise.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Monitoring of funding opportunities are ongoing.	As of 30 June 2020 - Monitoring of funding opportunities are ongoing.	
EC1.2.2. Maintain main street and business area	Liaise with local businesses regarding street appearance.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Regular monitoring of street appearance and liaison with	As of 30 June 2020 - Regular monitoring of street appearance and liaison with	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
public spaces to a high standard					business operators as required.	business operators as required.	
EC1.2.3. Identify opportunities for new tourism product	Seek suitable grant funding for identified products.	Director Community Services	Completed	100%	As of 30 June 2020 - The development of the Coonamble Shire Masterplan is complete and addresses locations and designs for new Visitor Information Centre in Coonamble and the Coonamble CBD precinct public amenities. Funding for the two projects has been secured and works must be completed by early 2021. The Riverside Caravan Park Redevelopment will continue utilizing grant funding of \$438,000. Council is currently working with NSW Crown Lands to access land to establish a bore bath complex in Coonamble.	Funding secured.	
EC1.2.4. Provide training and support to tourism related businesses in the Shire	Assist with Tourism Award applications and grants where appropriate.	Director Community Services	Completed	100%	As of 30 June 2020 - No requests for Award application assistance have been received during this reporting period. Grant assistance provided as requested.	No requests for Award application assistance have been received during this reporting period. Grant assistance provided as requested.	
EC1.2.5. Develop existing visitor markets	Contribute to regional destination planning	Director Community Services	Completed	100%	As of 30 June 2020 - Active participation in Regional Destination Planning. Participated in the Great Western Plains, "Great Inland Way" marketing initiatives - brochure and web presence. Contributed to the draft	Active participation in regional destination planning.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
					Destination Management Plan for NSW Country and Outback and Council is currently working with Riversmart on the Destination Macquarie Marshes initiative.		
EC1.2.6. Develop new visitor markets in line with Inland RTO	Participate in appropriate visitor market initiatives outlined in the Regional Destination Plan.	Director Community Services	Completed	100%	As of 30 June 2020 - Participation is ongoing. Inland Tourism Regional Tourism Organisation was dissolved some years ago.	Participated in the Great Western Plains marketing initiative, brochure, and web presence. Continued support for Coonamble Rodeo and Campdraft.	
EC1.2.7. Participate in Inland Tourism and Great Inland Way initiatives	Maintain membership of the Great Inland Way and Regional Tourism Organisation, if applicable.	Director Community Services	Completed	100%	As of 30 June 2020 - Current member of Great Inland Way Marketing Group. Gulargambone Visitor Information Centre remains accredited.	Memberships maintained.	
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.	Director Community Services	Completed	100%	As of 30 June 2020 - Visitor guide available at regional visitor information centres. No consumer shows attended during the reporting period.	Brochures widely distributed.	

Growth & diversity: Our growing regional economy is diverse

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

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
EC2.1.1. Promote the Shire as a location for business	Market Industrial subdivisions lots.	General Manager	Complete	100%	As of 30 June 2020 - The opinion is held that there is no real advantage to be gained in marketing the	As of 30 June 2020 - The opinion is held that there is no real advantage to be gained in marketing the	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
development and investment					industrial allotments. They have been created, and are there if being needed - which is possibly the best position Council can be in. We are prepared if an investor comes along who need some industrial land. Council's time and resources are much better utilised e.g. pursuing the development and implementation of the Coonamble Shire Masterplan in order to stimulate the tourism industry as part of a broader economic development strategy.	industrial allotments. They have been created, and are there if being needed - which is possibly the best position Council can be in. We are prepared if an investor comes along who need some industrial land. Council's time and resources are much better utilised e.g. pursuing the development and implementation of the Coonamble Shire Masterplan in order to stimulate the tourism industry as part of a broader economic development strategy.	
EC2.1.1. Promote the Shire as a location for business development and investment	Provide information on Shire data to potential investors and business.	General Manager	Completed	100%	As of 30 June 2020 - REMPLAN information is available, and is being provided to interested potential investors.	As of 30 June 2020 - REMPLAN information is available, and is being provided to interested potential investors.	
EC2.1.2. Support business initiatives that develop economic growth	Pursue external funding opportunities that contribute to infrastructure improvements.	General Manager	Completed	100%	As of 30 June 2020 - A large number of external grant funding opportunities have been pursued over the last couple of years, and some of the projects from last year are still in the process of being pursued, e.g. the construction of a new VIC and toilet block in the Main Street. Further funding has been obtained for the upgrade of the Caravan Park	As of 30 June 2020 - A large number of external grant funding opportunities have been pursued over the last couple of years, and some of the projects from last year are still in the process of being pursued, e.g. the construction of a new VIC and toilet block in the Main Street. Further funding has been obtained for the upgrade of the	

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DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
					in Coonamble, and will start to be expended shortly. Further drought grant funding (\$1M) will be used for the upgrade of the sporting oval; mainly focusing on the installation of lights that will allow for night games to be played, and potentially attracting regional games to the area. Further funding would be welcome to pursue projects identified as part of the Coonamble Shire Masterplan development process.	Caravan Park in Coonamble, and will start to be expended shortly. Further drought grant funding (\$1M) will be used for the upgrade of the sporting oval; mainly focusing on the installation of lights that will allow for night games to be played, and potentially attracting regional games to the area. Further funding would be welcome to pursue projects identified as part of the Coonamble Shire Masterplan development process.	
EC2.1.2. Support business initiatives that develop economic growth	Provide information and referral service to established businesses.	General Manager	Completed	100%	As of 30 June 2020 - The appointed Manager Economic Development and Growth will pursue these programs and initiatives as part of her role into the future. Regular liaison with the Chamber of Commerce is ensured.	As of 30 June 2020 - The appointed Manager Economic Development and Growth will pursue these programs and initiatives as part of her role into the future. Regular liaison with the Chamber of Commerce is ensured.	
EC2.1.3. Encourage skills attraction and development activities.	Support appropriate initiatives that contribute to skill development.	General Manager	Completed	100%	As of 30 June 2020 - This strategy and action have been reviewed against Council's updated Economic Development Strategy. It will be pursued where possible and appropriate.	As of 30 June 2020 - This strategy and action have been reviewed against Council's updated Economic Development Strategy. It will be pursued where possible and appropriate.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
EC2.1.4. Support and assist proponents of new agricultural, horticultural and aquaculture enterprises.	Provide interested parties with referrals and linkages to various sources of assistance.	General Manager	Completed	100%	As of 30 June 2020 - The newly appointed Manager Economic Development and Growth already has and will keep on pursue these programs and initiatives as part of her role into the future. The newly developed e-update for the business community is circulated on a regular basis to the business community - with positive responses.	As of 30 June 2020 - The newly appointed Manager Economic Development and Growth already has and will keep on pursue these programs and initiatives as part of her role into the future. The newly developed e-update for the business community is circulated on a regular basis to the business community - with positive responses.	
EC2.1.5. Support projects that enhance and promote local natural resources to encourage business and tourism.	Support development of key sites within the Shire in line with Regional Destination Management Plan and Council resources.	Director Community Services	Completed	100%	As of 30 June 2020 - Redevelopment of Coonamble Riverside Caravan Park is in progress, Coonamble bore bath facility land acquisition underway. Quotations called for the redevelopment of Lions Park Gulargambone; Coonamble Shire Masterplan completed which informed the construction of a new Visitor Information Centre in Coonamble.	Support provided to event organisers and tourism product development initiatives progressed.	

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

Leading organisations provide cadetships and graduate employment opportunities

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
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	Human Resources Manager	Completed	100%	As of 30 June 2020 - One school-based traineeship maintained throughout Jan - June 2020 period.	As of 30 June 2020 - School based traineeships recruited for, two filled with one successfully maintained. Two work experience placements also conducted. One Work Crew project completed successfully - Clean Up of Billy Green Park with Clontarf students in Jul - Dec 2019 period.	

Provide education that addresses the needs of the local population

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
EC3.2.1. 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.	Director Community Services	Completed	100%	As of 30 June 2020 - Ongoing relationship with Connected Communities project workers and Coonamble Together Partnership. Youth Officer attendance at Connected Communities meetings.	Ongoing relationship with Connected Communities project workers and Coonamble Together Partnership.	
EC3.2.2. Assist with Education Fund Scholarship.	Provide agreed funding to Coonamble and District Education Foundation.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Council is awaiting the submission of claim for the 2019/20 financial year, as no claim has been received this funding will be transferred to an internal Council Reserve for future claims against this fund.	As of 30 June 2020 - Council is awaiting the submission of claim for the 2019/20 financial year, as no claim has been received this funding will be transferred to an internal Council Reserve for future claims against this fund.	

EC3.2.3. Support appropriate alternative education programs.	Promote Libraries as a space for tutors and home school activity.	Director Community Services	Completed	100%	As of 30 June 2020 - Homework help continues to be offered at Coonamble Library. The Library is regularly utilised by several tutors, home schoolers and distance education students, preschools, childcare centres, Speech Pathologist and seniors craft group. Library resources are expanded as funding allows and promotion of facilities and services through social media, Council Column - Coonamble Times, Council's Community Connect Newsletter.	Due to COVID-19 Library services were altered, library resources were still available.	
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Local employment: Our community members are gainfully employed in appropriate and satisfying jobs

Provide appropriate and accessible education for our community

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
EC4.1.1. Support partnerships that support and develop life learning opportunities.	Pursue opportunities for staff learning exchanges with Sister City, Campbelltown City Council, and other networks.	Human Resources Manager	Completed	100%	As of 30 June 2020 - No activities were undertaken in period due to COVID-19 restrictions.	As of 30 June 2020 - No opportunities were identified for July - Dec 2019 period, with no other activities undertaken in Jan - June 2020 period due to COVID-19 restrictions.	
EC4.1.1. Support partnerships that support and develop life learning opportunities.	Continue library programs involving learning opportunities for pre-school children and seniors.	Director Community Services	Completed	100%	As of 30 June 2020 - Library programs expanded to include early learning technologies (hardware, software, and infrastructure) and regular pre-school visitation. Coonamble Senior Citizens group utilising Library for weekly recreational activity.	Due to COVID-19 library programs were altered.	

Identify local employment opportunities and promote these across the community

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
EC4.2.1. Continue to facilitate School to Work program.	Identified traineeship /apprenticeship opportunities filled as resources are available.	Human Resources Manager	Completed	100%	As of 30 June 2020 - One school-based traineeship and one mature age traineeship successfully sustained during period.	As of 30 June 2020 - School based traineeships recruited for and two filled, with one successfully maintained. One mature age traineeship sustained during period. One Work Crew project completed - Clontarf students and Council staff cleaned up Billy Green Park and provided signage.	
EC4.2.2. Continue to recruit using EEO best practice principles.	Recruitment practices reviewed annually for EEO best practice.	Human Resources Manager	Completed	100%	As of 30 June 2020 - Annual review conducted.	As of 30 June 2020 - Annual review conducted.	
EC4.2.3. Promote job opportunities online and through local agencies.	Advertise employment opportunities locally and on website. Update employment information package and review annually.	Human Resources Manager	Completed	100%	As of 30 June 2020 - All positions vacant advertised locally and on Council website. Information packages reviewed, updated and utilised in recruitment activities.	As of 30 June 2020 - All positions vacant advertised locally and on Council website. Information packages reviewed, updated and utilised in recruitment activities.	

Our Environment

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

Promote ecologically and environmentally sustainable land use and development

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
EN1.1.1. Enforcement of environmental regulations.	Improve staff capacity and environmental knowledge.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Staff have undertaken appropriate workshops to improve environmental knowledge. Due to staff movements, Council has contracted the services of experienced professionals to oversee the health, building, environmental and regulatory functions during the reporting period.	As of 30 June 2020 - Staff have undertaken appropriate workshops to improve environmental knowledge. Due to staff movements, Council has contracted the services of experienced professionals to oversee the health, building, environmental and regulatory functions during the reporting period.	
EN1.1.2. Continue to review Local Environmental Plan.	DCP reviewed in accordance with Legislation.	Director of Corporate and Urban Services	Not Progressing	30%	As of 30 June 2020 - Due to the unavailability of staff resources the review of the DCP has not progressed in the latter half of 2019/2020.	As of 30 June 2020 - Due to the unavailability of staff resources the review of the DCP has not progressed in the latter half of 2019/2020.	
EN1.1.3. Ensure compliance with NSW Building Certification.	Assess applications in accordance with Legislation.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Building applications assessed within legislative timeframes	As of 30 June 2020 - Building applications assessed within legislative timeframes	
EN1.1.4. Provide quality over the counter, telephone, and email advice to customers.	Provide building "adaptability" guidelines for ageing in place to residents who are renovating or building homes.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Information provided to potential builders and owner builders on aged and disabled access to new and renovated building.	As of 30 June 2020 - Information provided to potential builders and owner builders on aged and disabled access to new and renovated building.	

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DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
EN1.1.4. Provide quality over the counter, telephone, and email advice to customers.	Respond to enquiries, provide pro-active information on website.	Director of Corporate and Urban Services	Progressing	80%	As of 30 June 2020 - All enquiries responded to within appropriate timeframe. A planned review of website contents has been delayed due to the unavailability of the necessary resources.	As of 30 June 2020 - All enquiries responded to within appropriate timeframe. A planned review of website contents has been delayed due to the unavailability of the necessary resources.	
EN1.1.5. Approvals completed within time frame required.	Continue to work within best practice guidelines.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Land use complies with Council LEP - gateway determinations requested where required.	As of 30 June 2020 - Land use complies with Council LEP - gateway determinations requested where required.	
EN1.1.6. Ensure ongoing program of noxious weed and insect control through membership of Castlereagh - Macquarie County Council.	Council representative to attend Castlereagh Macquarie County Council meetings. Provide financial contribution.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Council's financial contribution for the 2019/20 financial year has been provided, with Council representatives continuing to have attended CMCC meetings as required.	As of 30 June 2020 - Council's financial contribution for the 2019/20 financial year has been provided, with Council representatives continuing to have attended CMCC meetings as required.	

Knowledge sharing

Share knowledge and facilitate knowledge sharing amongst those working on the land

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
EN2.1.1. Ensure appropriate opportunities for those working on the land to participate in Council consultation regarding decisions that affect them.	Continue to ensure methods for reaching people working on the land are incorporated into consultation strategies.	Director Community Services	Completed	100%	As of 30 June 2020 - Council utilises Facebook, website, phone calls and newsletters to facilitate consultation with people on the land. Drought and wellbeing page developed on Council website.	Communications mediums implemented.	

Protection of our waterways

Ensure the health of our river system

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
EN3.1.1. Enforcement of environmental regulations.	Regular inspection of creeks and river. Source grant funding to combat littering. Increase litter patrols to identify source of dumped litter.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Regular patrols/inspections on waterways continued. Incidents of illegal dumping investigated. Literature on litter control provided at Council's Administration office.	As of 30 June 2020 - Regular patrols/inspections on waterways continued. Incidents of illegal dumping investigated. Literature on litter control provided at Council's Administration office.	

Our Leadership

A community that is supported by active, respected leaders

Encourage broader involvement in community activities

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
L1.1.1. Continue to support Coonamble Shire Youth Council as a link between young people and their Council.	Facilitate Youth Council meetings.	Director Community Services	Completed	100%	As of 30 June 2020 - Council's Youth Officer has developed a strong relationship with young people across the Shire and will work with local schools and service providers during Term 1, 2020 to progress the re-establishment of the Youth Council. A draft Terms of Reference, membership form and Facebook have been developed.	Facilitation of Youth Council meeting put on hold due to COVID-19	
L1.1.2. Promote genuine opportunities for people to participate in decisions that affect them.	Develop and utilise an Access and Inclusion Reference Group when developing Council plans.	Director Community Services	Completed	100%	As of 30 June 2020 - Extensive, broad sector community consultation undertaken by sala4D as part of the Coonamble Shire Masterplan process. Council did not undertake further consultation in 2020 during the development of the new Disability Inclusion Plan due to COVID-19.	Community consultation undertaken during development of key community plans.	
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.	Director Community Services	Completed	100%	As of 30 June 2020 - Council utilised various mediums to encourage community participation in consultation processes including Facebook, website,	Community consultation undertaken during development of key community plans, due to COVID-19 public question	

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DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
					newsletter, media, surveys, and face to face. Council continued to facilitate public question time at Council meetings.	time at Council meetings put on hold.	
L1.1.3. Encourage local involvement in regional business awards.	Assist in Regional Business Awards.	General Manager	Completed	100%	As of 30 June 2020 - The necessary assistance is being provided to local businesses who would like to participate in the regional business awards initiative. As part of this function provided by Council's Manager Economic Development and Growth, businesses will also be encouraged to participate.	As of 30 June 2020 - The necessary assistance is being provided to local businesses who would like to participate in the regional business awards initiative. As part of this function provided by Council's Manager Economic Development and Growth, businesses will also be encouraged to participate.	
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.	Director Community Services	Completed	100%	As of 30 June 2020 - Children and youth participation in the planning for the refurbishment of the Gulargambone Youth Centre. Council's Youth Officer engaged with the young people of the Shire to develop the school holiday program.	Age appropriate methods implemented.	

Promote opportunities for leaders to learn the features of good leadership

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
L1.2.2. Encourage staff to develop leadership skills	Coaching and mentoring program for junior staff continued with new staff. Leadership and Professional Practice training program for senior staff continued with new staff.	Human Resources Manager	Completed	100%	As of 30 June 2020 - Due to COVID-19 restrictions and resourcing required, limited activities were undertaken however internal mentoring with new and junior staff continued.	As of 30 June 2020 - Due to COVID-19 restrictions and resourcing required, limited activities were undertaken however internal mentoring with new and junior staff continued.	

Support leadership succession planning

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
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.	Director Community Services	Completed	100%	As of 30 June 2020 - Support provided to the Coonamble Women's Shed, Coonamble Together Partnership Group, Coonamble and Gulargambone Interagency and Youth Interagency.	Council continue to work with local groups and organisations to build capacity.	
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.	Director Community Services	Completed	100%	As of 30 June 2020 - Ongoing promotion of youth and children's activities for school holiday and after school programs, community and Council events through flyers, posters, media releases, radio announcements, school visits, Facebook, Council websites and community newsletter and letterbox drops - ongoing.	Council continues to develop mediums to highlight youth related activities and achievements.	

Encourage and promote a high level of leadership in the community

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
L1.4.1. Lobby against forced Local Government amalgamations.	Lobby as opportunities arise.	General Manager	Completed	100%	As of 31 December 2019 - The State Government has committed themselves to the principle of no forced amalgamations, so no further lobbying is necessary. The opinion is held that it will take at least 10 years before this contentious matter will resurface again.	As of 31 December 2019 - The State Government has committed themselves to the principle of no forced amalgamations, so no further lobbying is necessary. The opinion is held that it will take at least 10 years before this contentious matter will resurface again.	
L1.4.2. Develop a Business Continuity Plan.	Monitor and review Business Continuity Plan.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - A review of Council Business Continuity plan was carried out during March 2020. A Pandemic plan was also developed in response to the impact of COVID-19 on Council operations.	As of 30 June 2020 - A review of Council Business Continuity plan was carried out during March 2020. A Pandemic plan was also developed in response to the impact of COVID-19 on Council operations.	
L1.4.3. Provide high quality customer service to the community.	Audit Council library equipment and resources in terms of height and reach accessibility.	Director Community Services	Completed	100%	As of 30 June 2020 - Regular monitoring to ensure the facility and resources are accessible for all library users. Staff assistance offered.	Ongoing monitoring and modification as required.	
L1.4.3. Provide high quality customer service to the community.	Facilitate Disability Awareness Training for staff.	Human Resources Manager	Not Progressing	0%	As of 30 June 2020 - No training undertaken in period due to COVID-19 restrictions.	As of 30 June 2020 - Training was scheduled for Jan- June 2020 period, however no training activities undertaken in period due to COVID-19 restrictions.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
L1.4.3. Provide high quality customer service to the community.	Monitor IT Resources Plan.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - IT resources plan has been reviewed as part of the 2020/21 operational plan preparation process. Council IT staff will continue to monitor the plan to ensure that Council's ongoing IT needs are adequately resourced.	As of 30 June 2020 - IT resources plan has been reviewed as part of the 2020/21 operational plan preparation process. Council IT staff will continue to monitor the plan to ensure that Council's ongoing IT needs are adequately resourced.	
L1.4.3. Provide high quality customer service to the community.	Conduct annual review of front-line customer service and make recommendations for improvement.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Ongoing monitoring and review of front-line customer service, minimal complaints have been received. Improvements to customer service, where identified have been implemented, further improvement to customer service processes are planned to be carried out in the 2020/21 financial year.	As of 30 June 2020 - Ongoing monitoring and review of front-line customer service, minimal complaints have been received. Improvements to customer service, where identified have been implemented, further improvement to customer service processes are planned to be carried out in the 2020/21 financial year.	
L1.4.4. Governance is open and transparent.	Conduct all business in compliance with Local Government Act & Regulations.	General Manager	Completed	100%	As of 30 June 2020 - Council's standard report template (for Council Meeting reports) now makes provision for legal implications to be discussed as part of the report preparation. There is also more of an emphasis now (with the implementation of the new Code of Meeting practice) for matters to be dealt with in an open and transparent manner, and the	As of 30 June 2020 - Council's standard report template (for Council Meeting reports) now makes provision for legal implications to be discussed as part of the report preparation. There is also more of an emphasis now (with the implementation of the new Code of Meeting practice) for matters to be dealt with in an open and transparent manner, and	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
					implantation of the new software InfoCouncil to generate future Business Papers, will further facilitate an emphasis on report writers to clearly indicate the applicable subsection of Section 10A of the Local Government Act 1993 pertaining to confidential items.	the implantation of the new software InfoCouncil to generate future Business Papers, will further facilitate an emphasis on report writers to clearly indicate the applicable subsection of Section 10A of the Local Government Act 1993 pertaining to confidential items.	
L1.4.5. Review Council policies.	Monitor Policy Review Schedule.	Director Community Services	Completed	100%	As of 30 June - Review of Policy schedule commenced.	Policies reviewed according to schedule.	
L1.4.6. Maintain consultation process with workforce.	Facilitate Consultative Committee and WH&S Committee meetings. Staff communication strategy reviewed annually.	Human Resources Manager	Completed	100%	As of 30 June 2020 - Both Consultative and WHS Committees functioning and meeting regularly. Staff newsletter has been distributed quarterly. Staff communication strategy not reviewed.	As of 30 June 2020 - Both Consultative and WHS Committees functioning and meeting regularly. Staff newsletter has been distributed quarterly. Staff communication strategy not reviewed.	
L1.4.7. Ensure compliance with legislation for WH&S.	Conduct all business in compliance with WHS Act 2011 & Regulations. Adhere to WHS Management Plan.	Human Resources Manager	Completed	100%	As of 30 June 2020 - Council business continues to be conducted in line with its WHS obligations and no issues of non-compliance reported. Limited continued developed of WHS Management Plan due to resourcing re-directed to meeting WHS COVID 19 obligations.	As of 30 June 2020 - Council business continues to be conducted in line with its WHS obligations and no issues of non-compliance reported. Limited continued developed of WHS Management Plan due to resourcing re-directed to meeting WHS COVID 19 obligations.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
L1.4.8. Review recruitment & retention strategies.	Monitor recruitment and retention strategies	Human Resources Manager	Completed	100%	As of 30 June - Statistics collated and updated and annual review conducted, with changes reflected in recruitment practices.	As of 30 June - Statistics collated and updated and annual review conducted, with changes reflected in recruitment practices.	
L1.4.9. Ensure compliance with legislation for Equal Employment Opportunity.	Monitor compliance.	Human Resources Manager	Completed	100%	As of 30 June 2020 - Recruitment and human resource activities comply with EEO legislation and strive for best practice.	As of 30 June 2020 - Recruitment and human resource activities comply with EEO legislation and strive for best practice.	
L1.4.10. Maintain long term financial viability.	Review Long Term Financial Plan.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Annual review of Long-Term Financial Plan has been completed. A further review will be carried out following the completion of the 2019/20 Financial Statements.	As of 30 June 2020 - Annual review of Long-Term Financial Plan has been completed. A further review will be carried out following the completion of the 2019/20 Financial Statements.	
L1.4.11. Continue to progress workforce planning.	Continue to conduct and respond to staff disability inclusion survey.	Human Resources Manager	Completed	100%	As of 30 June 2020 - Staff Disability Survey conducted May/June 2020.	As of 30 June 2020 - Staff Disability Survey conducted May/June 2020. Recommendations will be incorporated into the revised Workforce Planning Strategy.	
L1.4.11. Continue to progress workforce planning.	Develop Council's Workforce Management Strategy for retaining older workers and people with a disability.	Director of Corporate and Urban Services	Completed	100%	As of 30 June 2020 - Council continues to comply with the underlying principles of EEO and anti-discrimination in its recruitment and selection process.	As of 30 June 2020 - Council continues to comply with the underlying principles of EEO and anti-discrimination in its recruitment and selection process.	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
L1.4.11. Continue to progress workforce planning.	Review recruitment processes, forms, and language for accessibility.	Human Resources Manager	Completed	100%	As of 30 June 2020 - Annual review completed.	As of 30 June 2020 - Annual review completed.	
L1.4.11. Continue to progress workforce planning.	Monitor and review Workforce Plan.	Human Resources Manager	Not Due to Start	0%	As of 30 June 2020 - Due to COVID-19, OLG has extended the review date for Council's Workforce Plan to the 20/21 year.	As of 30 June 2020 - Due to COVID-19, OLG has extended the review date for Council's Workforce Plan to the 20/21 year.	
L1.4.12. Progressively address training needs and upgrade Training Plans	Continue to develop annual staff training plans.	Human Resources Manager	Completed	100%	As of 30 June 2020 - Annual performance appraisals conducted and training plans developed for 20/21, and Annual Training Plan completed however COVID-19 heavily impacted on the planning phase requiring continuous monitoring and review.	As of 30 June 2020 - Annual performance appraisals conducted and training plans developed for 20/21, and Annual Training Plan completed however COVID-19 heavily impacted on the planning phase requiring continuous monitoring and review.	
L1.4.13. Continue with employee exit interviews process.	Carry out exit interviews	Human Resources Manager	Completed	100%	As of 30 June 2020 - All staff leaving Council have been given the opportunity to completed exit interviews. Exit interview questionnaire reviewed and updated.	As of 30 June 2020 - All staff leaving Council have been given the opportunity to completed exit interviews. Exit interview questionnaire reviewed and updated.	

A community that supports active, respected leaders

Increase Aboriginal representation on Council

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
L2.1.1. Promote awareness of the role and function of	Attend and present relevant information to Community Working	Director Community Services	Completed	100%	As of 30 June 2020 - No Working Party meetings held during reporting period.	No meetings held during reporting period. Council supported and participated in	

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
Council to Aboriginal people	Party. Utilise relevant events/activities as opportunity to relate the role and function of Council.					the Coonamble NAIDOC event.	

Increase representation to community leader roles

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
L2.2.1. Continue to develop the leadership capacity of staff.	Staff coaching, mentoring and leadership training program continued.	Human Resources Manager	Completed	100%	As of 30 June 2020 - Mentoring of junior staff continued and psychometric testing in recruitment activities continued.	As of 30 June 2020 - Mentoring of junior staff continued and psychometric testing in recruitment activities continued.	

Acknowledge the importance of community leader roles

DP Action	Operational Plan Action	Responsibility	Status	Progress	Comments	Annual Comment	Traffic Lights
L2.3.1. Continue to facilitate Australia Day celebrations.	Facilitate annual Australia Day event.	Director Community Services	Completed	100%	As of 30 June 2020 - Planning for the 2021 Australia Day event will commence in October 2020.	Council hosted the 2020 Australia Day event in Coonamble - attracting over 200 guests. Funding is provided to the Gulargambone community to host their Australia Day celebration.	
L2.3.2. Council staff acknowledge Aboriginal Country at official Council meetings.	Acknowledgment of Country made by Council staff at official Council meetings.	Director Community Services	Completed	100%	As of 30 June 2020 - Staff acknowledge Country at officially conducted meetings and events.	Appropriate Acknowledgement made.	

12.10 RANGER'S MONTHLY REPORT**File Number: C3****Author: Jill Moorhouse, Executive Assistant****Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability****Annexures: Nil****PURPOSE**

The purpose of this report is to provide Council with information relative to the control and management of companion animals within the three (3) urban centres of the Local Government Area.

BACKGROUND

The following statistical information relates to the month of September 2020:

<u>CORRESPONDENCE</u>	<u>September 2020</u>	<u>Year to Date 2019/2020 Total</u>
Official Correspondence	70	264
Infringements (Animals)	0	0
Infringements (Other)	0	0
Change of Details	11	66
Microchipped dogs	46	156
Registrations	13	42
Nuisance dog declaration	0	0
Dangerous dog declaration	0	0
Menace dog declaration	0	0

IMPOUNDED ANIMALS

The Office of Local Government (OLG) site is still being updated and is unavailable for the report.

This month thirteen (13) dogs and ten (10) cats were impounded. Four (4) dogs were released to the owners; seven (7) were rehomed and two (2) euthanized. The ten (10) cats were euthanized.

Gulargambone dogs impounded 4
Quambone dogs impounded 0

(a) Relevance to Integrated Planning and Reporting Framework

P2.2.4 Control straying animals

(b) Financial Considerations

There are no financial considerations associated with this report.

COMMENTARY**(a) Governance/Policy Implications**

Council has an obligation under the *Companion Animals Act 1998* to enforce legislation to keep its community safe and continue to address issues relative to the welfare of companion animals within the Local Government Area.

(b) Legal Implications

The OLG site is being updated to accommodate the new permits that will come into force from 1 July 2020 regarding ownership of Dangerous and Restricted Dogs. There are also additional requirements for owners of cats that are not de-sexed.

There are legal implications relative to the keeping of some classifications of dogs under the *Companion Animals Act 1998*.

(c) Social Implications

Nil.

(d) Environmental Implications

Nil.

(e) Economic/Asset Management Implications

Nil.

(f) Risk Implications

There are legal implications pertaining to the keeping of some classifications of dogs under the *Companion Animals Act 1998*. If these conditions are not met, there may be associated risks to members of the community.

CONCLUSION

The information provided in this report gives Council a monthly overview of the actions taken in the management and control of companion animals within the Local Government Area.

RECOMMENDATION

That Council notes the information in this report.

12.11 COMMUNITY SERVICE PROGRESS REPORT

File Number: R6
Author: Sophie Cullen, Community Development Officer
Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability
Annexures: Nil

PURPOSE

The purpose of this report is to provide information on the activities within Council’s Community Services section for the month of September 2020.

BACKGROUND

The Community Services section is responsible for the following key functions:

- Library Services;
- Tourism and Visitor Services (in the process of being transferred over to the Economic Development and Growth section);
- Community Development;
- Children and Youth Services;
- Grants and Communications (in the process of being transferred over to the Economic Development and Growth section);
- Integrated Planning;
- Event Management (in the process of being transferred over to the Economic Development and Growth section).

LIBRARY SERVICES

- The Gulargambone and Quambone book exchanges have been completed for May and September. The exchanges ensure that different books are sent to each of the villages from the Coonamble Shire Library so that members can access different books. Both villages missed the May book exchange due to COVID-19 restrictions.
- School holiday activities have recommenced in the library. With strict adherence to social distancing guidelines, we are only able to have very small groups (up to five) at each activity, but so far they have been a success.
- Librarian successfully completed training on for CHCPRT001 Identify and Respond to Children and young People at Risk.

Library Statistics (26 August – 30 September 2020).

Service	Loans	New M/ships	Wi-Fi	Internet	Children’s Computers	Junior Visits	Adult Visits
Coonamble	810	2	46	n/a	n/a	56	342
Gulargambone	62	0					

Manual Statistics - Coonamble (numbers refer to people attending).

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
398	3	22	8	42

Activity Statistics - Coonamble (numbers refer to people attending).

Senior Craft	Pre-School Visits	Housebound	Meetings	Movies	Other
n/a	n/a	9	n/a	n/a	

***activities marked with n/a are those affected by COVID-19 and social distancing/isolation rules.*

TOURISM AND EVENTS**Visitor Information Centre Statistics for Reporting Period (September 2020)**

Please note the centre is now OPEN, with social distancing protocols.

*Some visitors had more than one enquiry

Visitor Numbers	Visitor Type	Visitor Home State	Enquiry Type	Enquiry Details*
265	Retiree 71	NSW 141	Local 27	Directions 52
	Family 51	QLD 1	Regional 120	Attractions 45
	Worker 40	VIC 0	Interstate 1	Toilets 8
	Backpacker	Other	Combination 4	Accommodation 26
		Unknown 6		Sculpture 11
				Souvenirs 3

COONAMBLE MUSEUM UNDER THE BRIDGE UPDATE

- The Coonamble Museum Under the Bridge is open to the public. Opening hours are Wednesday 10am to 12noon and by appointment Monday to Friday. A COVID-19 Safety Plan has been implemented.

GRANTS AND COMMUNICATIONS

- NSW Government Stronger Country Communities Fund (SCCF) project update:
 - The new basketball court at the Gulargambone Youth Centre is nearing completion with the cement being laid. It is anticipated that the project will be completed by end October 2020.
 - The upgrade of the change rooms at the Coonamble Swimming Pool Complex is complete.
 - The irrigation at the Coonamble Oval works is complete.
 - The refurbishment of public amenities in Quambone, Coonamble Aberford Street, Coonamble Showground, Coonamble Warrena Weir and Gulargambone Lions Park are complete.
 - Consultation with Gulargambone Lions Club has taken place with regards to the playground and gym equipment being installed in the Gulargambone Lions Park, with work to commence November 2020.
 - Coonamble Skate Bowl precinct nearing completion with security cameras being installed.
 - Coonamble & Gulargambone shade sails have all be installed, project is complete.

COMMUNITY DEVELOPMENT

- The Community Development Officer (CDO) attended and took minutes of the September Interagency meeting via video conference. There were many service agencies in attendance with the key conversations being about how their service is running during COVID-19, which is reflected in the Coonamble District Services Directory Google document created by the Coonamble Together Partnership.
- The CDO attended the September TPG meeting, Coonamble Youth Interagency meeting and the DV Collective meeting.

YOUTH SERVICES

- Coonamble Youth Interagency, which was inactive for over 12 months, resumed in September and was attended by several local services including REDI.e, Interrelate, Mission Australia, the Girls Academy, FACS, HASI and the Police. This group will collaboratively discuss and respond to local youth issues, organise events, share information and support each other. At this particular meeting, the group discussed community issues, community programs and the TPG Youth Services Database. Council staff think that the existence of a Youth Interagency group is important as it will prevent the unnecessary duplication of events or programs in the Shire and provide a targeted forum where local youth issues can be discussed. Meeting consistently will ensure the longevity and effectiveness of this group which Council's Youth Officer now coordinates.
- The Holiday program commenced toward the end of this month and will continue on into October. So far only three days of activities have gone ahead across the three towns Coonamble, Gulargambone and Quambone. This is the first time that Quambone has had a dedicated day of activities in the community and they have so far been very well received and attended. Staff utilized the Quambone Hall for the activities and the space, which looks amazing, suits the purpose well. There are bathroom amenities, a kitchen and enough space for the kids to social distance while doing their craft. The first day was attended by almost 20 kids which is impressive for a small town like Quambone. Council staff are keen to continue to offer Quambone kids activities as there is a definite need and the Hall is a great venue.
- Holiday packs were also handed out this holiday period but, like the program, these were delivered differently. Instead of offering one pack for each age group, the packs were simplified and have been broken up into week one and week two packs. This allows the children to choose which activities they are particularly interested in. The packs in Coonamble have all gone which is a good sign; children will have to now wait until Tuesday to get their week two pack.
- This month Council's Youth Officer completed First Aid Training as well Child Protection training: Identify and Respond to Children and Young People at Risk. Additionally, the Youth Officer has attended this month's Together Partnership Group (TPG), Aboriginal Education Consultative Group (AECG) and School Reference Groups (SRG) meetings, all of these are either based in the school involving interaction with school staff, discussing student education, Indigenous educational outcomes specifically or local youth services' attainments of TPG dashboard requirements. Staff will continue

concentrating on the delivery of the Holiday Program over the next week and a half and eventually, evaluate how a modified version of the program went.

(a) Relevance to Integrated Planning and Reporting Framework

The information contained in this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outline in Council's Community Strategic Plan 2032, Delivery Plan 2017-2020, and Operational Plan 2020/21.

(b) Financial Considerations

There are no financial considerations arising from this report.

COMMENTARY

In line with Council's 2020/2021 Operational Plan, this report presents a summary of community service progress and activities for the period September 2020.

(a) Governance/Policy Implications

The delivery of community development, tourism, event, grant, communication and integrated planning functions and activities are carried out in accordance with Council's Operational Plan and government planning framework. Community Service staff has implemented amended models of service delivery in response to COVID-19 restrictions and guidelines.

(b) Legal Implications

There are no legal implications arising from this report.

(c) Social Implications

Council's community services section delivers a broad range of support services, activities, and opportunities to all age groups. These services assist in building social capital within the Shire. Due to the COVID-19 pandemic, Council continues to implement strategies to support the community during these unprecedented times.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

The economic implications of community services are positive, in that these services provide employment opportunities, delivering a service to the community and support the local business sector.

(f) Risk Implications

There are no risk implications arising from this report.

CONCLUSION

The updates provided in this report deliver information to Council on the key activities undertaken in Council's Community Services section for the month of September 2020.

RECOMMENDATION

That Council notes the information contained in this report.

12.12 ENGINEERING SERVICES - WORKS IN PROGRESS**File Number: R6****Author: Kookie Atkins, Director of Engineering Services****Authoriser: Hein Basson, General Manager****Annexures: Nil****PURPOSE**

The purpose of this report is to provide information on the works in progress within Council's Infrastructure Department.

BACKGROUND**(a) Relevance to Integrated Planning and Reporting Framework**

11.1 Maintain local road maintenance and construction.

13.1 Deliver safe drinking water and sewerage services.

4.1 Ensure long term management and protection of our community assets.

(b) Financial Considerations

Provision is made within the 2020/2021 Operational Plan and Budget to fund the associated works and programs listed in this report.

COMMENTARY**(a) Plant / Fleet:**

- Routine inspections and servicing completed as planned.
- A new padfoot roller was delivered.
- New Drake low loader delivered.

(b) Airport:

- Routine inspection and maintenance works ongoing.

(c) McDonald Park Skate Bowl

- Construction of the skate bowl is complete, cameras and lighting progressing.

(d) Water & Sewer:

- General maintenance has been completed on an 'as-needs' basis.
- Council is continuing to work on funding applications for the Safe and Secure Water Program, with projects such as new bores in Coonamble and Quambone and a new reservoir in Coonamble.
- DP8 Engineering has commenced work on the Scoping Study to analyse the ongoing operating, maintenance and capital investment costs at the Coonamble STP. The company has presented its first progress report on the initial findings.
- Trazlbat Pty Ltd. has commenced work on the replacement of the sewer rising main from Quambone Road SPS1 to the CSTP.



(e) Quarry:

- Repairs and maintenance have been carried out on an 'as-need' basis.

(f) Landfill sites:

- Council has been issued with a clean-up notice by the EPA for the old landfill site at the end of Wingadee Street.
- An assessment has been carried out and is now with the EPA for review.
- The assessment will be presented to Council with a plan to address the issue.

(g) Levee Upgrade:

- Stage 4 is progressing, however, minor delays in the final section due to material delivery problems are expected.
- A grant application has been submitted for Stage 5; being the final stage.

(h) Saleyards:

- Staff are in discussions with the EPA regarding the future of the saleyard licence.

(i) State Highway:

- Staff have been successful in securing a work order to the value \$381,938 to complete heavy patching works on the Castlereagh Highway.
- Reseal designs have been submitted to TfNSW for approval, once accepted, pricing will be completed to seek funding as a work order to complete.

Routine Activities

- Routine activities including pothole and edge break repairs, sign maintenance, rest area maintenance, litter collection, removal of detritus, vegetation control and routine inspections have been completed on the Castlereagh Highway.

(j) Urban, Local and Regional Roads:

Routine Activities

- Routine activities, including pothole and edge break repairs, sign maintenance, rest area maintenance, litter collection, removal of detritus, vegetation control and routine inspections have been completed.

Tooraweenah Road

- TfNSW requested minor additional information and staff have responded. We are waiting on a response from TfNSW regarding the development phase of the project to undertake environmental and geotechnical investigations, survey and design.

Warren Road

- Advice was received from the Department of Infrastructure, Transport, Regional Development and Communications that the upgrade of the intersection of Warren Road and the Castlereagh Highway with a value of \$820,000 under the National Heavy Vehicle Safety Productivity Program was successful in securing \$410,000, which accounts for a 50% contribution to the project. Staff will investigate available opportunities to seek the other 50% of the funds from State Government funding programs.
- Funding Deed for the Fixing Country Roads Round 2 – Warren Road Upgrade various sections is being prepared (separate to the upgrade of the Warren Road intersection). Staff are working on the relevant documents required to be developed and submitted (i.e. policy documents, various project plans etc.).

Natural Disaster Relief and Recovery Arrangements (Flood Damage)

- In addition to the list of “immediate reconstruction works” reported to Council at the September 2020 meeting, the Walla Walla Road, Willow Downs Road and Talegar Roads have also been included.

Item	Task	Comments
1	MR202 Merri Merri – Flood damage repairs	In progress
2	SR93 Walla Walla Road – Flood damage repairs	In progress
3	SR30 Willow Downs Road – Flood damage repairs	In progress
4	SR86 Carinda Road – Rehabilitation (after harvest)	Programmed
5	SR14 Quabathoo Road – Flood damage repairs	Complete
6	SR92 Fairmile Road – Food damage repairs	Complete
7	SR18 Wattle Creek Road – Maintenance grade	Complete
8	SR52 Talegar Road – Flood damage repairs	In progress
9	SR153 Tooloon South Road – Flood damage repairs	Complete
10	SR19 Gulargambone Road – Flood damage repairs	Complete
11	SR6 Bramble Road – Maintenance grade	Complete
12	SR4 Emby Road – Maintenance grade	Complete
13	SR113 Winnaba Road – Maintenance grade	Complete
14	SR54 Floddenfield Road - Maintenance grade	In progress
15	MR129 Baradine Road – Rehabilitation	In progress

Routine Activities

- Routine activities including pothole and edge break repairs on sealed roads, sign maintenance, litter collection and removal of detritus and routine inspections.

Additional Maintenance Grading

- Due to prevailing climatic conditions, additional maintenance grading is required to ensure Council's unsealed road network remains serviceable, especially during the upcoming harvest. Accordingly, it is recommended that Council increase its maintenance grading vote by \$200,000 which will be offset by expected flood damage funding of a matching amount.

(a) Governance/Policy Implications

Maintenance of Council's infrastructure assets is carried out in accordance with Council's adopted management plans.

(b) Legal Implications

There are no legal implications arising from this report.

(c) Social Implications

Maintenance works are programmed where practical, to minimise social impacts.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

Works are scheduled in accordance with Council's adopted 2020/21 Operational Plan and Budget.

(f) Risk Implications

Maintenance works are programmed to minimise the risk to Council and the public.

CONCLUSION

The report provides updated information on the projects and planned works within the Infrastructure Department for Council's information.

RECOMMENDATION

- 1. That Council notes the information in this report.**
- 2. That Council agrees to increase the maintenance grading vote by \$200,000 which will be offset by expected flood damage funding of a matching amount.**

12.13 ROAD CLOSURE

File Number: R8-11

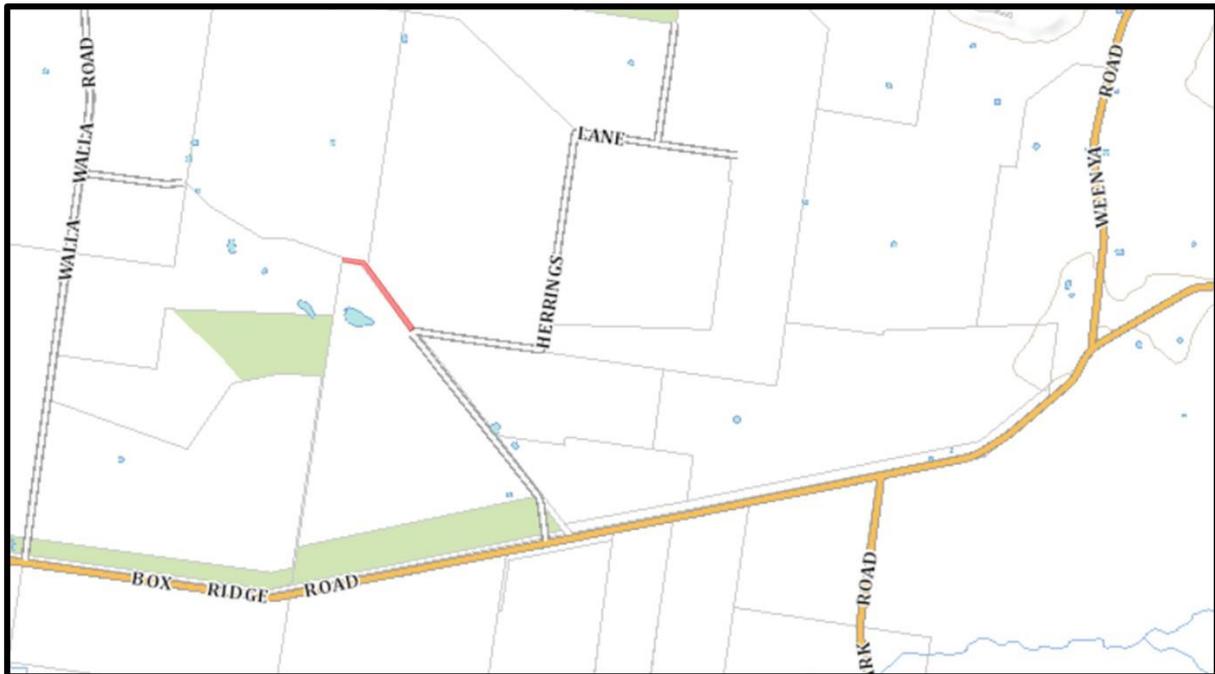
Author: Kookie Atkins, Director of Engineering Services

Authoriser: Kookie Atkins, Executive Leader - Infrastructure

Annexures: Nil

PURPOSE

The purpose of this report is to consider a request to close an unused section of SR17b, Old Wongy Road (as marked on the following maps) with the intent to sell or lease the land.



BACKGROUND

Council has been approached by the owners of the property to the north of the subject road reserve, to lease or purchase the reserve area. Only one other property is bounded by the area and the owners will be contacted if and when the road is closed.

The section of road is unformed, does not service any properties and no property accesses will be affected. It is therefore considered to be surplus to Council's requirements.

(a) Relevance to Integrated Planning and Reporting Framework

4.1 Ensure long term management and protection of our community assets.

(b) Financial Considerations

There are no financial considerations to this report.

COMMENTARY

As the Roads Authority Council can, with due process, consider closing a road reserve and resolve to classify it as 'operational land'.

Once the road is officially closed then the created block can be leased or sold, following appropriate consultation with the general public.

Staff has assessed this section of road and its relationship with surrounding parcels of land and determined that the sale of the land would be the most desirable outcome for Council.

(a) Governance/Policy Implications

As the Roads Authority it is Council's duty to ensure road reserves are managed in a responsible manner and that road closures are conducted in accordance with the Roads Act 1993.

(b) Legal Implications

This report has no legal implications.

(c) Social Implications

This report has no social implications.

(d) Environmental Implications

This report has no environmental implications.

(e) Economic/Asset Management Implications

Road reserves are assets of Council and, as such, responsible management is required.

(f) Risk Implications

This report has no risk implications.

CONCLUSION

The road reserve at the northern end of SR17b, Old Wongy Road - is surplus to Council's current or future needs. It is recommended that Council proceed with the proposed closure and disposal of the subject land.

RECOMMENDATION

- 1. That Council advertises the proposed closure to the road reserve on the northern end of Old Wongy Road for a period of 28 days and invites public submissions.**
- 2. That, if no submissions are received, Council proceeds with the formal closing of this roads reserve area mentioned in paragraph one (1) above.**
- 3. That Council advertises for expressions of interest for the purchase of the subject portion of land when the road closure has been formalised.**

12.14 COONAMBLE LEVEE EASEMENTS PRIVATE AND CROWN LAND**File Number:** F5-4-4**Author:** Kookie Atkins, Executive Leader - Infrastructure**Authoriser:** Kookie Atkins, Executive Leader - Infrastructure**Annexures:** Nil**PURPOSE**

The purpose of this report is for Council to consider easement acquisitions of both private and Crown Land for the purpose of the Coonamble levee.

BACKGROUND

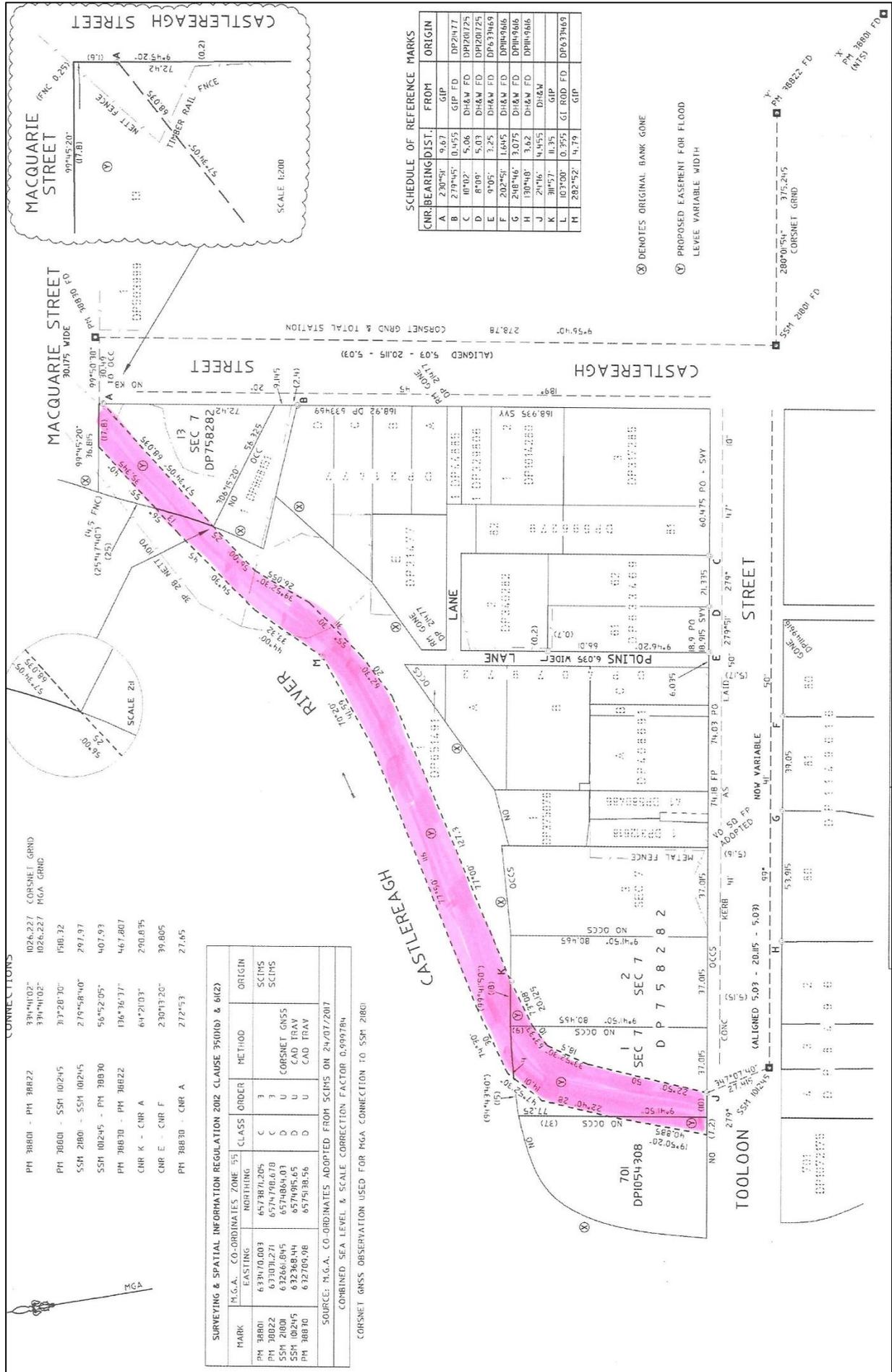
As part of the Coonamble levee upgrade, the creation of easements is required along the length of the levee.

Staff have been working through the easements on the section of levee situated on private land and now require a formal Council resolution to proceed with the Acquisition of Easements over private land via the transfer granting easement process.

The easement acquisitions will affect the following lots:

PRIVATE PROPERTY		
Lot 237 DP4003	Lot 2 DP668047	Lot 12 DP523657
Lot 83 DP754227	Lot A DP323610	Lot 80 DP1149616
Lot 181 DP754227	Lot 1 DP1011199	Lot 2,3, & 4 DP8496
Lot 216 DP754227	Lots 1, 2, 3 & 4 DP2677	Lot 1 DP361842
Lot 236 DP40042	Lot 1 DP132233	Lot 4 DP999368
Lot 253 DP820715	Lot B DP421622	Lot 41 & 42 DP229965
Lot 212 DP754227	Lot 1 DP1085172	Lot 6 Sec. 1 DP758282
Lot 1 DP132662	Lot A DP400276	Lot 1 DP918387
Lot 1 & 2 DP1196608	Lots 1& 2 DP325914	Lot 2 DP659183
Lot 10 DP1073724	Lot 1 DP1066240	Lot 1 S.42 DP758282

CROWN LAND	
Lot 701 DP1072175	Lot Y in DP1238428 (part of bed of Castlereagh River)
Lot 8 S.1 DP758282	Lot A in DP1261917 (part of bed of Castlereagh River)



Item 12.14

CONNECTIONS

PM 38800 - PM 38822	39°41'02"	CORSNET GRND	1024.237
PM 38800 - SSM 10245	37°28'30"	MGA GRND	1026.227
SSM 2880 - SSM 10245	1918.32		
SSM 10245 - PM 38830	279°58'40"		291.97
PM 38830 - PM 38822	56°52'05"		407.93
CNR K - CNR A	176°36'37"		467.807
CNR E - CNR F	64°21'03"		290.895
PM 38830 - CNR A	2°30'13"20"		39.805
	272°53'		27.65

SURVEYING & SPATIAL INFORMATION REGULATION 2012 CLAUSE 35(ND) & 6A(2)

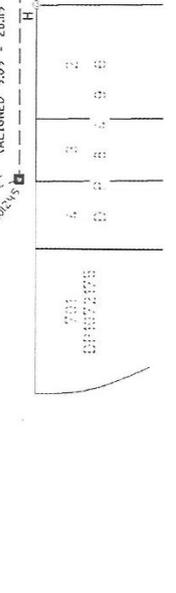
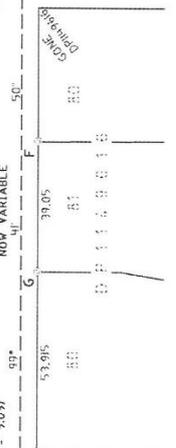
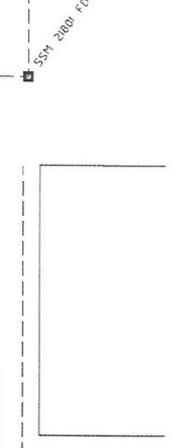
MARK	M.G.A. CO-ORDINATES	NORTHING	EASTING	CLASS	ORDER	METHOD	ORIGIN
PM 38800	632701.003	657701.205	C	3	CORSNET GNSS	SCCHS	
PM 38822	632701.003	657701.009	C	3	CORSNET GNSS	SCCHS	
SSM 2880	632668.615	657708.645	D	U	CAD TRAV		
SSM 10245	632668.615	657708.645	D	U	CAD TRAV		
PM 38830	632709.98	657538.56	D	U	CAD TRAV		

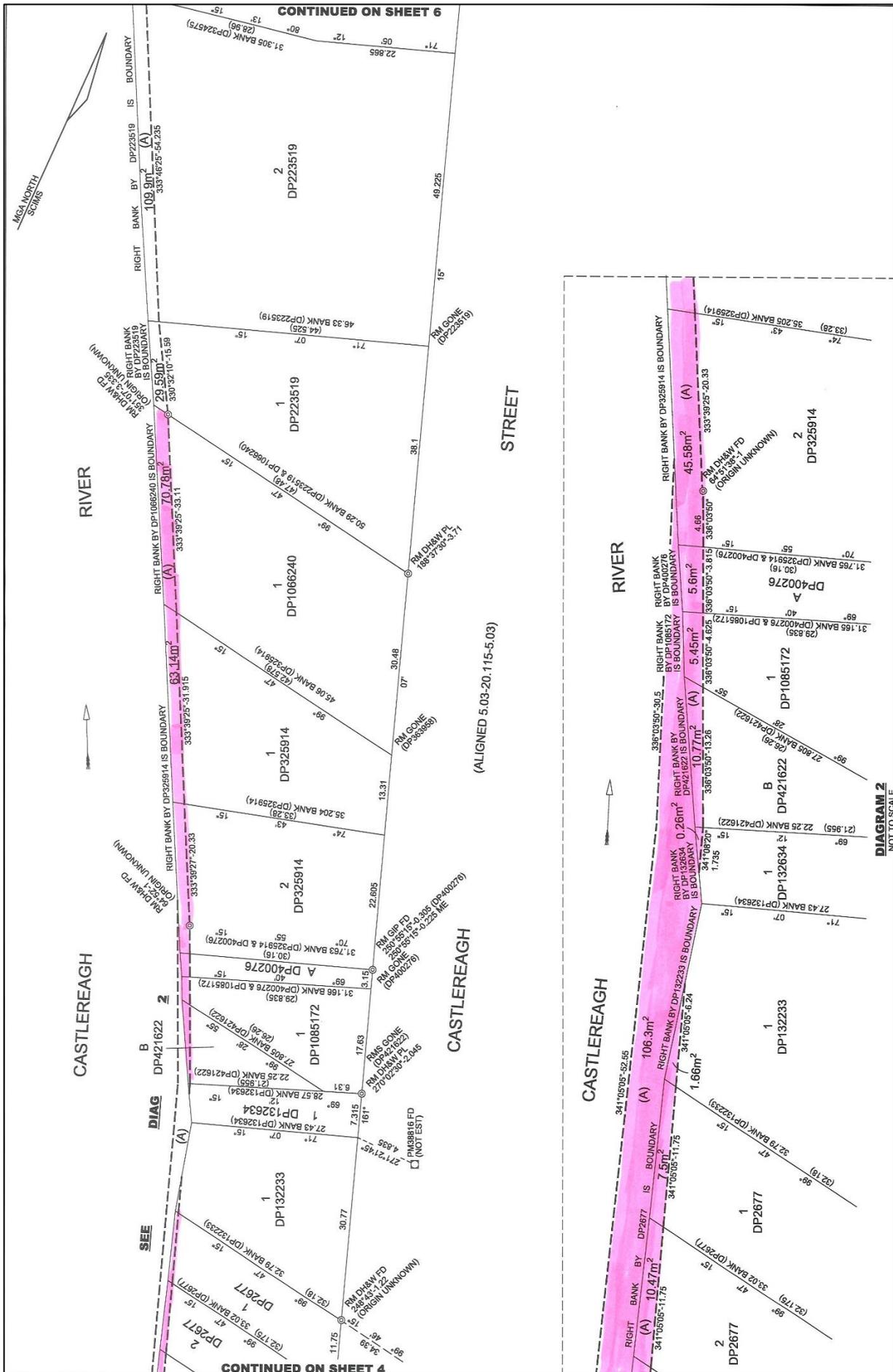
SOURCE: M.G.A. CO-ORDINATES ADOPTED FROM SCCHS ON 24/07/2017
 COMBINED SEA LEVEL & SCALE CORRECTION FACTOR 0.999784
 CORSNET GNSS OBSERVATION USED FOR MGA CONNECTION TO SSM 2880

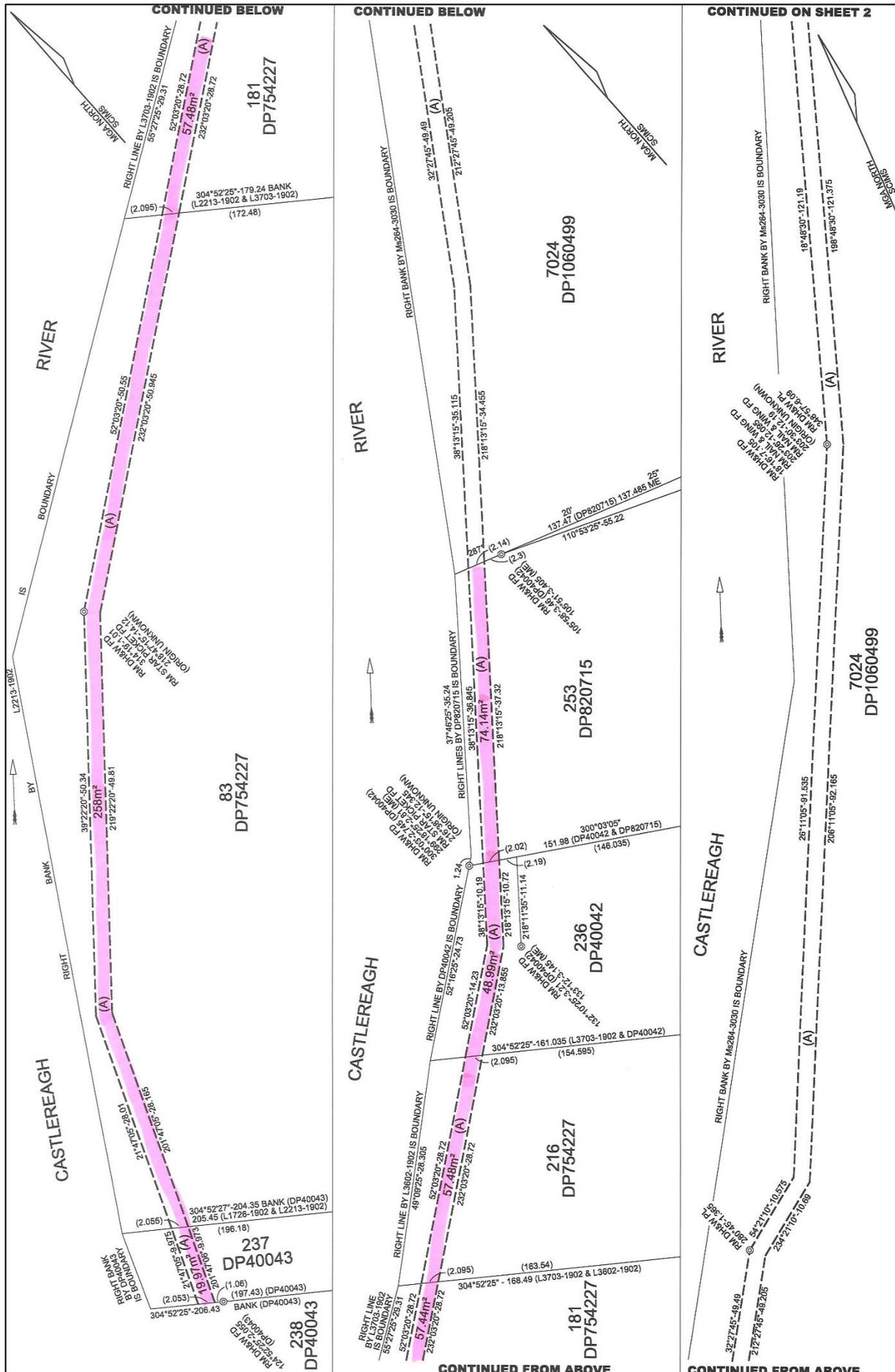
SCHEDULE OF REFERENCE MARKS

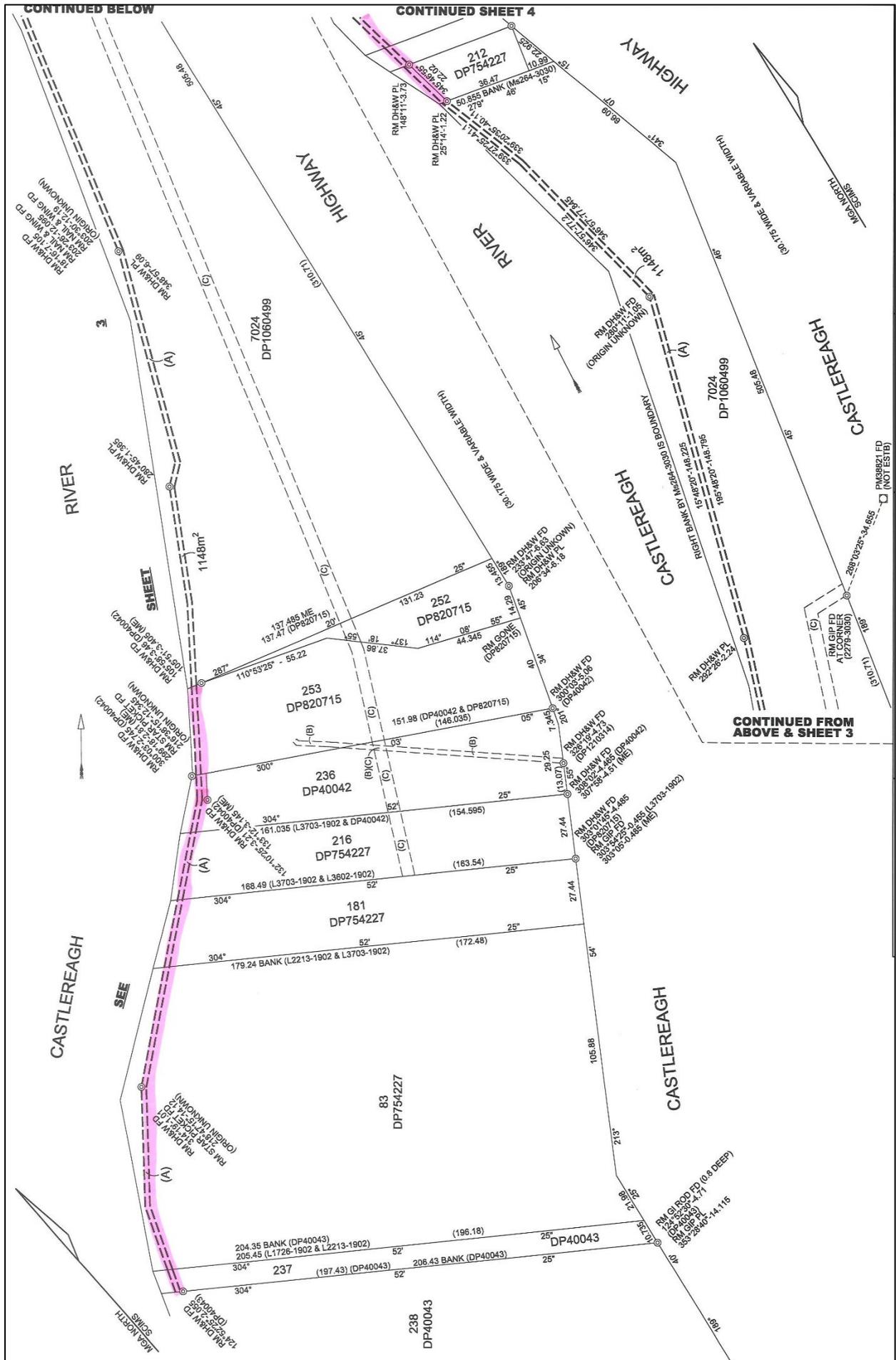
CNR BEARING	DIST.	FROM	ORIGIN
A	2.30°51'	9.67	GIP
B	279°45'	0.455	GIP FD
C	10°02'	5.06	DH&M FD
D	8°09'	5.03	DH&M FD
E	9°05'	2.25	DH&M FD
F	202°51'	1.685	DH&M FD
G	248°46'	3.075	DH&M FD
H	130°48'	3.62	DH&M FD
J	214°16'	4.455	DH&M
K	310°57'	11.35	GIP
L	103°00'	0.395	GT ROD FD
M	282°52'	4.79	GIP

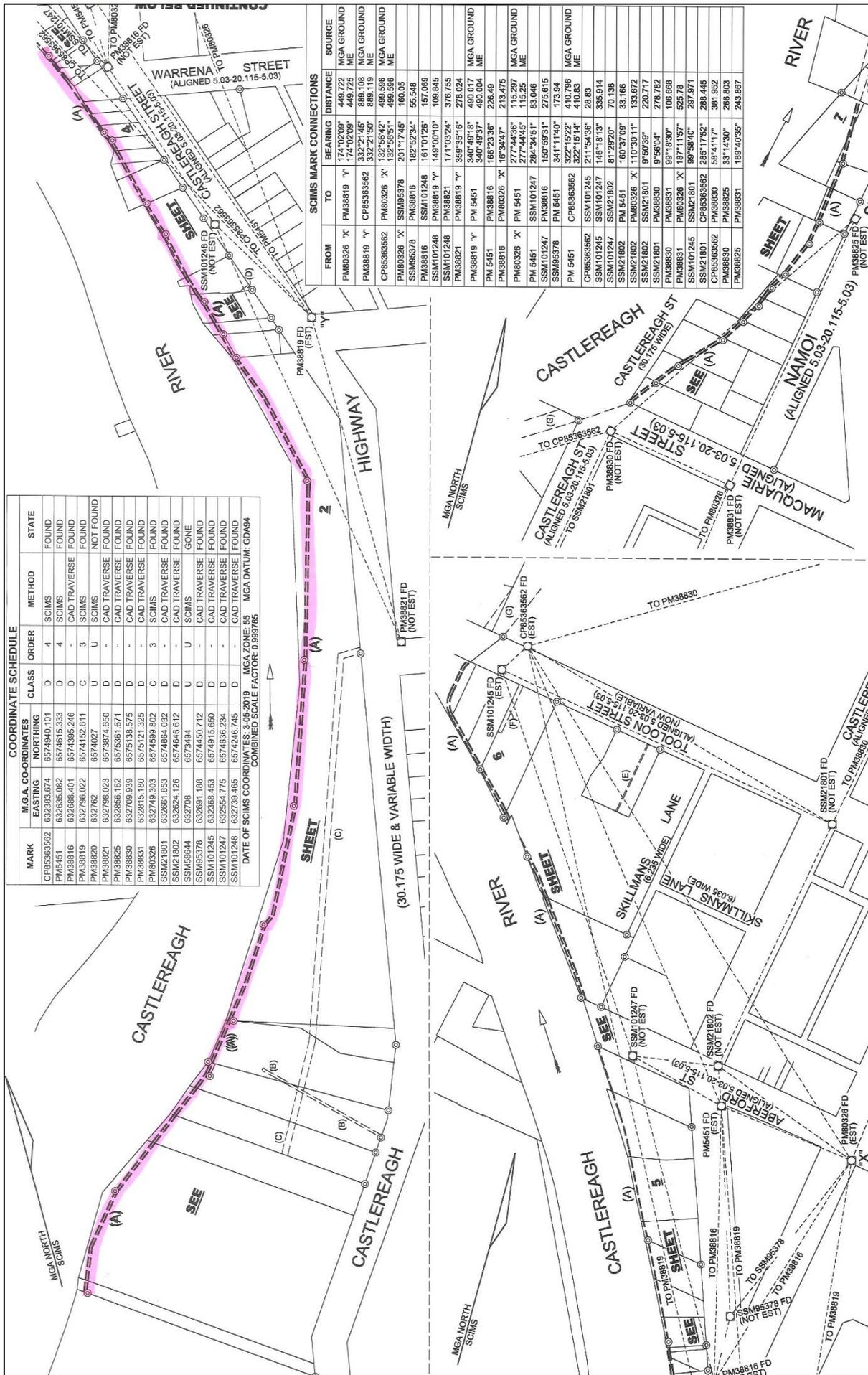
- ⊗ DENOTES ORIGINAL BANK GONE
- ⊙ PROPOSED EASEMENT FOR FLOOD LEVEE VARIABLE WIDTH











COORDINATE SCHEDULE

MARK	M.G.A. CO-ORDINATES	CLASS	ORDER	METHOD	STATE
CP85363562	632383.674	D	4	SCIMS	FOUND
PM5451	6574840.101	D	4	SCIMS	FOUND
PM38816	632655.082	D	4	SCIMS	FOUND
PM38819	6574815.333	D	4	CAD TRAVERSE	FOUND
PM38820	632668.401	D	4	CAD TRAVERSE	FOUND
PM38821	6574152.611	C	3	SCIMS	FOUND
PM38822	632769.022	C	3	SCIMS	NOT FOUND
PM38823	6574027	U	U	SCIMS	NOT FOUND
PM38824	632708.023	D	4	CAD TRAVERSE	FOUND
PM38825	632665.162	D	4	CAD TRAVERSE	FOUND
PM38826	6574381.671	D	4	CAD TRAVERSE	FOUND
PM38827	632709.939	D	4	CAD TRAVERSE	FOUND
PM38828	6575138.575	D	4	CAD TRAVERSE	FOUND
PM38829	632815.180	D	4	CAD TRAVERSE	FOUND
PM38830	6574560.902	C	3	SCIMS	FOUND
SSM21801	6574864.032	D	4	CAD TRAVERSE	FOUND
SSM21802	6574666.612	D	4	CAD TRAVERSE	FOUND
SSM5894	632708	U	U	SCIMS	FOUND
SSM5895	6574381.688	D	4	CAD TRAVERSE	FOUND
SSM10245	632686.453	D	4	CAD TRAVERSE	FOUND
SSM10247	6574935.650	D	4	CAD TRAVERSE	FOUND
SSM10248	632554.775	D	4	CAD TRAVERSE	FOUND
SSM10249	632739.465	D	4	CAD TRAVERSE	FOUND

DATE OF SCIMS COORDINATES: 15/06/2018 MGA DATUM: GD494
 COMBINED SCALE FACTOR: 0.989785

SCIMS MARK CONNECTIONS

FROM	TO	BEARING	DISTANCE	SOURCE
PM38826 'X'	PM38819 'Y'	174°12'09"	448.722	MGA GROUND
PM38819 'Y'	CP85363562	174°12'09"	448.725	ME
CP85363562	PM38826 'X'	332°21'45"	868.108	MGA GROUND
PM38826 'X'	CP85363562	132°56'02"	658.588	MGA GROUND
CP85363562	PM38826 'X'	132°56'01"	658.588	ME
SSM65378	PM38821 'Y'	202°52'34"	160.05	ME
SSM65378	PM38816	161°01'26"	55.548	ME
SSM101248	PM38819 'Y'	149°00'10"	109.845	ME
SSM101248	PM38821 'Y'	171°03'24"	376.755	ME
PM38821 'Y'	PM38819 'Y'	359°35'16"	276.024	ME
PM38819 'Y'	PM38816	340°49'18"	490.017	MGA GROUND
PM38816	PM38821 'Y'	168°23'38"	226.48	ME
PM38821 'Y'	PM38826 'X'	167°34'47"	213.475	ME
PM38826 'X'	PM38819 'Y'	277°44'38"	115.287	MGA GROUND
PM38819 'Y'	PM38826 'X'	277°44'45"	115.25	ME
PM38826 'X'	SSM101247	284°34'51"	83.046	ME
SSM101247	PM38826 'X'	150°59'31"	275.615	ME
PM38826 'X'	PM38816	341°11'40"	173.94	ME
PM38816	PM38826 'X'	322°15'22"	410.796	ME
CP85363562	SSM101245	211°42'35"	218.83	ME
SSM101245	SSM101247	148°16'13"	335.914	ME
SSM101247	SSM21802	81°29'20"	70.138	ME
SSM21802	PM38826 'X'	160°32'09"	33.166	ME
SSM21802	SSM21801	150°30'11"	133.972	ME
SSM21801	SSM21802	9°50'39"	220.717	ME
SSM21802	SSM21801	89°16'30"	278.762	ME
SSM21801	PM38830	89°16'30"	278.762	ME
PM38830	SSM21801	89°16'30"	278.762	ME
SSM21801	CP85363562	285°17'52"	288.445	ME
CP85363562	PM38830	85°41'17"	381.352	ME
PM38830	PM38825	53°14'30"	266.803	ME
PM38825	PM38831	168°40'35"	243.867	ME

(a) Relevance to Integrated Planning and Reporting Framework

11.2 Minimise the effects of flooding on our infrastructure.

(b) Financial Considerations

Private property owners and the Crown will be entitled to compensation for the easements created. This expense has been allowed for in the project costing and will be funded from the Levee Upgrade Reserve.

COMMENTARY

Council has previously approved the easements associated with the earlier stages of the levee upgrade and work on the final stage of the upgrade is currently in progress.

The acquisitions for the Coonamble Flood Levee Easements Stage 4 over private property and Crown Land are ready to proceed to Council resolution. The flood levee easement is proposed to be acquired with agreement from each private landowner under the *Local Government Act 1993*.

Should agreement be unable to be reached, then the easement will be acquired by the compulsory process under the terms of the *Land Acquisition (Just Terms Compensation) Act 1991*.

Acquisition from the Crown will be under the compulsory process as per the terms of the mentioned Land Acquisition Act and under Council's powers contained within the *Local Government Act 1993*.

TERMS OF EASEMENTS

1. FULL AND FREE right for the Body having the benefit, its successors and assigns (being a public or local authority) and every person authorised by it from time to time and at all times to:
 - a) erect, construct, reconstruct, place, inspect, alter, repair, renew, maintain or remove within that part of the lots that are affected by this easement any embankment, levee, earth, concrete or rock works, culverts, pumps or devices and any supporting or ancillary works or equipment for the purposes of flood mitigation and to repair, inspect, alter, renew, maintain, use and remove any works, plant or equipment of the aforementioned categories which are already constructed or placed in the lots burdened (the ownership of all of which works, plant and equipment is vested in the Body having the benefit, its successors and assigns (being a public or local authority));
 - b) do anything necessary for that purpose including:-
 - i) entering the lots burdened;
 - ii) taking anything onto the lots burdened;
 - iii) carrying out the work; and
 - iv) removing inappropriate plantings including trees.
2. The owners of the lots burdened must not:-

- a) interfere with the levee or any works, plant or equipment;
 - b) use the affected land, or any part of the lot burdened, or any other land in a way which may detract from the stability of or likely to cause damage to the levee or any associated works, plant or equipment; or
 - c) erect, place or permit the erection or placing in or on the works, plant or equipment of any building, plantings, structure or thing without the permission in writing of the Body having the benefit, its successors and assigns (being a public or local authority) PROVIDED THAT permission will be deemed to have been given with respect to buildings, structures or things erected thereon at the date of acquisition of this easement. Such buildings, structures or things may remain until such time as the Body having the benefit, its successors and assigns (being a public or local authority) need to exercise its powers conferred herein.
3. If an owner of any of the lots burdened does or allows anything to be done which damages the levee or other works or plant and equipment or its effectiveness, the Body having the benefit, its successors and assigns (being a public or local authority) may give fourteen (14) days written notice to the owner of that lot burdened requiring the damage to be repaired or the impairment removed. If the owner of that lot burdened does not comply with the notice, the Body having the benefit, its successors and assigns (being a public or local authority) may enter and repair the damage or remove the impairment and may recover any reasonable costs from the owner of that lot burdened.
4. In exercising the above powers under 1 and 3, the Body having the benefit, its successors and assigns (being a public or local authority) must:-
- a) ensure all work is done properly;
 - b) cause as little inconvenience as possible to the owners and occupiers of the lots burdened;
 - c) cause as little damage as possible to the lots burdened and any improvement thereon;
 - d) restore the lots burdened as nearly as possible to their former condition;
 - e) make good any damage;
 - f) where the works consist or will consist of earthen embankment ensure the profile of the earthen embankment will not hinder smooth mowing by either hand pushed or ride on type mowers; and
 - g) deny and deter public access to the levee on private property.

(a) Governance/Policy Implications

This report has no governance or policy implications.

(b) Legal Implications

This report has no legal implications.

(c) Social Implications

This report has no social implications.

(d) Environmental Implications

This report has no environmental implications.

(e) Economic/Asset Management Implications

The easements are required to ensure the levee structure can be managed as an asset of Council.

(f) Risk Implications

This report has no risk implications.

CONCLUSION

The creation of these easements will ensure access to the levee for future maintenance and also formalise agreements with landholders, their rights and obligations.

RECOMMENDATION

1. That Council acquires an easement for the flood levee identified as “A” in DP1261917, Schedule “B”, affecting the privately owned land listed below, by authority contained in the *Local Government Act 1993* and pursuant to the relevant provisions of the *Land Acquisition (Just Terms Compensation) Act 1991*:

- Lot 237 DP4003
- Lot 83 DP754227
- Lots 181 & 216 DP754227
- Lot 236 DP40042
- Lot 253 DP820715
- Lot 212 DP754227
- Lot 1 DP132662
- Lot 1 & 2 DP1196608
- Lot 10 DP1073724
- Lot 2 DP668047
- Lot A DP323610
- Lot 1 DP1011199
- Lots 1, 2, 3 & 4 DP2677
- Lot 1 DP132233
- Lot B DP421622
- Lot 1 DP1085172
- Lot A DP400276

- Lots 1 & 2 DP325914
 - Lot 1 DP1066240
 - Lot 12 DP523657
 - Lot 80 DP1149616
 - Lot 2,3, & 4 DP8496
 - Lot 1 DP361842
 - Lot 4 DP999368
 - Lot 41 & 42 DP229965
 - Lot 6 Sec. 1 DP758282
 - Lot 1 DP918387
 - Lot 2 DP659183
 - Lot 1 S.42 DP758282
2. That Council pays the necessary compensation to the affected landowners as per the valuation advice received by Council.
 3. That Council reserves the right to proceed via the compulsory acquisition process to acquire the necessary easements over individual allotments, should agreement with those individual landowners be unable to be reached.
 4. That Council acquires an easement for flood levee shown as “A” in DP1261917 Schedule “B” and “Y” in DP1238428 Schedule “C” over the portions of Crown Land listed below via the compulsory acquisition process, by authority contained in the *Local Government Act 1993* and pursuant to the relevant provisions of the *Land Acquisition (Just Terms Compensation) Act 1991*. These portions of Crown land are identified as:
 - Lot 701 DP1072175
 - Lot 8 S.1 DP758282
 - Lot Y in DP1238428 (part of bed of Castlereagh River)
 - Lot A in DP1261917 (part of bed of Castlereagh River)
 5. That the Terms of the Easement for the flood levee be as shown on Schedule “A” and as included with the body of this report.
 6. That the afore-mentioned land acquisitions are not for the purpose of resale.
 7. That all mineral rights are excluded from the afore-mentioned land acquisitions.
 8. That the necessary land acquisition applications be made to the NSW Minister for Local Government and the NSW Governor.
 9. That the General Manager be delegated the authority to finalise each individual land acquisition, including the necessary signing of the Transfer Granting Easement Form and Deed of Agreement of Compensation, with a witness.

12.15 WORKPLACE INJURY MANAGEMENT REPORT**File Number: S-17****Author: Graeme Joseph, Training & WHS Coordinator****Authoriser: Amanda Nixon, Manager - People, Risk and Improvement****Annexures: Nil****PURPOSE**

The purpose of this report is to keep Council informed of significant Workers Compensation Insurance figures and trends.

EXECUTIVE SUMMARY

Information on Workers Compensation has been provided from the financial years 2018/2019, 2019/2020 and the year to date figures for the 2020/21 year.

BACKGROUND**(a) Relevance to Integrated Planning and Reporting Framework**

L1.4.7. Ensure compliance with legislation for WH&S.

(b) Financial Considerations

Improvement in safety practices and compliance reduces Worker's compensation premiums through a reduction in injury and claim costs, as well as the risk of legal action and fines for non-compliance with current WHS legislation and regulations. The workers compensation premium for 2020/21 was estimated and included in the budgetary considerations for 2020/21.

COMMENTARY

The table below covers Workers Compensation claims provided from the 2018/19 to 2020/21 YTD financial years.

Item	2018/2019	2019/2020	2020/2021
Total Premium	\$246,574.11	\$241,450.13	\$301,392.83 (Estimate)
Premium as a % of Gross Wages (ex GST)	3.2%	3.2%	3.1% (Estimate)
YTD New Claims (Premium Impacting)	6	8	0
YTD New Claims (Non Premium Impacting)	23	12	2
YTD Total New Claims	29	21	2
YTD Time Lost Due to Injury (LTI Days)	88	96	0

Open Premium Impacting Claims (Previous Years)	0	1	3
Open Non Premium Impacting Claims (Previous Years)	0	0	0
Open Premium Impacting Claims (Current Year)	1	3	2
Open Non Premium Impacting Claims (Current Year)	1	5	0
Total Open Claims	2	8	10
Closed Claims that are still Impacting on Council's Premium	0	0	0
Total Cost of All Premium Impacting Claims (to date)	\$39,735.00	\$177,553.87	0
Scheme Performance Rebates	\$24,418.71	\$24,872.53	\$32,126.00 (Estimate)

Council continues to work closely with the insurer and other providers to achieve a return to work within the shortest possible timeframe; however, the ongoing lost time could negatively influence Council's premium costs.

(a) Governance/Policy Implications

There is no governance / policy implications arising from this current report, however, it is expected as a result of continuous improvement processes Council's WHS Policies and practices may be altered to reflect best practice in the coming years.

(b) Legal Implications

There are no legal implications arising from this report itself. All employers in NSW are subject to operate within the requirements of the *Work, Health and Safety Act 2011*, *Work, Health and Safety Regulation 2017* and *Workers Compensation Act 1987*.

(c) Social Implications

While there are no social implications arising from this report, it is important to note that Council should strive to act in a socially responsible manner and has a duty of care towards its employees, contractors, volunteers and members of the public. By aiming to achieve best practice, the Council can provide leadership and support to the wider community.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

There are no Economic/Asset Management Implications arising from this report.

(f) Risk Implications

There are no Risk Implications arising from this report.

CONCLUSION

This report has been developed to advise Council of Workers Compensation Insurance figures and trends and will be an ongoing monthly report.

Council continues to work closely with StateCover to manage workers compensation claims and is continuously monitoring and reviewing its WHS obligations and recovery at work systems to reduce workplace hazards and improve outcomes for injured workers.

RECOMMENDATION

That Council notes the contents of the WHS Monthly Report for its information.

12.16 SALEYARDS REPORT**File Number: S1****Author: Emma Kelly, Finance Manager****Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability****Annexures: Nil****PURPOSE**

The purpose of this report is to keep Council informed of monthly income and expenditure associated with the saleyards.

BACKGROUND

The following information details income and expenditure associated with the Coonamble saleyards for the month of September 2020.

(a) Relevance to Integrated Planning and Reporting Framework

14.1 Ensure long term management and protection of our community assets.

(b) Financial Considerations

The Saleyards/ Truck wash unit was originally set up as a business unit for Council. Whilst the truck wash continues to return a profit on its operations, the saleyard operations continue to run at a deficit – as has been the case for a number of previous financial years.

COMMENTARY**SALES****CATTLE:**

Date	Type	Scale	Amount (\$)	VA	Amount (\$)	Total Cattle/ Sheep	Total Amount (\$)
18/09/2020	Fat Sale	1,226	2,563.45			1,226	9,695.82

SALEYARDS ACCOUNT 01/07/2020 - 30/09/2020**Saleyard Operations:**

Income	30,841.30
Expenditure	35,687.68
Deficit	- 4,846.38

Truck wash:

Income	6,758.44
Expenditure	1,521.64
Surplus	5,236.80

Summary:

Income	37,599.74
Expenditure	37,209.32
Surplus	390.42

Saleyards Activities

A further fat cattle sale was held on Friday 18 September 2020 with another planned for Friday 23 October. At this stage, it is expected the yarding will be over 1,000 head. Since resuming in June 2020, most yardings have been significant in number with quality cattle being offered.

Maintenance at the saleyards is ongoing – however due to staff shortages, there has not been any major works undertaken during the past month.

Following a request from the September 2020 meeting, quotes are being sourced to install CrimSafe following the recent incidents of vandalism. Costings will be reported to the November Meeting.

Two quotes for the installation of new kitchen at the amenities block are to hand, however more are expected. This information will also be conveyed to the November Meeting.

(a) Governance/Policy Implications

Maintenance of Council's infrastructure assets is carried out in accordance with Councils adopted management plans.

(b) Legal Implications

There are no legal implications arising from this report.

(c) Social Implications

There are no social implications arising from this report.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

Works are scheduled in accordance with Council's adopted Operational Plan and Budget to ensure Council's assets are maintained to the appropriate standard.

(f) Risk Implications

Regular maintenance works are scheduled and carried out within budgetary constraints to reduce Council overall risk exposure.

CONCLUSION

The saleyard operations unfortunately continue to run at a deficit, which is not sustainable in the long term.

RECOMMENDATION

That Council notes the information provided in this report.

13 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS

13.1 NOTICE OF MOTION - FUTURE TESTING OF WATER SUPPLIES

File Number: W1

- Annexures:**
- 1. Submission to IPC - Narrabri Gas Project**
 - 2. NSW planning commission approves \$3.6bn Narrabri gas project in state's north, The Guardian**
 - 3. NSW planning commission approves Santos's Narrabri gas field project, Sydney Morning Herald**
 - 4. Narrabri gas project approval angers farmers, but business groups, Santos rejoice, ABC**

PAYMENT OF FUTURE TESTING OF TOWN WATER SUPPLY BORES

Cr Deans has submitted the following motion to be considered at the October Meeting of Council:

Motion:

- 1. That Council writes to the NSW Premier and NSW Department of Planning, Industry and Environment requesting for this Department to meet the cost of bore water testing for water supplies in the Coonamble Shire Council Local Government Area (LGA), including the townships of Gulargambone, Coonamble and Quambone, in perpetuity.**
- 2. That this testing includes analysis of water purity and water levels so that residents are assured of safety for consumption and surety of supply.**
- 3. That an independent organisation be commissioned to carry out this testing at least quarterly, starting immediately, to provide a benchmark prior to commencement of the Narrabri Gas Project.**

Reason:

The Narrabri Gas project has been approved by the Independent Planning Commission, although 99% of residents in Coonamble Shire were opposed to the work going ahead due to the associated risk of contamination of water from the Great Artesian Basin.

As our bores are the same depth as one of the fields Santos said they are putting bores into in the future, Cr Deans is of the opinion that the Government should be responsible for monitoring drinking supplies and keeping water supplies safe.

She points out that small rural Councils such as Coonamble Shire, cannot be burdened with the additional costs pertaining to the monitoring of possible interference to the Great Artesian Basin caused by mining exploration.

Staff commentary:

Council has historically been strongly opposed to coal seam gas exploration and mining and has maintained this strong stance for a number of the years. Council has continued to support the views of the community, making numerous representations to politicians and authorities throughout.

Most recently, Council submitted an objection to the public hearing of the Independent Planning Commission Hearing in July 2020 (attached to this report as **Annexure 1**).

Since the approval of the Project by the Independent Planning Condition, there has been significant media analysis of the controversial decision (examples of such reports are attached for the information of Council as **Annexures 2, 3 and 4**). Additionally, representations have been made to Council by ratepayers, expressing their ongoing opposition to the project and concern about its approval.

After comments of support for the project were made by the Chairman of Regional Development Australia (RDA) Orana, staff have requested that organisation clarify their position as a representative agency of this local government organisation. The matter will be raised at the next Board meeting of RDA Orana on 19 October 2020 and staff expect an update following that meeting.

While the response to the approval of the project by the Independent Planning Commission is varied among political, commercial and private representatives, it has been clear that the community of the Coonamble LGA remains vehemently opposed to this project and indeed any threat to local water sources on which our community and economy is entirely reliant.

MOTION

- 1. That Council writes to the NSW Premier and NSW Department of Planning, Industry and Environment requesting for this Department to meet the cost of bore water testing for water supplies in the Coonamble Shire Council Local Government Area (LGA), including the townships of Gulargambone, Coonamble and Quambone, in perpetuity.**
- 2. That this testing includes analysis of water purity and water levels so that residents are assured of safety for consumption and surety of supply.**
- 3. That an independent organisation be commissioned to carry out this testing at least quarterly, starting immediately, to provide a benchmark prior to commencement of the Narrabri Gas Project.**



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PO Box 249, Coonamble, NSW 2829

Dear Commissioners,

On Wednesday, 6 December 2017 at 1pm at Coonamble Bowling Club – a weekday, during harvest season, with children at school and many workers unable to attend – over 400 people from across the region came together as a community to take a stand for their land, their water and the future.

The meeting passed the following three powerful motions and in doing so, made it clear that there is strong and unified opposition to the Narrabri Gas Project (the Project) and any coal seam gas (CSG) exploration and mining.

MOTION ONE

The rural communities including the towns, villages and farming communities totally reject *The Santos CSG Pilliga Project* and all associated industries and will stand together to vehemently oppose this using all possible options to protect the water. **CARRIED UNANIMOUSLY**

MOTION TWO

There will be no individual meeting with affected landholders or the Aboriginal community. We will only hold meetings in the presence of the community. **CARRIED UNANIMOUSLY**

MOTION THREE

The Coonamble and wider community, after holding a meeting on the 6th December 2017, have unanimously shown support that the Great Artesian Basin is too important to be put at risk and the APA pipeline will be blocked at any cost. **CARRIED UNANIMOUSLY**

This community opposition is not new. The Coonamble Local Government Area (LGA) and community has actively and consistently opposed CSG and associated industries for several years.

At a well-attended public meeting held in Coonamble on 8 July 2012, the following motions were also unanimously passed:

- (1) *We the concerned citizens of the Community of Coonamble do hereby declare that we reject drilling for gas in the Coonamble District and, as such, have become members of the Lock the Gate Alliance.*
- (2) *We this concerned group of the Coonamble Community request that both the Coonamble Shire Council and the Livestock Health & Pest Authority take on the concerns about water quality and availability and the environmental and health concerns of the people of Coonamble and refuse any requests for test drilling etc for gas in the Coonamble district or any areas under their jurisdiction which may affect our artesian basin."*

Council, at its meeting on 8 August, 2012 passed the following resolution:

"Resolved that Council:

- (a) *oppose coal seam gas exploration and mining in the Coonamble Local Government Area (LGA) because of the unacceptable risks to our water catchments, groundwater, agricultural industries, natural environment and human health;*
- (b) *write to the Premier of NSW, the Minister for Primary Industries, the Minister for Environment, the Leader of the Opposition and the Shadow Minister for the Environment, re-affirming Council's position in support of a moratorium on Coal Seam Gas mining until an extensive and independent environmental impact statement has been concluded on the effects of CSG mining on the environment and, in particular, the effects of CSG mining on groundwater within the Coonamble Shire and north west region, objecting particularly to the practice of hydraulic fracturing in NSW;*
- (c) *write to the Local Members of Parliament (State and Federal) seeking support of Council's position;*
- (d) *support other councils in NSW in their opposition to Coal Seam Gas mining”.*

Since September 2012, Coonamble Shire Council has been acting on that resolution.

At the Ordinary meeting of Coonamble Shire Council on 11 May 2016, it was again resolved that Council oppose coal seam gas exploration and mining in the Coonamble LGA because of the unacceptable risks to our water catchments, groundwater, agricultural industries, natural environment and human health.

This Council and community's opposition to coal seam gas exploration and mining, including the Narrabri Gas Project, remains. There are several reasons for this ongoing opposition.

Sustainability. It has been established by the Commission that the scientific methods and assumptions employed by the proponent are highly questionable. This includes using outdated assessments, and grossly underestimating the CO₂ content of Narrabri's gas. This Commission has acknowledged the 'knowledge gaps' in the groundwater model, geology, hydrogeology and seismic activity as well as the management of toxic waste.

Not only are the Project's actual forecasted greenhouse gas emissions expected to rival those of coal; NSW is suitably equipped to transition to a renewable economy without the need for a Project that has no social licence.

Depressurisation of the Great Artesian Basin. Santos's own Environmental Impact Statement (EIS) states that their proposed 850 wells will continually extract 37g/L from the GAB. This is several times more than the savings made from the Cap and Pip Bore Scheme and can only result in depressurisation in the same way that over 500 bores in Queensland have been found to have been critically impacted by a similar project.

Contamination of water. The Narrabri Gas Project will produce 37g/L of toxic water and 430,500 tonnes of toxic waste. There is no plan to ensure this waste will not filter back into the GAB, and flow through creeks and rivers into the Murray Darling. This contamination of water will have catastrophic impacts on our local, regional, and national agricultural sector. This real threat of contamination comes with devastating social and economic impacts.

Economic impact of the threat to agriculture. Farmers with gas infrastructure on their properties will be unable to obtain third party insurance. Livestock and produce will be unsaleable if there is a possibility of contamination because of this project. There is a real threat to the viability of our agricultural sector, our land and our livelihoods.

Current REMPLAN data shows that the total output estimate for the Coonamble LGA is \$415.155 million. Of this, the Agriculture, Forestry & Fishing sector contributes \$162.784 million (39.2%) of total output.

The total employment estimate for the Coonamble LGA is 1,416 jobs. Of this, the Agriculture, Forestry & Fishing sector contributes 478 jobs (33.8%) to total employment.

The total local sales estimate for the Coonamble LGA is \$85.665 million. Of this, the Agriculture, Forestry & Fishing sector contributes \$18.437 million (21.5%) of total local sales.

The total regional export estimate for the Coonamble LGA is \$188.873 million. Of this, the Agriculture, Forestry & Fishing sector contributes \$142.568 million (75.5%) of total regional exports.

Should the output from the Coonamble LGA Agriculture, Forestry & Fishing sector be extinguished and the local economy impacted by way of a direct decrease in output of \$162.784 million, it is estimated that the demand for intermediate goods and services would also fall by \$51.732 million. These supply-chain effects include multiple rounds of flow-on effects, as servicing sectors decrease their own output and demand for local goods and services in response to the direct change to the economy. Total output, including all direct, supply-chain and consumption effects is estimated to decrease by up to \$226.411 million.

From a direct decrease in output of \$162.784 million the corresponding loss of direct jobs is estimated at 478 jobs. From this direct contraction in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in the loss of a further 145 jobs. Total employment, including all direct, supply-chain and consumption effects is estimated to decrease by up to 660 jobs.

From a direct decrease in output of \$162.784 million it is estimated that direct wages and salaries would decrease by \$11.236 million. From this direct contraction in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in the loss of a further 145 jobs and a further decrease in wages and salaries of \$10.670 million. Total wages and salaries, including all direct, supply-chain and consumption effects is estimated to decrease by up to \$24.595 million.

From a direct decrease in output of \$162.784 million the corresponding decrease in direct value-added is estimated at \$70.180 million. From this direct contraction in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further decrease to value-added of \$23.490 million. Total value-added, including all direct, supply-chain and consumption effects is estimated to decrease by up to \$101.229 million.

Without Agriculture, Forestry & Fishing in the Coonamble LGA, there is no future. Because of this, town, Aboriginal and farming communities are unified in almost unprecedented unity, in vehement opposition to this project.

There can be no justification for any threat to the land or livelihoods of the communities in the Coonamble LGA, or any other.

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Energy

NSW planning commission approves \$3.6bn Narrabri gas project in state's north

Proposal was backed by federal and state governments, but the public response has been overwhelmingly against it due to environmental concerns

Adam Morton and Lisa Cox

Wed 30 Sep 2020 14:17 AEST



455

A controversial proposal for a coal seam gas development at Narrabri, in northern **New South Wales**, has won final approval from state authorities subject to what they described as stringent conditions.

The state's independent planning commission [announced on Wednesday](#) a “phased approval” under which the controversial \$3.6bn project proposed by the oil and gas company Santos must meet specific requirements at each stage of development before it can proceed.

It imposed 134 conditions and did not approve some elements of the proposal, including the construction of a gas-fired power station at Leewood, a workers' accommodation building and some infrastructure that would allow gas flaring.

Santos said it [accepted the conditions](#) and would move ahead with the project, which is seen as central to the Morrison government's [push for a “gas-fired recovery”](#) from the Covid-19 recession.

If developed in full, it would involve up to 850 coal seam gas wells being drilled on 1,000 hectares of a 95,000-hectare site that includes Pilliga forest and nearby grazing land. Santos says it could provide up to 200 terajoules of gas a day for domestic use for 20 years, equivalent to 50% of NSW demand.



Narrabri gas project: do we need it and what's at stake for Australia's environment?

[→ Read more](#)

The planning commission heard evidence from hundreds of people and groups, most of them opposed. Objections included that it could damage groundwater relied on for agriculture, lead to a loss of pressure in the Great Artesian Basin, affect biodiversity in the Pilliga forest and release substantial greenhouse gas emissions at odds with Australia's commitment to the [Paris climate agreement](#).

The panel of three commissioners assessing the proposal - Stephen O'Connor, John Hann and Prof Snow Barlow - said the phased approval would cover four stages of development - appraisal, construction, production and rehabilitation. They found the project was likely to provide “a net economic benefit for the local community, region and state”.

The panel said it was satisfied potential impacts to groundwater could be effectively managed, and had imposed conditions requiring the company to provide further groundwater impact modelling before the project could start production. If the revised model predicted the project would not meet a required water management standard it would not be able to go ahead.

Other conditions imposed on the project include that Santos must offset any emissions above those the company had predicted would be released during extraction and transport. “Scope 3” emissions - effectively, those that result from the gas being burned by its customers - do not have to be offset.

Santos has said it would deliver “more affordable, secure, cleaner energy” for the state, create up to 1300 construction and 200 operational jobs could be developed “safely and sustainably” without harming water resources or the environment.

Its chief executive, Kevin Gallagher, welcomed Wednesday’s decision and said the company was “excited” about developing the gas field. “Now all we want to do is to get on with creating jobs in New South Wales and Narrabri, and making a real difference to people’s lives in rural and regional communities,” he said.

Georgina Woods, the NSW coordinator for environment group Lock the Gate, said the decision was “disastrous, but expected”. She said political pressure on the commission had led to it **not being given enough time** to properly consider the impact on groundwater and the climate.

“Responsibility for this disastrous decision lies squarely with the NSW government,” she said. “The planning minister, Rob Stokes, gave the commission too little time to consider the huge range of complex issues and the views of over 11,000 people who objected to this gas field.”

Polly Cutmore, a Gomeroi woman, said traditional owners did not want a gas field in the area. “The Pilliga is Gomeroi land and Santos is not welcome there,” she said.

The project has government backing including the **formal support** of the NSW Coalition. The prime minister, Scott Morrison, listed it as **one of 15 projects of national significance**, promising an accelerated assessment under federal environment laws and the energy and emissions reduction minister, Angus Taylor, has backed suggestions it will **reduce energy costs for consumers**. Those suggestions are **contested**.

In a **speech earlier this month** outlining the first steps of his gas plans, Morrison said “we need to accelerate development of new basins like the Beetaloo in the Northern Territory and Narrabri in NSW”. It prompted **suggestions** he was implicitly pressuring the independent commission.

David Chadwick, a stock and station agent in Coonamble, said the decision was based on “bad laws and bad politics” and feared the groundwater resources farmers were reliant on would be at risk. He said the Morrison and Berejiklian governments had been “hell-bent” on the gas field going ahead. “The National party, in particular, has utterly betrayed its traditional supporter base,” he said.

The Australian Workers Union welcomed the decision, and called on the Morrison government to introduce export controls to ensure the gas was used locally, as Santos has promised. “If handled correctly it will be a win for jobs, a win for households, and a win for the environment,” the union’s national secretary, Daniel Walton, said.

Gas is often described as having half the emissions of coal, but **recent studies have suggested it could be more**. A recent analysis suggested Australia’s emissions accounting **underestimates national emissions by about 10%**, largely due to a failure to properly recognise the impact of methane - a particularly potent greenhouse gas - released during gas production.

The project still needs final approval under federal environment laws, the Environment Protection and Biodiversity Protection (EPBC) Act.

Woods said communities opposing projects such as Narrabri felt there was no level of government acting in the interests of the environment. “I think we can expect the federal EPBC Act decision on this to be a fait accompli, and that is a really damning indictment on our system of government and our environmental laws,” she said.

Federal ministers Angus Taylor and Keith Pitt welcomed the development’s approval. Taylor, the minister for energy and emissions reduction, said it would deliver jobs and more supply to lower gas prices for New South Wales and the east coast market. “Gas will play an essential role in re-establishing a strong economy,” he said.

But the former prime minister, Malcolm Turnbull, dismissed the suggestion the Narrabri development would lead to ongoing cheap gas prices. Speaking at an online summit hosted by the Smart **Energy** Council, Turnbull said a gas-fired recovery from recession would require cheap gas but that was not available through proposed developments on Australia’s east coast.

“The fundamental issue is there is not this bonanza of cheap gas in Australia and absent that the talk of some gas-led industrial revolution is just based on a false premise,” he said.

Turnbull said gas was a transition fuel and repeated his criticism that it was **“bonkers”** that people advising the government were trying to persuade it **to spend**

billions of taxpayers' dollars to pay for infrastructure that would “in effect subsidise gas”.

“We run the real risk that you’ll be funding what will become, inevitably, stranded assets,” he said.

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ENVIRONMENT SUSTAINABILITY GAS

NSW planning commission approves Santos's Narrabri gas field project

By [Peter Hannam](#) and [Nick Toscano](#)

Updated September 30, 2020 – 10.11am, first published at 8.57am

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NSW's Independent Planning Commission has given "phased approval" for Santos' proposed \$3.6 billion Narrabri coal seam gas field, removing the last major hurdle for the controversial project to proceed.

In an announcement posted on its website on Wednesday morning, the commission gave the project in northern NSW its approval, provided a slew of what it described as 134 "stringent conditions" were met.



The Independent Planning Commission has given the go-ahead for the Santos coal seam gas field in northern NSW. BLOOMBERG

"Following its detailed deliberations, the commission concludes the project is in the public interest and that any negative impacts can be effectively mitigated with strict conditions," the IPC said in a statement accompanying its decision.

"The commission has granted a phased approval that is subject to stringent conditions, which means that the applicant must meet specific requirements before the project can progress to the next phase of development."

Shares of Santos fell after they emerged from an initial trading halt on Wednesday. In [a statement to the sharemarket](#), the company said it welcomed the IPC's approval and accepted the conditions. It would now work with the federal government to secure final approval under national biodiversity laws.

"Santos is excited about the prospect of developing the Narrabri Gas Project, a 100 per cent domestic gas project that can provide the lowest cost source of gas for NSW customers," chief executive Kevin Gallagher said.

"As the economy recovers from COVID-19, game-changing projects like the Narrabri Gas Project are critical to creating jobs, driving investment, turbo-charging regional development and delivering more competitive energy prices."

Once all approvals are in place, Santos would commence 12-18 months of appraisal drilling, which would inform the final plans for its phased development of the Narrabri project.



Santos says the Narrabri field can supply as much as half of NSW's gas needs. BRENDAN ESPOSITO

In an indication that Santos still has regulatory hurdles to clear, the IPC said its consent for the project did not extend to the proposed gas-fired power station at Leewood, the Westport workers accommodation or non-safety flaring infrastructure.

The phased approval covers four stages of the project's development, covering appraisal, construction, production and finally rehabilitation once the two

On the contentious issue of whether tapping methane from the coal seams would have less of a climate change impact than coal, the IPC said such an emissions advantage "may be jeopardised by an underestimation of fugitive emissions" escaping to the atmosphere.



Santos's CSG storage ponds in the Pilliga State Forest. Approval will open the way for 850 wells in the gasfield. DEAN SEWELL

To counter that, the IPC will require Santos to fully offset any exceedances of its emissions predictions during the extraction and transport, or so-called Scope 1 and 2 greenhouse gas emissions. Santos said the Scope 1 emissions would be the equivalent of 15.5 million tonnes of carbon dioxide, with 18 million tonnes for Scope 2 and 94.3 million tonnes from so-called Scope 3 or downstream combustion.

"The applicant will also be required to consult with an expert advisory group in measuring, minimising and reporting these emissions," it said.

Santos, too, will have more work to do to proceed even to the first phase of the project when it comes to disposing of the mountains of salt expected to be brought to the surface along with water as Santos tries to extract the gas.

While the commission was "satisfied" the waste salt could be disposed of appropriately, with landfills considered a last resort, it added extra conditions.

The NSW Environment Protection Authority, as lead regulator, will have to confirm Santos is meeting its pledge to minimise on-site storage of the salt, and will "require arrangements for beneficial reuse or landfill disposal at an appropriately EPA-licensed facility to be in place prior to Phase 1" of the project.

Georgina Woods, a co-ordinator of the Lock the Gate Alliance, said the approval was "disappointing" but the conditions mean Santos "is a long way from the starting gates".

The requirement for the company to redo the groundwater model so that it meets a Class-3 confidence level before project construction can proceed will be

particularly challenging, she said.

"Santos is really going to struggle to proceed with this gasfield," Ms Woods said.

Ms Woods noted the IPC had highlighted that some 71 per cent of the local submissions were opposed to the project, dousing commentary that the region supported the gasfield.

The panel of three commissioners – chaired by Stephen O'Connor with John Hann and Professor Snow Barlow – said that "on balance" the project was likely to provide "a net economic benefit for the local community, region and state".



Opponents are not likely to give up on their battle to prevent the Narrabri gas field from proceeding even with the IPC's verdict. NIC WALKER

It also had the potential "to improve gas security for Australia's east coast domestic market".

Santos chief Mr Gallagher [told the IPC in July](#) his firm had spent \$1.5 billion on a gasfield with the potential to meet half of NSW's gas needs. The state currently imports 95 per cent of the fuel, much of it from Santos's operations in the Cooper Basin of South Australia.

During construction, Santos has said the venture would employ as many as 1300 people, with up to 200 of the jobs ongoing. Royalties will tip \$1.2 billion into state coffers.

Whether the added conditions will make the project commercially unviable remains to be seen. Likewise, it is not clear whether added supply will make much if any difference to gas prices.

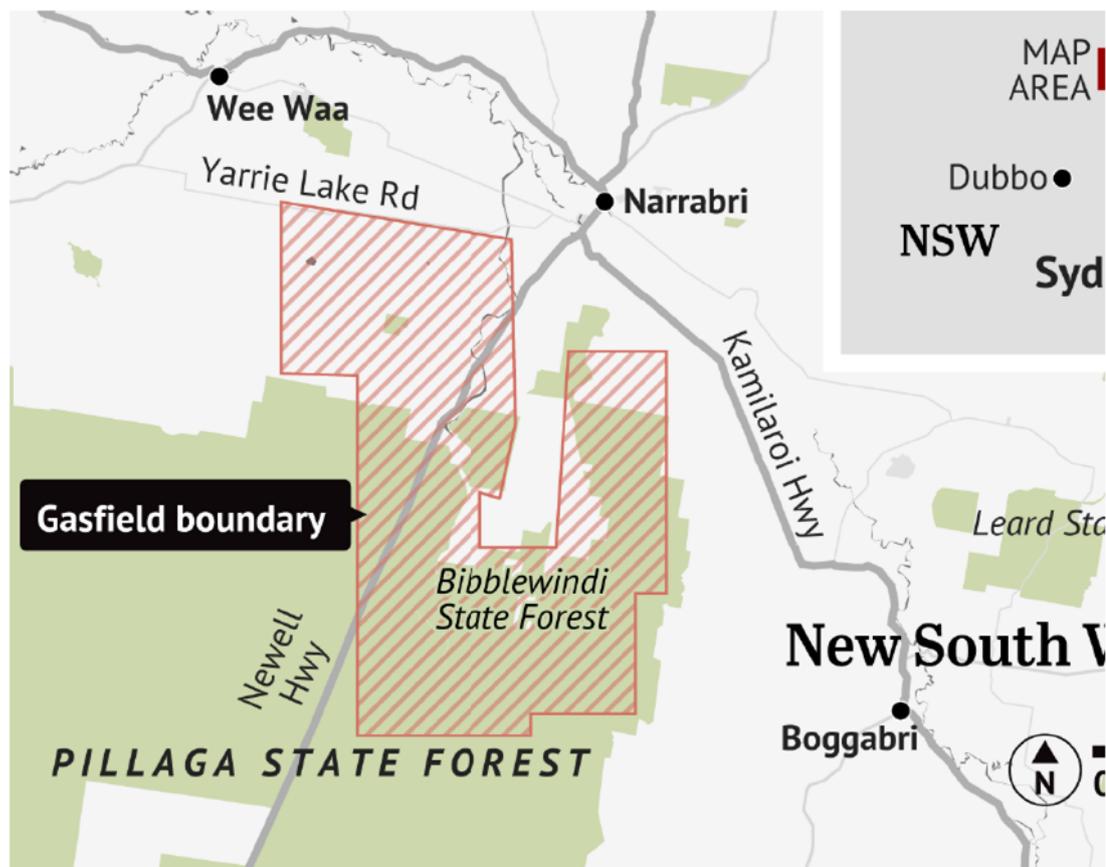
Santos has pointed to [a 2020 report by the Australian Energy Market Operator](#) where the production cost in Narrabri was put at \$6.40 per gigajoule - excluding transportation costs.

decade-plus project involving 850 gas wells ends.

Addressing some of the concerns – the project drew some 23,000 submissions, most of them opposed to the gas field – the commissioners laid out a range of conditions that indicate Santos still has a lot of work to do before the first joules of gas get piped to customers.

Among the key conditions are those relating to groundwater, greenhouse gas emissions and the need to dispose of as much as 840,000 tonnes of crystallised salt during the project's life.

Santos's planned 850-well gasfield near Narrabri



Source: Independent Planning Commission

On groundwater, the IPC said that, while the proponent's impact modelling was "fit for purpose for this approval", it still needed more information before the project could proceed to construction "to reduce the level of uncertainty".

"The imposed conditions do not permit [Santos] to establish the production field (Phase 2) if the revised groundwater model predicts an exceedance of the water management performance measures identified in the consent," the IPC said.



Pressure transmitters display readings on a Santos pilot well operating in the Pilliga forest in Narrabri. BLOOMBERG

The push to lift gas supply in Australia's south-eastern states has been taking on increasing urgency in recent years as gas-reliant manufacturers struggle in the face of a three-fold rise in contract prices.

Union officials in the manufacturing sector, which uses gas for energy or as a feedstock, said the Narrabri green light had the potential to greatly alleviate supply-and-demand pressure and drive down prices.

"More gas should mean more affordable gas; more affordably gas means more competitive manufacturing and cheaper electricity," Australian Workers Union secretary Daniel Walton said.

"New South Wales should be a thriving global heavy manufacturing hub, and that's exactly what we can become if we better harness our gas wealth. This approval is an excellent step."

Mr Walton called on the NSW government to ensure that Santos remained committed to ensuring that Narrabri gas would be kept for local consumption and not be sold on the export market.

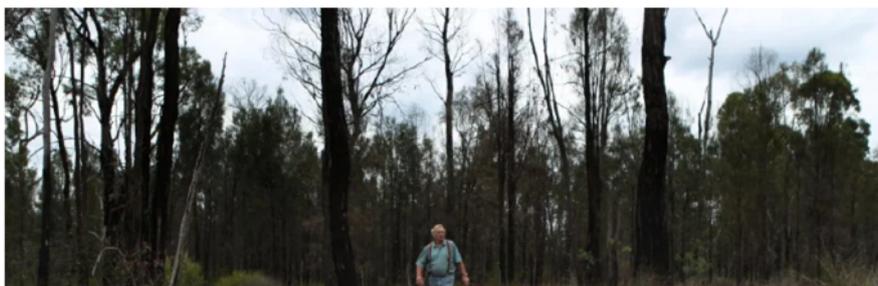
Oil and gas industry representatives say the Narrabri project would unlock gas reserves for NSW homes, small businesses, major industries and electricity generators.

"The clearest way to put downward pressure on gas prices for customers, including manufacturers, is to increase supply and competition," Australian Petroleum Production and Exploration Association chief Andrew McConville said on Wednesday. "The Narrabri Project does just that. This is an important outcome for energy security and reliability for the state of NSW."

Graeme Bethune, chief executive of advisory firm EnergyQuest, said Narrabri "certainly should be extremely competitive on the east coast".

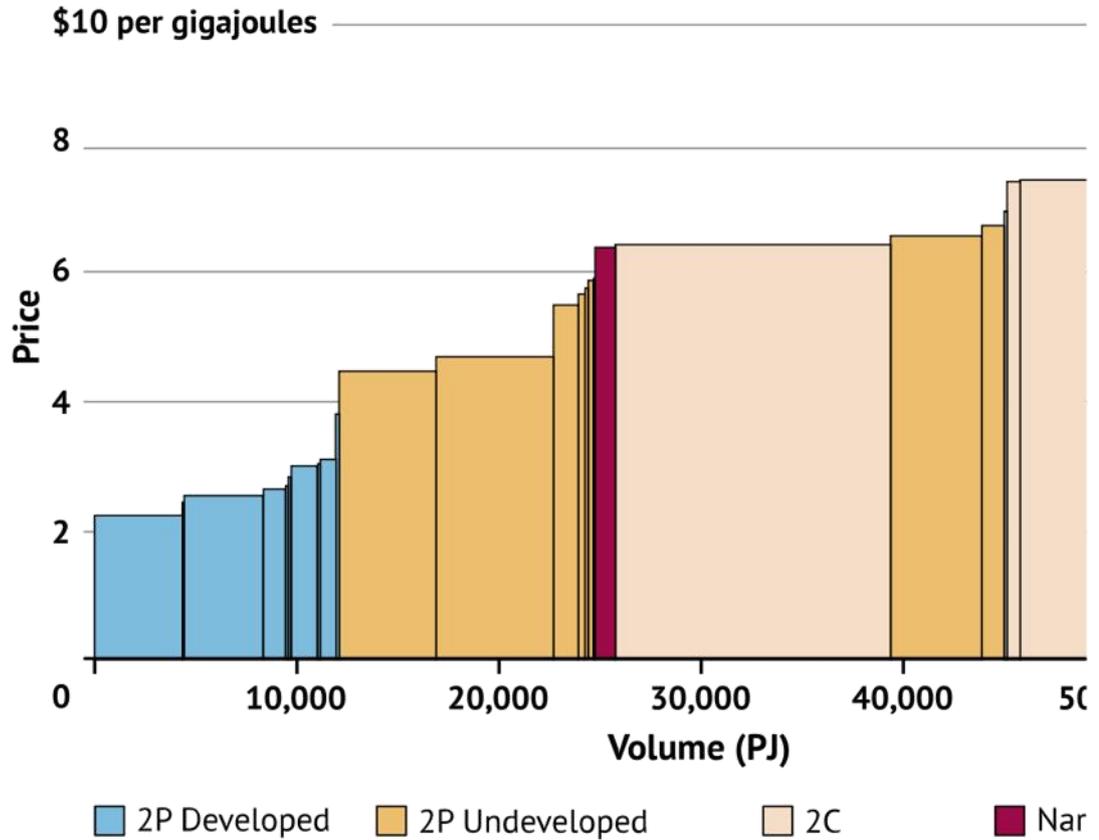
Mr Bethune described the project as "critical ... if it doesn't go ahead the [gas] price will go back up".

Remaining hurdles include securing investment and approvals for a gas pipeline to take the Narrabri gas to market, and also possible legal challenges.



Gas curve

2P is "proven plus probable" reserves, while 2C is a best estimate of contingent reserves.



Source: AEMO/Santos

[The Australia Institute has pointed out](#) modelling for that figure was from Santos itself. Previous AEMO estimates put the cost at \$7.28-\$9.36 per gigajoule.

By contrast, the Australian Competition & Consumer Commission is predicting gas prices to average \$5.63 per gigajoule in 2021.



NEWS

Narrabri gas project approval angers farmers, but business groups, Santos rejoice

ABC New England / By Caitlin Furlong

Posted Thu 1 Oct 2020 at 2:42pm



With conditional approval for its project granted, a lot more Santos coal seam gas rigs like this one are likely to be appear in the Pilliga. (ABC News)

The New South Wales Independent Planning Commission's (IPC) decision to conditionally approve the \$36 billion Narrabri gas project has been met with passionate reactions on both sides.

A large number of concerns were raised about the potential effects of the project on the groundwater supply for nearby farmers, but the IPC said Santos's modelling was fit for purpose.

For Coonamble farmer Don McKenzie, however, the decision was a slap in the face.

"The biggest concern we have is for our water — the last three years we've had this horrific drought," he said.

"The only water we've had has been water from the Great Artesian Basin, and once it's gone, it's gone forever.

"There's no fixing it — in Queensland, the Coal Seam Gas industry has destroyed up to 570 bores and the numbers are rising."

Key points:

- Farmers and action groups, with the support of their state MP, are vowing to fight the Narrabri gas project
- Santos has continued to say the project, which has just been conditionally approved, will have a negligible environmental impact
- Not all community members are opposed, however, and a business group says the plan will have significant economic benefits

The Member for Barwon, Roy Butler, said he too was worried about the impact on the water supply.

"Essentially you've got to punch holes through the good aquifers – through the good water – to get to the coal seams," he said.

"If something goes wrong that far underground, all the assurances and all the promises in the world won't fix the problem."



Mr Butler says the risks associated with the project are worryingly high. (Facebook: Roy Butler MP)

Judy Summers, from the Knitting Nannas, said many groups opposed to the decision would continue to fight it.

"There's a lot of angry people in this state," she said.

"I for one, and a number of the other Knitting Nannas, are willing to go out there and get arrested to do whatever it takes to stop it from going ahead."

While environmental concerns have featured heavily in the debate over the project, many in favour cite the economic boost the project will bring.

Regional Development Australia chief executive Brad Cam said the project would have flow-on benefits.

"The multiplying effect for employment is always enormous for a project like this," he said.

"Businesses right across the region are going to benefit from this project."

"I'm hoping this will actually stimulate new businesses to actually set up in regional towns like Narrabri, Gilgandra and Dubbo."

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Narrabri-based contractor Glen Lean said the project would make Narrabri one of the most important hubs in rural Australia.

"I think most people are in favour of it," he said.

"I can see the benefits of the gas and everything it brings to town — there will be a lot of opportunities.

"It'll drought-proof Narrabri and the entire district."



Santos chief executive Kevin Gallagher has repeatedly tried to assure the community that the project will have minimal environmental impact. (ABC News: Mitchell Woolnough)

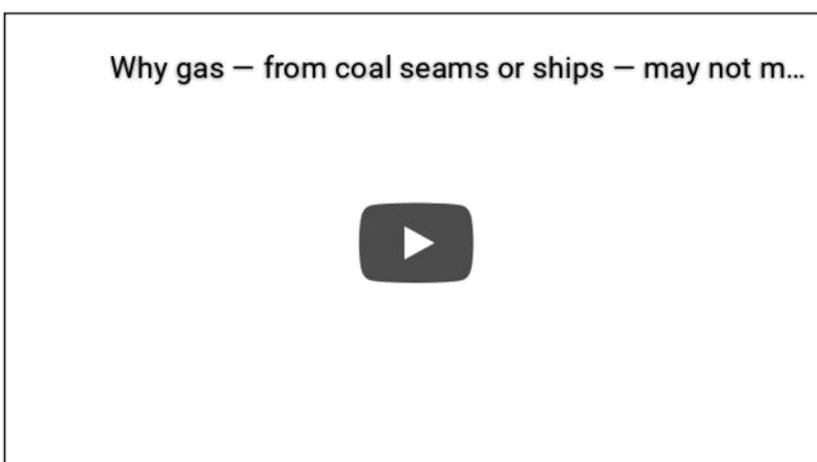
Santos touts 'strong track record'

The proposal for 850 coal seam gas wells in the Pilliga are is expected to supply up to half of NSW's gas needs.

Santos chief executive and managing director Kevin Gallagher offered reassurances to those concerned about the potential environmental impacts.

"We've got a strong track record in Queensland and continue to go from strength to strength on those developments," he said.

"We believe that over time we will build the same presence and reputation in the Narrabri region."



YOUTUBE: Farmers fight Narrabri gas project

14 CONFIDENTIAL MATTERS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

- 14.1 Closed (Public Excluded) Council Meeting of the Coonamble Shire Council - 9 September 2020**

15 CONCLUSION OF THE MEETING