



BUSINESS PAPER

Ordinary Council Meeting Wednesday, 16 June 2021

Date: Wednesday, 16 June 2021

Time: 10.00am

**Location: Shire Chamber
Coonamble**

Pre-Meeting Session: Kindly note that a Pre-Meeting Session will be held at 9:00am in the Council Chamber to allow for questions from Councillors to be asked regarding items included with the Business paper – in order to ensure clarity and an informed decision-making process. Councillors are also encouraged to make contact with the General manager or the applicable Executive Leader before the Council Meeting to clarify any questions that you may have.

**Hein Basson
General Manager**

Notice is hereby given that an Ordinary Meeting of Council will be held in the Shire Chamber, Coonamble on Wednesday, 16 June 2021 at 10.00am.

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1 OPENING MEETING

The meeting is being livestreamed and/or recorded for on-demand viewing via Council's website and a person's image and/or voice may be broadcast;

- Attendance at the meeting is to be taken as consent by a person to their image and /or voice being webcast (time will be allowed by the Chairperson for people to leave the meeting before it starts);
- All speakers should refrain from making any defamatory comments or releasing any personal information about another individual without their consent;
- Council accepts no liability for any damage that may result from defamatory comments made by persons attending the meetings – all liability will rest with the individual who made the comments;
- The recording will be available on Council's website for a minimum of 12 months and retained as a Council record;
- Individuals acting in a disorderly manner can be asked by the Chairperson to leave the meeting under the Council's Code of Meeting Practice;
- The meeting must not be recorded by others without the prior written consent of the Council in accordance with the Council's Code of Meeting Practice.

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, 12 May 2021 be confirmed as a correct record of the proceedings of the meeting.



MINUTES

**Ordinary Council Meeting
Wednesday, 12 May 2021**

**MINUTES OF COONAMBLE SHIRE COUNCIL
ORDINARY AT THE SHIRE CHAMBER, COONAMBLE
HELD ON WEDNESDAY, 12 MAY 2021 AT 10.00AM**

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), Noreen Vu (Executive Leader - Environment, Strategic Planning & Community), Pip Goldsmith (Manager of Economic Development & Growth), Marina Colwell (Executive Support Officer)

1 OPENING MEETING

The Mayor opened the meeting at 10.07 am, advising the attendees of the following:

- The meeting is being livestreamed and/or recorded for on-demand viewing via Council's website and a person's image and/or voice may be broadcast;
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- All speakers should refrain from making any defamatory comments or releasing any personal information about another individual without their consent;
- Council accepts no liability for any damage that may result from defamatory comments made by persons attending the meetings – all liability will rest with the individual who made the comments;
- The recording will be available on Council's website for a minimum of 12 months and retained as a Council record;
- Individuals acting in a disorderly manner can be asked by the Chairperson to leave the meeting under the Council's Code of Meeting Practice;
- The meeting must not be recorded by others without the prior written consent of the Council in accordance with the Council's Code of Meeting Practice.

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 2021/80**

Moved: Cr Pat Cullen

Seconded: Cr Robert Thomas

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 14 April 2021 be confirmed as a correct record of the proceedings of the meeting, with the correction of Resolution 2021/54 to read as follows:

That the amount of \$12,000 provided in the 2020/21 Operational Plan and Budget for the purpose of Council sponsoring the Coonamble Rodeo Association's upcoming event, together with an amount of \$3,000 from unexpended funds provided in the Mayor's Donations Vote, be made available to the Rodeo Association to specifically help with covering the costs associated with the filming of the 2021 event for broadcasting on Channel 7mate, which will benefit the Coonamble local government area from a marketing and promotional perspective by capturing a national audience.

CARRIED

7 DISCLOSURES OF CONFLICTS OF INTEREST

Cr Deans informed the meeting that she has a non-pecuniary conflict of interest regarding Item 10.6 Economic Development & Growth – Progress Report and Item 10.15 Environment & Strategic Planning Progress Report regarding the Inland Rail Project, a potential farm-stay operation and the Ralston Quarry Development Application. Cr Deans stated that her farming business is involved with grain production, her property is potentially affected by the proposed route of the Inland Rail Project, and will potentially be used as a farm-stay offer. She indicated that she will remain in the room, contributing to discussions and voting on the items.

Cr Karanouh informed the meeting that he has pecuniary conflict of interest regarding Item 10.15 Environment & Strategic Planning Progress Report (Public Health – Food Premise Inspections Waiver) as the owner and operator of a food shop in Coonamble. He indicated that he will leave the room, not participating in any discussions or voting on the item.

8 MAYORAL MINUTE**MAYORAL MINUTE****RESOLUTION 2021/81**

Moved: Cr Bill Fisher

Seconded: Cr Paul Wheelhouse

That Council notes the contents of the Mayor's activity report, including him inviting interested Councillors to join him and the General Manager attending the annual Australian Local Government Association's Conference that is to be held in Canberra on 20 to 23 June 2021.

CARRIED

Councillors Deans, Cullen and Fisher indicated that one of them may be able to attend, and that they will be in touch with the administration in order for the necessary arrangements to be made.

MOTION**RESOLUTION 2021/82**

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

That Council repairs the dangerous laybacks of the entrances in front of the Towri Units at the northern end of Castlereagh Street, without setting a precedent because it is a community managed facility with access to limited financial resources.

The Mayor called for a division, the outcome of which was as follows:

In Favour: Crs Ahmad Karanouh, Paul Wheelhouse and Pat Cullen

Against: Crs Karen Churchill, Barbara Deans, Bill Fisher and Robert Thomas

LOST 3/4

MOTION**RESOLUTION 2021/83**

Moved: Cr Karen Churchill

Seconded: Cr Barbara Deans

That Council requests the Executive Leader Infrastructure to prepare a report for the June 2021 Meeting on the estimated costs involved with repairing the laybacks of the entrances in front of the Towri Units at the end of Castlereagh Street, FURTHER, that the Towri Units' management committee be approached about the possibility of them making a financial contribution to such repairs.

CARRIED

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

SECTION B - MATTERS FOR INFORMATION ONLY

9 COMMITTEE REPORTS

NIL.

10 REPORTS TO COUNCIL

10.1 STATUS REPORT REGARDING COUNCILLOR ENQUIRIES

RESOLUTION 2021/84

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

That Council notes the information in this report.

CARRIED

10.2 COMMUNITY CONSULTATION SESSION POLICY - REVIEW

RESOLUTION 2021/85

Moved: Cr Karen Churchill

Seconded: Cr Paul Wheelhouse

- 1. That Council notes the contents of this report.**
- 2. That Council formally adopts the revised Community Consultation Session Policy attached to this report, and authorises the necessary adjustment to be made to its Code of Meeting Practice, in order for this consultation policy and mentioned meeting code to be consistent in all respects.**

CARRIED

10.3 FRAUD AND CORRUPTION CONTROL POLICY**RESOLUTION 2021/86**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

- 1. That Council places the draft Fraud and Corruption and Control Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting suggestions from the community.**
- 2. That Council requests the General Manager to present a further report, together with all suggestions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Fraud and Corruption and Control Policy (with or without changes) at its June 2021 Ordinary Meeting.**

CARRIED

10.4 REVIEW OF SOCIAL MEDIA POLICY**RESOLUTION 2021/87**

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

- 1. That Council places the draft Social Media 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 Manager Economic Development & Growth 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 Social Media Policy (with or without changes) at its June 2021 Ordinary Meeting.**

CARRIED

10.5 WORKPLACE INJURY MANAGEMENT REPORT**RESOLUTION 2021/88**

Moved: Cr Pat Cullen

Seconded: Cr Bill Fisher

That Council notes the contents of the monthly Workplace Injury Management report for its information.

CARRIED

10.6 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT

RESOLUTION 2021/89

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

That Council notes the contents of this report.

CARRIED

10.7 STATUS OF INVESTMENTS - APRIL 2021

RESOLUTION 2021/90

Moved: Cr Bill Fisher

Seconded: Cr Robert Thomas

That Council notes the list of investments as at 27 April 2021 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

10.8 RATES AND CHARGES COLLECTIONS - APRIL 2021

RESOLUTION 2021/91

Moved: Cr Paul Wheelhouse

Seconded: Cr Barbara Deans

That Council notes the information provided in the report.

CARRIED

10.9 QUARTERLY BUDGET REVIEW - MARCH 2021**RESOLUTION 2021/92**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

- 1. That Council approves the variations to votes as listed in the budget review documents distributed under separate cover.**
- 2. That Council notes, in the opinion of the Responsible Accounting Officer based on the information as presented in the March Budget review; that Council will be in a satisfactory financial position as at 30 June 2021.**
- 3. That Council notes the position of Council's estimated restricted (reserve) funds as at 31 March.**

CARRIED

10.10 ADOPTION OF DRAFT OPERATIONAL PLAN 2021/22 FOR PUBLIC EXHIBITION

RESOLUTION 2021/93

Moved: Cr Bill Fisher

Seconded: Cr Paul Wheelhouse

1. That Council authorises the draft Operational Plan 2021/22, and hereby makes, fixes, and levies the expenditure amounts set out in the Draft 2021/22 Operational Plan and Budget, in annexure under separate cover to the Business Paper, for public exhibition in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 13 May 2021, with a submission closing date of Thursday, 10 June 2021.
2. That Council advertises the draft Operational Plan 2021/22 in the Coonamble Times, on its website and Facebook pages and displays the relevant documents on Council's Website, as well as making hard copies available to members of the public who request same.
3. That, in accordance with the provisions of Section 535 of the *Local Government Act 1993* (NSW), Council makes, fixes, and levies the Rates and Charges for the 2020/21 financial year, and authorises same for public exhibition as part of the Council's Draft 2021/22 Operational Plan and Budget, in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 13 May 2021, with a submission closing date of Thursday, 10 June 2021:

Residential – Coonamble:

A Residential – Coonamble rate of 1.5713 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$490.00 per annum;

Residential – Gulargambone:

A Residential – Gulargambone rate of 1.2800 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$490.00 per annum;

Residential – Village:

A Residential – Village rate of 1.2800 cents in the dollar on the current land values of all rateable land in the village of Quambone, with a minimum rate of \$480.00 per annum;

Farmland:

A Farmland rate of 0.296 cents in the dollar on the current land values of all rateable land in the Local Government Area being farmland, with a minimum rate of \$390.00 per annum;

Small Rural Holdings:

A Small Rural Holding rate of 0.8400 cents in the dollar on the current land values of all rateable land in the Local Government Area being small rural holdings, with a minimum rate of \$510.00 per annum;

Rural Residential:

A Rural Residential rate of 0.7300 cents in the dollar on the current land values of all rateable land in the Local Government Area being rural residential, with a minimum rate of \$480.00 per annum;

Business:

A Business rate of 2.3600 cents in the dollar on the current land values of all rateable land in the Local Government Area being Business, with a minimum rate of \$540.00 per annum.

4. That the Schedule of Fees and Charges for the 2021/22 financial year be made, fixed, and charged by Council and authorised for public exhibition as part of the Council's Draft 2021/22 Operational Plan and Budget in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 13 May 2021, with a submission closing date of Thursday, 10 June 2021.
5. That Council makes, fixes, and levies the amounts contained within the Water Supply Charge Schedule for the 2021/22 financial year, and that same be authorised by Council for public exhibition as part of its Draft 2021/22 Operational Plan and Budget, in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 13 May 2021, with a submission closing date of Thursday, 10 June 2021. FURTHER, that Council makes, fixes, and levies the following charges in accordance with the provisions of Section 552 and Section 501(1) and Section 502 of the *Local Government Act 1993* on such land which water is connected or able to be connected to for the year ending June 2022:

| Town/Village | Access Charge (\$20mm) | Usage Charge – 1st Tier (c/kl) | 2nd Tier Pricing Limit (kl) | Usage Charge 2nd Tier (c/kl) |
|--------------|------------------------|--------------------------------|-----------------------------|------------------------------|
| Coonamble | 360 | 115 | 450 | 185 |
| Gulargambone | 470 | 110 | 450 | 170 |
| Quambone | 470 | 125 | 430 | 210 |

The Access Charges as above are for 20mm services, the charges below allow for the size of the water meters as required by best practice pricing. The resulting charges are shown in the table following:

| Item | Coonamble (\$) | Gulargambone (\$) | Quambone (\$) |
|----------------------------|----------------|-------------------|---------------|
| Access charge (20mm meter) | 360 | 470 | 470 |
| Access charge (25mm meter) | 565 | 738 | 738 |
| Access charge (40mm) | 1,440 | 1,880 | 1,880 |

| | | | |
|-----------------------------|-------|--------|--------|
| meter) | | | |
| Access charge (50mm meter) | 2,250 | 2,938 | 2,938 |
| Access charge (75mm meter) | 5,062 | 6,608 | 6,608 |
| Access charge (100mm meter) | 9,000 | 11,750 | 11,750 |

6. That the Sewer Supply Charge Schedule for the 2021/22 financial year be approved by Council for public exhibition as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 13 May 2021, with a submission closing date of Thursday, 10 June 2021. FURTHER, that Council makes, fixes and levies the following charges in accordance with the provisions of Section 501(1), Section 502 and Section 552 of the *Local Government Act 1993* on such land which sewer is connected or able to be connected to for the year ending June 2022.

Residential Sewerage – Coonamble

Sewerage availability charge of \$615.00 per annum per assessment.

Residential Sewerage – Gulargambone

Sewerage availability charge of \$810.00 per annum per assessment.

Sewerage – Coonamble Flats

Sewerage availability charge of \$520.00 per annum per unit.

Sewerage – Gulargambone Flats

Sewerage availability charge of \$735.00 per annum per unit.

Non-residential Sewerage - Coonamble

Sewer charge for Non-residential Sewerage – Coonamble is not less than a minimum charge of \$615.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water consumption. The treatment charge to be applied is 173 cents per kilolitre.

Non-residential Sewerage - Gulargambone

Sewer charge for Non-residential Sewerage – Gulargambone is not less than a minimum charge of \$810.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water consumption. The treatment charge to be applied is 173 cents per kilolitre.

7. That the Waste Collection Service Schedule for the 2021/22 financial year be approved by Council for public exhibition as part of the Council's Draft 2021/22 Operational Plan and Budget in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 13 May 2021, with a submission closing date of Thursday, 10 June 2021. FURTHER, that Council makes, fixes and levies the following charges in

accordance with the provisions of Section 496 and Section 502 of the *Local Government Act 1993* for the Waste Collection Services (with the understanding that one (1) Waste Collection Service entitles a property owner to a 240-litre weekly garbage service per assessment – unless otherwise indicated):

| Particulars | 2021/2022 Charge per annum (\$) |
|---|---------------------------------|
| Domestic – Coonamble Occupied | 280.00 |
| Domestic Coonamble – additional Service (per additional service) | 140.00 |
| Commercial – Coonamble Occupied | 280.00 |
| Commercial Coonamble – additional Service (per additional service) | 140.00 |
| Domestic – Gulargambone Occupied | 365.00 |
| Domestic Gulargambone – additional Service (per additional service) | 140.00 |
| Commercial – Gulargambone Occupied | 365.00 |
| Commercial Coonamble – additional Service (per additional service) | 140.00 |
| Domestic – Quambone Occupied | 315.00 |
| Domestic Coonamble – additional Service (per additional service) | 140.00 |
| Commercial – Quambone Occupied | 315.00 |
| Commercial Quambone – additional Service (per additional service) | 140.00 |
| Coonamble/Vacant Land – within scavenging area | 48.00 |
| Gulargambone/ Vacant Land – within scavenging area | 48.00 |
| Quambone/Vacant Land – within scavenging area | 48.00 |

8. That Council, in accordance with the provisions of Section 566(3) of the *Local Government Act 1993*, determines that the extra interest charges on

overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2022. The rate for the 2021/22 financial year is 6.0% per annum (7.00% for 2020/21).

9. 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 consideration and adoption of the final 2021/22 Operational Plan and Budget at its Ordinary Meeting in June 2021.
10. That Council, in accordance with the provisions of Section 405(6) of the *Local Government Act 1993*, places a copy of its adopted Operational Plan on its website within 28 days of it being formally adopted at the June 2021 Ordinary Meeting.

CARRIED

MOTION

Moved: Cr Karen Churchill

Seconded: Cr Paul Wheelhouse

That Council removes the \$300,000 provided in the Capital Budget of the draft Operational Plan 2021/22 for purposes of the Coonamble Mineral Spa Design and Development costs and allocates this amount to the relevant reserve fund that had been created for this development for potential future usage.

LOST

MOTION

Moved: Cr Paul Wheelhouse

That Council removes the \$300,000 provided in the Capital Budget of the draft Operational Plan 2021/22 for purposes of the Coonamble CBD – Skillman's Lane and CBD Precinct Upgrades.

For want of a seconder, the motion **LAPSED**

It was noted by the meeting that there is concern with the design for the future upgrade of the Coonamble CBD-precinct that too much emphasis is being or will be placed on the development of Skillman's Lane – to the potential detriment of the rest of the main street. With the supermarket development not going ahead in the former Mac's Dry Cleaners building and adjacent premises, the closing of this mentioned lane for vehicular traffic and the development of the car park at the back of the main street have become less important. It was acknowledged that proper access to the public toilets in the car park area remains to be a priority, including for pedestrians.

RESOLUTION 2021/94

Moved: Cr Paul Wheelhouse

Seconded: Cr Bill Fisher

That the allocated funds for the creation of Staff Housing in the Capital Budget

of the draft Operational Plan 2021/2022 be restricted to the applicable reserve fund created for this particular purpose.

CARRIED

10.11 INFORMATION UPDATE ON RURAL FIRE SERVICES SHED

RESOLUTION 2021/95

Moved: Cr Barbara Deans

Seconded: Cr Robert Thomas

- 1. That Council notes the information contained in this report.**
- 2. That Council requests the Executive Leader of Corporate and Sustainability to make the necessary arrangements to call for expression of interest for the disposal of the “old” Coonamble Rural Fire Brigade, and for a report to be brought back for Council’s consideration.**

CARRIED

10.12 URBAN SERVICES - WORKS IN PROGRESS

RESOLUTION 2021/96

Moved: Cr Paul Wheelhouse

Seconded: Cr Barbara Deans

That Council notes the information in this report.

CARRIED

10.13 SALEYARDS REPORT

RESOLUTION 2021/97

Moved: Cr Paul Wheelhouse

Seconded: Cr Bill Fisher

That Council notes the information provided in this report.

CARRIED

At 11.48 am, Council adjourned for morning tea and resumed the meeting at 12.15 pm.

The acting Manager of Roads, Mr Ian Dinham, joined the meeting.

10.14 COMMUNITY SERVICE PROGRESS REPORT**RESOLUTION 2021/98**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

That Council notes the information contained in this report.

CARRIED

Cr Karanouh vacated the Chair and left the room, not participating in any of the discussions or voting on the item. Cr Wheelhouse took the Chair in the absence of Cr Karanouh.

10.15 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**RESOLUTION 2021/99**

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

- 1. That Council notes the contents of this report.**
- 2. That Council, pursuant to the provisions of Section 610E of the *Local Government Act 1993*, waives the applicable advertised fee for all food premise inspections for the 2021-2022 period for the initial inspection of \$161.00 due to the effect that Covid-19 and the recent mouse plague have had on businesses operating within this market segment.**
- 3. That Council requests the Executive Leader Environment, Strategic Planning and Community to write to all food premise retailers, advising them of the proposed waiver, as well as to publicly advertise Council's intent for a period of 28 days.**
- 4. That Council approves the nomination received from Ms Alanna McHugh as the community member to represent Council on the Western Regional Joint Planning Panel.**

CARRIED

Cr Karanouh resumes his position as Chair.

10.16 ROAD LEASE

RESOLUTION 2021/100

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

1. That Council consults with all other adjoining land holders regarding the possible lease of the road reserve at the western end of SR65, Gadsens Lane.
2. That, if no objections are received from the adjoining landowners, Council advertises for expressions of interest for a lease over the above-mentioned area and a report be brought back to Council regarding the responses received to the advertisement.

CARRIED

10.17 CARE AND CONTROL OF COUNCIL ROAD ASSETS

RESOLUTION 2021/101

Moved: Cr Bill Fisher

Seconded: Cr Paul Wheelhouse

That Council notes the potential strategies for care and control of its road assets as outlined in this report and further investigates as a next step, in conjunction with Council's Roads Committee, the potential and benefits of a local "self-help" program for rural road users and ratepayers.

CARRIED

MOTION

Moved: Cr Paul Wheelhouse

Seconded: Cr Robert Thomas

That Council joins the North West Weight of Loads Group as from 1 July 2021.

In Favour: Cr Karen Churchill

Against: Crs Ahmad Karanouh, Paul Wheelhouse, Pat Cullen, Barbara Deans, Bill Fisher and Robert Thomas

LOST 1/6

10.18 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS

RESOLUTION 2021/102

Moved: Cr Paul Wheelhouse

Seconded: Cr Pat Cullen

That Council notes the information in this report.

CARRIED

11 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS

NIL.

12 CONFIDENTIAL MATTERS

RESOLUTION 2021/103

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:

12.1 DEVELOPMENT CONTROL ORDER (GENERAL ORDER) 81-83 CASTLEREAGH STREET

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

RESOLUTION 2021/104

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

12.1 DEVELOPMENT CONTROL ORDER (GENERAL ORDER) 81-83 CASTLEREAGH STREET

RECOMMENDATION

- 1. That Council notes the information in this report.**
- 2. That Council resolves not to take any further action for the time being.**

CARRIED

RESOLUTION 2021/105

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

That Council moves out of Closed Council into Open Council.

CARRIED

MOTION

RESOLUTION 2021/106

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

That Council adopts in Open Council the resolution passed in Closed Council (Resolution 2021/103).

CARRIED

13 CONCLUSION OF THE MEETING

The Meeting closed at 1.26pm.

The minutes of this meeting were confirmed at the Council held on 16 June 2021.

.....
CHAIRPERSON

7 DISCLOSURES OF CONFLICTS OF INTEREST

8 MAYORAL MINUTE

MAYORAL MINUTE

File Number: M3

Author: Marina Colwell, Executive Support Officer

Authoriser: Hein Basson, General Manager

Annexures: 1. ALGA - National General Assembly

Mayor's Activities Report

I have pleasure in reporting to Council my activities in the role of Mayor since the May 2021 Meeting.

- **Country Mayors Association:** On Friday 28 May, I attended the Country Mayors Association Meeting held in Sydney. This was an opportunity for our Local Government Area (LGA) to be represented and to be able to return with the outcomes and recommendations from the meeting.

- Cr Linda Scott, President, LGNSW

Cr Scott outlined the current situation regarding the Emergency Services Levy that was passed by both Houses of Parliament allowing the levy to be shown as a separate item on the rate notice and not be part of the allowable rate increase and the notice forwarded to councils by the Office of Local Government telling councils not to act on the legislation. The following resolution was subsequently passed by the Country Mayors Association:

RESOLVED

- (1) That the Country Mayors Association make representations to the State Government to reconsider their decision not to pay to the Environmental Services Levy or have it separated on the rate notice as councils are conflicted as Parliament has legislated the changes, but the Office of Local Government are advising councils not to act on the legislative change.
- (2) That until the matter is resolved member councils are asked to consider not paying the increased levy

(Tenterfield Shire Council / Moree Plains Shire Council).

- **Australian Local Government Association (ALGA) – National General Assembly (NGA):**

Cr Fisher and I will travel to Canberra later this month to attend this year's ALGA 27th National General Assembly. Australia's 537 Councils provide direct employment of almost 200,000 people; they play a critical role in facilitating, establishing, and growing local businesses and economies partnering with the States and Commonwealth in infrastructure and job-creation programs. The NGA is a unique opportunity to send a powerful message to the Australian Government that financial support, particularly the Financial Assistance Grants provided by the Commonwealth Government, is essential

for councils and their communities and need to be revisited as far as the annual budget allocation is concerned.

- **Pave the Way to Gular Arts Festival** – On Saturday 12 June, I attended this Festival in Gulargambone and officially opened the event. The committee did a great job organising and promoting the occasion, with a large crowd visiting the town and enjoying the festivities.
- **Coonamble Rodeo and Campdraft** – Coonamble hosted again a great weekend of rodeo and campdrafting, with many travellers and competitors enjoying the event and even though it was cold, there was a good crowd. The committee was happy with the competitor numbers this year, following the event being cancelled in 2020 due to Covid-19 restrictions.

MOTION:

That Council notes the contents of the Mayoral Minute.



AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

27th National General Assembly

20—23 June 2021
CANBERRA

WORKING TOGETHER
FOR OUR COMMUNITIES

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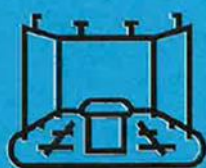


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President Welcome

National General Assembly
20 - 23 June 2021



Friends,

I am so excited to invite you to the 2021 National General Assembly of Local Government (NGA) at the National Convention Centre in Canberra, to be held from 20 to 23 June.

As President of Australian Local Government Association (ALGA), I am proud to be convening the 27th NGA. Frankly, it has never been held at a more important time in Australia's recent history.

COVID-19 cut a swathe through our communities in 2020, but it is with a sense of having prevailed as a nation that ALGA is planning a forward-looking 2021 NGA. And that future is about jobs, and the work local government is doing to drive a locally led recovery from COVID.

Australia's 537 councils provide direct employment for almost 200,000 people and expend about \$40 billion purchasing goods and services each year, supporting thousands of small and medium sized business enterprises.

We play a critical role in facilitating, establishing, and growing local businesses and economies, not only through their services and networks but in partnership with the states and Commonwealth in infrastructure and job-creation programs.

We cannot forget, however, that local government's ability to support communities going forward has been adversely impacted by drought, bushfires, COVID and floods. Our capacity to generate own-source income has been diminished, and financial reserves have taken a hit.

The NGA is a unique opportunity to send a powerful message to the Australian Government that financial support, particularly the Financial Assistance Grants provided by the Commonwealth, is essential for councils and their communities.

It is our chance to make the case for local government's inclusion in National Cabinet as First Ministers refocus on job creation and economic growth.

Your attendance sends a powerful message to the Australian Government that Local Government is strong, purposeful and can be trusted to partner in the delivery of government services and infrastructure on the ground. A partnership that will help to deliver national goals and local opportunities.

I am also pleased to invite you to attend the Regional Forum, which provides an opportunity for delegates with a specific interest in regional affairs to gain a deeper understanding of common issues.

It's a forum to hear from experts, to share experiences, to listen, and network.

By June, the Australian Government will have brought down the Federal Budget and in all likelihood, attention will begin to turn to the next Federal election.

The 27th session of the NGA has never been more important. This is Local Government's time. We know our communities. We know the challenges they have faced, and we know what is needed to go forward.

Join me and your fellow Mayors and Councillors at this year's NGA and help us shape the recovery.

Linda Scott

Councillor Linda Scott
ALGA President

NGA21

WORKING TOGETHER FOR OUR COMMUNITIES

Key Dates:

Early Bird Registration
on or before Friday 21 May 2021

Standard Registration
on or before Friday 4 June 2021

Late Registration
after Friday 4 June 2021

Register online for onsite
or virtually at
[NGA21.com.au](https://nga21.com.au)

Provisional Program

SUNDAY 20 JUNE

8.30am Registrations Open

5.00pm - 7.00pm Welcome Reception & Exhibition Opening

SALTO
inspired access

MONDAY 21 JUNE

8.00am Registrations Open

9.00am Opening Ceremony
Welcome to Country

9.20am ALGA President Opens the Assembly

9.30am Prime Minister Address (*invited*)
The Hon Scott Morrison MP

10.00am ALGA President Address
Cr Linda Scott, ALGA President

10.30am MORNING TEA

11.00am Keynote Address: All Politics is Local - The Context for the Next Federal Election
Peter Van Onselen, Political Editor, Network Ten and Professor of Politics and Public Policy, Griffith University

11.45am Debate on Motions

12.30pm LUNCH

1.30pm COVID - The Long Goodbye
Professor Mary-Louise McLaws, Epidemiologist, Hospital Infection and Infectious Diseases Control, UNSW
Professor Gigi Forster, School of Economics, UNSW
Professor Sanjaya Senanayake, Infectious Diseases Specialist, ANU

2.30pm Debate on Motions

3.30pm AFTERNOON TEA

MArthur 50
A proud past. A bright future.

4.00pm Debate on Motions

4.30pm Shadow Minister Address (*invited*)
The Hon Jason Clare MP, Shadow Minister for Regional Services, Territories and Local Government

5.00pm ALGA President Close

7.00pm - 11.00pm Networking Dinner
National Arboretum

University of South Australia



| TUESDAY 22 JUNE | |
|------------------|---|
| 9.00am | Keynote Address: Planning a Prosperous Future Danielle Wood, CEO, Grattan Institute |
| 9.45am | Panel of Mayors: Local Employment and Economic Stimulus Panelists TBC |
| 10.30am | MORNING TEA |
| 11.00am | Panel of Mayors: Locally Led - Better Futures Panelists TBC |
| 12.00pm | Launch of ALGA Federal Election Priorities |
| 12.30pm | LUNCH |
| 1.30pm | Concurrent Sessions <ul style="list-style-type: none"> • Actions on Climate - At Home and Around the World • Safer Communities • The Circular Economy and You |
| 3.00pm | AFTERNOON TEA |
| 3.30pm | Federal Local Government Minister Address (invited) The Hon Mark Coulton MP, Minister for Regional Health, Regional Communications and Local Government |
| 4.00pm | Keynote Address: Indigenous Voice |
| 5.00pm | Session Close |
| 7.00pm - 11.00pm | General Assembly Dinner Exhibition Park in Canberra (EPIC) |

| WEDNESDAY 23 JUNE | |
|-------------------|---|
| 9.00am | Keynote Address: Recovery and Resilience Commissioner Shane Fitzsimmons AFSM |
| 9.45am | Panel Discussion Recovery and Resilience Panelists TBC  |
| 10.30am | MORNING TEA |
| 11.00am | Resilience in a Digital World |
| 11.30am | Keynote Address: Leadership, Human Rights and Persistence Craig Foster AM, Human Rights and Refugee Ambassador |
| 12.15pm | ALGA President Closing Address |
| 12.30pm | LUNCH |



PROVISIONAL PROGRAM

| | |
|---------|--|
| 9.00AM | Registrations Open |
| 9.30AM | Welcome to Country |
| 9.40AM | ALGA President Opening Cr Linda Scott , President, Australian Local Government Association |
| 9.50AM | Keynote Address: Politics and the Bush Speaker TBC |
| 10.30AM | Keynote Address: Regional Awareness Kim Houghton , Chief Economist, Regional Australia Institute |
| 11.00AM | MORNING TEA |
| 11.30AM | Shadow Minister Address (<i>invited</i>) The Hon Jason Clare MP , Shadow Minister for Regional Services, Territories and Local Government |
| 12.00PM | Regional Health Challenges and Opportunities Professor David Perkins , Director, Centre for Rural and Remote Mental Health, University of Newcastle |
| 1.00PM | LUNCH |
| 2.00PM | Keynote Address: Regional Trends Speaker TBC |
| 2.30PM | Panel of Mayors: Communities that Thrive - Strategies for Success |
| 3.30PM | AFTERNOON TEA |
| 4.00PM | Federal Local Government Minister Address (<i>invited</i>) The Hon Mark Coulton MP , Minister for Regional Health, Regional Communications and Local Government |
| 4.20PM | Closing Remarks |

GENERAL INFORMATION

REGISTRATION FEES

Forum Only Registration
\$425

NGA Delegate Discount
Registration
\$225

Register Online Now:
regionalforum.com.au

Hard copy registration forms and PDF versions are
available by emailing confco@confco.com.au

Dress Code: Smart Casual

2021 Speakers



PETER VAN ONSELEN

Political Editor, Network Ten and Professor of Politics and Public Policy, Griffith University

Peter van Onselen is Network Ten's political editor and a contributing editor for The Australian, where he writes a weekly column. He is also a professor of political science and Foundation Chair of Journalism at the University of Western Australia, as well as a professor of politics and public policy at Griffith University.

Peter is a host on The Project and appears as a panelist on ABC Insiders. He has won Walkley and Logie awards for his broadcast journalism on Sky News where he worked for nearly ten years as a host, and a News Award for his feature and opinion writing in the Australia.

He is the author or editor of six books, including a biography of former Prime Minister John Howard, rated by the Wall Street Journal as the best biography of 2007. He has a PhD in political science and a masters of policy studies and a masters of commerce.



PROFESSOR MARY-LOUISE MCLAWS

Epidemiologist, Hospital Infection and Infectious Diseases Control, UNSW

Mary-Louise is a Professor of Epidemiology. Her COVID-19 related activities include: member of the World Health Organization Health Emergencies Program Advisory Panel for Infection Prevention and Control Preparedness, Readiness and Response to COVID-19 and is the Focal Point for the WHO Global Outbreak Alert and Response Network. Previously Mary-Louise a member of several other World Health Organization patient safety programs and a World Health Organization Advisor to China and Malaysia during the development of national infection surveillance. There were many lessons to be learnt from the response to the Severe Acute Respiratory Syndrome (SARS) outbreak and she reviewed the healthcare worker safety for the Hong Kong SARS designated hospital and with Beijing reviewed their response. She reviewed the Pandemic Influenza Infection Control Guidelines for healthcare workers on behalf of the then Federal Chief Medical Officer.

She enjoys capacity building infection control in low and middle income countries and research with her PhD students in Cambodia, China, Bangladesh, Mali, Indonesia, Iran, Viet Nam, Taiwan and Turkey.



CRAIG FOSTER AM

Human Rights and Refugee Ambassador

Craig Foster is a decorated former Captain of the Socceroos and broadcaster who is leading the way in sport and social justice as an Adjunct Professor with Torrens University.

Craig is a member of the Australian Multicultural Council and was recognized for his leadership of the #SaveHakeem campaign to free a young Bahraini from a Thai prison, his advocacy of inclusion and multiculturalism and anti-racism with an Order of Australia Medal in the 2021 Australia Day honors.



DANIELLE WOOD

CEO, Grattan Institute

Danielle is the CEO of the Grattan Institute. She believes in the power of public policy to make Australia a better place. Danielle has published extensively on economic reform priorities, budget policy, tax reform, generational inequality and reforming political institutions. She is a sought-after media commentator and speaker on policy issues.

Danielle previously worked at the ACCC, NERA Economic Consulting and the Productivity Commission. She holds an Honours degree in Economics from the University of Adelaide and Masters degrees in Economics and Competition Law, from the University of Melbourne.

Danielle is the National President of the Economic Society of Australia and co-founder and former Chair of the Women in Economics Network.

2021 Speakers



PROFESSOR SANJAYA SENANAYAKE

Infectious Diseases Specialist, ANU

Sanjaya is an Infectious Diseases Specialist dealing with patients in a hospital setting. Medicine has also given him the opportunity to diversify into media, writing and education as he loves to communicate and educate. This was the driving force behind two medical textbooks he wrote as well as writing a novel, "Chilli, Chicks and Heart Attacks: The Misadventures of an Intern" - a tale of medicine, migrants and mayhem. His enthusiasm and engaging manner have inadvertently resulted in a number of media interviews as a medical expert. Some of these included The Project, Ten's Breakfast show, the PM radio show about Ebola and Sunrise on the topic of "superbugs".

He has written a chapter on Infectious Diseases for the biennial publication from the Australian Institute of Health and Welfare: "Australia's Health". This is the official snapshot of the health of the nation, tabled at Parliament by the Federal Health Minister.

Sanjaya has a strong interest in the Public Health response to Communicable Diseases, as evidenced in his book, "Clinical Cases in Infectious Diseases: A Public Health Approach" (McGraw-Hill 2007) and his Masters of Applied Epidemiology from the ANU (2003-4).



PROFESSOR GIGI FORSTER

School of Economics, UNSW

Gigi Foster is a Professor with the School of Economics at the University of New South Wales Business School, having received her BA from Yale, majoring in Ethics, Politics, and Economics, and her PhD in Economics from the University of Maryland. Upon receiving her PhD she joined the University of South Australia's School of Commerce, and moved to Sydney in 2009 as a Senior Lecturer in UNSW's Australian School of Business. She has held several ARC Discovery Grants and authored more than 25 scholarly works, including the book (joint with Paul Frijters) An Economic Theory of Greed, Love, Groups, and Networks, published in 2013 by Cambridge University Press. Gigi is active in the Australian media, particularly in regard to matters of education policy and economic thought and has served the profession in a variety of roles such as ARC Expert Assessor and National Economics Learning Standards Working Party member.



SHANE FITZSIMMONS AFSM

Commissioner, Resilience NSW

In the terrifying 2019/20 bushfire season, Australians were reassured by the exemplary leadership and empathetic presence of then NSW Fire Commissioner Shane Fitzsimmons.

Shane began as a volunteer with NSW RFS in 1985, in the footsteps of his father George – a full-time firefighter who was tragically killed in an out-of-control hazard reduction burn in 2000.

In 1994, Shane joined the NSW RFS full-time, working in a range of leadership positions before being endorsed as the organisation's commissioner in 2007 – a role he held for 12 years.

In 2019/20, Shane guided a state-wide response including a 74,000-strong crew of mostly volunteers through one of Australia's worst fire seasons. Working long hours, he informed and calmed the public in daily press conferences, liaised with government leaders and provided comfort to colleagues and family members of firefighters who lost their lives in service to others.

In April 2020, Shane was appointed leader of the new disaster management and recovery agency, Resilience NSW.



HON SCOTT MORRISON MP

Prime Minister of Australia

Scott Morrison was sworn in as Prime Minister of Australia on 24 August 2018.

Prior to becoming Prime Minister, Scott Morrison was Federal Treasurer. His achievements as Treasurer include:

- Record jobs growth
- Delivering tax relief for families and small businesses
- Reducing the deficit
- Getting debt under control
- Ensuring multinationals pay their fair share of tax
- The Prime Minister says the achievement he is most proud of is the more than 100,000 jobs that were created for young people during 2017-18. This is the best result on record.

As Minister for Immigration and Border Protection, Scott Morrison successfully stopped the boats. This stopped the deaths at sea that had been occurring over the previous six years under Labor. Stopping the boats meant that, the Government could close 19 detention centres and remove all children from detention and from Nauru.

As Social Services Minister, Scott reduced abuse of the welfare system and put Australia's social safety net on a more sustainable footing.

Throughout his career in government and in the private sector, Scott Morrison has established a reputation as someone who listens to people and solves difficult policy problems.

Scott Morrison is from the Sutherland Shire in Sydney's south. He has represented his local community in Parliament for over 11 years.

2021 Speakers



HON MARK COULTON MP

Minister for Regional Health, Regional Communications and Local Government

Mark was first elected to the House of Representatives for the seat of Parkes, New South Wales, in 2007. He has since been reelected in 2010, 2013, 2016 and 2019.

In January 2020, Mark was appointed to the Coalition Government Ministry by Prime Minister Scott Morrison as the Minister for Regional Health, Regional Communications and Local Government, and was officially sworn-in on 29 May 2019. From March 2018 to May 2019, Mark was the Assistant Minister for Trade, Tourism and Investment.

During his time in the Federal Parliament, Mark has also held the positions of Deputy Speaker of the House of Representatives, National Party's Chief Whip, Shadow Parliamentary Secretary for Ageing and the Voluntary Sector, Shadow Parliamentary Secretary for Water and Conservation and Shadow Parliamentary Secretary for Regional Development and Emerging Trade Markets.

Prior to his election to the House of Representatives, Mark was the Mayor of Gwydir Shire Council from 2004 until 2007. Mark has an extensive agricultural background having spent 30 years as a farmer and grazier. Mark and his wife Robyn owned and operated a mixed farming system growing cereal crops and running beef cattle. As the Federal Member for Parkes, Mark represents one of the largest Aboriginal populations in the Australian Parliament.



HON JASON CLARE MP

Shadow Minister for Regional Services, Territories and Local Government

Jason was born and raised in western Sydney where he attended Cabramatta Public School and Canley Vale High School before graduating with a Bachelor of Arts (Honours) and a Bachelor of Laws from the University of New South Wales.

In June 2019, Jason was appointed Shadow Minister for Regional Services, Territories and Local Government and Shadow Minister for Housing and Homelessness.

He joined the Australian Labor Party because of its commitment to improving the lives of working Australians, particularly through education.

Jason is the Patron of Care Leavers Australia Network (CLAN), the Bankstown Youth Development Service (BYDS), the Bankstown Sports Club and the Bankstown RSL.

General Registration

| GENERAL ASSEMBLY REGISTRATION FEES | | INCLUSIONS |
|--|------------|---|
| Registration Fees — Early Bird Payment received by Friday 21 May 2021 | \$989.00 | <ul style="list-style-type: none"> — Attendance at all General Assembly sessions — Morning tea, lunch and afternoon tea as per the General Assembly program — One ticket to the Welcome Drinks, Sunday — General Assembly satchel and materials |
| Registration Fees — Standard Payment received on or before Friday 4 June 2021 | \$1,099.00 | |
| Registration Fees — Late Payment received after Friday 4 June 2021 | \$1,199.00 | |

| VIRTUAL REGISTRATION FEES | | INCLUSIONS |
|--|----------|--|
| Full Virtual Registration | \$689.00 | <ul style="list-style-type: none"> — Virtual access to all General Assembly sessions for day(s) selected — Meeting hub to connect with other virtual attendees |
| Virtual Day Registration (Monday or Tuesday) | \$489.00 | |

| DAY REGISTRATION FEES | | INCLUSIONS |
|------------------------|----------|--|
| Monday 21 June 2021 | \$529.00 | <ul style="list-style-type: none"> — Attendance at all General Assembly sessions on the day of registration — Morning tea, lunch and afternoon tea as per the General Assembly program on that day — General Assembly satchel and materials |
| Tuesday 22 June 2021 | \$529.00 | |
| Wednesday 23 June 2021 | \$280.00 | |

| SUNDAY REGIONAL FORUM REGISTRATION FEES | |
|--|----------|
| Forum Only Sunday 20 June 2021 | \$425.00 |
| NGA Delegate Delegates attending the Regional Forum and the NGA are entitled to this discount | \$225.00 |

| ACCOMPANYING PARTNERS REGISTRATION FEES | | INCLUSIONS |
|---|----------|--|
| Accompanying Partners Registration Fee | \$280.00 | <ul style="list-style-type: none"> — 1 ticket to the Welcome Reception, Sunday 20 June — Day tour Monday 21 June — Day tour Tuesday 22 June — Lunch with General Assembly Delegates on Wednesday 23 June |

All amounts include GST

Cancellation Policy

Cancellation Policy

All alterations or cancellations to your registration must be made in writing and will be acknowledged by email. Notification should be sent to:

E-mail: nga@confco.com.au

Standard Terms

An administration charge of \$110.00 will be made to any participant cancelling before Friday 21 May 2021. Cancellations received after Friday 21 May 2021 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost.

COVID Terms

Conditions that apply to cancellations, substitutions and rescheduling of the Assembly due to COVID-19 are listed below.

All other cancellation will be subject to the standard cancellation policy.

Cancellation of face-to-face event

If the face-to-face event has to be cancelled as a result of an outbreak of COVID-19 restricting travel to, or circulation in Canberra, your registration will be transferred to virtual attendance. The difference in price between in-person attendance and virtual attendance will be refunded. All ancillary costs (cancelled flights etc) will not be the responsibility of ALGA.

Registration changes

Delegates who are unable to attend the Assembly due to their location in a declared COVID-19 hot spot will be automatically transferred to become virtual delegates. The difference in price between in-person attendance and virtual attendance will be refunded. It is the responsibility of the individual to contact the conference organisers (in writing) if they are affected by a local lock-down.

No refund will be applicable to no shows.

Substitutions

As with all ALGA events, substitutions are allowed for delegates. Please notify the conference organisers in writing if substitutions are required.

Payment Procedures

Payment can be made by:

Credit card

MasterCard and Visa

Cheque

Made payable to ALGA

Electronic Funds Transfer

Bank: Commonwealth Bank

Branch: Woden

BSB No: 062905

Account No: 10097760

ALGA ABN

31 008 613 876

Contact Details

Conference Co-ordinators

PO Box 905

Woden ACT 2606

Phone: 02 6292 9000

Email: nga@confco.com.au

All amounts include GST. Invoices are sent once a registration has been completed.

General Information

Privacy Disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities.

If you consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.

Importantly, your name may also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

Photographs

During the National General Assembly there will be a contracted photographer. The photographer will take images during the sessions and social functions. If you have your picture taken it is assumed that you are giving consent for ALGA to use the image.

Images may be used for print and electronic publications.

Coach Transfers

Welcome Reception and Exhibition Opening - Sunday 20 June 2021

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 4:45pm. The return coaches will depart at 7:00pm.

Daily Shuttles to and from the National Convention Centre

A shuttle service between all General Assembly hotels (except Crowne Plaza Canberra) and the National Convention Centre will operate between 8:00am and 8:30am. Return shuttles will depart the National Convention Centre at 5:30pm.

Networking Dinner – National Arboretum – Monday 21 June 2021

Coaches will collect delegates from all General Assembly hotels at approximately 6:45pm. A return shuttle service will commence at 10:15pm.

General Assembly Dinner – Exhibition Park in Canberra – Tuesday 22 June 2021

Coaches will collect delegates from all General Assembly hotels at approximately 6:40pm. A return shuttle service will operate between 10:30pm and 11:45pm.

Canberra Weather in June

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 12-15C and temperatures do drop to 1C on average in the evenings, so be sure to bring a warm jacket. Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.

Car Parking

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$19.00 per day. Alternatively, voucher public parking is available 300m from the Centre at a cost of approximately \$15.70 per day. The voucher machines accept either coins or credit cards (Visa or MasterCard).

Social Functions

Welcome Reception and Exhibition Opening

Sunday 20 June 2021

Venue: National Convention Centre Canberra.

The Welcome Reception will be held in the exhibition hall and foyer.

05:00pm - 07:00pm

\$50.00 per person for day delegates and guests. No charge for full registered delegates. No charge for registered accompanying partners.

Dress Code: Smart casual

Networking Dinner

Monday 21 June 2021

Venue: National Arboretum

The dinner is being held in the Village Centre

07:00pm - 11:00pm

\$150.00 per person

Dress Code: Smart casual

The Networking Dinner will be held at the National Arboretum where you get the breathtaking views of the living forests and gardens whilst having the opportunity to network with delegates from other councils.

With over 44,000 rare and endangered trees across a 250-hectare site, the Arboretum is a place of conservation, research, education, tourism and recreation.

General Assembly Dinner

Tuesday 22 June 2021

Venue: Exhibition Park in Canberra (EPIC)

The dinner is being held in The Budawang Pavillion.

07:00pm - 11:00pm

\$175.00 per person

Dress Code: Formal/Cocktail

We are excited to bring the 2021 General Assembly dinner back to Exhibition Park. The space offers us ample opportunity to provide guests with great entertainment, food and networking opportunities.

General Assembly Business Sessions

**Monday 21 June 2021 -
Wednesday 23 June 2021**

Venue: National Convention Centre Canberra

All plenary sessions will be held in the Royal Theatre at the National Convention Centre.

Dress Code: Smart casual

Exhibition

**Monday 21 June 2021 -
Wednesday 23 June 2021**

Venue: National Convention Centre

The exhibition is being held in the Exhibition Hall at the National Convention Centre.

Dress code: Smart casual

Partner Tours

Monday 21 June & Tuesday 22 June 2021

The Partner program consists of two full day tours highlighting what Canberra has to offer. Both days will include lunch.

The partners meet at the National Convention Centre Canberra each morning to join the tour guide for their specialised trip around Canberra.

The tour details will be announced soon via email.

To register your partner, please select the partner fee on the registration form.

Accommodation

Crowne Plaza

1 Binara Street, Canberra

The Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district.

Twin option at the hotel consists of two double beds.

Superior Room \$325 per night
— Single/twin/double

Deluxe Room \$375 per night
— Single/twin/double

A by Adina

New Property

1 Constitution Avenue, Canberra

A by Adina Canberra is the newest hotel to Canberra which is located on Constitution Avenue only a 5-minute walk from the National Convention Centre.

The hotel combines spacious apartment living with 24-hour reception, room service, service provided by knowledgeable concierges and a well-equipped gym.

A new dining district is also newly constructed in the immediate area.

All rooms have a king bed and the studios offer a twin option of two singles beds.

Studio Rooms: \$199 per night
— single/twin/double

1 Bedroom Apartments: \$239 per night
— single/double

Avenue Hotel

80 Northbourne Avenue, Canberra

The Avenue Hotel is one of the only 5 star options in the Canberra city and offers guests both studio and apartment style rooms. The hotel is a 15-20 minute walk from the Convention Centre.

The apartments have a fully functioning kitchen. Twin option at the hotel consists of two king singles.

Superior King Rooms \$285 per night
— Single/twin/double

1 Bedroom Apartments \$335 per night
— Single/double

Nesuto Apartments (previously the Waldorf)

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Nesuto Apartments is only a five-minute walk from the National Convention Centre. The one-bedroom apartments also offer a separate lounge/dining area.

Twin option at the hotel consists of two single beds. Additional costs will apply if more than 2 guests are within the one room.

Studio Apartment \$210 per night
— Single/twin/double

1 Bedroom Apartments \$230 per night
— Single/twin/double

The Sebel Canberra Civic

197 London Circuit, Canberra

The Sebel Canberra Civic is one of Canberra's newest hotels which opened in June 2019 and is just a 7-minute walk from the National Convention Centre.

This property offers free WiFi throughout the hotel, a fully equipped gym, and an onsite restaurant and bar lounge.

All rooms come with a fully equipped kitchenette with Nespresso machine and dining table. Every bathroom is accessibility friendly with walk in showers.

Superior rooms come with a queen bed.

Superior Room \$160 per night
— Single/double



20—23 June 2021
CANBERRA

Registrations:

Online: [NGA21.com.au](https://nga21.com.au)

Hard copy registration forms
and PDF versions are available
by emailing

NGA@confco.com.au

**WORKING TOGETHER
FOR OUR COMMUNITIES**

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

SECTION B - MATTERS FOR INFORMATION ONLY

2.1 OUTBACK ARTS

File Number: C-6

Author: Marina Colwell-Executive Support Officer

Authoriser: Hein Basson, General Manager

Annexures: 1. Outback Arts - Member Report

PURPOSE

The purpose of this report is to notify Council of Cr Dean's information from her attendance to the Outback Arts meeting and the Regional Arts Network Review.

BACKGROUND

Developed in 1999, Outback Arts is a not-for-profit arts and cultural development organisation working in the seven (7) local government areas (LGAs) of Bourke, Brewarrina, Coonamble, Cobar, Walgett, Bogan and Warren. Outback Arts receives core funding from Create NSW on an annual basis (triennially applied for) as well as an annual contribution from contributing LGAs. Outback Arts are a part of a Regional Arts network of 14 other organisations in New South Wales.

They work with individuals, organisations, and government to generate, promote, and advocate for the arts and creative industries for the Far West region of NSW.

(a) Relevance to Integrated Planning and Reporting Framework

P4.1 Increase opportunities for our community to socialise together.

P4.2 Improve interaction across social cultural, age and ability groups.

COMMENTARY FROM CR DEANS

- Regional Arts Review – On Wednesday 26 May, Council staff and I attended the Regional Arts Review. This was an interesting experience and a display of positivity was presented from all attendees.
 - Dr Bec Dean - Senior Manager, Policy & Partnerships and Project Awake Create NSW, Department of Premier and Cabinet was interesting to listen to and she showed attention to what was represented.
 - Outback Arts staff did a great job in supplying information that pointed out how lucky Coonamble is to have this organisation based in our LGA, and how the Outback Arts region benefits from what is offered through the arts organisation.

RECOMMENDATION

That Council notes the contents of this report.

OUTBACK ARTS

building creative communities

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JANUARY - MARCH
2021
MEMBERS REPORT

A BIT ABOUT US // OUTBACK ARTS INC.

Outback Arts is one of 14 Regional Arts Development Organisations in NSW servicing the seven contributing local government areas of Bourke, Brewarrina, Bogan, Cobar, Coonamble, Walgett and Warren. The region covers an area of 163,886 kms and has a population of 26,400.

Outback Arts supports and promotes arts and culture in the Far West by working across a broad range of regional community arts development programs and initiatives. Outback Arts directly assists artists, individuals, community groups and local government in the development of arts and cultural activities, supporting communities and sectors that have limited access to arts and culture.



OUTBACK ARTS // MEMBER REPORT JANUARY - MARCH 2021 1

PROJECTS //

THE EDGE FEST

The EDGE Fest, Lightning Ridge: This extensive festival program is being put together by a small group of passionate creatives – from across Australia – with a desire to provide many and varied opportunities for creative, cultural and healing experiences in Lightning Ridge. Involving the curation of a collection of incredible EDGEy experiences from the 20th March – 2nd May 2021 in Lightning Ridge. The program not only brings major contributors from across Australia but also encourage local creatives an community to get involved. Outback Arts has provided funding support and will attend key events in the calendar as well up support through our communication channels. Stay tuned to our social media and website.

PROJECTS //

OUTBACK OUTLOUD

Outback Outloud, is an audio storytelling project involving workshops and a community story booth designed to collect stories from and about people in the Outback Arts region. Proudly designed and facilitated by Signal Creative, this project encourages full community participation and accessible events where people share their stories. The program in each Shire involves workshops where participants bring along their smartphone or use one of the iPads supplied to learn to interview and record sound. There will also be a Story Booth component where community members have their story recorded or that of a family member or friend. Tour one dates, 22nd to 31st March.



PROJECTS //

CREATION AND PRESENTATION GRANTS

This Micro Grant funding round will be inviting artists from the Outback Arts region with a well-established visual arts practice to apply for support to produce and present their artwork ready for exhibition. The follow-up opportunities for applicants may involve a solo exhibition at the Outback Arts gallery located in Coonamble and touring shows across the Outback Arts seven Local Government Areas. Round opens, 12 April 2021.

ACTIVITY //

FESTIVAL OF SMALL HALLS

The Festival of Small Halls takes the best folk and contemporary acoustic artists and sends them on the road to tiny halls in communities all over Australia. It is an opportunity for music lovers from welcoming communities to invite artists from home and abroad into their towns, and a way of exploring this vast country in the spirit of hospitality and great fun. This project will bring together local communities and provide the opportunity for local musicians to be involved and experience excellent professional development.



Nymagee: Wednesday, April 28
 Marthaguy: Thursday, April 29
 Burren Junction: Friday, April 30
 Ticketing link available on our website, social media channels and more.

ACTIVITY //

COMEDY TOUR

Aboriginal Comedian Dane Simpson has a major performance history, with sold-out shows and rave reviews – we cannot wait to bring him out to the Outback! With family ties to Walgett, it's going to be extra special bringing him out this way.

Not only will it be great to get together and have a good laugh but this tour will also provide support for the local economy through the use of local performance venues. Dates to be announced.



ACTIVITY //

PUPPETRY TOUR

Jenny Ellis is an accomplished puppeteer who will be touring 7 communities in the Outback Arts region this month. Targeted towards children 3-10 years, the tour will include workshops and performances and will be delivered in preschools, primary schools, childcare centres, local Bowling Clubs and Youth Centres.

The performance 'Little Bit of Blue' is an interactive detective show for families, told with puppetry. As well as helping to unravel a mystery, the audience will learn about the extraordinary habits of the Australian Satin Bowerbird, and why they are so fascinated by the colour blue.

PROJECTS //

CULTURE MAPS

Culture Maps Outback NSW will be a brand new project initiated by Outback Arts to provide a completely interactive map to direct locals and tourists to the range of public art and cultural experiences available in the Outback Arts region. Maps for finding public art + heritage + galleries + shopping for handmade + Aboriginal experiences + arts and cultural events in our vibrant region. Culture Maps Outback NSW is a collaborative project by regional arts development organisation Outback Arts supported by the seven Shire Councils across far western NSW. Content for this website will be drawn from the Outback Arts' database, tourism teams at local councils and coordinators of some of the larger public art programs.

Website users will click on a theme and use these interactive maps to explore the region's culture, pin point favourite creative places, learn the story behind pieces of public art, connect to Aboriginal experiences, get the low down on local museums, find festivals, events and fun things to do with the family – and plan their next road trip.



ACTIVITIES //

CULTURAL TOURISM WORKSHOP TOUR

Cultural Tourism is one of the fastest growing opportunities for Regional and Remote communities, through this days' workshop participants were provided tailored advice and information to support them in developing and promoting their Cultural Tourism concept taking it from an idea into a ready to roll business. Attendees finished the workshop with a 1 page business plan, resources and support to take your business the next step.

Those who attended the workshop or expressed their interest will benefit from seven Zoom sessions covering specific topics of:

1. Identify, understand and define your Cultural Tourism Product
2. Networks and Support (including funding bodies etc)
3. Market Research
4. Business Structure
5. Pricing, Finances and Budgeting
6. Operational Systems
7. Marketing



ACTIVITIES //

BELT UP, KIDS LEATHER WORKSHOPS

'Belt up' were a series of children's leather making workshops in January and February that were scheduled to be held across the towns of Bourke, Brewarrina, Cobar, Coonamble, Nyngan and Walgett and after the very successful outcomes of the same workshop being held in Warren early last year. Delivered by Rachael Fanning, she fosters a fun, relaxed atmosphere where the participants learn new skills and take home a belt they have crafted themselves.

A total of 65 children participated in the workshop tour. Parents were consistently impressed with the quality of the product their kids had created. To fund these workshops Outback Arts is now a registered Creative Kids provider which enabled most participants to attend for free. Community consultation, advertising and booking management was managed for all locations.

PROJECTS //

OUR STORIES & BAIAME NGUNNHU

After conducting the Living Arts & Culture portfolio project in 2018-2019 which profiled 33 Aboriginal artists across the region, Outback Arts sought funding to build on that work and create more in-depth content to share the stories of arts, and the artists of the region.

Aboriginal artists will be offered the chance to participate in 'Our Stories', one from each of the six Local Government Areas of Bourke, Bogan, Walgett, Warren, Cobar and Coonamble. - Outback Arts note that some artists will be connected across LGA boundaries & Brewarrina films have already been completed. The project will engage videographer - Andrew Hull to work with the artists to create a short film, unique to each of the artists.

The films will draw on three key themes - "Landscape, Culture, and Art" and each artist will be able to showcase their own practice as it relates to these themes.

The six films made during this project will be featured on the Outback Arts website and distributed through social media platforms. The featured artist is free to share and distribute the final films on any online publishing or social media, and/or to play or display in any way they see fit. No film, images or content of any kind can be made public or viewed publicly until the featured artist has fully consented.



EXHIBITIONS //

TOURING

Outback Archies On Tour: is a selection of specially curated artworks drawn from Outback Arts' 10th Annual Art Prize held in 2020. It contains many of the major prize winners and judges' favorites. This exhibition showcases artwork by 20 artists, including our first ever Young Archies. These artists have come together from the far-flung corners of regional NSW, stretching from Bourke and as far as Broken Hill.



Visiting nine venues for between just 2-3 weeks in each location, it is a fast paced tour wrapping up just in time for the 2021 project to begin. To ensure the artwork are transported as safely as possible, all exhibition installations and de-installs are being carried out by Outback Arts staff.



EXHIBITIONS //

OUTBACK ARTS GALLERY

Now showing: 'Unprecedented' by Prue Cullen

'Unprecedented' is born out of processing grief, both personally and for the environment as Prue watches with despair at the ongoing destruction humans are inflicting on the planet. Using ceramic creations to present images of our natural world through a lens of childlike reverence. Prue's sculptural pieces of birds and animals, depict them as modern saints, set within ornate shrines.

Now showing: Coonamble Shire, Local Waste 2 Art

Brought to you once again by Netwaste, Coonamble Shire Council and hosted by Outback Arts, this exhibition and competition provides aspiring and professional artists with the opportunity to explore and share their waste reduction messages whilst showcasing their artistic ability. The 2021 theme is Aluminum and Steel Cans, but entries created using any type of material normally considered waste were encouraged to enter.

6 OUTBACK ARTS // MEMBER REPORT JANUARY - MARCH 2021

EXHIBITIONS //

OUTBACK ARTIST IN THE CITY

Jude Fleming 'Paper Cut':

Outback Arts have the pleasure of working with Curators from Campbelltown Arts Centre each year, as they contribute to the judging of the Outback Archies Annual Art Prize. As a result, Warren Artist, Jude Fleming was offered the opportunity to hold a solo exhibition at the Campbelltown Arts Centre.

'Papercut' will be on exhibition from this Saturday 27 March - Sunday 18 April 2021

Jude Fleming is a mixed-media artist whose work explores the natural landscape using acrylic paint, collage and found objects, sculpture, drawing and artist books. Fleming's work is informed by her experience of moving between and residing in the Australian bush. Her work aims to convey a direct and emotional response to landscape, peppered with personal memories. Jude, holds a Bachelor of Fine Arts degree, majoring in Painting from the National Art School, Sydney and has participated actively in the arts for more than 20 years.

Outback Arts are so proud to have such a profound artist representing our region!

EXHIBITIONS //

OUTBACK ARTS GALLERY

Coming soon: 'Art 4 Ageing',

Presented by Department of Communities and Justice, Art of Ageing photographic exhibition is an initiative under the NSW Ageing Strategy 2016-2020 to demonstrate the diversity and contributions of older people in NSW. Art of Ageing 2020 exhibition will tour to 45 sites across NSW.

3.2 MPS HEALTH COUNCIL**File Number: M 5-3****Author: Marina Colwell-Executive Support Officer****Authoriser: Hein Basson, General Manager****Annexures: Nil****PURPOSE**

The purpose of this report is to notify Council of Cr Deans' report after her recent attendance of the Coonamble Health Council meeting.

BACKGROUND

Council is represented on the Coonamble Health Council by its elected delegate Cr Barbara Deans. This representation came about following an invitation from the Health Council stating that it would be beneficial to both the community and the hospital in their attempt to improve health outcomes for the community. Council's delegate to the Health Council keeps Council informed on relevant issues.

(a) Relevance to Integrated Planning and Reporting Framework

P3.2 Improve access to medical and specialist services.

COMMENTARY FROM CR DEANS

From the recent meeting that Cr Deans attended, there were a few points of interest raised:

- Aboriginal arts and signage is being considered and researched for display throughout the health facility.
- There are concerns about international border closures and the effect this will have on the lack of qualified nurses who usually come from overseas.
- The MPS would like more people to fill employment opportunities that are currently available.

RECOMMENDATION

That Council notes the contents of this report.

9 COMMITTEE REPORTS

9.1 ROADS COMMITTEE MEETING

File Number: C6-10

Author: Marina Colwell, Executive Support Officer

Authoriser: Hein Basson, General Manager

Annexures: 1. Roads Committee Meeting - May Minutes

PURPOSE

The purpose of this report is to inform Council of outcomes from the meeting of the Roads Committee held in the Shire Chamber on Thursday 20 May 2021.

BACKGROUND

In 2019, when Council was forming its committee structure, it resolved to appoint community representatives to participate on the Roads Committee, along with Councillors and staff. The ratepayer nominees provide a system of community involvement in a meaningful manner, and they will also have input into strategies to deliver the most efficient and effective roads network within limited budget constraints.

The community representatives are Messrs Paul Fisher, Paul Underwood, Don Schieb and Ms Alanna McHugh. Council representatives appointed to the Committee are the Mayor, the Deputy Mayor, Cr Fisher and Cr Thomas.

It is also practice for the Executive Leader Infrastructure, Manager Roads, Executive Support Officer, and General Manager to attend these meetings.

(a) Relevance to Integrated Planning and Reporting Framework

11.1 Maintain local road maintenance and construction.

(b) Financial Considerations

There are no financial considerations directly associated with this report.

COMMENTARY

(a) Governance/Policy Implications

Governance / policy implications would include Council's responsibility to provide a safe and effective roads network throughout the Local Government Area (LGA).

(b) Legal Implications

As the roads' authority, Council has a legal responsibility to provide roads to an acceptable standard for use by locals and travellers. Legal implications would also include the responsibility to provide an efficient and acceptable method for transportation of produce.

(c) Social Implications

Roads provide the means of connectivity between town / country, town / region and the social implications associated with this responsibility are the lifeblood of the community and beyond.

(d) Environmental Implications

Nil.

(e) Economic/Asset Management Implications

Nil.

(f) Risk Implications

Risk implications would include Council's responsibility to provide a safe system for motor travel throughout the LGA.

CONCLUSION

The notes taken at the meeting of the Roads Committee are attached for Council's information. The proposed actions identified at this meeting have been included as recommendations below for Council's adoption, to ensure that the Roads Committee Meetings are not only conversational in nature but result in measures being implemented.

RECOMMENDATION

That Council notes the contents of this report, and adopt the proposed actions identified at the Roads Committee Meeting as resolutions of Council, as follows:

1. That the effectiveness of the drainage on the Wingadee Road be further investigated.
2. That Councils "Weekly Connect" and Community Connect" and other communications avenues be used to inform the public about the challenges Council experiences with its roads maintenance and renewal.
3. That the period of time, within which the Tooraweenah Road could be constructed, be further investigated.
4. That Council staff further investigate the safety and practical considerations regarding the side rails on the narrow Wingadee Bridge.
5. That Council staff further investigates the best future course of action regarding the wetland area on the Quambone / Gulargambone Road – including the possibility to liaise with the adjoining landowners (Mr Chris Roach and Mr Stephen Rae).

- 6. That a “Self-Help” policy be developed for Council’s consideration at a future meeting, addressing the possibility of landowners making a financial contribution to ‘their’ road and how such a scheme could potentially be implemented.**

**MINUTES OF THE ROADS CONSULTATIVE COMMITTEE
COUNCIL CHAMBERS
THURSDAY 1 OCTOBER 2020 AT 10.00 A.M.**

- PRESENT:**
- Cr Ahmad Karanouh (Mayor)
 - Cr Bill Fisher
 - Cr Robert Thomas
 - Mr Paul Fisher
 - Mrs Alanna McHugh
 - Mr Don Schieb
 - Mr Paul Underwood
 - Mr Hein Basson (General Manager)
 - Mr Ian Dinham (Acting Manager Roads and Bridges)
 - Marina Colwell (ESO – minute taker)
- APOLOGIES:**
- Mrs Kookie Atkins (Executive Leader Infrastructure)
 - Cr Paul Wheelhouse

PREVIOUS MINUTES

Moved:
Seconded:

The meeting noted the minutes of the previous meeting held on 1 October 2020.

Business Arising

- Alana McHugh requested an update on the recommendations from the first meeting. Ian Dinham referred the following actions to the meeting:
 - Work is currently progressing on Bramble Road,
 - Work has commenced on the Billaroy Road, with more works to be undertaken,
 - Maintenance work was carried out on the Wingadee Road, with more works to be undertaken within the coming weeks.
- Don Schieb suggested more drainage work is required on the Wingadee Road.

Action:

That the effectiveness of the drainage on the Wingadee road be further investigated.

- General Discussion:
 - Council Staff would be well advised to consult with landowners about where local waters run.
 - Staff conveyed to the meeting the challenges of keeping experienced staff, long term fixes and the unavailability of funds.
 - Road closures – what can be done to stop traffic offenders when the road is closed due to wet weather?
 - The General Manager advised that Consultants have been engaged to assess flood damaged roads for a Declaration for Disaster funding.
 - Ian Dinham communicated the issues that Council is experiencing with equipment breakdowns.

6. GENERAL BUSINESS

- 6.1 The General Manager gave an overview of his financial report so that the committee better understands the drivers for the difficult position Council finds itself in regarding its future expenditure and sustainability, (Annexure 2).

General Discussion:

- Paul Fisher – queried if there is an opportunity for retired volunteers to be re-trained and utilised?
 - The General Manager indicates there was little interest shown in volunteering.
- Alana McHugh inquired if “we could dip into” the roads reserve funds to fix the problem roads properly rather than continuously spending money to patch? She also questioned if the Artesian Bath project is necessary when our roads assets need addressing.
- Bruce Quarmby conveyed to the meeting that Coonamble Council is not the only Council experiencing difficulty in balancing its Operational Budget.
- Cr Thomas asked the question “how do we address public communication to pass on the relevant information?”

Action:

That Councils “Weekly Connect” and “Community Connect” and other communications avenues be used to inform the public about the challenges Council experiences with its roads maintenance and renewal.

- 6.2 Executive Leader Bruce Quarmby explained the contents of his report, (Annexure 1).

General Discussion:

- Cr Karanouh would like to see the Tooraweenah Road project started and completed in one job.
- Ian Dinham told the meeting that Council staff could do it competitively, there may be a need to engage contractors during the project to work on the Tooraweenah Road or other road works happening at the time.
- Alana McHugh asked Bruce Quarmby about the 74% of Grant funding received who dictates it allocations?
 - Bruce Quarmby explains to the meeting that some of the grant funding is “tied” and some “untied” (meaning some have specifications on where and what it is to be used for).
- Ian Dinham suggested that Council could implement strategies to cover costs relating to roads; by a rate increase with revenue raised to go specifically to the road repairs.

Action:

That the period of time within which the Tooraweenah Road could be constructed be further investigated.

- 6.3 Three (3) Matters for Discussion – Report delivered by the General Manager (Annexure 3).

General Discussion:

- Ian Dinham explained that when the bridge on the Wingadee Road was built it was legally compliant. However, there are still safety concerns; there is a possibility of fixing side rails that would approximately cost \$30,000-\$40,000; or replace the bridge.

- Cr Karanouh queried the possibility of a new bridge on the wetland area on the Quambone/Gulargambone road.
- Paul Fisher strongly suggested that before any work is done that Council Staff talk to the adjoining landowners (Chris Roach & Stephen Rae).

Action:

1. That Council staff further investigate the safety and practical considerations regarding the side rails on the narrow Wingadee bridge.
2. That Council staff further investigates the best future course of action regarding the wetland area on the Quambone / Gulargambone road – including the possibility to liaise with the adjoining landowners (Chris Roach and Stephen Rae).

6.3 Power Point Presentation “Self-Help” – Ian Dinham

Ian Dinham goes through the possibility of developing a “Self-Help” program along with the pro’s and con’s of such an undertaking.

Action:

That a ‘Self Help’ policy be developed for Council’s consideration at a future meeting, addressing the possibility of landowners making a financial contribution to ‘their’ road and how such a scheme could potentially be implemented.

Meeting Closed: 12.40pm

NEXT MEETING

The next meeting will be held on 19 August 2021 (to be confirmed).

10 REPORTS TO COUNCIL

10.1 STATUS REPORT REGARDING COUNCILLOR ENQUIRIES

File Number: R6

Author: Marina Colwell, Executive Support Officer

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.

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

I3.2 Improve community access to services.

(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 May 2021:

| 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. | Development Control Order (General Order) under section 9.34(1)(A) of the <i>Environmental Planning and Assessment Act 1979</i> was served on 26 November 2020. Should the Order not be complied with by 22 December 2020, Council will proceed with legal proceedings as per the Act. | Council had sought further legal advice on failure to comply with the development control order – which has been reported to Council. |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

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 status of Councillors' enquiries to the end of May 2021 is documented above.

RECOMMENDATION

That Council notes the information in this report.

10.2 ORANA JOINT ORGANISATION

File Number: L 10

Author: Marina Colwell-Executive Support Officer
Hein Basson-General Manager

Authoriser: Hein Basson, General Manager

Annexures: Nil

PURPOSE

The purpose of this report is to inform Council of the six (6) member Councils of the Orana Joint Organisation (OJO) that have withdrawn their support and membership of the current OJO, however, all have acknowledged the need for continued collaboration with other councils within the larger region.

BACKGROUND

The NSW Government established Joint Organisations (JOs) under *the Local Government Act 1993* (the Act) in 2018. JOs are local government entities with legal powers to support councils to work together for envisaged better rural and regional outcomes. They were seen as an important initiative by the State Government to build stronger councils and improve service delivery and infrastructure across rural and regional communities. In 2017, amendments to the Act were passed to enable JOs to be established. These amendments also provide the basic operating framework for JOs including the following three (3) principle functions within the region:

- Strategic planning and priority setting;
- Intergovernmental collaboration;
- Shared leadership and advocacy.

The Board of OJO comprised of the Mayors of the six (6) member councils, General Managers, and representative from the NSW Department of Premier and Cabinet. The six (6) members of the Orana Joint Organisation were:

- Bogan Shire Council
- Gilgandra Shire Council
- Mid-Western Regional Council
- Narromine Shire Council
- Warren Shire Council
- Warrumbungle Shire Council

The former Orana Regional Organisation of Councils (OROC) region covers approximately 25% of the geographical area of New South Wales and comprises of a diverse environmental landscape with an extensive and complex range of natural resources. ABS Population statistics show that there are just over 118,000 people residing in the OROC region. This region had been divided into two (2) JOs, with the Coonamble Shire Council earmarked for membership of the OJO. Because

membership of the JOs was not mandatory when implemented, Council decided not to become a member of the OJO.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4. Governance is open and transparent.

(b) Financial Considerations

NIL.

COMMENTARY

At an OJO on Wednesday, 12 May 2021 it was confirmed that all six (6) member Councils have resigned their membership of this organisation, and the Minister of Local Government has been collectively advised of the decision.

The member councils found the model for the OJO was financially unsustainable and therefore untenable; leaving Councils with no alternative other than to withdraw their support.

All former OJO member councils have recognised the need for a continued alliance within the region and, as such, recommended that contact be made with former OROC member councils, inviting them to provide feedback on their desire to form a voluntary group that would enable continued collaboration on a regional basis.

Notification was received by Council via email of the above-mentioned activities from the Chairman of OJO, Cr Craig Davies, Mayor Narromine Shire Council – requesting a response from Council after the June Ordinary Meeting.

At a General Managers' meeting held on Friday, 4 June 2021 in Gilgandra, this matter was also, amongst other items, discussed. The following points were made as recommendations to councils:

- Keep it a simple process, therefore, no constitution or formal framework is suggested at this stage.
- Allow for the meeting outcomes to be by consensus, with the details to be worked through over time.
- A possible name was discussed, but nothing has been decided. The preference is not to have it as a ROC, but something like Alliance of Western Councils could be an option.
- The main focus is suggested to be on getting back to collaboration within the larger region.
- Gilgandra and Narromine Shire Councils' Mayors and General Managers, as former and current chairs of OJO, will meet with the new Interim Chief Executive Officer and new Mayor of Dubbo Regional Council (DRC) in the next month to discuss regional collaboration and DRC's future involvement in such an initiative.
- An inception meeting of all interested Council's will be arranged for late July prior to the general local government elections.

Based on the successful collaboration of the former OROC, there is no reason why an alliance of councils within this larger region would not have benefits for participating member councils into the future.

(a) Governance/Policy Implications

There are no governance / policy implications attached to this report.

(b) Legal Implications

There are no legal implications attached to this report.

(c) Social Implications

There are no social implications attached to this report.

(d) Environmental Implications

There are no environmental implications attached to this report.

(e) Economic/Asset Management Implications

There are no economic / asset management implications attached to this report.

(f) Risk Implications

There are no risk implications attached to this report.

CONCLUSION

Council has been requested to participate in a collaborative organisation within the larger Western NSW Region. Based on the successful collaboration activities of the former regional organisation of councils, there is no reason why an alliance of councils within this larger region would not have benefits for participating member councils into the future.

RECOMMENDATION

- 1. That Council notes the contents of this report.**
- 2. That Council joins a newly formed alliance of councils within the larger Western NSW Region and authorises the Mayor and General Manager as its delegates to attend the inaugural meeting of such an alliance when it is held in late July 2021, as well as all future meetings.**

10.3 WORKPLACE INJURY MANAGEMENT REPORT**File Number: S-17****Author: Graeme Joseph-Training & WHS Coordinator****Authoriser: Hein Basson, General Manager****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

Workers Compensation claims affect the Council's budget through policy fluctuations caused by premium impacting claims. By actively working to reduce Council lost time injuries and time spent on Workers Compensation, we are able to reduce the premium amount and lower the frequency of these claims.

(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 has been 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.

The table below covers Workers Compensation claim costs over three (3) financial years, 2018/19 to 2020/21 YTD – April 2021.

Again, there has been a small increase since last month in both time lost and claim costs, due to an on-going open claim from 2019 / 20 and one new claim in the 2020 / 21 reporting period. Overall claim costs have increased since 2018 / 19, however, the trend for the current financial year is not expected to rise significantly.

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.

| Item | 2018/2019 | 2019/2020 | 2020/2021 YTD – April 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) | 5 | 6 | 4 |
| YTD New Claims (Non-Premium Impacting) | 1 | 2 | 4 |
| YTD Total New Claims | 6 | 8 | 8 |
| YTD Time Lost Due to Injury (LTI Days) | 88 | 398 | 81 |
| Open Premium Impacting Claims (Current Year) | 0 | 2 | 2 |
| Open Non-Premium Impacting Claims (Current Year) | 0 | 0 | 4 |
| Total Open Claims | 0 | 2 | 6 |
| Closed Claims that are Impacting on Council's Premium (current year) | N/A | N/A | 11 |
| Total Cost of All Premium Impacting Claims (paid to date) | \$38,142 | \$90,578 | \$52,587 |
| Scheme Performance Rebates | \$24,418.71 | \$24,872.53 | \$61,803.89 |

(a) Governance/Policy Implications

There are 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 Asset Management Implications arising from this report. If Workers Compensation Claims are miss managed there may be impacts on Councils budget through increases to the premium.

(f) Risk Implications

| Risk | Risk Ranking | Proposed Control | Proposed Risk Ranking | Within Existing Resources? |
|---|--------------|--|-----------------------|----------------------------|
| Workers Compensation Claim will impact heavily on Council's Budget. | Medium | All Workers Compensation claims are actively managed and resolved as quickly as possible. | Low | Yes |
| Workers Compensation Claim is not reported within the required time frame resulting in Council being responsible for the claims excess. | Medium | All claims are to be lodged within 5 days after injury date. | Low | Yes |
| An increase in injuries to employees. | Medium | Training and WHS Coordinator to work closely with Managers and Supervisors to highlight potential sources of injury prior to an incident taking place. | Low | Yes |

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 workplace injury management report.

10.4 ADOPTION OF THE FRAUD AND CORRUPTION CONTROL POLICY**File Number: P 15 : G 9****Author: Marina Colwell-Executive Support Officer****Authoriser: Hein Basson, General Manager****Annexures: 1. Fraud Corruption and Control Policy****PURPOSE**

The purpose of this report is to present the draft Fraud and Corruption Control Policy for Council's adoption.

BACKGROUND

At the May Ordinary Meeting the draft Fraud and Corruption Control Policy was tabled for Council's consideration and future adoption. At this meeting Council passed the following resolution:

10.3 FRAUD AND CORRUPTION CONTROL POLICY**RESOLUTION 2021/1****Moved: Cr Pat Cullen****Seconded: Cr Barbara Deans**

- 1. That Council places the draft Fraud and Corruption and Control Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting suggestions from the community.**
- 2. That Council requests the General Manager to present a further report, together with all suggestions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Fraud and Corruption and Control Policy (with or without changes) at its June 2021 Ordinary Meeting.**

CARRIED

In compliance with the above resolution, the draft Fraud and Corruption Control Policy was placed on public exhibition for a period of 28 days, with submissions invited from the community until 5pm on 10 June 2021.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4 Governance is open and transparent.

L1.4.5 Review of Council policies.

(b) Financial Considerations

There are no financial considerations attached to this report.

COMMENTARY

Following the close of the public exhibition period, no submissions were received by Council. Therefore, no changes have been made to the draft Fraud Corruption and Control Policy and it is now presented to Council for formal adoption.

(a) Governance/Policy Implications

Once adopted by Council, the revised Fraud and Corruption Control Policy will become a policy of Council.

(b) Legal Implications

The revised policy has been designed to ensure legislative compliance with the various Acts and Regulations that administer this rationale of Council.

(b) Social Implications

There are no Social Implications attached to this report.

(c) Environmental Implications

There are no Environmental Implications attached to this report.

(d) Economic/Asset Management Implications

There are no Economic / Asset Management Implications attached to this report.

(e) Risk Implications

The draft Fraud and Corruption Control Policy will assist in safeguarding the reputation of Council.

CONCLUSION

Council's Fraud and Corruption Control Policy has been reviewed and updated to ensure compliance with legislative, relevance to operational requirements. This policy is inherently connected to Council's Public Interest Disclosures Policy, which is also currently being reviewed and updated. A further report in this regard will be presented to Council at its next monthly meeting in July.

RECOMMENDATION

- 1. That Council notes the information contained in this report.**
- 2. That Council notes no submissions were received from the public in relation to this policy.**
- 3. That Council formally adopts the Fraud Corruption and Control Policy attached to this report.**

COONAMBLE FRAUD AND CORRUPTION SHIRE COUNCIL CONTROL POLICY

1. BACKGROUND

Coonamble Shire Council recognises the need to have a Fraud and Corruption Control Policy. This Fraud and Corruption Prevention Policy sets out the fraud and corruption prevention strategies followed by Coonamble Shire Council and details its approach.

Effective implementation of this policy will help ensure that public confidence in the integrity of Council is maintained and Council's ability to achieve the best possible outcomes for the community is enhanced.

2. PURPOSE

Coonamble Shire Council is committed to Best Practice Governance, and prides itself on the values of respect, integrity, honesty, and transparency.

A vital aspect of best practice governance is the development of an effective fraud control framework and corruption prevention strategy, because the public and all stakeholders have an expectation that Council will have in place appropriate systems to reduce the risk of fraud and corrupt conduct against Council.

It is therefore the responsibility of Councillors, the General Manager, Executive Leaders and all Council staff and others including permanent, temporary, part time contractors and consultants, to prevent fraud and corruption.

The Fraud Control Policy is part of this wider ethical framework which includes ten attributes which sit within the themes of prevention, detection, and response (see Figure 1: The Fraud Control Framework), and of which this policy is one of the attributes.

The 10 attributes can be more closely examined in the attached Fraud Control Improvement Kit (Kit) as provided by the Audit Office of New South Wales and aligns with the Standards Australia Fraud and Corruption control Standard AS8001-2008.

The Kit contains practical resources which will enable Council to implement, review and monitor of the framework. Refer to the Appendix of the attached Kit.

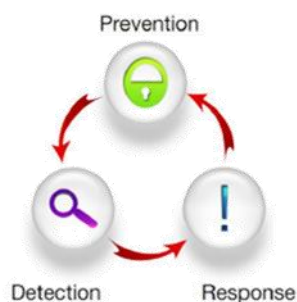


Figure 1: The Fraud Control Framework

(Source: Audit Office of New South Wales – Fraud Control Improvement Kit – February 2015)

3. POLICY OBJECTIVE

- To minimise the risk of fraud and corruption;
- To implement the Fraud and Corruption Prevention Strategy within this policy;
- For Councillors, the General Manager, Executive Leaders and all Council staff to embrace the values of integrity, honesty and transparency, in all actions pertaining to the prevention, detection and response to fraud and corruption.

4. LEGISLATION

- *Independent Commission Against Corruption Act 1988;*
- *Local Government Act 1993 – Code of Conduct;*
- *Crimes Act 1900 (NSW);*
- *Protected Disclosures Act 1994;*
- *Public Finance and Audit Act 1983 (PF&A Act);*
- *Local Government Amendment (Governance and Planning) Act 2016;*
- *Australian Standard: AS 8001-2003/AMDT 1-2-004 Corporate Governance – Fraud and Corruption Control.*

5. APPLICATION/SCOPE

Council is committed to the highest standards of legal, ethical and moral behaviour, and to establishing an organisational culture that will ensure that effective corruption and fraud prevention is a vital element in all Council business responsibilities.

All Council officials are expected to share this commitment. Embedding corruption and fraud control management will help to safeguard Council's reputation as a potential result of misconduct by staff and others.

In line with the themes of prevention, detection and response, and in accordance with the attributes and 38 high level process and behaviours, the goal of the Fraud and Corruption Prevention Strategy is to:

1. Ensure management's commitment to its responsibility for identifying risk exposures to corrupt and fraudulent activities, and for establishing controls and procedures for prevention and detection of such activities. See Resource One in the Appendix of the Kit: Fraud Control Checklist.
2. Reinforce the requirement for all staff to refrain from corruption conduct, fraudulent activities, and maladministration, and encourage the reporting of any instance of fraud, corrupt conduct or maladministration.
3. Ensure that all staff are aware of their responsibilities in relation to the ethical conduct of themselves and their staff (if any) through providing a copy of Council's Code of Conduct at commencement of employment, awareness at induction, and through fact sheet reminders.
4. Conduct regular assessments of the risks of corruption and fraud and ensure that all suspected corrupt and fraudulent activity is dealt with in a timely and appropriate manner. See Resource Two in the Appendix of the Kit: Risk Assessment.
5. Utilise the Fraud Control Health Check to determine staff awareness of Fraud and Corruption. See Resource Three in the Appendix of the Kit: Fraud Control Health Check.
6. Communicate that all staff are responsible for the implementation of this policy and strategy, through appropriate fraud and corruption control measures and effective internal control structures.
7. Applicable internal controls include:
 - 7.1 Strict recruitment and thorough induction procedures;
 - 7.2 Clear segregation of delegated duties;
 - 7.3 Security (physical and information systems);
 - 7.4 Supervision and internal checks by supervisors/Managers/Executive Leaders;
 - 7.5 Approvals within delegated authority;
 - 7.6 Cash handling control procedures;
 - 7.7 Procurement Policy and Guidelines;
 - 7.8 Reconciliations;
 - 7.9 Budget control; and
 - 7.10 Clear reporting lines.
8. Each member of staff is required to identify items of risk area of responsibility, and devise and implement controls to minimise the threat of fraud and corruption and report such measures to their direct Supervisor/Manager. If staff members are not confident in devising and implementing controls in response to identified risks, they need to speak with their Manager or the Public Officer.
9. Each Manager should report identified risks and control measures to their Executive Leader, and each Executive Leader should report identified risks and control measures to MANEX.

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10. The Public Officer is to review and report on identified risks and control measures as part of Council's Annual Report.
11. Management will conduct spot audits, use phone usage reports, computer usage reports, dry hire records and any other reports considered relevant in the process of monitoring and detecting corruption and fraudulent behaviour.
12. Fraud and Corruption Prevention will also be included in any Risk Management Strategies developed by Council.

Council employees and Councillors understand that Fraud and Corruption will not be tolerated, and appropriate disciplinary action will be taken.

Fraud Control Framework

Within the themes of prevention, detection and response, the control framework has 10 key attributes. Each of these attributes in the framework has a checklist of high-level processes and behaviours, which, together with the information provided would indicate a successful fraud control framework.

The following 10 attributes and further 38 high level processes and behaviours are described in more detail in the attached Kit:

Attribute 1: Leadership

- General Manager (GM) and senior executive management commitment to fraud control
- Clearly defined GM and senior executive management accountability and responsibility

Attribute 2: Ethical Framework

- Clear policies setting out acceptable standards of ethical behaviour
- Demonstrated compliance with ethical framework
- Employees can articulate obligations to ethical behaviour and the organisation's position on fraud

Attribute 3: Responsibility Structures

- Management and all staff have clearly defined responsibilities for managing fraud
- Fraud management is integrated with core business
- Resources are allocated for managing fraud
- Clearly defined roles for audit and risk committees and auditors
- Staff with responsibility for fraud control and staff in high risk fraud areas are provided with training

Attribute 4: Fraud Control Policy

- Risk-based policies appropriate to the organisation
- Holistic and integrated
- Regularly reviewed, current and implemented

Attribute 5: Prevention Systems

- Proactive and integrated fraud risk assessment
- Planning, follow up and accountability
- Analysis of reporting on suspected and actual frauds
- Ethical workforce
- IT security strategy

Attribute 6: Fraud Awareness

- Comprehensive staff education and awareness program
- Staff awareness of fraud control responsibilities
- Customer and community awareness

Attribute 7: Third party management systems

- Targeted training and education for key staff
- Third party due diligence and clear contractual obligations and accountabilities
- Effective third party controls
- Third party awareness and reporting
- Staff disclosure of conflict of interest and secondary employment

Attribute 8: Notification System

- Culture that supports staff reporting and management acting on those reports
- Policies, systems and procedures that support reporting
- Processes to support upward reporting
- External reporting

Attribute 9: Detection System

- Robust internal controls
- Monitoring and review
- Risk-based internal audit program

Attribute 10: Investigation Systems

- Clear, documented investigation procedures
- Investigations conducted by qualified and experienced staff
- Decision-making protocols
- Disciplinary systems
- Insurance

6. POLICY**REPORTING SUSPECTED CORRUPTION / FRAUD**

All staff members and others including permanent, temporary, part time contractors and consultants have a responsibility to report suspected corrupt and/or fraudulent activity.

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Staff members wishing to disclose corrupt conduct, maladministration, or serious and substantial waste, as defined in Council's Public Interest Disclosures Internal Reporting Policy, Guidelines and Procedures, should do so in accordance with the procedures set out in the Internal Reporting Policy, Guidelines and Procedures. These form part of the Fraud Control Framework.

Note that staff members who make disclosures in accordance with the Public Interest Disclosures Internal Reporting Policy are protected from reprisals under the *Protected Disclosures Act 1994* and, as such, should not feel jeopardised in any way for making such disclosures. Strictest confidentiality is required of all parties.

All other instances of suspected corrupt and/or fraudulent activity not covered by Council's Public Interest Disclosures Internal Reporting Policy should be notified to the staff member's direct supervisor or, if the suspected behaviour is carried out by the direct supervisor, to the Public Officer, or if the staff member believes that the conduct needs to be reported directly to the Public Officer. Council's Public Officer is currently the Executive Leader Corporate and Sustainability.

Staff in managerial or supervisory positions and/or the Public Officer will discuss all reports of suspected Fraud and Corruption with the General Manager before taking action.

The General Manager will sign off on all reports of suspected Fraud and Corruption and, in accordance with the *Independent Commission Against Corruption Act 1988 NO 35*, will report such matters to Council, the Independent Commission Against Corruption, and depending on the severity of the conduct, report the matter to the Police.

Risks

The key Fraud and Corruption Risk Areas for Council (as identified by the ICAC 2003) include:

- Use of confidential information;
- Procurement of goods and services;
- Use of Council resources;
- Use of Council funds;
- Staff recruitment and promotion;
- Inspection and regulatory functions; and
- Cash handling.

| COUNCIL FRAUD AND CORRUPTION RESPONSIBILITY STRUCTURE | | | | |
|---|--|--|--|---|
| General Manager | <ul style="list-style-type: none"> • Culture • Policy and Strategy • Business Risk • Corporate Governance • Compliance (legislative, regulatory, community) • Stakeholder value • Image | | | |
| | Executive Leaders | <ul style="list-style-type: none"> • Lead by Example • Develop and implement fraud and corruption prevention strategies for the Directorate • Identify and mitigate actual and potential corruption risks in the workplace • Monitor and review the effectiveness of mechanisms implemented to minimise and detect corruption • Demonstrate ethical conduct in all business dealings • Promote awareness of fraud and corruption prevention and ethical conduct in the workplace | | |
| | | Managers, Team Leaders and Coordinators | <ul style="list-style-type: none"> • Promote awareness of ethical conduct and mechanisms to prevent corruption • Provide input to policies, procedures and instructions that relate to areas of risk • Drive the Prevention of Fraud and Corrupt Conduct Strategy • Provide ethical advice and support to staff • Monitor integrity of the Fraud and Corruption Prevention Strategy | |
| | | | Employees, temporary, part time, contractors and consultants | <ul style="list-style-type: none"> • Ethical behaviours • Report suspected incidents of fraud and corruption • Compliance with fraud and corruption prevention controls including the Fraud and Corruption Prevention Policy |

7. DEFINITION

Corruption is defined under the *Independent Commission Against Corruption Act 1988 No 35 (8)* as follows:

(1) *Corrupt conduct is:*

- a) *any conduct of any person (whether or not a public official) that adversely affects, or that could adversely affect, either directly or indirectly, the honest or impartial exercise of official functions by any public official, any group or body of public officials or any public authority; or*
- b) *any conduct of a public official that constitutes or involves the dishonest or partial exercise of any of his or her official functions; or*
- c) *any conduct of a public official or former public official that constitutes or involves a breach of public trust; or*
- d) *any conduct of a public official or former public official that involves the misuse of information or material that he or she has acquired in the course of his or her official functions, whether or not for his or her benefit or for the benefit of any other person.*

(2) *Corrupt conduct is also any conduct of any person (whether or not a public official) that adversely affects, or that could adversely affect, either directly or indirectly, the exercise of official functions by any public official, any group or body of public officials or any public authority and which could involve any of the following matters:*

- a) *Official misconduct (including breach of trust, fraud in office, nonfeasance, misfeasance, malfeasance, oppression, extortion or imposition);*
- b) *Bribery;*
- c) *Blackmail;*
- d) *Obtaining or offering secret commissions;*
- e) *Fraud;*
- f) *Theft;*
- g) *Perverting the course of justice;*
- h) *Embezzlement;*
- i) *Election bribery;*
- j) *Election funding offences;*
- k) *Election fraud;*
- l) *Treating;*
- m) *Tax evasion;*
- n) *Revenue evasion;*
- o) *Currency violations;*
- p) *Illegal drug dealings;*
- q) *Illegal gambling;*
- r) *Obtaining financial benefit by vice engaged in by others;*

- s) *Bankruptcy and company violations;*
- t) *Harbouring criminals;*
- u) *Forgery;*
- v) *Treason or other offences against the Sovereign;*
- w) *Homicide or violence;*
- x) *Matters of the same or similar nature to any listed above, and*
- y) *Any conspiracy or attempt in relation to any of the above.*

Fraud is recognised as a subset of corruption. The Australian Standard on Fraud and Corruption Control (AS8001-2008) defines Fraud as:

"Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity."

This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

The theft of property belonging to an entity by a person or persons internal to the entity by where deception is not used is also considered 'fraud' for the purposes of this Standard.

Examples of Fraud could include, but are not limited to:

- *Misappropriating Council's assets including use of Council assets for private purposes;*
- *Abuse of Council time;*
- *False invoicing, and / or invoicing for goods or services never rendered;*
- *Providing false or misleading information;*
- *Misuse of sick leave or carers leave; and*
- *Theft of cash, equipment or tools.*

| | | |
|--|-----------------------|--------------------------|
| Title: Fraud and Corruption Control Policy | | |
| Department: General Manager | | |
| Version | Date | Author |
| Version: 2 | | Hein Basson |
| Related Documents: Code of Conduct; Procurement Policy; Privacy Policy; Internal Reporting Policy; Risk Management Policy; Audit Office of New South Wales – Fraud Control Improvement Kit – February 2015. | | |
| This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines. | | |
| Review Date: June 2024 | | |
| Amendments in the release: | | |
| Section Title | Section Number | Amendment History |
| | | |
| Annexure Attached: Fraud Control Improvement Kit | | |
| Hein Basson General Manager | | |

10.5 ADOPTION OF WORK, HEALTH AND SAFETY, ENVIRONMENTAL AND QUALITY POLICIES - ISO CERTIFICATION**File Number: P15****Author: Amanda Nixon-Manager - People, Risk and Improvement
Kookie Atkins-Executive Leader - Infrastructure****Authoriser: Hein Basson, General Manager****Annexures: 1. Work, Health and Safety Policy - June 2021
2. Environment and Quality Policy - Draft June 2021****PURPOSE**

The purpose of this report is to provide Council with two (2) recently revised policies for consideration and adoption.

BACKGROUND

The Mt Magometon Quarry has been ISO certified (International Organization for Standardization certified) for a number of years, with more recently Council's roads and depot operations undergoing certification in order to become prequalified to undertake contracted works with Transport for NSW (formally RMS). ISO certification ensures that Council is operating to an internationally recognised standard in relation to safety, quality and the environment. Council's policies, procedures and practices are externally audited annually to ensure continued certification.

Currently Council has two (2) safety related policies and separate environment and quality policies that were developed in October 2019 as part of the ISO certification process for the Infrastructure department.

(a) Relevance to Integrated Planning and Reporting Framework

1.1.4. RMS RMCC Contract continued on Castlereagh Highway.

4.1.14. Maintain Quarry quality certification.

(b) Financial Considerations

There are no financial consideration in relation to adoption of the two (2) policies.

COMMENTARY

Previously, as part of the suite of ISO related policies, separate Safety, Environment and Quality policies for the Infrastructure Department were developed and approved in October 2019. The attached draft Environment and Quality policies have been combined into the one (1) policy to reduce replication and streamline the process for ISO certification.

Council's overall Work, Health and Safety Policy was developed and periodically reviewed since 2006. The attached draft Work, Health and Safety policy has been reviewed and combined with the Safety Policy to include any requirements for the ISO Certification process. The two (2) attached policies also address recommendations from the most recent ISO audit process, with improvement being included in the revised policies.

(a) Governance/Policy Implications

Once adopted by Council, both policies will become part of the policy framework for Council.

(b) Legal Implications

There are no legal implications arising directly 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 itself.

(e) Economic/Asset Management Implications

There are no economic/asset management implications arising directly from this report.

(f) Risk Implications

| Risk | Risk Rating | Proposed Control | Proposed Risk Ranking | Within Existing Resources? |
|--|--------------------|--|------------------------------|-----------------------------------|
| Loss of ISO Certification through lack / non-complying policies. | Medium | Council adopts the WHS Policy, and Environment and Quality Policy. | Low | Yes |

CONCLUSION

The Work, Health and Safety Policy, and Environment and Quality Policy have been reviewed and amended to ensure compliance with Council's on-going ISO Certification processes for the Mt Magometon Quarry, roads and depot operations. Both policies have been streamlined and improved in line with the external ISO auditor's recommendations and are now presented to Council for adoption.

RECOMMENDATION

- 1. That Council notes the information contained in this report.**
- 2. That Council formally adopts the revised Work, Health and Safety Policy and Environment and Quality Policy as attached to the report.**

1. BACKGROUND

The Work, Health and Safety of all persons employed at the Coonamble Shire Council, including volunteers and visitors are considered to be of the utmost importance and an integral part of all operations within Council. To this effect Council has developed Work Health and Safety policies, procedures, and systems to meet this goal as well addressing compliance requirements under the *Work Health and Safety Act 2011 (NSW)*.

2. PURPOSE

Coonamble Shire Council is committed to the health, safety, and welfare of all workers by providing safe and healthy working conditions for the prevention of work-related injury and ill health. Council's purpose in the development of this policy, as part of its safety management systems, is to support a workplace that minimises the risk of physical and/or psychological injury and which is as free as practicably possible from occupational illness.

3. POLICY OBJECTIVE

Council is committed to maintaining a WHS management system compliant with the requirements of applicable WHS legislation and the associated regulations, as well as ISO 45001:2018 Safety Management System Standards.

The objectives of this policy are that Council must ensure, so far as is reasonably practicable:

- The provision and maintenance of a work environment without risks to health and safety.
- The provision and maintenance of safe plant and structures.
- The provision and maintenance of safe systems of work.
- The safe use, handling, and storage of plant, structures, and substances.
- The provision of adequate facilities for the welfare of workers in carrying out duties for the business or undertaking, including ensuring access to those facilities.
- The provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out by council.

- The monitoring of the health of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

4. LEGISLATION

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulation 2017 (NSW)

WHS (Mines and Petroleum Sites) Act 2013

Work Health and Safety (Mines and Petroleum Sites) Regulation 2014

Code of Practice: Work health and safety consultation, cooperation, and coordination

5. APPLICATION/SCOPE

This policy applies to all Coonamble Shire Council operations, premises, and workplaces. The policy applies to all employees, contractors, work experience placements, volunteers, and visitors.

6. POLICY

Work Health and Safety Management System

Council will maintain a WHS Management System which will be continuously improved to meet our legislative obligations, and to fulfil our duty to maintain a safe and healthy workplace. The system will relate to all aspects of work health & safety and include:

- Ensuring that WHS risks are properly identified, assessed, and controlled in consultation with workers and in line with the hierarchy of controls.
- Providing WHS induction, on-going WHS and job specific training.
- Ensuring that workplace changes with WHS implications, will be risk assessed and controlled in consultation with workers.
- The dissemination of Work Health and Safety information to all workers and other persons to the workplace.
- Setting, monitoring, and communicating progress against measurable WHS objectives and targets to ensure continued improvement.
- WHS processes such as recording incidents, injuries and near misses, emergency procedures and drills, worksite inspections, safe working procedures and provision of WHS equipment, services and facilities are supported.
- Review of changes to work methods and practice, including those associated with technological change to ensure risk management controls are appropriate.
- Continual improvement and monitoring of the WHS Management System by conducting regular reviews.

Responsibilities

Work Health & Safety is both an individual and shared responsibility of all workers. Management at all levels is required to monitor the health and safety of all persons in the workplace, and ensure compliance with relevant Acts and Regulations, SafeWork NSW approved Codes of Practice and where applicable internal WH&S policies and procedures.

Specific Responsibilities

General Manager, Executive Leaders, Managers and Officers: have a duty to exercise due diligence to ensure that Council complies with the WHS Act and Regulations. This includes taking reasonable steps to provide and maintain as far as reasonably practical to:

- Keep up to date knowledge of WHS matters.
- Have an understanding of Council business and the hazards and risk associated with it.
- Ensure that this policy and the work health and safety management system is effectively implemented in their areas of control.
- Support of staff in meeting their WH&S responsibilities and ensuring their accountability for their specific responsibilities.
- Ensure that adequate resources, including forecasting financial resources into budget requirements, are made available.
- Ensure compliance with Council's WHS Management Systems and process, including investigating and responding to hazards and risk in a timely manner.
- That the behaviour of all persons in council workplaces, including contractors, volunteers and visitors, is safe and without risks to health.
- Ensure that Council complies with any duty or obligation under WHS legislation.

Workers while at work must:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- Cooperate and participate with work health and safety procedures, risk identification, instructions and initiatives given in the workplace.
- Report all workplace injuries or incidents at the time of the incident, including any unsafe acts or conditions that come to their attention.
- Use and maintain appropriate personal protective equipment as may be required.
- Attend all work health & safety inductions, site specific inductions, toolbox meetings and training as required.

Contractors, Sub-contractors and other PCBUs

All contractors, sub-contractors and PCBUs (Persons Conducting a Business or Undertaking) engaged to perform work on Council premises or locations will be required, as part of their contracted services, to provide evidence of safe systems of work, including as a minimum, a risk assessment tool identifying potential safety hazards, controls implemented, safe working procedures and be appropriately licenced / qualified to undertake the work if applicable.

Other PCBUs (Persons Conducting a Business or Undertaking) that do not fall into one of the categories already mentioned will be required to participate in Council's Work Health and Safety consultation programs. Council will consult with other PCBUs where Council is an interested party and is under the *Work Health Safety Act 2011 (NSW)* and *Work Health Safety Regulation 2017 (NSW)*.

An elected member of the Council does not, in that capacity conduct a business or undertaking.

Work Health & Safety Consultation

Council has established workgroups with employee nominated Health and Safety Representatives. The Health & Safety Committee is a consultative mechanism, that involves both employee HSRs and Management who consider all aspects of the organisation's Work Health & Safety policies, systems, and programs. It is Coonamble Shire Council's policy to encourage all workers to participate in the effective use of the established WH&S consultation and participation mechanisms. All WH&S consultation arrangements enacted within Coonamble Shire Council will be subject to the requirements of the *Work Health and Safety Act 2011 (NSW)* and the *Work Health & Safety Regulation 2017*.

Injury Management and Rehabilitation

Council will ensure that the injury management process is commenced as soon as possible after an injury in a manner consistent with medical judgement. It is expected that an early return to work by an injured worker is normal practice.

7. DEFINITIONS

Definitions are as per the Work, Health and Safety Act 2011

| | |
|---|--|
| Health and Safety Representative | in relation to a worker, means the health and safety representative elected under Part 5 for the work group of which the worker is a member. |
| Officer | (a) an officer within the meaning of section 9 of the <i>Corporations Act 2001</i> of the Commonwealth other than a partner in a partnership, or (b) an officer of the Crown within the meaning of section 247, or (c) an officer of a public authority within the meaning of section 252, other than an elected member of a local authority acting in that capacity. |
| PCBU | Person Conducting a Business or Undertaking |
| WHS | Work Health and Safety |
| Worker | <p>(1) A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as—</p> <ul style="list-style-type: none"> (a) an employee, or (b) a contractor or subcontractor, or (c) an employee of a contractor or subcontractor, or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or (e) an outworker, or (f) an apprentice or trainee, or (g) a student gaining work experience, or (h) a volunteer, or (i) a person of a prescribed class. <p>.....</p> <p>(3) The person conducting the business or undertaking is also a worker if the person is an individual who carries out work in that business or undertaking.</p> |

| | | |
|--|--------------|---|
| Title: Work, Health and Safety Policy | | |
| Department: People, Risk & Improvement | | |
| Version | Date | Author |
| 1 | 11 Feb 2005 | Council: Resolution #3869 |
| 2 | 6 Aug 2008 | Council: Resolution #7113 |
| 3 | 16 June 2014 | General Manager |
| 4 | 9 June 2021 | Manager – People, Risk & Improvement |
| This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Manager – People, Risk & Improvement will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines. | | |
| Review Date: June 2024 | | |
| Amendments in the release: | | |
| Amendment History | Date | Details |
| Policy updated | 2 Sept 2003 | Occupational Health & Safety Committee |
| Adopted by Council | 11 Feb 2005 | Council: Resolution #3869 |
| Reviewed by OHS Committee | 8 July 2008 | Occupational Health & Safety Committee |
| Adopted by Council | 6 Aug 2008 | Council: Resolution #7113 |
| Policy updated and changes endorsed subject to display | 5 Dec 2013 | Endorsed by Health and Safety Committee |
| Approved and signed for adoption | 16 June 2014 | General Manager |
| Reviewed with no changes | 23 June 2016 | N/A |
| Reviewed, policy updated with current best practice | June 2021 | |
| Annexure Attached: | | |
| Hein Basson General Manager | | |

1. BACKGROUND

The Coonamble Shire Council has undertaken and achieved accreditation under ISO 14001 Environmental Management Systems and ISO 9001 Quality Management Systems for the Mt Magometon Quarry, Roads and Depot Operations.

As part of this accreditation Council has adopted International Environmental Management Standard ISO 14001:2015 as the means by which it will control and continually improve our environmental performance.

Additionally, we have adopted the International Quality Management Systems Standard ISO 9001:2015 to provide a systematic and documented approach to the planning and implementation of quality procedures to ensure that our work practices, employees' awareness and training meet Australian legislation, standards, industry codes and customer expectations commensurate with our operations.

2. PURPOSE

The purpose of this document is to develop a supporting policy framework to support the adoption of the International Environmental Management Standard ISO 14001:2015 and Management System Standard ISO 9001:2015 Quality Management Systems - Requirements.

We have a transparent and highly accountable approach to our Environmental and Quality performance and this policy and other relevant information is freely available to the public and other stakeholders.

3. POLICY OBJECTIVE

Coonamble Shire Council are committed to the principles of environmental sustainability and prevention of pollution and have committed the organisation to conducting all of its relevant operations in an environmentally responsible manner.

Coonamble Shire Council is committed to meeting and exceeding customer needs and expectations in terms of performance, appearance and conformance to standards, codes of practice, and all statutory, regulatory and safety regulations applicable to the Roads, Depot and Quarry operations.

Through this commitment, we aim to achieve our objectives of high customer satisfaction and business growth whilst providing a satisfying working environment for our employees, suppliers and subcontractors. This is consistent with our strategic direction and appropriate to the context in which we operate.

4. APPLICATION/SCOPE

This policy has been developed as part of the Information Management System suite of documents for the ISO accreditation for the Mt Magometon Quarry, Roads and Depot Operations and does not apply to other operations of Council at this stage.

5. POLICY

Our Environmental Policy is that we will:

- Contribute in a meaningful and beneficial way to protecting the environment in which we operate to ensure sustainability through minimising waste, recycling where possible, preventing pollution and respecting the natural environment.
- Achieve continual improvement, through evolution of our procedures and adoption of technologies which will be applied to further improve our environmental efficiency and performance.
- Strive to integrate environmental considerations into all business decisions.
- Take precautions to prevent fires that may cause environmental harm and have in place tested emergency response procedures to mitigate harm in the event that an incident occurs.
- Be committed to compliance with applicable legal requirements and with other requirements that are applicable to the environmental aspects of our operations.
- Regularly review our environmental performance to ensure that it is current and relevant to our business, our stakeholders, the expectations of our customers and the ratepayers of Coonamble.
- Establish and monitor measurable objectives for our environmental performance that are consistent with this policy.
- Train our staff on the requirements of the IMS.

Our Quality Policy is that we will:

- Establishment, implementation and ongoing maintenance of a quality management system (QMS) in accordance with Management System Standard ISO 9001:2015 Quality Management Systems - Requirements.
- Identifying the needs and expectations of our stakeholders including our customers, suppliers, end-users and all who have an interest in, or are affected by, our operations.
- Total commitment of the leadership team to the Integrated Management System, this quality policy and all applicable requirements.
- Assurance that roles and responsibilities of all internal stakeholders in relation to the IMS are assigned, communicated and understood through the organisation.
- Training our staff on the requirements of the Integrated Management System.
- Executing, maintaining and continually improving the IMS and its processes.
- Establishing organisational objectives which are measurable and consistent with this quality policy.
- Conducting reviews by management to monitor performance against our declared objectives, and striving to maintain a culture of continual improvement.

| | | |
|--|--------------|-----------------------------------|
| Title: Environment and Quality Policy | | |
| Department: Infrastructure | | |
| Version | Date | Author |
| 1 | 18 Sept 2019 | Executive Leader - Infrastructure |
| 2 | 9 June 2021 | Executive Leader - Infrastructure |
| <p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Executive Leader – Infrastructure will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p> <p>Review Date: May 2024</p> | | |
| Amendments in the release: | | |
| Amendment History | Date | Details |
| Policy developed and signed | 18 Sept 2019 | Approved by General Manager |
| Policy adopted by Council | 14 Oct 2020 | Council Resolution #4558 |
| Policy amended and adopted by Council | 9 June 2021 | Council Resolution # |
| Annexure Attached: | | |
| Hein Basson General Manager | | |

10.6 ADOPTION OF RISK MANAGEMENT POLICY**File Number: P-15****Author: Amanda Nixon-Manager - People, Risk and Improvement****Authoriser: Hein Basson, General Manager****Annexures: 1. Draft Risk Management Policy - June 2021****PURPOSE**

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

BACKGROUND

Local Government provides a wide range of facilities, services and opportunities for the community. In providing these items Coonamble Shire Council accepts that it will encounter elements of risk that may be potentially either beneficial or detrimental in nature to achieving its objectives.

As risk management is an integral part of good management practices and an essential element of good corporate governance, this policy formalises Council's commitment to incorporate the principles of risk management into all aspects of its business.

Council to date has risk management processes in place, however, it has not been consolidated into a comprehensive holistic framework. The development of this policy is the first step in this process.

(a) Relevance to Integrated Planning and Reporting Framework

This item links to Council's Delivery Plan and Operational Plan.

L1.4.5 Review of Council's policies.

(b) Financial Considerations

Nil associated with this policy or report itself.

COMMENTARY

Risk management is a systematic process that involves identifying the risk, analysing and assessing the level of exposure Council's is prepared to accept, implementing control methods / procedures and monitoring outcomes. Risk management does not eliminate all risks; however, it does seek to mitigate foreseeable negative impacts to the Council and the public.

It should be said that not all risks can be anticipated or avoided, however, this does not absolve Council from making informed and considered decisions based on sound governance principles, of which risk management plays an integral role.

All areas of Council operations are responsible for risk management that provides an effective process for the identification, analysis, and management of both negative and positive impacts on all strategic operational, financial, WH&S and legal obligations. The development of a Risk Management Policy assists to support and safeguard Council's assets, infrastructure, people, finances, and reputation.

Council's approach is to achieve a balance between the costs of managing a risk and the anticipated benefit, as well as managing Council's exposure within an acceptable range.

(a) Governance/Policy Implications

Once adopted by Council, the Risk management Policy will become part of the policy framework for Council.

(b) Legal Implications

The revised policy has been designed to ensure legislative compliance with the various Acts and Regulations that govern this function of Council. The development and formalisation of a Risk Management Policy assists with the identification and mitigation of legal risks associated with Council undertakings.

(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. By aiming to achieve best practice, Council can provide leadership and support to the wider community.

(d) Environmental Implications

The development and formalisation of a Risk Management Policy assists with the identification and mitigation of environmental risks associated with Council undertakings.

(e) Economic/Asset Management Implications

The development and formalisation of a Risk Management Policy assists with the identification and mitigation of economic and asset management risks associated with Council undertakings.

(f) Risk Implications

| Risk | Risk Ranking | Proposed Control | Proposed Risk Ranking | Within Existing Resources? |
|--|---------------------|--|------------------------------|-----------------------------------|
| Council does not currently have a Risk Management Policy. | High | Council endorses the Risk Management Policy. | Low | Yes |
| Inconsistent / Lack of consideration of risk as part of Council operations or decision making. | High | Council endorses the Risk Management Policy. | Low | Yes |

CONCLUSION

The Risk Management Policy has been developed to assist with compliance with legislative and operational requirements, and best practise philosophy, in the management of the inherit risks that forms part of Council's normal operations and services.

The Risk Management Policy is presented to Council for consideration and adoption.

RECOMMENDATION

- 1. That Council notes the information contained in this report.**
- 2. That Council adopts the Risk Management Policy attached to this report.**

1. BACKGROUND

Local Government provides a wide range of facilities, services and opportunities for the community. In providing these items Coonamble Shire Council accepts that it will encounter elements of risk that may be potentially either beneficial or detrimental in nature to achieving its objectives.

As risk management is an integral part of good management practices and an essential element of good corporate governance, this policy formalises Council's commitment to incorporate the principles of risk management into all aspects of its business.

2. PURPOSE

The purpose of this Policy is to embed the practice of risk management into the culture of Council, and to create a shared understanding of risk to enable informed decision-making. The policy acknowledges the need for strategies aimed at reducing risk in order to meet the Council's financial and legal responsibilities in order to ensure the efficiency of services and resources utilised by the rate-payers, residents, staff and general public.

3. POLICY OBJECTIVE

All areas of Council operations should implement responsible risk management that provides an effective process for the identification, analysis and management of both negative and positive impacts on all strategic operational, financial, WHS and legal obligations. This will assist to support and safeguard Council's assets, infrastructure, people, finances and reputation.

Through the adoption and promotion of sound risk management practices, Council aims to:

- reduce the cost of risk that may be realised, including injury and property damage.
- protect Council's assets, including people, property, and financial assets.
- reduce the cost of Insurance premiums.
- protect the quality and continuity of Council's service delivery.
- continually improve operational effectiveness, efficiency, performance and resilience.

4. LEGISLATION

Local Government Act NSW 1993

Local Government (General) Regulations 2005

Civil Liability Act 2002

Work Health and Safety Act 2017 NSW

5. APPLICATION/SCOPE

This policy extends to all activities of Council and covers areas of strategic risk, not just related to Work, Health and Safety matters, and applies to Councillors, employees, volunteers and contractors.

6. POLICY

Risk management is a systematic process that involves identifying the risk, analysing and assessing the level of exposure Council's is prepared to accept, implementing control methods / procedures and monitoring outcomes. Risk management does not eliminate all risks; however, it does seek to mitigate foreseeable negative impacts to the Council and the public.

Council's approach is to achieve a balance between the costs of managing a risk and the anticipated benefit, as well as managing Council's exposure within an acceptable range.

- The General Manager has the ultimate responsibility for ensuring that risk is managed across the Council, with the Executive Leaders and Managers being responsible for monitoring the incorporation and implementation of Risk Management in all operational activities.
- The Council maintains a strategic risk register which is reviewed annually.
- The Senior Executive and Manager – People, Risk & Improvement are responsible for overseeing the development and maintenance of the Risk culture, framework and systems throughout the Council.
- Executive Leaders are responsible ensuring appropriate resources for risk management actions are made available and ensuring effective monitoring, reviews and reporting are undertaken.
- Risk Management will be integrated into Council's planning and operational processes and will be given recognition and consideration in the financial and reporting processes on the basis of the extent of the risk, Council's exposure level and funding within Council's constraints.

- Risk Management systems and frameworks will be developed in order to manage risks, with additional consideration given for projects or activities that are undertaken that are outside the scope of usual operations i.e. large infrastructure projects.
- The Audit, Risk and Improvement Committee is responsible for reporting to Council and reviewing management's approach to risks associated with the core activities of council.
- All employees, contractors and volunteers are responsible for applying risk management practices in their area of work and ensuring that the Council is aware of all types of risks associated with Council's operations.

6.1 . FRAMEWORK FOR MANAGING RISK

Council aims to develop, implement, manage and maintain a risk management framework. The framework provides a set of components providing the foundations and organisational arrangements for implementing, monitoring, reviewing and continually improving risk management to achieve strategic, operational and project objectives.

The framework consists of the following elements:

- Risk Management Policy: statement of Council's overall intentions and direction related to the management of risks.
- Risk Management Approach: risk will be embedded into appropriate management plans that specifies the identification, assessment, risk appetite and risk mitigation strategies.
- Internal Audit, Risk and Improvement Committee: which will assist and guide Council's overall risk management framework.
- Risk Matrix and guidelines: incorporated into appropriate documents and plans demonstrating methodologies, assessment criteria including appropriate likelihood and consequence descriptors, risk appetite and risk mitigation strategies.
- Strategic Risk Register.

6.2 RISK APPETITE

Council provides an extensive and diverse range of services. In providing these services Council accepts and takes on a level of risk. However, as a public authority Council has a predisposition towards a naturally conservative attitude towards risk. The level of acceptable risk is assessed and determined on a case-

by-case basis. In undertaking the provision of services and management of assets, Council has a low tolerance for any risk that:

- affects the financial sustainability of Council.
- arises from non-compliance of legislation resulting in litigation.
- impacts negatively on the environment resulting in long-term or irreparable environmental damage.
- compromises employee or public safety; or
- disrupts the delivery of critical Council services.

| | | |
|---|-----------------------|--------------------------------------|
| Title: Risk Policy | | |
| Department: People, Risk and Improvement | | |
| Version | Date | Author |
| 1 | June 2021 | Manager – People, Risk & Improvement |
| | | |
| <p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Manager – People, Risk & Improvement will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p> | | |
| Review Date: June 2024 | | |
| Amendments in the release: | | |
| Section Title | Section Number | Amendment History |
| | | |
| Annexure Attached: Strategic Risk Matrix | | |
| Hein Basson General Manager | | |

| SCORE | DESCRIPTION | ENVIRONMENT | CONSEQUENCE | | | | LEGAL | OPERATIONAL | REPUTATIONAL |
|-------|---------------|--|------------------------|---|---|---|--|--|--------------|
| | | | FINANCIAL/ECONOMIC | HEALTH & SAFETY | HUMAN | | | | |
| 1 | INSIGNIFICANT | Damage to the environment is widespread in the local river system and ecosystem which is short-term, reversible and localised. No noticeable reduction of any species. | < \$10,000 | Near miss/no first aid required | Turnover of staff is between 0% and 10% p.a. | Little or no impact. Potential for Council to be sued / fined < \$10,000 | Has suffered no operational loss or disruption to service levels. | Little or no impact | |
| 2 | MINOR | Damage to the environment is widespread in the local river system and ecosystem which is minor, reversible and localised. The reduction of 1 species is temporary. | \$10,000 to \$49,999 | Injuries that require first aid treatment where 14 days or less time-off is needed. | Turnover of permanent staff is between 10% and 15% p.a. | Minor delays in meeting legal requirements. Potential for Council to be sued / fined \$10-\$50,000 | Some inefficiencies and/or delays in delivery of support services and non-critical functions. No impact on client service standards. | Sporadic localised unfavourable publicity; No impact on staff morale | |
| 3 | MODERATE | Damage to the environment is widespread in the local river system and ecosystem which is medium, reversible and localised. The reduction of 1 or more species is moderate. | \$50,000 to \$249,999 | Medical treatment required with 14 days to 12 weeks' time-off | Turnover of permanent staff is between 15% and 20% p.a. | Some breach of material terms of key contracts. Threat of legal action against Council, but able to be resolved through negotiation/ remedial action by Council. Potential to be sued / fined \$50-\$200,000 | Inability to provide key support services according to minimal expected service levels. No notable impact on client service standards. | Localised negative publicity; Limited impact on staff morale. | |
| 4 | MAJOR | Damage to the environment is widespread in the local river system and ecosystem which is long-term reversible. The reduction of 1 or more species is significant. | \$250,000 to \$999,999 | Injuries that extensive it requires 12 weeks or more time-off | Turnover of permanent staff is between 20% and 30% p.a. | Noticeable increase in claims and legal liability. Most exposures covered by existing insurance cover. Potential to be sued / fined \$200,000 - \$1M | Delays and inefficiencies in core processes and systems impacting significantly on customer service levels. | Significant/ continued negative publicity in local/ regional press; Low staff morale; Requires intervention by the General Manager/Mayor to answer public concerns | |
| 5 | CATASTROPHIC | Damage to the environment is widespread in the local river system and ecosystem which is irreversible. The loss of 1 or more species is permanent. | >\$1,000,000 | Fatality or cause permanent disability | Turnover of permanent staff exceeds 30% p.a. | Significant increase in volume and value of legal exposures and claims. Critical services impacted by cancellation of supplier contracts; Exposures not covered by current insurance cover. Potential to be sued / fined > \$1M | Critical processes/ systems not available for extended period. Inability to perform core client-facing functions. Prolonged inability to provide basic services. | Significant/ continued negative publicity in national press; Low staff morale resulting in loss of key staff; Permanent loss of public trust; Withdrawal of funding/ key grants etc. | |

| LIKELIHOOD | | |
|------------|----------------|---|
| SCORE | DESCRIPTION | EXAMPLE |
| 1 | RARE | Highly unlikely to occur in next 5 years. No history of adverse event in organisation. |
| 2 | UNLIKELY | Event not likely to occur in next 12 months, but there is a slight possibility of occurrence. |
| 3 | POSSIBLE | 50% chance of occurrence in next 12 months. |
| 4 | LIKELY | There is a strong likelihood that the event will occur at least once in the next 6-12 months. History of event/s in institution or similar organisations. |
| 5 | ALMOST CERTAIN | The adverse event will definitely occur, probably multiple times in a year. |

| CONTROL EFFECTIVENESS | | |
|-----------------------|--|-------------------|
| SCORE | DESCRIPTION | PERCENT EFFECTIVE |
| 1 | VERY EFFECTIVE CONTROL DESIGN, WELL IMPLEMENTED, PREVENT & DETECT RISKS/BREACHES | 90-100% |
| 2 | SOME CONTROLS IN PLACE, PARTIALLY EFFECTIVE | 50-90% |
| 3 | FEW CONTROLS IN PLACE, POORLY FUNCTIONING | 20-50% |
| 4 | LITTLE CONTROLS IN PLACE, OR CURRENT CONTROLS HAVE NO EFFECT | 10-20% |
| 5 | NO CONTROLS IN PLACE, RISK NOT ASSESSED | 0%-10% |

| RISK STRATEGY |
|---------------|
| Avoid |
| Remove |
| Transfer |
| Reduce |
| Remove |

10.7 ADOPTION OF THE MULTICULTURAL POLICY & MULTICULTURAL SERVICES PLAN

File Number: P-15

Author: Shannon Tandy-Human Resources

Bruce Quarmby-Executive Leader - Corporate and Sustainability

Authoriser: Hein Basson, General Manager

Annexures: 1. Multicultural Policy
2. Multicultural Services Plan

PURPOSE

The purpose of this report is to provide Council with a revised Multicultural Policy and Multicultural Service Plan for consideration and adoption.

BACKGROUND

Under the *Local Government Act* 1993 (NSW) Section 8 it is Council's responsibility to promote the principles of multiculturalism, ongoing commitment to and engagement with multicultural communities.

The multicultural principles as outlined in Section 3 of the *Multicultural Act 2000* (NSW), governed by Multicultural NSW provides resources to assist Council to develop and deliver multicultural outcomes through the Multicultural Services Plan (MSP). All NSW Government agencies are expected to provide high quality services and programs for all people of NSW. The MPSP is the mechanism for agencies to show how they are planning effectively for people of culturally and linguistically diverse backgrounds.

(a) Relevance to Integrated Planning and Reporting Framework

This item links to Council's Delivery Plan and Operational Plan.

P4.1.1. Support activities that promote cultural awareness and diversity in ability and age.

P4.2.4. Implement principles of multiculturalism across Council's business.

P4.2.5. Ensure Council consultation provides opportunities for participation for people from diverse backgrounds.

(b) Financial Considerations

Nil.

COMMENTARY

Council developed and implemented its Multicultural Policy and Multicultural Services Plan in 2014. This Policy and Plan are now due for review.

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

- The Multicultural Services Plan (MSP) is a four-year plan now aligns with the new actions provided by Multicultural NSW.
- The inclusion of the Multicultural Services Plan Framework, governed by Multicultural NSW. The four (4) focus areas, Service Delivery, Planning, Leadership and Engagement and the nine (9) outcomes for Council to target to plan effectively for people of culturally and linguistically diverse backgrounds.
- The inclusion of a revised format for the Multicultural Policy and Multicultural Services Plan.
- The inclusion of a list of definitions.

A report on progress associated with the Multicultural Services Plan is required to be provided to the Community Relations Commission on an annual basis and be available to the public through Council's Annual report.

(a) Governance/Policy Implications

Once adopted by Council, this Multicultural Policy & Multicultural Services Plan will become part of the policy framework for Council.

(b) Legal Implications

The revised policy has been designed to ensure legislative compliance with the various Acts and Regulations that govern this function of Council including *the NSW Local Government Act 1933*, *Multicultural Act 2000 (NSW)*, *Anti-Discrimination Act (NSW)*.

(c) Social Implications

Council is committed to maintaining the Coonamble Local Government Area (LGA) as a multicultural community. Coonamble's ethnic, religious, and cultural diversity is an integral part of our identity and vitality.

Council is further committed to an inclusive and socially cohesive community where everyone can participate in the opportunities our community offers and our services are responsive to the needs of residents from all backgrounds.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

There are no Economic or Asset Management implications arising from this report.

(f) Risk Implications

| Risk | Risk Ranking | Proposed Control | Proposed Risk Ranking | Within Existing |
|------|--------------|------------------|-----------------------|-----------------|
| | | | | |

| | | | | Resources? |
|--|------|--|-----|------------|
| Barriers and gaps develop for people of culturally and linguistically diverse backgrounds when accessing Council services. | High | Council endorses the Multicultural Policy & Multicultural Services Plan. | Low | Yes |
| Lack of an inclusive and social cohesive community. | High | Council endorses the Multicultural Policy & Multicultural Services Plan. | Low | Yes |

CONCLUSION

The Multicultural Policy & Multicultural Services Plan has been reviewed and amended to ensure compliance with both legislative, operational requirements and best practise philosophy.

With changes made to the Multicultural Policy and Multicultural Services Plan, it is now presented to Council for adoption.

RECOMMENDATION

- 1. That Council notes the information contained in this report.**
- 2. That Council formally adopts the Multicultural Policy & Multicultural Services Plan attached to this report.**

1. BACKGROUND

Under the Local Government Act 1993 (NSW) Section 8 it is Council's responsibility to promote the principles of multiculturalism, ongoing commitment to and engagement with multicultural communities.

All NSW government agencies are expected to provide high quality services to the people of NSW, which are inclusive of people from culturally diverse backgrounds. The multicultural principles as outlined in Section 3 of the Multicultural Act 2000 (NSW), governed by Multicultural NSW provides resources to assist Council to develop and deliver multicultural outcomes through the Multicultural Services Plan (MSP). Multicultural NSW also oversees the Multicultural Planning Framework which is the foundation and structure for the plan.

2. PURPOSE

The purpose of this policy is to ensure Council engages and plans effectively for the needs and well-being of people from culturally diverse and linguistically diverse backgrounds. This policy supports the Multicultural Services Plan and ensures that Council is compliant with relevant legislation.

3. POLICY OBJECTIVE

This policy is to ensure equality of access to Council services and the voices from Non-English speaking backgrounds are heard in Council's decision making processes assisting to maximize the development of our multicultural community.

We are committed to maintaining the Coonamble Local Government Area (LGA) as a multicultural community. Coonamble's ethnic, religious and cultural diversity is an integral part of our identity and vitality.

Council is committed to an inclusive and socially cohesive community where everyone can participate in the opportunities our community offers and our services are responsive to the needs of residents from all backgrounds.

4. LEGISLATION

Local Government Act 1933 (NSW)
Anti- Discrimination Act 1977 (NSW)
Multicultural Act 2000 (NSW)

5. APPLICATION/SCOPE

This policy applies to all council programs providing services to the communities within the Local Government Area.

6. POLICY

Coonamble Shire Council is committed to the continued development of an inclusive, harmonious and cohesive community and to enact a model of best practice in this area.

To ensure this Council will:

- Endeavour to ensure all residents have equitable access to Council services and facilities regardless of race, language, religion or culture.
- Be responsive to the needs of residents from culturally and linguistically diverse backgrounds.
- Support anti-discrimination policies and practices and the principles of Multiculturalism.
- Council's consultative and decision-making processes will recognise and encourage the participation and contribution of residents from culturally and linguistically diverse backgrounds.
- Council will identify gaps and barriers in the delivery of Council services and facilities to residents from culturally linguistically diverse backgrounds and (where possible) will develop strategies in response to the issues identified.
- Council will foster a climate of community harmony and mutual respect.

6.1 MULTICULTURAL SERVICES PLAN

The Multicultural Services Plan (MSP) is a four-year plan which outlines Council's vision, priority areas and partnership opportunities to meet Council's responsibilities under the Local Government Act 1993 (NSW). The aim of this plan is to deliver a range of social, cultural and economic strengths through meaningful engagement, inclusion and support of multicultural communities.

A report on progress associated with the MSP will be provided to the Community Relations Commission on an annual basis and be available to the public through Council's Annual report.

7. DEFINITION

| Term | Meaning |
|--|--|
| Multiculturalism | A term which describes the cultural and ethnic diversity of contemporary Australia. |
| Inclusive, Harmonious & Cohesive Community | To include and promote a tolerant and culturally diverse society providing mutual respect, effective relationships, clear communication and understanding. |
| Equitable Access | Ensuring all Australians regardless of race, culture or non – English language backgrounds enjoy full access to services to which they are entitled too. |
| Anti-Discrimination | Opposed to the unjust and prejudicial treatment of different categories of people, the unfair treatment of someone because of their age, race, material status, pregnancy, sex, disability, intersex status, gender identity, religion and sexual orientation. |
| Principles of Multiculturalism | Set out in the Multicultural NSW Act 2000, provide guidance to all public authorities, including council, to recognise and promote the benefits of cultural diversity. |

| | | |
|---|-----------------|-------------------------------------|
| Title: Multicultural Policy | | |
| Department: Corporate & Sustainability | | |
| Version | Date | Author |
| 1 | 11 June 2014 | |
| 2 | 30 May 2017 | Human Resources Officer |
| 3 | 21 October 2020 | Human Resources Officer |
| 4 | 5 May 2021 | Human Resources Officer |
| <p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Executive Leader – Corporate & Sustainability will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p> <p>Review Date: June 2024</p> | | |
| Amendments in the release: | | |
| Amendment History | Date | Details |
| Submitted to Council | 11 June 2014 | Approved by the General Manager |
| Adopted by Council | 13 August 2014 | Adopted by Council - Min #1027 |
| Reviewed – no change | 30 May 2017 | General Manager |
| Reviewed – internally | 21 October 2020 | Manager- People, Risk & Improvement |
| | | |
| Annexure Attached: | | |
| Multicultural Services Plan | | |
| Hein Basson General Manager | | |



ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges the Gamilaraay and Weilwan people as the traditional owners and custodians of the land on which it operates, respecting elders, past, present and emerging. Council seeks all the time to show respect to all people and cultures whose privilege it has to serve.





OUR CULTURALLY DIVERSE STATEMENT

- Council will endeavor to ensure all residents have equitable access to Council services and facilities regardless of race, language, religion or culture.
- Council will be responsive to the needs of residents from culturally and linguistically diverse backgrounds.
- Council will support anti-discrimination policies and practices and the principles of Multiculturalism.
- Council's consultative and decision making processes will recognise and encourage the participation and contribution of residents from culturally and linguistically diverse backgrounds.
- Council will identify gaps and barriers in the delivery of Council services and facilities to residents from culturally linguistically diverse backgrounds and (where possible) will develop strategies in response to the issues identified.
- Council will foster a climate of community harmony and mutual respect.

COMMUNITY DIVERSITY SNAPSHOT

When using the term multicultural community, Council is acknowledging all our community members including the members that are born overseas or are descendants of those born in a country other than Australia.

The Shire comprises the towns of Coonamble, Gulargambone with the village of Quambone, and is less than two hours drive by road from Dubbo and six hours from Sydney. Bounded on one side by the Warrumbungle National Park, and on the other by the Western Plains and Macquarie Marshes.



Overall 20% of the Coonamble population was born overseas and 2.2% where from a non-English speaking background.

The top five responses for a language, other than English reported in Coonamble LGA from the 2016 Census, in order are:

- Malayalam (0.3%)
- Gujarati (0.2%)
- Sinhalese (0.2%)
- German (0.1%)
- Greek (0.1%)

Source: Australian Bureau of Statistics, QuickStats 2016

The top five responses for country of birth reported in Coonamble LGA from the 2016 Census, in order are:

- New Zealand (0.4%)
- England (0.4%)
- India (0.4%)
- Germany (0.4%)
- Sri Lanka (0.4%)

The top five responses for the most common ancestry in Coonamble LGA from the 2016 Census, in order are:

- Australian (42.2%)
- English (25.6%)
- Irish (7.0%)
- Scottish (4.8%)
- German (2.0%)

THE MULTICULTURAL SERVICES PLAN

The Multicultural Services Plan (MSP) is a four-year plan which outlines Council's vision, priority areas and partnership opportunities to meet Council's responsibilities under the Local Government Act 1993 (NSW). The aim of this plan is to deliver a range of social, cultural and economic strengths through meaningful engagement, inclusion and support of multicultural communities.

A report on progress associated with the MSP will be provided to the Community Relations Commission on an annual basis and be available to the public through Council's Annual report.

MULTICULTURAL NSW

All NSW Government agencies are expected to provide high quality services and programs for all people of NSW. The MPSP is the mechanism for agencies to show how they are planning effectively for people of culturally and linguistically diverse backgrounds, and to report on progress.

The MPSP framework helps agencies, including Councils, to embed multicultural planning within core business operations.

The MPSP Framework is outcome-focused and consists of:

- **4 Focus Areas:** Service Delivery, Planning, Leadership and Engagement.
- **9 Outcomes:** In which agencies are expected to develop a set of specific targets against agreed focus areas relevant to their context and business activities.

All agencies must:

- prepare a multicultural plan incorporating the 4 Focus Areas and 9 Outcomes, and
- report publicly on progress through their own agencies' annual reports.

ACTION PLAN



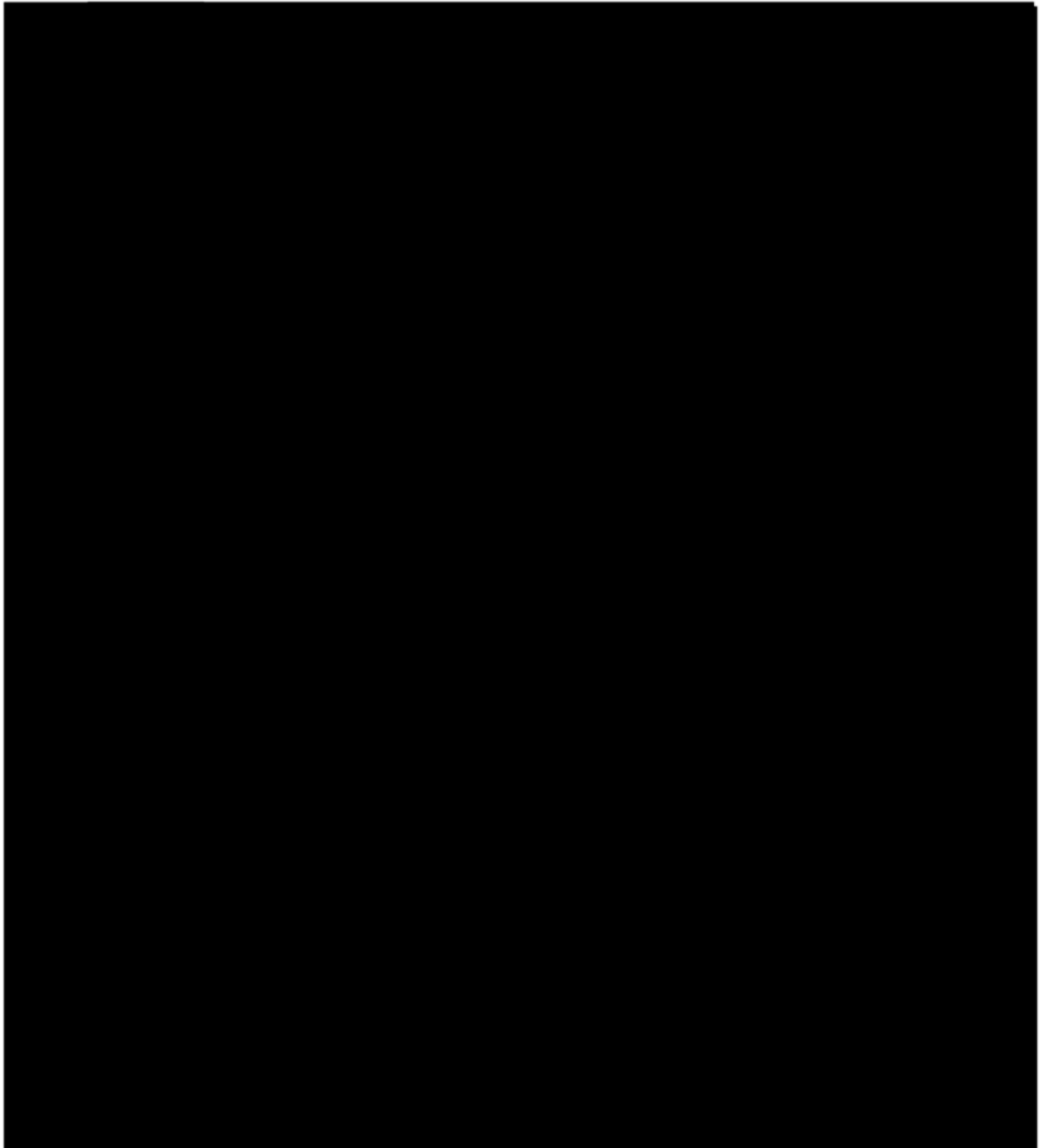
| ACTION | RESPONSIBILITY | OUTCOME |
|--|---|--|
| Be culturally inclusive and consultative in developing exhibitions and public programs. | Economic Development & Growth & Community Services Coordinator. | Mainstream service delivery for everyone, measured by: |
| | TIMEFRAME | <ul style="list-style-type: none"> • Number of exhibits and public programs held to represent our multicultural community. |
| | Ongoing. | |
| Develop a process to inform staff of availability of language aids and telephone interpreter services. | People, Risk & Improvement. | <ul style="list-style-type: none"> • Language and telephone aids developed and included with onboarding new Customer Service staff. |
| | TIMEFRAME | |
| | Ongoing. | |
| Celebrate cultural expression with key stakeholders. e.g. Harmony Day, World Day for Cultural Diversity. | Community Services Coordinator. | <ul style="list-style-type: none"> • Number in attendance. |
| | TIMEFRAME | <ul style="list-style-type: none"> • Number of stakeholders involved. |
| | Annually. | |

ACTION PLAN

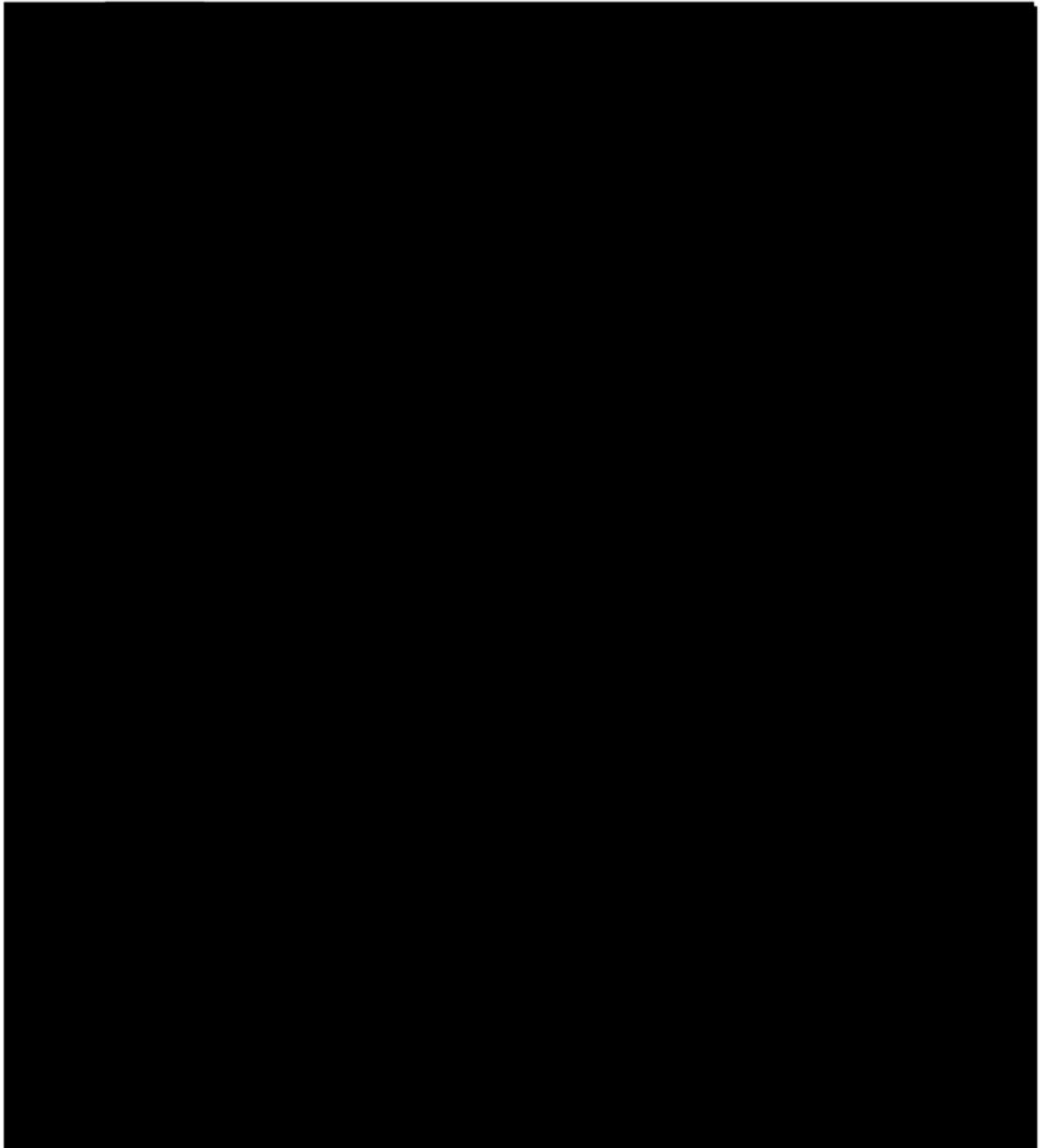


| ACTION | RESPONSIBILITY | OUTCOME |
|--|--|---|
| Promotion of the NSW State Library Multicultural collection through Council's library service. | Librarian. TIMEFRAME Annually. | Mainstream service delivery for everyone, measured by: • Number of loans. |
| Use existing data to ensure our communities cultural service needs are met and maintaining a high level of customer service. | Corporate & Sustainability. TIMEFRAME Annually. | • Monitor the Australian Bureau of Statistic for cultural changes in the community. |

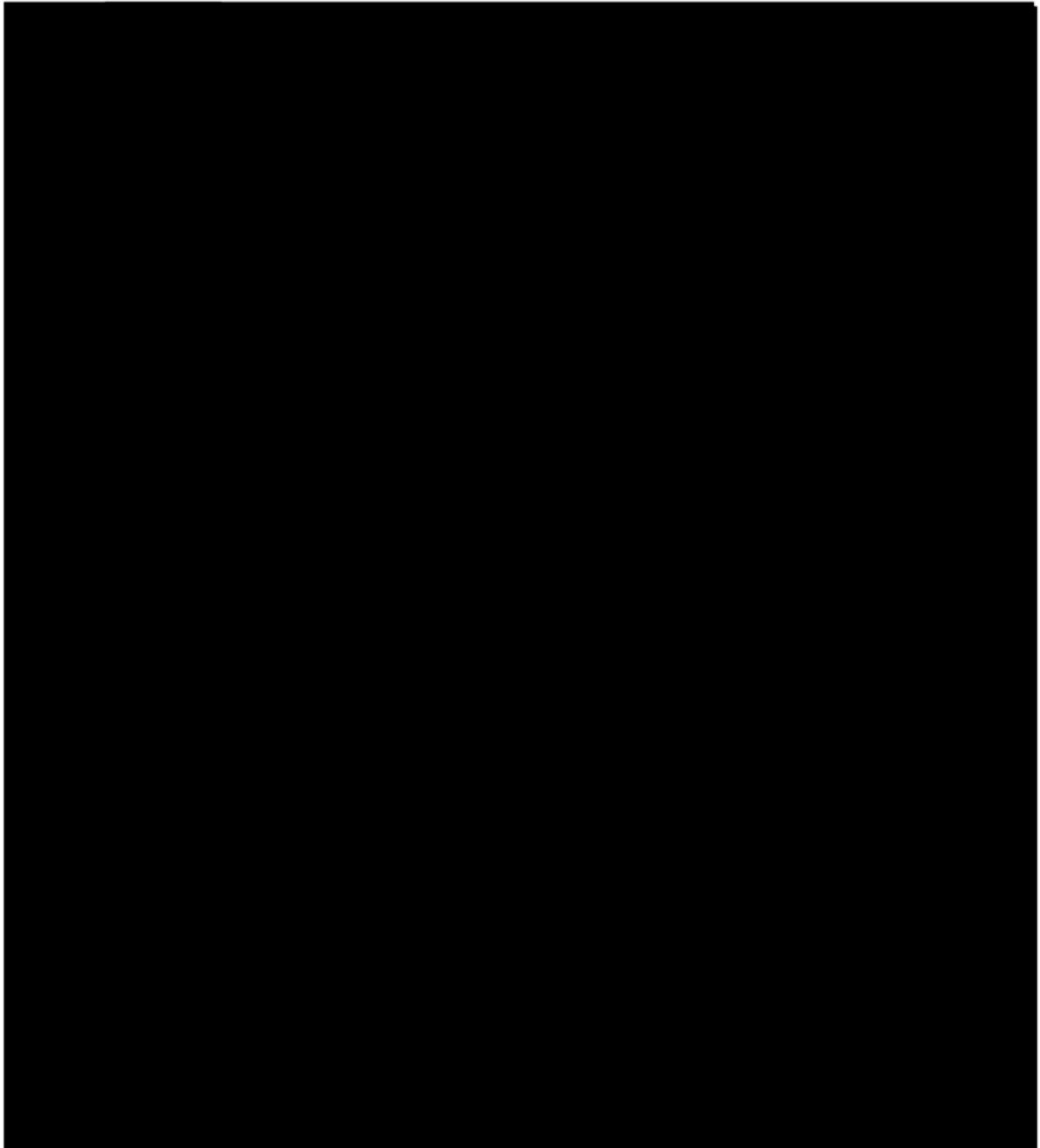
ACTION PLAN



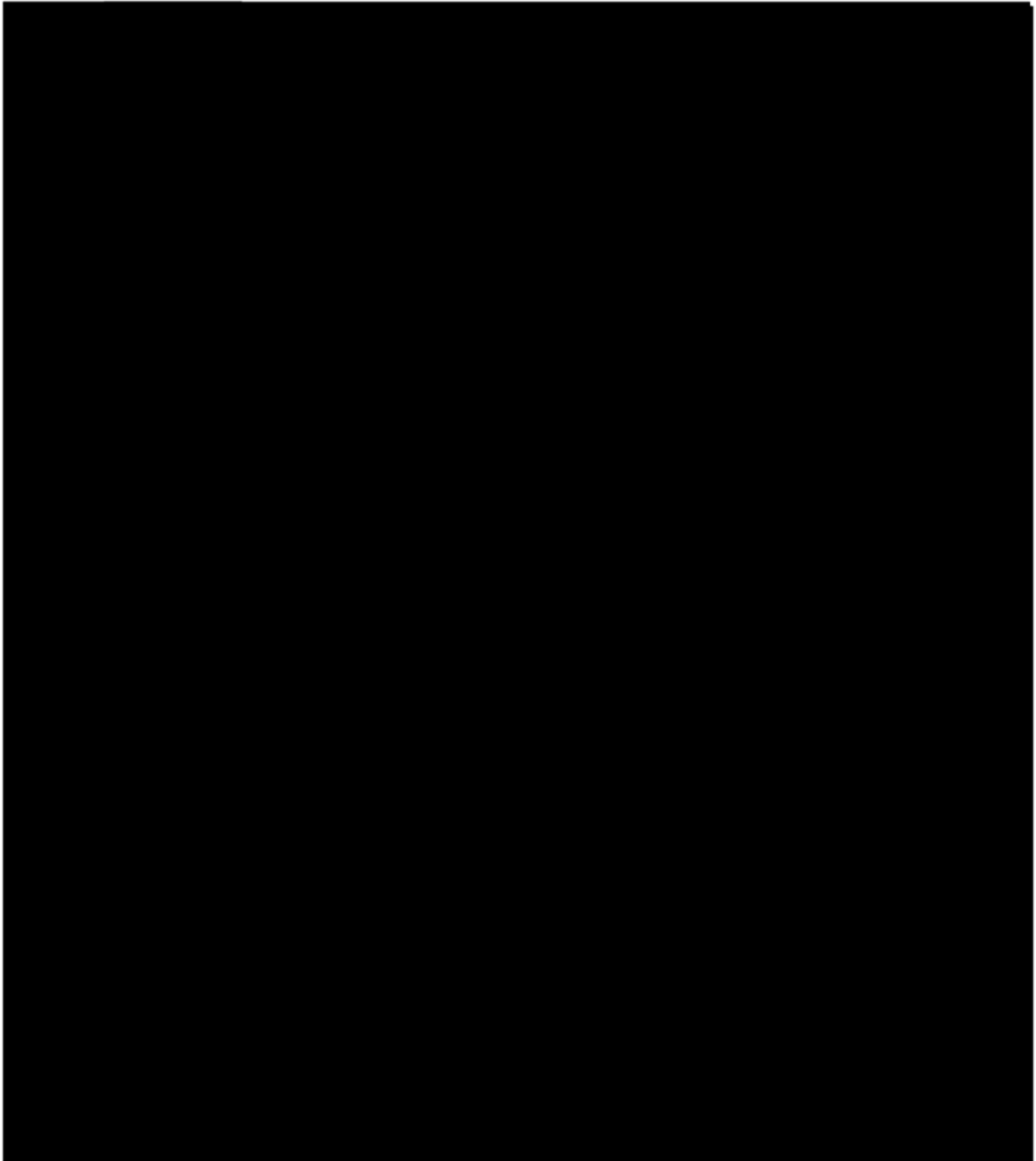
ACTION PLAN



ACTION PLAN



ACTION PLAN



ACTION PLAN

TRANSLATING & INTERETING SERVICES (TIS)



If you require an interpreter to assist you with any information or services at Coonamble Shire Council, contact the Telephone Interpreting Service (TIS) on 131 450.

TIS is available 24 hours a day, seven day a week.

10.8 DRAFT COMMUNITY CONSULTATION POLICY AND DRAFT COMMUNITY ENGAGEMENT POLICY**File Number: P15****Author: Pip Goldsmith, Manager Economic Development & Growth****Authoriser: Hein Basson, General Manager****Annexures:**
1. Community Consultation Policy
2. Community Engagement Strategy 2016-17
3. Community Engagement Policy**PURPOSE**

The purpose of this report is to provide Council with a draft Community Engagement Policy for consideration.

BACKGROUND

Community engagement is a regular and important part of Council's everyday services and involves the interaction of Council and stakeholders in a variety of settings and circumstances. The purpose of the Community Engagement Policy is to provide a framework for Council staff to undertake community engagement in a way that meets legislative requirements, is genuinely participative, fit for purpose and delivers a valuable outcome.

Currently, Council does not have a Community Engagement Policy. A Community Consultation Policy was last formally reviewed and adopted in 2017 and is attached to this report for Councillors' information as Annexure 1. A Community Engagement Strategy 2016/17 was developed specifically for the purposes of community engagement during the development of the Community Strategic Plan at that time and is attached to this report as Annexure 2 for Council's information.

The draft Community Engagement Policy is attached as Annexure 3 for Council's consideration.

(a) Relevance to Integrated Planning and Reporting Framework

- P4.2.5. Ensure Council consultation provides opportunities for participation for people from diverse backgrounds.
- L1.1.2. Promote genuine opportunities for people to participate in decisions that affect them.
- L1.4.3. Provide high quality customer service to the community.
- L1.4.4. Governance is open and transparent.
- L1.4.5. Review of Council policies.

(b) Financial Considerations

There are no financial considerations related to this report.

COMMENTARY

Consultation involves obtaining public feedback on proposals; it is just one form of engagement. Engagement is a broader and ongoing process of sharing information with the community and seeking its feedback, with the purpose of involving the community in the process of decision making. This process may include a more formal consultation process to meet legal requirements.

Community engagement is the process of involving people in the decisions that affect their lives. It enables good governance and informed decision making by promoting shared responsibilities for decisions.

The process of community engagement can involve a broad variety of activities in a continuum from informing (reflecting a low level of engagement) through to active participation (reflecting a high level of engagement).

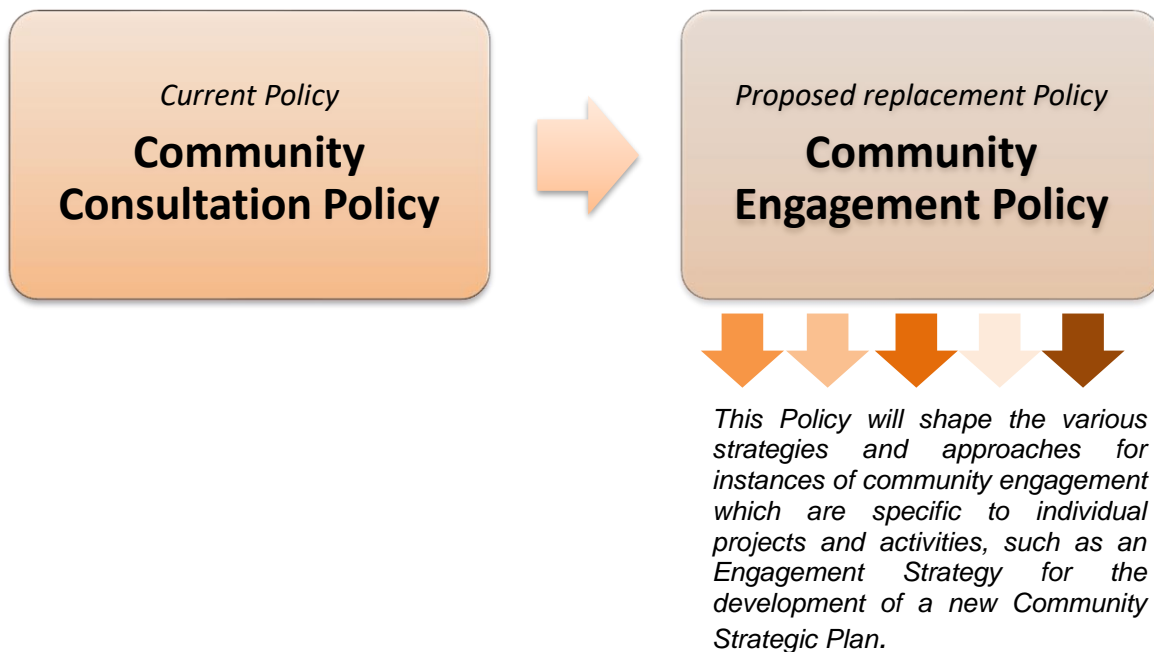
- Informing takes place when a decision has already been made or action is required, and Council needs to make sure that those affected are aware of the facts.
- Consulting takes place when a project requires some input, feedback, or advice before part of the project or decision is progressed.
- Active participation takes place when Council collaborates with specific stakeholder groups or the community to work out what needs to be done and to develop solutions that are incorporated into decision making.

All engagement processes need to inform, most will have some level of consultation, and some will include active participation.

Council's previously adopted Community Consultation Policy does not recognise broader range of activities that are involved in community engagement. It is timely to update this policy to include a more robust description of relevant considerations and the most appropriate approach to be taken when exchanging information and feedback on a project, policy, issue, service, proposal, or plan. The existing Community Consultation Policy has been developed and expanded to become the draft Community Engagement Policy.

The previously developed Community Engagement Strategy 2016/17 is now redundant as the purpose of this document was to guide the community engagement undertaken in 2016/17 to inform the Community Strategic Plan at that time.

Future strategic planning should be similarly informed by tailored, fit for purpose approaches to engagement. The draft Community Engagement Policy provides a generic policy document to guide such approaches.



The Community Participation Plan mentioned in clause 4.2 of the draft Community Engagement Policy will undergo review in the near future to refine parameters on notification of development applications under the *Environmental Planning and Assessment Act 1979*. This review will include development types that will trigger neighbour notification or wider community notification and also when development types will be notified in the local paper. It will be conducted as part of the ongoing process improvements being carried out in the Environmental Services section.

(a) Governance/Policy Implications

Once adopted by Council, the Community Engagement Policy will become a policy of Council. The Community Engagement Policy is intrinsic to the Integrated Planning & Reporting requirements of Council.

(b) Legal Implications

The revised policy has been designed to ensure legislative compliance with relevant Acts and Regulations.

(c) Social Implications

The Community Engagement Policy will provide Council staff with guidance about how to appropriately engage with various stakeholders, community groups and members in order to achieve the most positive outcome in the execution of a Council project, policy, issue, service, proposal or plan.

(d) Environmental Implications

There are no environmental implications directly associated to this report.

(e) Economic/Asset Management Implications

There are no economic/asset management implications directly associated to this report.

(f) Risk Implications

Effective community engagement supports an open approach to managing risk by providing a strong foundation for understanding decisions and building trust within the community about the decision-making process.

CONCLUSION

Council's previously adopted Consultation Policy does not recognise the various types of engagement and related nuances. It is timely to update this policy to include a more robust description of relevant considerations and the most appropriate approach to be taken when exchanging information and feedback on a project, policy, issue, service, proposal, or plan. A draft Community Engagement Policy has been developed for this purpose and is provided for Council's consideration.

RECOMMENDATION

- 1. That Council places the draft Community Engagement 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, in the event of any submissions being received, the Manager Economic Development & Growth presents a further report, together with the contents of those submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Community Engagement Policy (with or without changes) at its August 2021 Ordinary Meeting.**
- 3. That, in the event of no submissions being received within the prescribed 28 days, Council formally adopts the Community Engagement Policy without any changes as a policy of Council.**



COMMUNITY CONSULTATION POLICY

Approval Date: 25 May 2017
Review Date: 25 May 2019
Responsible Officer: Director Community Services

1. Definition

Community consultation is the two way relationship where Council and the community exchange information and feedback on a project, policy, issue, service, proposal or plan. It is an active process that facilitates communication between the Council, the Coonamble Shire community and the directly affected stakeholders.

2. Our Community

Members of our community include residents, ratepayers, local business, people working in the Shire, visitors to the Shire, users of Council services, business associations, service providers, government agencies and statutory bodies, local and regional associations and community organisations.

3. Scope

This policy relates and applies to all forms of consultation conducted by Officers and consultants / agencies acting on behalf of Coonamble Shire Council. Community consultation may take place:

- where community input can improve a project or enhance the decision making process
- to help identify specific community needs
- in response to expressions of community interest
- when Council resolves to consult the community
- when required by law or by agreement with a government agency or statutory body

Council will not be in a position to consult in situations where:

- A decision needs to be made quickly – for example relating to an issue of public safety or health.
- A legal, commercial or legislative restriction makes consultation impossible.
- The decisions involved concern routine operational matters.

4. Policy Statement

Coonamble Shire Council considers consultation as a central principle in sound planning and decision making. The Council actively consults with its community in a consistent and professional manner within a social justice framework and in accordance with the principles of community consultation.

5. Social Justice Principles

Social justice is based on four interrelated principles of equity, rights, access and participation, to ensure that:

- There is **equity** in the distribution of resources
- **Rights** are recognised and promoted
- People have fair **access** to resources and services
- People have better opportunities for genuine **participation** and consultation about decisions affecting their lives.

6. Principles of Community Consultation

The purpose of these principles is to assist the Council to make better decisions which reflect the interests and concerns of potentially affected people and stakeholders. Coonamble Shire Council considers that community consultation and participation:

- Is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process;
- Includes the promise that the public's contribution will be considered and contribute to the decision;
- Promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers;
- Seeks out and facilitates the involvement of those potentially affected by or interested in a decision
- Seeks input from participants in designing how they participate
- Provides participants with the information they need to participate in a meaningful way; and
- Communicates to participants how their input affected the decision.

* Principles adapted from the International Association of Public participation (IAP2) Core Values for Public Participation.

Policy Review History

| Date | Changes Made | Approved By |
|---------------------|--|------------------------------|
| September 2013 | Policy developed | General Manager |
| November 2013 | Draft policy submitted to Council 13/11/13 | |
| To 20 December 2013 | On Public Exhibition (No submissions) | |
| 12 February 2014 | Policy Approved | Council 12/02/2014 Min #0712 |
| 25 May 2017 | Review – no changes | General Manager |

Coonamble Shire Council

Community Engagement Strategy

2016-17



Contents

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1. Introduction

The Community Engagement Strategy for the Coonamble Shire aims to ensure all members of the community can participate in the review and update of the Coonamble Shire Community Strategic Plan 2026 (CSP). The strategy contains activities focussed on raising awareness of the CSP review as well as providing meaningful opportunities for community to participate in activities.

The strategy aims to maximise participation of all stakeholders by using engagement activities and locations appropriate to the local community.

Community engagement activities will occur between December 2016 and March 2017.

2. Legislative requirement

Under Section 402 of the Local Government Act 1993 all councils in NSW are required to lead the development of a CSP for their local government areas. As shown in the diagram below, the CSP is the key plan that councils are required to respond to in shaping their four year Delivery Program and one year Operational Plans.



Following an ordinary election of councillors, each council in NSW must review its community strategic plan by 30 June. The council may endorse the existing plan or develop and endorse a new community strategic plan as appropriate, to ensure the local government area has a community strategic plan covering the next 10 years.

The Integrated Planning and Reporting framework requires councils to prepare a Community Engagement Strategy to ensure that the local community is an active participant in the review of the CSP. The Community Engagement Strategy must be based on social justice principles and should ensure that a broad range of stakeholders are consulted.

3. Coonamble Shire Community Strategic Plan 2026

Coonamble Shire Council commenced development of its first CSP in 2011. The plan was informed by people of all ages and backgrounds including children, young people, Indigenous groups, people with a disability and elderly people.

A variety of consultation methods played a key role in the development of the plan with approximately six hundred people engaging in activities. Residents and stakeholders told us what they wanted to see in Coonamble Shire to ensure a sustainable and thriving environment by the year 2026.

The CSP is grouped under the following specific themes:

Our People: Enhance community wellbeing and quality of life within safe neighbourhoods.

Our Economy: Achieve long term economic security and prosperity through the creation of long-term employment options and diverse population base.

Our Infrastructure: Maintain and improve infrastructure and services and support Coonamble Shire's environment, ensuring Coonamble Shire continues to be a place where people want to live, work and visit.

Our Environment: Promote a sustainable balance between development and commercial interests while guarding our natural environment.

Our Leadership: Strong leadership and governance to ensure community participation in decision making.

In leading the CSP review, Council must ensure that the revised plan:

- Is based on social justice principles of equity, access, participation and rights.
- Is adequately informed by relevant information relating to civic leadership, social, environmental and economic issues.
- Is developed having due regard to the NSW State government's State Plan and other relevant state and regional plans.

Coonamble Shire Council's Community Engagement Strategy outlines actions enabling community participation in the review process.

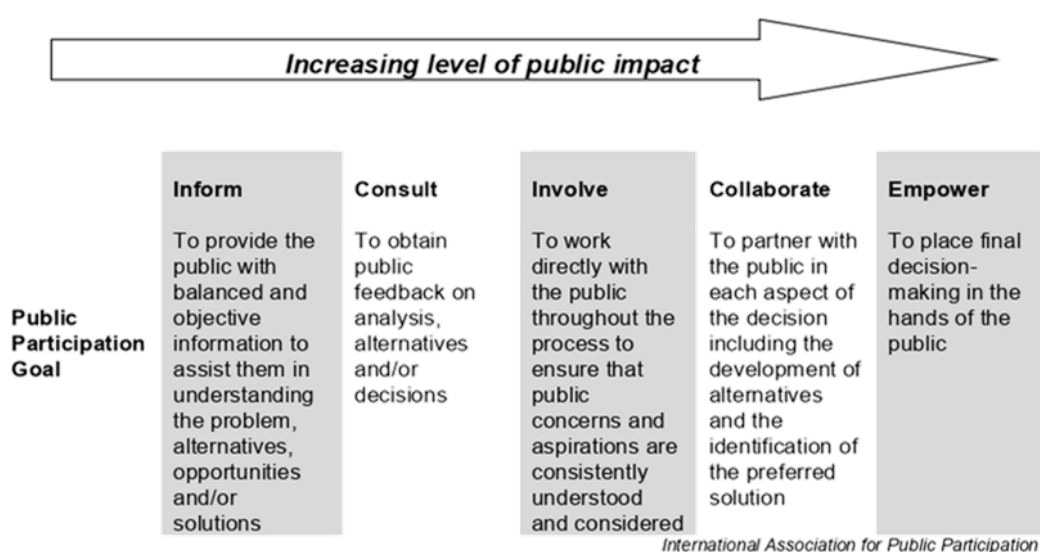
The process will also involve reviewing:

- Research, plans or strategies that have been developed since 2011 to ensure there are no emerging issues that have been overlooked.
- Council's End of Term Report.
- The information that informed the original Community Strategic Plan.

4. Community Engagement Strategy

4.1 Engagement approach

Previous social and community planning mechanisms have required local councils simply to *inform* and *consult* with the community. The community strategic planning framework goes beyond this level of public participation and encourages councils to aim to at least involve communities in the planning process, with collaborate identified as the preferred level.



Community engagement activities are guided by social justice principles with a focus on ensuring opportunities are provided for inclusive, informed and engaging participation.

4.2 Supporting background information

A range of supporting research, analysis and background information will be taken into consideration during the revision of the CSP:

- Consultation undertaken in 2011 for the preparation of the CSP.
- Plans and strategies informing the development of the CSP.
- Peer review feedback on the development of the CSP.
- Local Environment Plan studies and supporting information.
- The outcomes of Council's Community Surveys.
- The *End of Council Term Report* for the out-going Council.
- 2011 and 2014 Census data.
- Regional, State and National issues and change drivers.
- Council's Resourcing Strategy.
- The NSW State Plan, *NSW 2021*.
- Plans and strategies developed since 2011 eg: Positive Ageing Strategy, Disability Inclusion Action Plan.

4.3 Community engagement activities

The following activities are proposed to ensure all stakeholders are made aware of consultation and engagement opportunities:

Communication activities

- Project information and updates included in Council column.
- Information on the Council website.
- Targeted stakeholder letters inviting participation.
- Targeted resident surveys delivered to all addresses in the Shire.
- Posters placed in strategic commercial areas.
- Information in the School Newsletters.
- Notices on key noticeboards.
- Media.
- Project Display in the Library and Council Office.

Engagement activities

- Community meetings in Coonamble, Gulargambone and Quambone.
- Street stalls.
- Staff workshops.
- Agency workshop.
- Online and paper survey.
- Individual meetings with stakeholders.
- Ground level engagement during community events.

5. Stakeholder analysis

There are a significant range of stakeholders across the Coonamble Shire Local Government Area, and beyond, including:

- Community members
- Business and industry
- Chambers of Commerce, business leaders
- Agricultural sector
- Services clubs
- Community groups
- Recreational, art, heritage and cultural groups
- State and Federal departments and agencies
- Media – local newspapers and radio
- Other Councils
- Coonamble Shire Council – councillors and employees
- Health service providers including aged care providers
- Education community
 - Education providers: TAFE, High school, Primary Schools, Preschools, P&C groups
- Charitable and volunteer groups
- Regional communities
- Aboriginal groups
 - Aboriginal Health Services
 - Community Working Parties
 - Aboriginal Land Councils
- Service suppliers

The following analysis provides an overview of the various stakeholders and key engagement activities proposed for each.

| Stakeholder | Key Communication and Engagement Activities |
|---|--|
| General | Newspaper notices |
| | Radio – interviews with Mayor |
| | School Newsletters |
| | Online survey |
| | Community workshop Gulargambone, Coonamble, Quambone |
| | General mail out |
| | Notices – public noticeboards |
| Hard to reach | Survey through community service agencies |
| | Community fun day – Gulargambone and Coonamble |
| | Agency play groups |
| Culturally diverse | Community Working Party presentation- Gulargambone & Coonamble |
| | Land Council – Coonamble and Gulargambone |
| Young people | School Focus groups –Coonamble |
| | Youth Council presentation -Gulargambone |
| | Facebook |
| Aged | Seniors Group presentation – Coonamble |
| | Women's Group presentation - Gulargambone |
| Services – • Clubs • Agencies/ community services organisations | Invite to workshops |
| | Invite to Interagency presentation meeting |
| Businesses | Invite Chamber of Commerce to workshops Promote via Economic Development Office network |
| Geographically isolated community members | On line survey Provide live video stream of community workshops |
| People with disability | Disability Reference Group - focus group Castlereagh Industries staff - focus group |
| Coonamble Shire Council | Councillor briefing Staff workshop sessions Staff newsletter/ memo |
| Other Councils: | Write to surrounding Councils advising of the Community Strategic Planning process being undertaken (Gilgandra Shire Council, Warrumbungle Shire Council, Warren Shire Council, Walgett Shire Council) |
| State and Federal agencies | Invitation to interagency workshop |
| Media | Print and radio information and advertisements |

6. Community Engagement Calendar

| Date | Activity | Details |
|---------------------------------|------------------------------|--|
| Week beginning 12 December | Draft all project collateral | <ul style="list-style-type: none"> Draft all project communication collateral inc. posters, fact sheets, notices, surveys, social/print/radio/social media |
| Week beginning 23 January 2017 | Staff communication | <ul style="list-style-type: none"> Staff newsletter/ memo |
| | Community engagement | <ul style="list-style-type: none"> On line community survey Hard copy community survey distributed Community Fun Day – engagement/ survey (Coonamble) Briefing and distribution of internal information sheet Survey mail post out (Shire wide) |
| | Promotion | <ul style="list-style-type: none"> Mayor's media release Radio advertising Print advertising Social media and website advertising Workshop advertising |
| Week beginning 6 February 2017 | Community engagement | <ul style="list-style-type: none"> Community Fun Day – engagement /survey (Gular) |
| | Promotion | <ul style="list-style-type: none"> Radio session – Mayor School newsletter advertising |
| Week beginning 13 February 2017 | Community engagement | <ul style="list-style-type: none"> Staff engagement (internal and external) Coonamble, Gulargambone & Quambone community workshop Coonamble evening workshop |
| Week beginning 20 February 2017 | Community engagement | <ul style="list-style-type: none"> Street stalls Coonamble & Gulargambone Sector engagement – Youth, Disability, Seniors Youth Council |
| Week beginning 27 February 2017 | Community engagement | <ul style="list-style-type: none"> Primary school consultation |
| Week beginning 6 March 2017 | Community engagement | <ul style="list-style-type: none"> Interagency presentation |
| Week beginning 13 March 2017 | Report writing | <ul style="list-style-type: none"> Collate data / produce consultation report |
| Week beginning 20 March 2017 | Document production | <ul style="list-style-type: none"> Draft and integrate documents |
| Week beginning 27 March 2017 | Councillor workshop | <ul style="list-style-type: none"> Review and finalise documents |
| Week beginning 10 April 2017 | Endorsement | <ul style="list-style-type: none"> Present draft to April 2017 Council meeting |
| Week Beginning 17 April 2017 | Public exhibition | <ul style="list-style-type: none"> Advertise widely for public comment |
| Week beginning 8 May 2017 | Document production | <ul style="list-style-type: none"> Collate public comment and refine plans |
| Week beginning June 2017 | Adoption | <ul style="list-style-type: none"> Present to June 2017 Council meeting for adoption |

Approval Date:

Review Date: June 2021

Responsible Officer: Manager Economic Development & Growth

1. BACKGROUND

Community engagement is the action that agencies take to enable them to consult, involve, listen, and respond to communities through ongoing relationships. The NSW Planning System Handbook (2003) defines 'community engagement' as:

"... the community processes in which the general community and other interested parties are invited to contribute to particular proposals or policy changes. Community engagement has the potential to go beyond merely making information available or gathering opinions and attitudes. It entails more active exchange of information and viewpoints between the sponsoring organisation and the community..."

Community engagement is a way of including the views of the community in planning and decision-making processes and in the development of policies and strategic documents. It can be seen as part of a continuum which includes:

- Information giving (communication);
- Information seeking (data collection/scoping);
- Information sharing;
- Participatory decision making;
- Responding to community initiated issues;
- Continuous research into communication methods.

2. PURPOSE

The purpose of the Community Engagement Policy is to:

- 2.1 Outline Coonamble Shire Council's (Council) commitment and approach to engaging community in decision-making processes.
- 2.2 Promote inclusive community engagement, recognising the rich knowledge and experience of our diverse community.
- 2.3 Provide guidance to Councillors, Council Staff and the community on our engagement principles, methods, and available resources.
- 2.4 Enable a consistent, transparent, and high-quality approach to the design and delivery of community engagement.
- 2.5 Meet requirements of the *Local Government Act 1993* (the Act) as they apply to community engagement.

3 POLICY

3.1 Policy Objectives

Council recognises that engagement leads to well-informed decisions at a strategic and operational level, achieves effective and transparent governance, and is fundamental to inclusive, vibrant, and thriving communities.

The Community Engagement Policy has three (3) primary objectives:

- 3.1.1 To ensure that the knowledge, experiences, needs and aspirations of the community are considered in Council decision-making processes.
- 3.1.2 To provide a strong foundation for understanding and working with our community – promoting shared responsibility for decisions and trust in the decision-making process.
- 3.1.3 To strengthen collaboration and partnerships between Council and the community.

3.2 Our Approach and Principles

Community engagement requirements are guided by legislation including the Act and frameworks such as International Association of Public Participation (IAP2) Spectrum of Engagement. Council will make decisions based on legislative requirements, the expert advice of Council Staff and / or consultants, and community inputs gathered through formal and informal engagement.

This Policy recognises that engagement should be well-planned, fit for purpose, tailored to circumstances, and consider factors such as complexity of the decision to be made, community values, sensitivity, timing, and opportunity.

Each instance of community engagement should be undertaken with reference to the following principals:

- 3.2.1 The community will be enabled to provide meaningful and relevant input into decision-making.
- 3.2.2 The objectives and scope of the engagement and the opportunities to influence decision-making will be well articulated.
- 3.2.3 Processes and interactions will be respectful of all community members, Councillors, Council Staff and consultants / agencies.
- 3.2.4 Accurate, timely and accessible information will be provided to community to inform their input.
- 3.2.5 Participation in community engagement will be sought from those people and groups who are most affected by the matter that subject to engagement.
- 3.2.6 A wide variety of engagement opportunities will be available to enable access for all community members, and effort will be made to involve people and groups that face challenges to engagement.

- 3.2.7 Community will be informed of the final decision and how their input was considered.
- 3.2.8 The effectiveness of community engagement processes will be reviewed and evaluated.
- 3.2.9 Engagement process will be planned, resourced, and reported on appropriately.

The International Association for Public Participation (IAP2) has developed the Public Participation Spectrum to demonstrate the possible types of engagement with stakeholders and communities.

Council's approach to community engagement is guided by the IAP2 Spectrum of Engagement which describes five levels of engagement from 'inform' through to 'empower'. It matches the purpose of the community engagement with the level of influence that community input will have on decision-making.

Many engagement processes will operate on more than one level of engagement as community will be involved and have different levels of influence at different stages of a project or program. Likewise, different engagement levels may be used for different groups within the community that are more, or less, directly impacted than others.

Engagement practices can be described as either participatory or deliberative engagement.

Participatory engagement aims to get feedback from a wide variety of participants and usually involves a transactional interaction between Council and community where information is shared either one or both ways. This type of engagement typically occurs where Council informs community about works occurring or invites feedback on ideas, alternatives, or draft documents. This is the type of engagement that occurs at the 'inform' and 'consult' levels of the IAP2 Engagement Spectrum.

Deliberative engagement is a form of high influence community engagement where a select group of participants are provided with information, support, and time to deliberate over perspectives, inputs, and evidence to support their decision-making or recommendations. Participants are selected to form a group that is representative of those who will be impacted by the decision. Deliberative engagement is a time and resource-intensive process and is more likely to occur at the 'involve', 'collaborate' and 'empower' levels of the IAP2 spectrum.

The spectrum following has been amended from IAP2 and shows the increasing level of community and Council involvement from the 'inform' end of the spectrum through to the 'empower' end of the spectrum.

| | INFORM | CONSULT | INVOLVE | COLLABORATE | EMPOWER |
|--|--|---|--|--|---|
| Goal | One way communication to provide balanced and objective information to assist understanding about something that is going to happen or has already happened. To provide the public with balanced and objective information to assist in understanding the problem, alternatives, opportunities and/or solutions. | Two-way communication process aimed at obtaining feedback on ideas, alternatives and proposals to inform our decision making. To obtain public feedback on analysis, alternatives and/or decisions. | Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered. To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered. | Working together to develop an understanding of all issues and interests to work out alternatives and identify preferred collective solutions. To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution. | To build the capacity of the community to lead their own plans for change. To place final decision-making in the hands of the public. |
| Promise to the public | We will keep you informed. | We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. | We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. | We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible. | We will implement what you decide. |
| Role of community / stakeholders | Listen | Contribute | Participate | Partner | Lead |
| Examples of when this engagement level may be appropriate | In the event of an emergency | Undertaking a survey on a playground redevelopment | Seeking input on initiatives and plans | Stakeholder led discussion on developing community vision key directions | Building capacity skills of small business employee through skills-based training |
| Possible methods | Fact sheets, websites | Public comment, focus groups, surveys, public meetings. | Workshops, deliberative polling. | Citizen advisory committees, consensus-building, participatory decision-making. | Citizen juries, ballots, delegated decision |

Increasing level of public impact

3.3 Engagement process planning

Quality community engagement is well-planned and resourced. Engagement planning should commence with four key questions:

3.3.1 Why are we engaging?

Effective engagement strengthens Council's decision-making by connecting community and stakeholders to the policies, projects and services that impact their lives. A clearly defined purpose and scope for the engagement process helps to ensure that people participate in a meaningful way – where they understand what they are being asked and how they are influencing decision-making.

3.3.2 When will we engage?

Decisions about when to engage are directly impacted by the purpose and scope of the engagement process. Council will conduct engagement at a time that community input can influence decisions as outlined in the purpose and scope of the process.

3.3.3 Who do we engage?

The Coonamble Shire Council's projects, policies, service provision and operations intersect in the day-to-day lives of community members and stakeholders across the whole municipality. Engagement should seek to connect with a broad range of community members to create fair and inclusive engagement processes. A stakeholder analysis should be undertaken to identify those who are most impacted by the decision. Stakeholders may include business and industry, not-for-profit and community organisations, emergency services, environmental groups, children, families, young people, older people, Indigenous community members, people from culturally and linguistically diverse communities, people who identify as LGBTIQ+, people with a disability, carers, older residents, and visitors.

3.3.4 How do we engage?

With a clear purpose and understanding of the target for engagement, engagement methods and the tools to be used to undertake and record engagement feedback can be selected. These will vary dependent on the type of engagement process to be undertaken and some examples are reflected in the table above.

An Engagement Plan should be developed for any individual project or process where community engagement will be undertaken and should include the following as a minimum:

Engagement Plan Inclusions

1. Project description:
What is the project that involves decision making?
2. Background:
What is the background to the project?
3. Engagement purpose and scope:
What do we need to find out from the community?
How much influence will community have on the decision?
What are the negotiables and non-negotiables when it comes to decision-making?
4. Timing:
When do we need to engage in order to facilitate that influence on decision-making?
Will there be multiple phases on engagement?
5. Engagement stakeholder analysis:
Who are the people and groups most impacted by this decision?
6. Engagement methods and tools:
What methods and engagement tools are we going to use to engage with the target group?
Are there a variety of ways people can engage?
Have we thought about accessibility for groups that face barriers to engagement?
7. Data collection and analysis:
How will we collect and analyse data?
How will it be stored securely?
What are the privacy implications?
8. Evaluation planning:
How will we know if we were successful in our engagement?
Are we collecting information to respond to the Key Response Areas and Indicators required for evaluation (Figure 2)?
9. Communications:
How will we communicate the engagement process and follow up with participants?
10. Collateral required:
What do we need to develop to undertake the process?
What human and other resources are required?

3.4 Evaluation of community engagement processes and feedback to participants

Coonamble Shire Council is committed to continuous improvement of our community engagement practice. Engagement participants can select to be contacted to receive feedback about how their input was considered, and to provide feedback to Council about the engagement process.

All engagement processes should provide feedback to participants. Planning for this occurs during the development of the Engagement Plan. Where a decision is to be raised at a Council meeting, the date of the Council meeting will be published online. The agenda for said meeting is also published online. Following the relevant decision, a summary of feedback will also be made available online for public viewing and sent directly to those who elected to leave contact details.

Each community engagement process will be evaluated by those responsible for the engagement. Key Result Areas and Indicators shown in Figure 2 are to be used when evaluating individual community engagement processes.

3.5 Roles and Responsibilities

Everyone with a relationship with Coonamble Shire Council has a role in the successful implementation of the Community Engagement Policy.

| Role | Responsibilities |
|-------------------------------|--|
| Councillors | <ul style="list-style-type: none"> • Good level of understanding of the Community Engagement Policy and Resources. • Adhere to engagement principles in their day-to-day interactions with the community. • Be respectful of engagement processes, Council staff, community members and stakeholders. • Consider engagement outcomes in decision making. |
| Executive Leadership | <ul style="list-style-type: none"> • Good level of understanding of the Community Engagement Policy and Resources. • Advocate for the consistent implementation of the Policy. • Resource staff to deliver community engagement. • Advocate to Councillors about the role of community engagement. • Consider engagement outcomes in decision making. |
| Engagement Specialists | <ul style="list-style-type: none"> • High level of understanding of the Community Engagement Policy and Resources. • Support Officers to design and deliver community engagement. Identify opportunities to strengthen and improve engagement processes. • Lead review and evaluation process with a focus on continuous improvement. |
| Council Staff | <ul style="list-style-type: none"> • Good level of understanding of the Community Engagement Policy and Resources. • Use Policy and Resources to design and deliver engagement processes. • Coordinate engagement activities across departments and groups. |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Seek out engagement specialists when requiring support and guidance. • Create appropriate and relatable communications on large scale projects that have either a community impact or would generate community interest. • Consider engagement outcomes in decision making. |
| Community Members | <ul style="list-style-type: none"> • Respectful of engagement processes, Councillors, Council staff and other community members and stakeholders. • Constructively participate in engagement processes. • Share local knowledge, values and expertise. |
| Representative Bodies and Advisory Committees | <ul style="list-style-type: none"> • Bring a representative voice to Council processes. • Strengthen relationships between Council and community members. • Advocate for minority groups. • Encourage and promote community engagement opportunities among networks. |

4. RELEVANT LEGISLATION

- Local Government Act 1993
- Local Government (General) Regulation 2005

4.1 Legislative requirements

The Office of Local Government requires each council to create a strategy for how they will engage the community in creating and reviewing their Community Strategic Plan. This strategy must:

- Be based on the social justice principles of access, equity, participation, and rights.
- Identify relevant stakeholder groups in the community.
- Outline the methods that the council will use to engage each of these groups.
- Allow sufficient time to effectively undertake the engagement.

It is important to understand the difference between informing the community about what the council is proposing and empowering the community to play an integral role in determining the goals, strategies, and actions to be undertaken.

4.2 Community Participation Plan

The Policy does not apply to statutory processes prescribed in other Acts, such as planning matters covered by the *Planning and Environment Act 1997*, nor does it apply to unplanned interactions with Council such as service requests or complaints.

Council's Community Participation Plan (CPP) has been created to outline how and when Council's Planning department engages with the community across their planning functions.

The Community Participation Plan meets the requirements of the Environmental Planning & Assessment Act 1979 (EP&A Act). The CPP provides a single location that the community can access that sets out all of Council's community participation requirements under planning legislation, including all minimum mandatory exhibition timeframes.

5. APPLICATION/SCOPE

This Policy applies to all areas of Council and provides a framework for Councillors, Council Staff and consultants / agencies acting on behalf of Council.

This Policy applies to community engagement process to be undertaken as directed by Council, recommended by Council Staff or required by legislation including but not limited to:

- The Community Strategic Plan;
- Council's Delivery Plan;
- Council's Operational Plan and Budget, including written objectives.

The Policy should be implemented in line with individual project communication and marketing plans, which should support internal and external engagement through appropriate corporate communication and marketing activities.

5.1 Digital focus

Australians are more mobile, more connected, and more reliant on technology than ever before. A digital transformation is taking place in almost all industries as people increasingly look to get and receive their information online. Coonamble is no different, with almost 60% of households in the Local Government Area (LGA) regularly accessing the internet. This number will only increase, and it is critical that Council takes steps to ensure it is well positioned to meet the needs of the community as the reliance on digital communication inevitably increases.

It is important that communication and engagement methods align with this approach. Council can maintain a digital focus when approaching communications and engagement by continuing to:

- Embrace digital solutions to communication and engagement challenges.
- Monitor the latest advancements in the digital space.
- Maintain and upgrade existing digital communication methods.
- Upskill staff to use digital mediums to engage with the community.
- Ensure communication and engagement methods align with relevant strategies.
- Make Council staff, services, and information accessible by digital media platforms.

There are instances where Council may not seek feedback prior to decisions being made. At these times, Council's level of engagement with the community and key stakeholders will be limited. In certain circumstances, Council may only be able to inform the community and stakeholders of Council's decisions and actions. Examples include when:

- an immediate resolution is required
- technical or other expertise is required
- an initiative involves confidential or commercial information
- there are clear and defined legislative responsibilities that must be met
- developing or reviewing internal policies and procedures
- Council is responding to an emergency or there is a risk to public safety
These may include time-sensitive decisions about emergency management or public risk issues.

6. DEFINITIONS

Community Engagement: Community engagement involves a two-way exchange between Council and community. Community engagement strengthens relationships, shapes decisions, and enables us to learn from each other.

Community: A group of people, the members of which reside in the same geographical area or have a shared background, interest, affiliation, or membership.

Stakeholder: Any individual or group of people with a specific stake in the outcome of a decision.

Communication: Imparting or exchanging information or ideas, utilising a range of channels and activities.

Participation: Participation by communities in activities to help achieve desired outcomes.

Deliberation: An engagement process with a select group of community members. The process focusses on a defined issue, weighs up options and provides recommendations to decision-makers.

Partnerships: Occurs when two (2) or more people or organisations work together to realise or achieve a common goal.

| | | |
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| Review Date: | | |
| Amendments in the release: | | |
| Section Title | Section Number | Amendment History |
| | | |
| Annexure Attached: | | |

10.9 ADOPTION OF SOCIAL MEDIA POLICY**File Number: P15****Author: Pip Goldsmith, Manager Economic Development & Growth****Authoriser: Hein Basson, General Manager****Annexures: 1. Social Media Policy - Reviewed May 2021****PURPOSE**

The purpose of this report is to present the Social Media Policy for Council's adoption.

BACKGROUND

The purpose of the Social Media Policy is to provide guidance on the use of social media at work and at home. It is important that employees understand the difference between making representations on social media platforms on behalf of Coonamble Shire Council (Council) and the personal use of social media.

The policy provides Council employees with standards of use as they engage in conversations or interactions using digital media. The intention of this policy is to ensure Council's use of social media platforms to communicate with various stakeholder groups is effective, informative, and appropriate.

The Policy is structured to clearly inform Council, its officers and customers of the procedures and processes related to the appropriate use of social media.

The last formal review and adoption of Council's Social Media Policy occurred in 2016. The Social Media Policy is attached for Council's consideration.

At Council's Ordinary Meeting in May 2021 Meeting, the following resolution was adopted:

10.4 REVIEW OF SOCIAL MEDIA POLICY**RESOLUTION 2021/1****Moved: Cr Barbara Deans****Seconded: Cr Paul Wheelhouse**

- 1. That Council places the draft Social Media 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 Manager Economic Development & Growth 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 Social Media Policy (with or without changes) at its June 2021 Ordinary Meeting.**

CARRIED

Following public exhibition for a period of 28 days for the purpose of inviting submissions from the community, Council had received no submissions.

(a) Relevance to Integrated Planning and Reporting Framework

- P4.2.5. Ensure Council consultation provides opportunities for participation for people from diverse backgrounds.
- P4.4.1. Assist Coonamble Shire events with marketing and promotion.
- EC2.1.1. Promote the Shire as a location for business development and investment.
- L1.1.2. Promote genuine opportunities for people to participate in decisions that affect them.
- L1.4.3. Provide high quality customer service to the community.
- L1.4.4. Governance is open and transparent.
- L1.4.5. Review of Council policies

(b) Financial Considerations

There are no financial considerations related to this report.

COMMENTARY

Social media plays an important role in engaging our communities. As technology and trends are dynamic, it is important to keep up to date with best practice. The updated Social Media Policy reflects changes in social media since the 2016 adoption of the Policy, while providing flexibility in the Policy to ensure it can still be applied following future changes and developments.

Previously, the Social Media Policy did not recognise the potential of the medium to be used as a marketing tool by Council. As Council staff currently use social media for the purposes of proactive communication including marketing and promotion of Council as an organisation, and of the LGA as a destination, it was important to update the policy to reflect this purpose and guide the application of the use of social media for this purpose.

In recognising that there is more than one purpose for Council's use of social media, the Policy has been updated to acknowledge the different uses of various social media accounts, and ensure messaging is specific and appropriate. The Policy now allows, and directs, staff to ensure the message and image published is considered and specific to purpose. For example, conversational language with a whimsical image is appropriate for posting on the Visit Coonamble channels, while the Coonamble Shire Council page is expected to present a more formal professional image.

The reviewed and updated draft Social Media Policy has been updated to reflect the branding review that Council undertook in June 2020 as part of the Masterplan process, to leverage the Brand Style Guidelines and new logos in social media channels. The rationale for this is to ensure consistency with all Council communications for the purposes of brand building.

Further additions have been made to the description of Council's monitoring of social media, and a description added of posts and comments that Council may choose to delete from Council's owned channels. This has been explicitly included to provide Council staff with a clear direction about when it is appropriate to remove comments from the online conversation. This is required to ensure these conversations are productive and remain at a standard that is appropriate, without preventing

transparency. This is also included to protect Council and community members from online bullying.

The draft Social Media Policy has been updated to include an explicit list of examples of inappropriate use of social media by staff. This inclusion provides staff with clarity about what is and is not appropriate use of social media and is in essence, a translation of the standard expected by the Code of Conduct, with specific relevance to social media.

(a) Governance/Policy Implications

Once adopted by Council, the revised Social Media Policy will become a policy of Council. The updated Social Media Policy is reflective of the Code of Conduct.

(b) Legal Implications

The revised policy has been designed to ensure legislative compliance with relevant Acts and Regulations.

(c) Social Implications

The Social Media Policy will provide Council staff with guidance about how to appropriately communicate via relevant online channels.

(d) Environmental Implications

There are no environmental implications directly associated to this report.

(e) Economic/Asset Management Implications

There are no economic/asset management implications directly associated to this report.

(f) Risk Implications

The draft Social Media Policy assists Council to minimise risk as a result of the misuse of social media channels.

CONCLUSION

Council's Social Media Policy has been reviewed and updated to ensure compliance with legislative requirements, relevance to operational requirements, and provide for opportunity to utilise the potential of modern communication media for proactive community engagement.

RECOMMENDATION

- 1. That Council notes the information of this report.**
- 2. That Council formally adopts the Social Media Policy attached to this report.**

1. PURPOSE

The purpose of the Social Media Policy is to provide guidance on the use of social media at work and at home. It is important that employees understand the difference between making representations on social media platforms on behalf of Coonamble Shire Council (Council) and the personal use of social media. The policy provides Council employees with standards of use as they engage in conversations or interactions using digital media. The intention of this policy is to ensure Council's use of social media platforms to communicate with various stakeholder groups is effective, informative, and appropriate.

The purpose of Council's utilisation of social media platforms is to:

- Provide an efficient method of delivering factual, up-to-date information about Council's policies, projects, services and activities, via online communication channels.
- Provide two-way communication with stakeholders through online feedback and correspondence mechanisms.
- Provide an informal, timely and accessible way for the public to communicate with Council.
- Encourage community interaction and develop stronger relationships with community.
- Utilise digital channels as powerful marketing tools for Coonamble Shire Council as an organisation, and the Coonamble LGA as a destination.
- Encourage advocacy through communication and engagement.
- Provide essential updates to the community during a crisis or emergency.

2. POLICY OBJECTIVE

2.1 Council representatives using social media must:

- Only disclose publicly available information. No comment will be made on social media sites regarding confidential, private, or legal matters.
- Ensure that no copyrighted or trademarked material is published without permission.
- Ensure that information and images posted online is not illegal, libellous, discriminatory, defamatory, sexist, racist, bullying, hateful, offensive, abusive, or obscene. Such content will be removed.
- Ensure that information posted online does not infringe Council's Code of Conduct or any other Council code or policy. At all times, use of social media by Council Officials should be done in a professional manner in accordance with the relevant policies and legislation, and consistent with Council's values.

Page 1 of 5 Version – 4 Date adopted - "[Click here and add text]"

- Ensure messaging and content aligns with Social Media Procedures and Guidelines and Council's Brand Style Guidelines and is appropriate for the channel and purpose. For example, conversational language with a whimsical image is appropriate for posting on the Visit Coonamble channels, while the Coonamble Shire Council channels would be expected to present a more formal professional image.
- Include the Coonamble Shire Council logo on graphics as appropriate, to reinforce that the content being shared represents Council.

2.2 When using Council social media sites, employees authorised by the General Manager (or nominee) will:

- Only post content that is genuinely expected to be relevant and of interest to the community.
- Respond to enquiries within 24 hours (Monday to Friday) where possible. (Not all posts on Council's social media platforms are a direct inquiry to Council or seeking a response. If a response is required it could potentially take many forms and does not necessarily need to be a direct answer to a question, or a resolution of a problem.)
- Keep messages simple, and provide relevant, accurate, fair and thorough information.

2.3 Monitoring social media:

Council's authorised employees will monitor content posted on all official social media outlets to ensure adherence to the Social Media Policy for appropriate use, message, and consistency in branding.

Content relating to Council that is posted on the internet by elected members, employees, residents and other community members or organisations will be monitored by authorised employees. Comments from social media users will be monitored and moderated where possible.

Council may delete comments from Council's owned social media channels that are:

- knowingly false, mischievous, or vexatious complaints or statements about individuals, companies, or Council.
- misleading, obscene, off-topic, sexist, racist or spam.
- promotional or commercial in nature.
- unlawful or incite others to break the law.
- defamatory or harassing of our employees, volunteers, or the participants in our programs.
- information that may compromise the safety or security of the public.
- repetitive posts copied and pasted or duplicated by single or multiple users.
- any other inappropriate content or comments as determined by Council.

2.4 Personal use of social media:

Guidelines in this Policy do not apply to Council staff personal use of social media, where staff make no reference to Coonamble Shire Council and do not identify themselves as an employee of Coonamble Shire Council or provide information that would enable them to be reasonably identified as a Council employee.

However, staff and Councillors that do comment via social media on issues regarding Council are therefore linked to Council. With this understanding, staff and Councillors should be aware that comments made via social media are in the public domain and use of such should be aligned to Council's media policy, Internet Email and Computer Use Policy and Code of Conduct. Defamatory, disrespectful, or deliberately misleading commentary provided on these platforms may bring staff or Councillors in breach of Council's Code of Conduct.

When staff are using social media, it is not acceptable at any time to:

- promote a brand or business on social media when identified as a Council employee, such as wearing a uniform or mentioning Council in that post. This also includes with an identifiable Council building in view.
- post comments or images that are obscene, offensive, threatening, harassing or discriminatory in relation to work, another staff member, a stakeholder or Council.
- create a social media page to protest policies or actions that staff are responsible for implementing or promoting.
- comment on policy matters that Council is involved with.
- post inappropriate images that reference or involve Council in some way. This could be photos taken of employees engaging in misconduct that breaches the Code of Conduct, or otherwise damages Council's reputation. Staff concerns over matters of this nature should be pursued via appropriate internal channels.
- engage in comments that breach anti-discrimination legislation.
- release sensitive, personal or confidential information without proper authority.
- use an official work email address, or anything else that connects the post to Council, when making public comment.
- post any material that might otherwise cause damage to Council's reputation.

There is no such thing as a 'private' social media site. Posting information online is a public activity and no different from publishing information in a newspaper.

For Councillors it is advisable not post anything to social media they would not want published and/or attributed to them in the media.

Posts – even deleted posts – are considered 'publication' and are subject to the same defamation laws as any other media.

- 2.5 Non compliance with the Social Media Policy by Council representatives will be managed through the relevant Code of Conduct and disciplinary systems.

Employers can be held legally responsible for acts of discrimination or harassment that occur in the workplace or in connection with a person's employment. This can include posts and comments made or circulated on social media.

- 2.6 Developing new social media platforms

Council's General Manager must authorise the use of online marketing tools such as additional Council websites and social media channels that are branded or deemed to be associated with Coonamble Shire Council.

3. LEGISLATION

- NSW Local Government Act 1993
- Copyright Act 1968
- Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act)
- Privacy and Personal Information Protection Regulation 2014 (NSW) (PPIP Regulation)
- Defamation Act 2005

Related documents

- Coonamble Shire Council Code of Conduct
- Social Media Procedure
- Communications with the Media Policy
- Bullying and Harassment in the Workplace Policy
- Work Health and Safety Policy
- Internet Email and Computer Use Policy

4. APPLICATION/SCOPE

This Social Media Policy applies to all people who work, volunteer, or represent Council.

| | | |
|---|-----------------------|--------------------------|
| Title: Social Media Policy | | |
| Department: Economic Development and Growth | | |
| Version | Date | Author |
| 4 | May 2021 | P Goldsmith |
| | | |
| <p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p> <p>Review Date: May 2024</p> | | |
| Amendments in the release: | | |
| Section Title | Section Number | Amendment History |
| | | |
| Annexure Attached: | | |
| Hein Basson General Manager | | |

10.10 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT**File Number: D5****Author: Pip Goldsmith-Manager Economic Development & Growth****Authoriser: Hein Basson, General Manager****Annexures:**
1. Business Case Project Update - Artesian Bath Experience (under separate cover)
2. Options Report - Coonamble Main Street (under separate cover)**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 and 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 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.

(a) Relevance to Integrated Planning and Reporting Framework

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

(b) Financial Considerations

Project budgets for the Visitor Information Centre, Coonamble CBD public amenities, and public art and town entrance signage projects are closely monitored. All projects remain within the budgets allocated.

COMMENTARY**Artesian Bath Experience**

Following the undertaking of comprehensive community consultation, engaged consultants Belgravia Leisure continue to develop a concept plan and business case with the expertise of tourism economists.

As per the Project Plan, Belgravia has completed the first five (5) phases of the business case project:

1. Project Plan Development
2. Consultation and Stakeholder Engagement
3. Analysis of Potential Coonamble Tourist Catchment
4. Identification of Best Product Mix
5. Identification of Facility Development Options

As the project progresses, bathing and accommodation options are tested to develop a proposal which meets community demand and provides a sustainable business model. Potential accommodation options include caravan and RV sites (powered and unpowered), unpowered tent sites, on-site retro vans for hire, eco cabins and glamping tents.

Investigations into inclusions for the bathing experience continue. Components may incorporate a reception/office, kiosk, treatment rooms, steam room/sauna, amenities with change rooms, toilets and showers, a relaxation deck, hot pools, a cold plunge pool, and private baths. Components are being considered with regard to consumer and relative expense during development.

A project update report containing a summary of the findings of these five (5) phases is attached to this report as Annexure 1.

Remaining phases of the business case project include:

6. Concept Plan and Cost Estimates
7. Operating Financial Forecast
8. Management Model & Funding Options
9. Final Report.

Public Art – Sculptural Birds and Town Entrance Signs

Design meetings with contributing community members are ongoing. Progress of the design and fabrication of sculptures and town entrance signs continues according to schedule. Testing of the fabrication methods for sculptures and town entrance signs has begun, and precise locations for each installation are currently being confirmed by the project manager and traffic engineer to ensure adherence to Transport for NSW requirements.

There has been no change to the project budget since the last report to Council.

Coonamble CBD precinct – Detailed Design Project

Engaged contractor Tonkin has complete field work to survey the main street, Skillman's Lane and Skillman's Lane Carpark. An Options Report (attached to this report as Annexure 2) has been developed to compare four (4) options for the design of the street and configuration of parking with the aim of beautifying and encouraging activity in the main street;

1. Retain existing 45 Degree Parking
2. Centre of Road Parking
3. 45 Degree Nose In Parking
4. Parallel Kerb Side Parking

Option 4 proposes parallel kerb side parking, and is the only option which is compliant with Australian Standards. This option will have the highest construction cost as it involves in kerb line realignment and footpath widening, and it will also result in a reduction in the number of parking spaces. The value provided by this option will be seen in the widening of footpaths for public realm appeal, improving social impacts and tourist attractions. This option will also allow loading zone for goods delivery to shops and café.

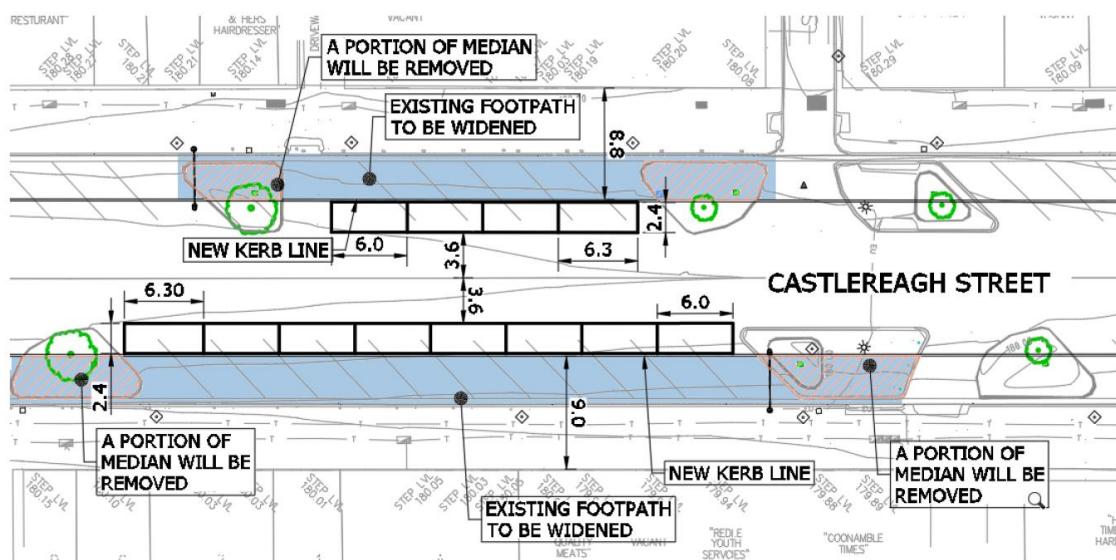


Figure 2-7 Option 4 Car Park Arrangement

The only identified benefit of the current parking configuration is the lowest construction cost as it keeps the most existing conditions. Currently, parking in the main street does not meet the AS2980.5 standards as the current overall width (W) is 9.85m, which is less than the required 10.3m. However, the current overall width does meet the lateral depth of spaces and manoeuvre space (D+M). This option has the least social impacts and traffic impacts of any considered option and does not provide any loading zone for shops or restaurants.

Following is a summary of the comparison of the four options.

3.1 Comparison of Four Options

Table 3-1 Comparison of Four Options

| | | Option 1 | Option 2 | Option 3 | Option 4 |
|-------------------------------------|--------------------------------------|----------|----------|----------|----------|
| Compliance with Australian Standard | | No | No | No | Yes |
| Parking Impact | No. of car spaces | oo | oooo | oo | o |
| | Parking safety | oo | o | ooo | oooo |
| | Loading zones opportunity | o | oooo | o | oooo |
| Construction Cost | | oooo | oo | ooo | o |
| Local Activity Enhancement | Accessibility Improvement | oo | oooo | ooo | o |
| | Encourage people to stop and stay | oo | ooo | oo | oooo |
| Design and Aesthetic | Landscaping opportunities | ooo | oo | ooo | oooo |
| | Street Arts opportunity | ooo | oo | ooo | oooo |
| Street Amenity | Public Amenity/Furniture | ooo | oo | ooo | oooo |
| | Tree shading and awnings opportunity | ooo | ooo | ooo | oooo |
| Tourism Promotion | | o | ooo | o | oooo |

Note:

o- the least benefit

oooo- the most benefit

Coonamble CBD Public Amenities

The application for power connection is with Essential Energy and Council is awaiting approval. Essential Energy has not provided an indication of when this connection may be approved. In preparation for this approval, staff have sought quotes from contractors to provide the surrounding concrete slab, which will be laid at the same time as power connection.

As staff have progressed the construction of the screens for placement in front of and next to the toilet building, it has become apparent that painting of the screens was not included in the fabrication quote. The project budget has been updated to reflect

the separate requirement for painting and is provided below for the information of Council. Delivery of the screens for installation will be immediately following the completion of the surrounding concrete slab.

| | Total \$ |
|---|-----------------|
| INCOME | |
| Stronger Country Communities Fund Round 2 | 250,000 |
| Council commitment to match SCCF | 81,529 |
| Additional funding from Council's working capital, committed August 2020 | 17,497 |
| Additional funding to be reallocated from Tourism wages and advertising and promotion expenses | 30,000 |
| TOTAL PROJECT INCOME | 379,026 |
| EXPENSES | |
| <i>confirmed expenses</i> | |
| 79 Castlereagh Street land purchase | 52,626 |
| Exceloo Silver tiple JUPITER | 193,800 |
| Installation by Exeloo | 19,600 |
| Design development and detailed construction drawings | 5,860 |
| Additional photofilm to cover four sides | 2,000 |
| DA & CC fees | 2,050 |
| Complete electrical connection | 28,612 |
| Design fee (commissioned artwork for block and design for screens) | 5,000 |
| Plumbing connection | 7,600 |
| Design of concrete slab, footing and screen anchorage | 1,200 |
| Screen fabrication and installation | 12,000 |
| <i>estimated expenses</i> | |
| Local trades to prepare for installation | 10,000 |
| Council trenching for installation | 10,000 |
| Civil works | 10,000 |
| Landscaping | 5,000 |
| Painting of screens | 3,500 |
| Contingency | 10,178 |
| TOTAL PROJECT EXPENSES | 379,026 |

Coonamble Visitor Information Centre (VIC)

Construction

Construction is predominantly complete. Staff are working with Westbury Constructions to finalise minor defects and incomplete works. A survey has been undertaken to peg out areas for concreting and paths, in preparation to call for quotes for these works. Council staff are preparing for landscaping and construction of the carpark.

Additionally, planning is underway for an opening event with relevant stakeholders in August.

Exhibition and Display

Community consultation regarding the exhibition and display inside the VIC continues, and the design of these components is developing. Displays include a historical timeline, Aboriginal cultural display, stylised local map and a screen displaying images of local landscapes and attractions.

There has been no change to the project budget since the last report to Council.

But many people
now share this
land...

SQUATTING

Following on from Caley's expedition, and the one in 1841 led by Charles Stuart, Graham, looking for new country, headed north from the settled country between Lithgow and Edinburgh. By the mid-1850s stations had been established as far north as Wellington and Mendon but it was still a wide area to 'occupy land even further out'. By 1862 two Scots, James Wallace who had extensive landholdings further south, and Andrew Brown, who worked for Wallace, had taken up large tracts of land of his own, had established runs to the east and south of the present Coonamble Shire including Banded Island Station (where the present town is), Toowoomba and Yarrumbidgee (over present day Goulburn/Murrumbidgee).

A Town is Born
Coonamble town
site proclaimed
5th of July.

1961 Merri Merri - A
post office is
established at
Merri Merri
Station Village
(Quambone).

Pay Attention! – the first school is established in Coonamble.

In late July the members of an expedition led by John Caley landed the first non-indigenous people to see the area around the present Gorakan in Shire. Approaching from the south, following the course of the Macquarie River downstream into the Macquarie Marshes at a time of flood, Caley wrote: 'I have found it as we are in the immediate vicinity of an inland sea, most probably a shoal ... being filled up by successive deposits of silt from the western flood going in from the higher lands'. However, they could go on no further.

Turning east to ward, what Caley had named the 'Arduous River' (the Wirrumbungles), they attempted to cross it early, possibly unavailingly, between present day Cocoran and Gulgahongbong. The 'Arduous River' was the same as the 'Wirrumbungles' which the Secretary of State in London at the time.⁴

(*) The Castlemaine River is certainly a stream of great magnitude, its course it is divided by no natural divide covered with trees. It measures in its narrowest part on a hundred and eighty yards, and the flood that had now risen in it was such as to preclude any attempt

You say Kanamble!

Koonseels, Coonseels, Koonseels, Koonsseels, Coonsseels are all the spelling of the name as it might be written as you know as Coonseels. It's unclear what the original spelling was but Koonseels was the spelling one consistently used in documents in the 1840s.

There is little argument though that name is derived from an Aborigine word meaning a lot of dirt or something dirty in 1840s Koonseels and Yoonseels Station were established at either side of the river on the present site of Coonseels by Walker and Brown after livestock were driven from land at Wallawalla near Lithgow, some 300 kilometres to the sea coast.

By the end of the 1840s there were dozens of farms in the area for which squatters were making claims.

You've got Mail!

The town site of Coonamble is surveyed, and a post office established.

Cattle vs Sheep

Cattle v Sheep – Cattle were certainly the predominant livestock brought to the area 30 years previously as they were easier to manage without fences and less prone to dig tracks, but as they were also found on surrounding lands. However, by the late 1800s graziers started to realise that sheep were a better suited to the conditions in the area and the demand for wool was making sheep a more attractive financial proposition than cattle. Despite there being a very little fencing at the time the flocks were well tended by shepherds. The significance of the sheep flock in the area is something that persisted for at least the next 100 years. Including to the present day. The area has long been one of one of the best wool producing regions in Australia. Some of the best known sheep stations in the area include Auldridge, Warpien and Sandy Creek.

Religion – The first church (Roman Catholic) established in Coonamble with the first Church of England coming later in 1875.

Money and Messages – The first bank and first telegraph office open in Coonamble.

Cobb & Co Starts a Coach Service from Coonamble. First Hospital in Coonamble Established.

[illegible]

Law and Order – The first police officer is appointed to Coonamble and Merri Merri Station village is renamed Quambone.

Council - Coonamble
Municipal District
declared and a
Council is formed.

100

The 1880s was a period of unprecedented growth in the region and Coonamooke was a focus.

More settlers came from the south to buy up land and other people were drawn in to provide services. Many buildings started to replace earlier timber structures. New buildings included a brick mill, a brick school, a brick police station, a brick police station, Commercial Bank, Mechanics Institute, Church of England Hall, a hospital, St George's Convent and, notably, a new bridge across the river bringing the headlands of the town.

In 1881 several buildings, including the Royal Hotel, were destroyed by fire. This fire has been attributed to a party for George Oakes. They certainly needed some work on the Reverend George Oakes, in his memory 1903 wrote:

Timber Coonamooke was not the clean, but kept them it has become since then (Coonamooke) - the streets as I feel remember them were a complete ruin from fire and so on, and really not that would still be the case, but I do not want to discuss it now (about) but the main thing is that it was a fire.

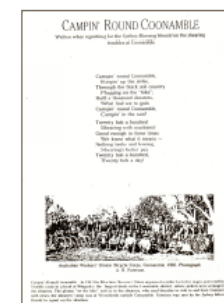
Another Town – While Consamble had been a focus of attention, in 1883 the region's second municipal area was formally declared. The area around Galarngambone Village had been settled in 1839, a little earlier than the area around Consamble with George Talley establishing the Galarngambone run (different spellings such as Galarngambone and Galarngambone have been used). Andrew Brown establishing the Ilmurugulla run nearby the current village site, and John Jude establishing nearby Armatree. Galarngambone is believed to be derived from an Aboriginal word 'galangambuan' which means 'with young dala's'.

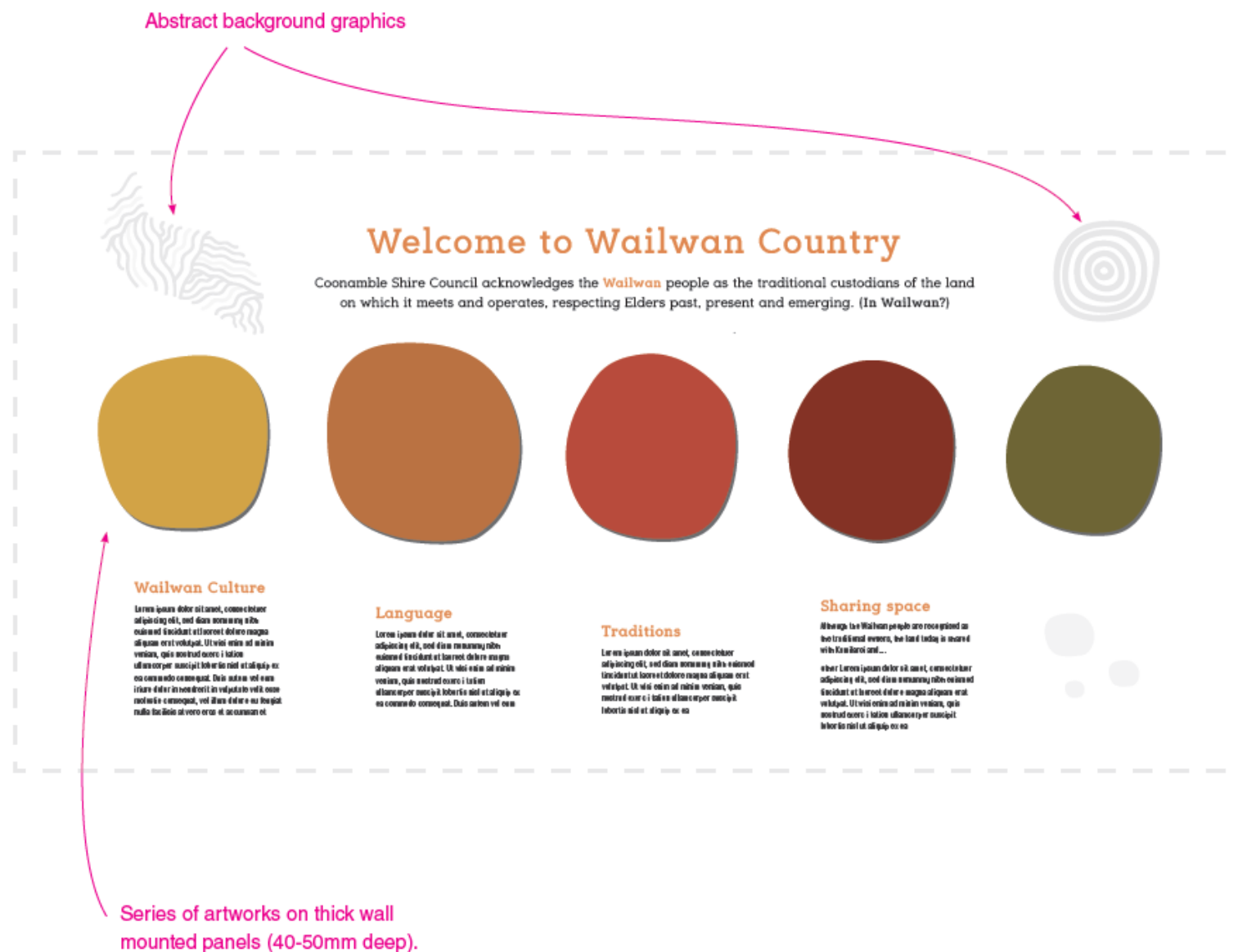
IT'S SNOWTIME.

[illegible]

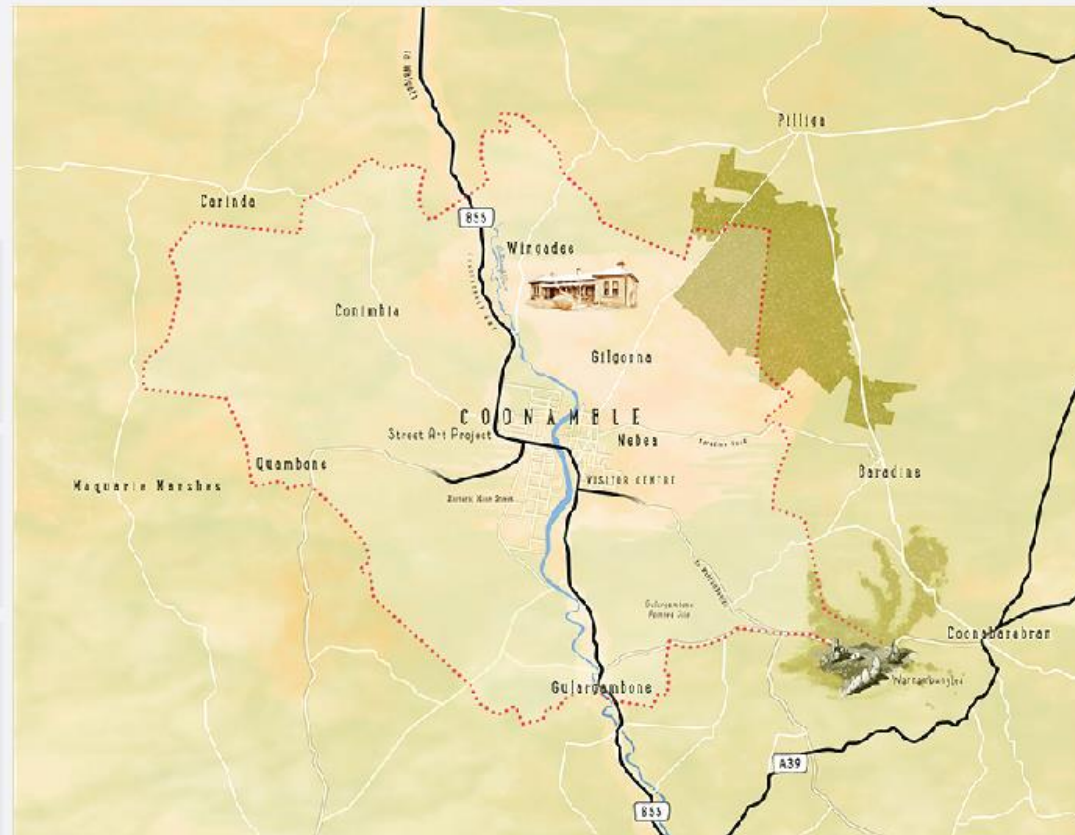
SHEARERS STRIKE

Shearers' Strike ?????????? Eric, Pauline and Angie will try to find some particular points of interest relating to this relevant to Coonamble as most info available is focussed on Qld. Perhaps best to focus on the 1983 strike that has the direct connection to Coonamble through Eric Ecob.





from Marshes...



...to Mountains

Inland Rail

Staff continue to participate in the investigation of the business case for the upgrade of the Coonamble-Gilgandra line and connection at Curban, as a IIP project which was identified by the Commonwealth. A draft Stakeholder Engagement Action Plan has been developed to provide opportunities for community members to participate in this project over the next few months. A summary of this Action Plan is provided below for Council's information.

Key: ■ Sefton responsibility ■ Proponents ■ Ernst & Young ■ Existing timelines ★ Workshop ■ Completed actions

| Gate 3 activities, 4.0 Stakeholders – extra engagement | | Responsibility | 24/5 | 31/5 | 7/6 | 14/6 | 21/6 | 28/6 | 5/7 | 2/8 |
|--|----------------------|----------------|------|------|-----|------|------|------|-----|-----|
| 4.2 Develop feedback mechanism | | | | | | | | | | |
| Seftons to design guiding questions to ask audience in consultation with EY and Proponents | Seftons | | | | | | | | | |
| Approval of material (the online survey, invitation for submissions, wording to promote in newspapers) by Proponents | Proponents | | | | | | | | | |
| Department review of online survey questions | Department | | | | | | | | | |
| Creation of online survey (monkey survey) | Seftons | | | | | | | | | |
| Supply final material to Proponents (online survey, invitations with link to online survey that contains links to proposed upgrade, wording to use to promote the survey in newspapers and shire communications) | Seftons | | | | | | | | | |
| Proponents to house invitation for submissions on their websites (open and close dates to be set) | Proponents | | | | | | | | | |
| Proponents to promote invitation for submissions and encourage participation (30 respondents) via their own communications channels (e.g. website, social, edm) | Proponents | | | | | | | | | |
| Seftons to manage online survey and feedback provided via email | | | | | | | | | | |
| Seftons to collate feedback once survey has closed for inclusion in final report | Seftons | | | | | | | | | |
| 4.3 Engagement with ten additional local stakeholders | | | | | | | | | | |
| Proponents to advise of specific stakeholders they would like engaged for this activity as a basis for Seftons to develop the comprehensive stakeholder list | Seftons & Proponents | | | | | | | | | |
| Seftons to develop engagement material (key messages, questions, introductory email outlining context and objectives of engagement) | Seftons | | | | | | | | | |
| EY to provide Seftons with review and comment about engagement material | EY | | | | | | | | | |
| Proponents to approve engagement material and stakeholder list | Proponents | | | | | | | | | |
| Engagement to be undertaken via virtual Microsoft Teams meetings | Seftons | | | | | | | | | |
| Seftons to seek letters of support as part of engagement discussion. Follow up | Seftons | | | | | | | | | |

| | | | | | | | | | |
|---|--------------------------|------|------|-----|------|------|------|-----|-----|
| post meeting if required via email | | | | | | | | | |
| Capture feedback in stakeholder log, for inclusion in final report | Seftons | | | | | | | | |
| 4.4 Engagement - large industry players | | 24/5 | 31/5 | 7/6 | 14/6 | 21/6 | 28/6 | 5/7 | 2/8 |
| Seftons to suggest list of up to ten large industry players (e.g. <i>QUBE, JH, TiNSW, ARTC, GrainCorp, more?</i>). Consider if those engaged at Gate 2 need to be contacted again or whether it is those not yet engaged who are added to the list. Proponents to approve the suggested stakeholder list. | Seftons & Proponents | | | | | | | | |
| Seftons to develop engagement material (key messages, questions, introductory email outlining context and objectives of engagement) | Seftons | | | | | | | | |
| Seftons to share engagement material with EY for approval | EY | | | | | | | | |
| Proponents to approve engagement material | Proponents | | | | | | | | |
| Seftons to undertake engagement via one on one meetings via Microsoft Teams | Seftons | | | | | | | | |
| Seftons to seek letters of support, in-kind or other contributions as part of virtual engagement. Follow up via email if required | Seftons | | | | | | | | |
| Capture feedback in stakeholder log, for inclusion in final report to EY | Seftons | | | | | | | | |
| 4.1 Local industry and community online meeting | | 24/5 | 31/5 | 7/6 | 14/6 | 21/6 | 28/6 | 5/7 | 2/8 |
| Determine whether forum is required for the Proposal Should a forum be required, the timing for each activity will need to be determined | Seftons, EY + Proponents | | | | | | | | |
| CONTENT TO USE IN WORKSHOP | | | | | | | | | |
| WORKSHOP FORMAT (i.e. agenda, roles, approved content, PowerPoint, duration) | | | | | | | | | |
| DELIVERY OF WORKSHOP ¹ | | | | | | | | | |
| REPORT | | | | | | | | | |
| 4.5 Preparation of public report - Should a forum be required the dates will need to be reviewed | | 24/5 | 31/5 | 7/6 | 14/6 | 21/6 | 28/6 | 5/7 | 2/8 |
| Develop a short 'Stakeholder Engagement Outcomes' report to outline the process, stakeholders engaged, and key insights gathered through the process. This report will be made available for public release by the Proponents and used to close the loop with those who engaged. | Seftons | | | | | | | | |
| EY to liaise with Proponents & Department to review, edit and approve report. (Not for public release). | EY & Proponents | | | | | | | | |
| Department to review and approve public report (minimum 2-week period) | Department | | | | | | | | |
| Close the loop with participants of the engagement activities (thank and link to short 'Stakeholder Engagement Outcomes' report). | Seftons | | | | | | | | |

The Legislative Assembly Committee on Investment, Industry and Regional Development is currently undertaking an inquiry into the 'Inland Rail Project and Regional NSW'. Members of the Committee visited Curban on 23 April where the Manager Economic Development and Growth met with the Committee and provided information about Inland Rail and impacts to this LGA.

Council has been invited to send a representative/s to give evidence at a hearing as part of this enquiry on Tuesday 20 July. It is planned that staff and the Mayor will attend via videoconference.

Grants

Below is a snapshot of grant funded projects and recent submissions.

| Grant | Number |
|---|---------------|
| <i>Grant-funded projects acquitted (May)</i> Youth Week 2021 (\$4,591) Women's Week (\$4,450) Summer Fund—Cuisine on Castlereagh (\$10,000) | 3 |
| <i>Grant-funded projects completed (yet to be acquitted)</i> Showground Stimulus Grant (Power and Lighting) Stronger Country Communities (Round 2) Grants: Change Rooms & Pool Blanket Coonamble Gulargambone Youth Centre Basketball Court Gulargambone Lions Park Exercise Area Skate Park Coonamble Shade Sails and Shelters Across the LGA Refurbish Public Amenities Across the LGA | 7 |
| <i>Grant-funded projects in progress</i> Coonamble Sports Ground New Visitor Information Centre Public Art at Town Entrances Public Toilets in the Coonamble CBD Coonamble Koori Knockout Participation Community Resource Coonamble (to train bus drivers) Coming to Coonamble Transport Initiative Coonamble Kids Restore Trooper Stables at Museum Under the Bridge Gulargambone Youth Centre Upgrade Youth Council Re-establishment Warrena Weir Power Supply and Security Quambone Park Toilet Planning Portal Transition for Developments Smith Park Netball Courts Coonamble Riverside Holiday Park Refurbishment | 16 |

Grant submissions awaiting decision by funding bodies include:

Murray-Darling Economic Development Program (\$486,200) to establish a Tourism Operator Business Development Program for Coonamble, Gulargambone and Quambone, focusing on three identified streams of opportunity: agritourism, cultural tourism and provision of accommodation.

Driver Reviver Station Establishment (\$148,125) to upgrade entrances and the car park at Smith Park, Coonamble, and provide Driver Reviver services from the new Visitor Information Centre.

| Relevant grant opportunities ahead | | | 2 |
|---|-----------------|----------------|---|
| Grant | Funding | Closing | Target |
| Stronger Country Communities Fund (Round 4) (>50% must be for projects that encourage women's participation in sport) | \$777,083 | 25 June | Dedicated women's changerooms and/or other upgrades to facilities at Coonamble Sports Ground and/or a walking loop around the entire sporting ground (a goal of the Masterplan) |
| Infrastructure Grants (Office of Responsible Gambling) | Up to \$300,000 | end of July | Community or sporting infrastructure |

Direction for the Stronger Country Communities Fund (Round 4) application

Council's decision is required to determine the priority of project components to be pursued for funding under the Stronger Country Communities Fund (Round 4), and to determine which components should be deferred and pursued through other funding opportunities.

Council agreed at its May 2021 Meeting that funding should be requested through this opportunity to provide female changeroom facilities at the Coonamble Sports Ground and construct a walking loop footpath around the perimeter of the Sports Ground.

In following that direction, staff have undertaken community consultation to confirm community support for the project. An online survey of the community attracted 71 responses, and further consultation was held with five sports ground user groups.

The identified components, their estimated costs and identification of priority components by sporting groups and the wider community is summarised below.

| Component | Estimated Cost | Priority (sporting groups) | Priority (wider community) |
|--|-----------------------|-----------------------------------|-----------------------------------|
| Build a set of dedicated women's changerooms | \$400,000 | 1 | 1 |
| Upgrade the current canteen and toilet facilities, and install a concrete footpath (across the front of grandstand) | \$160,000 | 2 | 4 |

| | | | |
|---|-----------|---|---|
| Upgrade the current change rooms under the grandstand | \$80,000 | 3 | 3 |
| Install a walking loop, seating and shade trees around the sports ground | \$350,000 | 4 | 2 |

The total pool of monies available under the Stronger Country Communities Fund is \$777,083 (of which \$388,542 or more should be spent encouraging women's participation in sport).

The Coonamble Shire Masterplan identified the walking loop around the Coonamble Sports Ground as desired community infrastructure. Responses to the community survey at the beginning of June ratified this as a priority, behind upgrades to the current change rooms under the grandstand, with new change rooms for women as a third priority.

It is not possible to fund all the above components under a single grant. Other funding opportunities include allocation of a portion of the latest Local Roads and Community Infrastructure Grant (non-competitive) and pursuit of competitive funding under the Office of Responsible Gambling's competitive Infrastructure Grant (up to \$300,000).

While not competitive, the allocation under the Stronger Country Communities Fund must meet the conditions of the grant (that 50% or more of the funding be spent on a component that encourages women's participation in sport) and that "boosts the liveability of communities by providing new or upgraded social and sporting infrastructure... that have strong local support".

Football and other sporting clubs using the sports ground report that installation of a dedicated set of women's changerooms would increase the number of women participating in sport. As a component that easily fulfils this condition of the grant, it should be the priority component forming the basis of the application.

Given the funding limit of \$777,083, Council has two options for the remainder of the funding, as follows:

| Option A | | Option B | |
|---------------------------------------|------------------|--|------------------|
| Component | Est. Cost | Component | Est. Cost |
| Women's Change Rooms | \$400,000 | Women's Change Rooms | \$400,000 |
| Walking Loop + seating + shade | \$350,000 | Canteen & toilets upgrade, and path in front of grandstand | \$160,000 |
| Design costs + contingency | \$ 27,083 | Men's grandstand change room upgrades | \$80,000 |
| | | Surplus and contingency | \$137,083 |
| Total | \$777,083 | | \$777,083 |

Communications

Council is maintaining consistency in its outreach to the community through the weekly half-page advertisement, 'Weekly Connect', in the *Coonamble Times*, and the monthly newsletter, 'Community Connect', to residents and ratepayers. Both provide

an opportunity for Council to discharge its legal obligations to advertise tenders, development applications, draft policies and other notices while also communicating council initiatives to the community.

The platform which hosts Council's current website will become redundant in September. Staff have engaged Reliance Technology for the development of the new website and transition from the current website. Early planning of the architecture and design of the new website is underway. The Customer Satisfaction Survey undertaken by Council in 2019 demonstrated that there was no significant community dissatisfaction with the current website, and so there are no major structural changes planned. The new website will incorporate Visit Coonamble online offerings which are currently hosted separately to the corporate website, allowing for cost and user update efficiencies. The establishment and hosting of the new website will be undertaken within current budget provisions for the Council website.

Notices requiring immediate dissemination are also posted in the Notices column on the homepage of Council's website and on Facebook. Eight (8) posts to Facebook were made during May.


Social Media

During May the number of people following Council's Facebook page has grown by 202, to 1,999 followers, up from 1,797 at the start of May. This increased following shows that consistency in posting to Facebook is an effective communications tool for Council.

The most popular posts during May related to:

- An update on the public toilets in Skillman's Lane, Coonamble (engaging 1,400 people and reaching 2,036 users).
- A post promoting a survey about upgrading facilities at Coonamble Sports Ground (engaging 440 people and reaching 2,113 users).

Post Details




Coonamble Shire Council


May 7 · 🌐

Just like the community, Council is **b u s t i n g** for the opening of the new public toilets in Skillman's Lane carpark! and share your frustration that the toilets aren't open yet.

As soon as approval for power connection is provided by Essential Energy, that work will progress and the development will be finished.

In the meantime, public toilets are available in Skillman's Lane at the back of Outback Arts, at Smith Park and Macdonald Park. ... See More



 **Get More Likes, Comments and Shares**

When you boost this post, you'll show it to more people.

2,049

People Reached

1,494

Engagements

Boost Post

Performance for Your Post

2,049

People Reached

98

Reactions, Comments & Shares

| | | |
|----------|---------|-----------|
| 49 | 19 | 30 |
| Like | On Post | On Shares |
| 1 | 0 | 1 |
| Love | On Post | On Shares |
| 1 | 0 | 1 |
| Haha | On Post | On Shares |
| 41 | 9 | 32 |
| Comments | On Post | On Shares |
| 6 | 5 | 1 |
| Shares | On Post | On Shares |

1,396

Post Clicks

| | | |
|-------------|-------------|--------------|
| 30 | 0 | 1,366 |
| Photo Views | Link Clicks | Other Clicks |

NEGATIVE FEEDBACK

1

Hide Post

0

Hide All Posts

0

Report as Spam

0

Unlike Page

Reported stats may be delayed from what appears on posts

Events

Over the June long weekend, a number of significant events were held in the LGA, including the Coonamble Rodeo & Campdraft and the Pave the Way festival in Gulargambone. Both events attract a number of visitors and promote the LGA as a visitor destination. Council continues to financially support both events.

Planning is underway for a flute concert with Jane Rutter, 2021 Coonamble Australia Day ambassador, on 28 August 2021. The concert music will have a French theme, and will be complemented by a French dinner menu provided by a local caterer. Due to the unique nature of the concert and requirements for staging, a ticket price of \$80 for dinner and the concert will not cover event costs. It is expected that Council will be required to invest approximately \$5,000 into the event.

For context, this is the same level of financial support recently provided to the Pave the Way art and music festival in Gulargambone. There is sufficient capacity in the Economic Development budget to cover event costs. The value to the LGA includes the attraction of overnight visitors for the event and the positioning of the LGA as a destination host of events of regional interest.

Tourism Activities and Destination Marketing

Staff are currently compiling information and images for the inclusion in a revised visitor information guide. The design process is underway, and the timeline on the next page demonstrates anticipated progress and availability of the new guide.

A photographer with tourism expertise has been engaged to attend local events and attractions over the June long weekend, to provide Council with an image base for inclusion in the visitor information guide. Council will continue to build on this image library with the support of contracted photographers over the next few months, to provide a premium selection of images for use in promotional opportunities including display in the Visitor Information Centre, Council's updated website, social media, Annual Report and other publications.

| COO1491 COONAMBLE VISITOR INFORMATION GUIDE TIMELINE V4 | | | | | | | | |
|--|-----------|-----------|----|-----|-----------|----|-----|--|
| | JUNE | | | JUL | | | AUG | |
| | 14 | 21 | 28 | 5 | 12 | 19 | 26 | |
| | | | | | | | | |
| Coonamble Shire Council to share final high-res images. | 19th June | | | | | | | |
| Coonamble Shire Council to provide all final copy to TD. | | 21st June | | | | | | |
| PHOTOGRAPHY AND COPY | | | | | | | | |
| TD creative concept development and presentation (cover and 2 x internal spreads), with draft copy/images. | | | | | | | | |
| Coonamble Shire Council feedback of preferred direction. | | | | | | | | |
| TD/Coonamble Shire Council fine-tuning of preferred concept to approval. | | | | | | | | |
| DESIGN EXECUTION & REFINEMENT | | | | | | | | |
| TD design execution of complete Visitor Information Guide based on approved concept. | | | | | | | | |
| TD/Coonamble Shire Council fine-tuning to approval (2 rounds). | | | | | | | | |
| Coonamble Shire Council Visitor Information Guide approval. | | | | | 16th July | | | |
| FINISHED ARTWORK | | | | | | | | |
| td preparation of finished artwork and supply of packaged design files. | | | | | | | | |
| PRINT PRODUCTION & DELIVERY | | | | | | | | |
| Print production (allowing 1- 2 weeks) | | | | | | | | |
| TD | | | | | | | | |
| Coonamble Shire Council | | | | | | | | |
| ALL | | | | | | | | |

Tourism Promotion

The @visitcoonamble social media pages have been continuing to increase reach.

Posts on the Visit Coonamble Facebook page reached 178% more people in May than April 2021. In May, Facebook posts reached 9,274 people, or 5,063 more than last month. Likes increased by 72% and engagement by 173%.

A “booking” feature has been added to the Visit Coonamble Facebook page, allowing tourists to book online a timeslot for a visit to the Museum Under the Bridge. Once a visitor makes a booking, staff are notified via a Facebook message to allow contact to be made to either confirm or reschedule the booking.

The audience on the Visit Coonamble Instagram page has increased by 21.5% in terms of followers, with total reach for the month reaching 4,267 people. Of the accounts reached, 440 were followers and the remaining 3,827 were non-followers – meaning that a much broader audience are able to see Visit Coonamble posts. The number of people following the Visit Coonamble Instagram is 507 people.

The Visit Coonamble tourism website has experienced steady traction with 5,085 unique page views. The busiest day was 24 May, coinciding with one of the more popular social media posts. Most website users are accessing the platform via mobile devices.



The most popular post on Facebook and Instagram was this photo of Joshua Thurston from Black Fit Fitness enjoying a dip at the weir.

The Facebook post reached 4,000 people and had 120 engagements which means 120 people either liked, shared, commented, clicked to read the entire caption or stayed on the post for longer than 10 seconds.

The Instagram post reached 613 people and from this reach, 27 clicked through to the Visit Coonamble website from the Instagram profile link. 49% of people who liked this post were not following our account at the time and 341 people who viewed this

post found it on the Instagram home page, meaning that the Visit Coonamble page was featured that day.

During May, staff continued posting reels to the Visit Coonamble Instagram page. A Reels is a short less than 30 second video clip. In May, three (3) reels were posted:

- Two things to do When Visiting Coonamble with Lucy Moss
- Two things to do When Visiting Coonamble with Jenny from Cottage Industries
- Accommodation Options when Visiting Coonamble

These three posts reached 3,015 people. The most successful reel was that of the local retailer Lucy Moss with her suggestions of Two Things to do When Visiting Coonamble which reached 1,432 people and gained 32 likes on Instagram.

The same clips were shared on the Visit Coonamble Facebook page and here the most successful post was that of Accommodation Options when Visiting Coonamble which reached 464 people, got 19 likes and 6 shares.

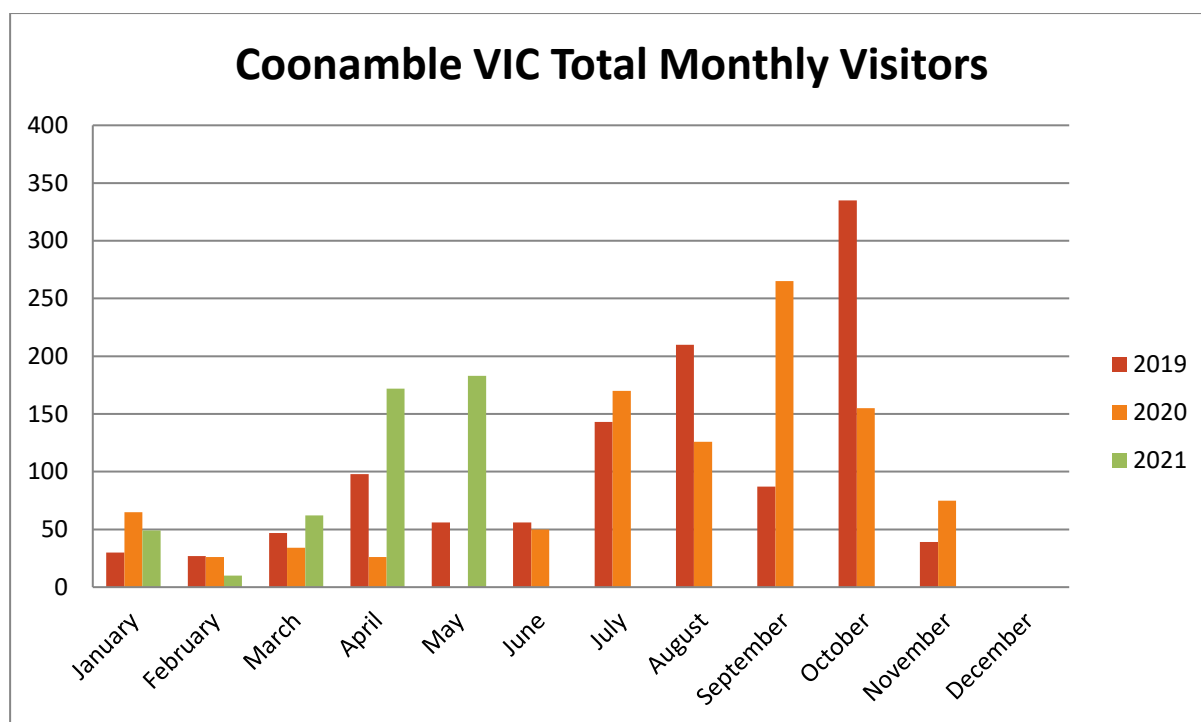


This month staff posted an IGTV video to Instagram and Facebook. The video was about the Macquarie Marshes with information and content gathered from our professional development trip to the Marshes mid-month.

The video reached 569 people on Instagram and 642 on Facebook. The video was shared a total of 22 times across both platforms.

During May 2021, the Coonamble Visitor Information Centre (VIC) has had 183 visitors. As the VIC was closed due to COVID-19 during May 2019, there is no comparison for the previous year, however, there has been a slight increase in visitors this month compared to April.

Staff will be attending the VIC during the June long weekend to provide information to an anticipated influx of visitors.



During May, staff visited the Pilliga Discovery Centre in Baradine and the Macquarie Marshes for the purpose of professional development. Library staff support the roles of Tourism staff by providing visitor information when Tourism staff are unavailable. As such, four (4) tourism and library staff participated in the visits to neighbouring attractions and have subsequently developed information documents to be used internally by both departments for reference when explaining tourism offerings to visitors.

(a) Governance/Policy Implications

Policy documents relevant to activities reported here include the Code of Conduct, Community Consultation Policy, Media Policy, Procurement Policy, Public Art Policy and Social Media Policy.

(a) Legal Implications

There are no legal implications directly associated to this report.

(b) Social Implications

Projects and initiatives described in this report are undertaken with the objective of delivering social benefits to the Coonamble LGA. Such social benefits include:

- Opportunities for recreation at an artesian bath experience;
- Participation in local public art projects and VIC exhibition and display, encouraging a sense of pride and ownership of the outcome, which will promote visitation to the LGA;
- Increased access to amenity such as public toilets and baby change facilities in the CBD precinct of Coonamble;

- Availability of information about Council activities, allowing the community to be engaged and participate in decision making.

(c) Environmental Implications

Environmental implications associated with various developments discussed in this report are addressed as part of the Development Application process for individual projects.

(d) Economic/Asset Management Implications

As community owned assets, the ongoing maintenance of the public amenities building, public art and VIC remain Council's responsibility.

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

RECOMMENDATION

- 1. That Council notes the contents of this report.**
- 2. That Council approves the continuation of design development for parallel kerb side parking in the Coonamble main street as described by Option 4 in Annexure 2 to this report.**
- 3. That Council directs staff to make a submission to the Stronger Country Communities Fund (Round 4) for the project described as Option A in the body of this report, being the development of female changerooms at the Coonamble Sports Groups and a footpath / walking loop with seating and shade amenity around the perimeter of the Sports Ground.**

10.11 RATES AND CHARGES COLLECTIONS - MAY 2021**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 May 2021.

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.

| | 31 May 2021 | 31 May 2020 |
|-------------------|-----------------------|-----------------------|
| Rates and Charges | \$1,089,841.88 | \$1,232,864.70 |
| Water Consumption | \$234,472.58 | \$227,140.37 |
| Total | \$1,324,314.46 | \$1,460,005.07 |

COMMENTARY**Rates and Charges**

| | 31 May 2021 | 31 May 2020 |
|--|-----------------------|-----------------------|
| Rates and charges in arrears as at 30 June 2020 | \$904,997.89 | \$694,494.20 |
| Rates/charges levied & adjustments for 2020/2021 | \$6,976,382.98 | \$6,796,111.66 |
| Pension Concession | (\$109,278.83) | (\$110,160.73) |
| Amounts collected as at 31 May 2021 | (\$6,682,260.16) | (\$6,147,580.43) |
| Total Rates and Charges to be Collected | \$1,089,841.88 | \$1,232,864.70 |

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 of 31 May 2021 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 \$109,278.83; reducing the amount of income derived from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$49,175.47.

The rates and charges as of 31 May 2021 represent 13.83% of the total annual rates and charges levied and outstanding (compared with 16.46% on 31 May 2020).

Water Consumption Charges

| | 31 May 2021 | 31 May 2020 |
|--|---------------------|---------------------|
| Water Consumption Charges and arrears as at 30 June 2020 | \$399,024.06 | \$435,238.91 |
| Water Consumption charges & adjustments 2020/21 year to date | \$693,047.78 | \$808,733.88 |
| Amounts collected as at 31 May 2021 | (\$857,599.26) | (\$1,016,832.42) |
| Total Water Consumption Charges to be Collected | \$234,472.58 | \$227,140.37 |

The water consumption charges as at 31 May 2021 represents 21.47% of the total water consumption charges outstanding (compared to 18.26% on 31 May 2020).

Debt Recovery Agency

Council has not issued any new referrals to the Debt Recovery Agency that acts on behalf of Council. Council's debt recovery agency has been instructed to reinstate contact with any debtors, who has previously been referred and legal action commenced. This action is in line with the provisions within the *Local Government Act 1993* and Council adopted Debt recovery policy.

(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, more particularly the legislative changes introduced by the NSW State Government, has impacted on Council's ability to collect its rates and charges as demonstrated by the increase in Council rates, annual charges, interest, and extra charges outstanding percentage. Strategies have been put in place to mitigate the risk of the further deterioration of this ratio.

CONCLUSION

The rates and charges as at 31 May 2021 represent 13.83% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 16.46% on 31 May 2020). The water consumption charges as of 31 May 2021 represent 21.47% of the total water consumption charges outstanding from previous years (compared to 18.26% on 31 May 2020).

RECOMMENDATION

That Council notes the information provided in the report.

10.12 STATUS OF INVESTMENTS - MAY 2021**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 (\$) |
|-------------------------|--------------------|-------------------------------|--------------|----------|-------------------|
| Commonwealth Bank | A1+ | Term Deposit - 20/09/2021 | 0.35% | 181 Days | 1,000,000 |
| Commonwealth Bank | A1+ | Term Deposit - 12/07/2021 | 0.28% | 122 Days | 2,000,000 |
| Commonwealth Bank | A1+ | Term Deposit - 25/06/2021 | 0.28% | 120 Days | 1,000,000 |
| Commonwealth Bank | A1+ | Term Deposit - 15/11/2021 | 0.33% | 181 Days | 1,000,000 |
| Commonwealth Bank | A1+ | Term Deposit - 11/10/2021 | 0.32% | 151 Days | 500,000 |
| Commonwealth Bank | A1+ | Term Deposit - 24/11/2021 | 0.33% | 180 Days | 1,000,000 |
| Commonwealth Bank | A1+ | @ Call Account | 0.10% | | 2,500,000 |
| IMB - VRD | A2 | Term Deposit - 16/07/2021 | 0.74% | 91 Days | 1,000,000 |
| IMB - VRD | A2 | Term Deposit - 04/08/2021 | 0.64% | 92 Days | 1,000,000 |
| National Australia Bank | A1+ | Term Deposit - 19/10/2021 | 0.30% | 180 Days | 2,000,000 |
| National Australia Bank | A1+ | Term Deposit - 09/08/2021 | 0.30% | 91 Days | 1,000,000 |
| National Australia Bank | A1+ | Term Deposit - 28/07/2021 | 0.30% | 90 Days | 2,000,000 |
| National Australia Bank | A1+ | Term Deposit - 12/07/2021 | 0.30% | 90 Days | 1,500,000 |
| National Australia Bank | A1+ | Term Deposit - 26/07/2021 | 0.30% | 90 Days | 2,000,000 |
| National Australia Bank | A1+ | Term Deposit - 11/08/2021 | 0.30% | 90 Days | 500,000 |
| National Australia Bank | A1+ | Term Deposit - 30/08/2021 | 0.30% | 122 Days | 1,500,000 |
| Reliance C/U | Unrated | Term Deposit - 17/11/2021 | 0.40% | 184 Days | 250,000 |
| TOTAL | | | | | 21,750,000 |

| Financial Institution | Invest Rating S&Ps | % of Investment | Max per Investment Policy | Amount (\$) |
|-------------------------|--------------------|-----------------|---------------------------|----------------------|
| Commonwealth Bank | A1+ | 41% | 50% | 9,000,000 |
| National Australia Bank | A1+ | 48% | 50% | 10,500,000 |
| IMB | A2 | 9% | 35% | 2,000,000 |
| Reliance C/U | Unrated | 1% | 10% | 250,000 |
| | | | | \$ 21,750,000 |

| Rating | % of Investment | Policy | Amount |
|--------------------------|-----------------|--------|----------------------|
| A1+ | 90% | 100% | 19,500,000 |
| A1 | 0% | 80% | - |
| A2 | 42% | 60% | 2,000,000 |
| Unrated | 1% | 30% | 250,000 |
| | | | \$ 21,750,000 |
| General Fund Investments | | | 15,004,751.27 |
| Sewerage Investment Fund | | | 2,552,875.47 |
| Water Investment Fund | | | 4,192,373.26 |
| | | | \$ 21,750,000 |

Interest earned on Investments for 2020-2021 as at 01 June 2021

\$ 94,162**(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 appropriately 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 1 June 2021 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.

10.13 ADOPTION OF THE 2021/22 OPERATIONAL PLAN

File Number: Finance Estimates - E6-1

Author: Bruce Quarmby-Executive Leader - Corporate and Sustainability

Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability

Annexures:

1. Operational Plan 2021 / 2022 (under separate cover)
2. Draft Operational Budget 2021/22 (A3 Pages). (under separate cover)
3. Draft Fees and Charges 2021/22. (under separate cover)
4. Submission 1 - Coonamble Show Society.
5. Submission 2 - Tooraweenah Road
6. Submission 3 - Sealing of Tooraweenah Road Timetable.
7. Submission 4 - Sealing of Tooraweenah Road Timetable.

PURPOSE

The purpose of this report is for Council to adopt the Coonamble Shire Council 2021/22 Operational Plan and Budget and to make and levy rates and charges, along with other fees and charges for the 2021/22 financial year. The Operational Plan has been provided under separate cover to this report.

EXECUTIVE SUMMARY

In accordance with Council resolution 2021/93, Council's draft Operational Plan 2021/22 was placed on public exhibition for the required 28 days, from Thursday, 13 May 2021 until close of business on Thursday, 10 June 2021, with the period for submissions closing on 10 June 2021.

At the time of the writing of this report four (4) submission has been received and it is summarised within the commentary section of this report. Council should note that several minor amendments have been made to the Draft Operational Budget when compared to the original documents placed on public exhibition by Council. The changes have been necessary following the receipt of updated information that have impacted on Council's operations. These amendments and their impact are also discussed in the commentary section of this report.

BACKGROUND

In line with the provisions of the Local Government Act 1993, relating to the Integrated Strategic Planning and Reporting Framework, Council is required to develop an annual Operational Plan that is derived from the four (4) year Delivery Program which, in turn, is developed from the 10-year Community Strategic Plan.

The Local Government Act 1993 (NSW) states the following in **Section 405** with regards to the Operational Plan:

1) A council must have a plan (its "operational plan") that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.

2) *An operational plan must include a statement of the council's revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.*

3) *A council must prepare a draft operational plan and give public notice of the draft indicating that submissions may be made to the council at any time during the period (not less than 28 days) that the draft is to be on public exhibition. The council must publicly exhibit the draft operational plan in accordance with the notice.*

4) *During the period of public exhibition, the council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft operational plan applies.*

5) *In deciding on the final operational plan to be adopted, a council must consider any submissions that have been made concerning the draft plan.*

6) *The council must post a copy of its operational plan on the council's website within 28 days after the plan is adopted.*

(a) Relevance to Integrated Planning and Reporting Framework

The Operational Plan is required as part of Council's Integrated Planning and Reporting Framework.

(b) Financial Considerations

The Operational Plan 2021/22 contains Council's operational and capital budgets for the upcoming financial year.

COMMENTARY

The Operational Plan consists of a "written part" where strategies and actions have been developed for the 2021/22 financial year to achieve the goals and objectives that have been identified in the Community Strategic Plan and the Delivery Programme. The "financial part" of the Operational Plan provides for the financial resources to enable Council to implement the strategies and actions as set out in the Operational Plan for 2021/22.

Overall, the actions presented in this draft Operational Plan reflect the intent of the Strategic Plan 2032 and Delivery Program 2017-2021. It is also important to acknowledge that the current term of Councillors has been extended by another year, which does not really fit in with the adopted cycle of the Integrated Planning and Reporting Framework's (IPRF) suite of documents. The actions contained within the draft Operational plan are linked with goals that have been identified within a framework of being strategic, measurable, achievable, realistic, and timely. Measures have been provided to assist in reporting progress which has not been done in the past. This initiative should be seen as "work in progress". After the elections in September, Council, in concert with the community, will in all probability embark on the development of a whole new suite of IPRF suite of document – which should provide good direction to elected representatives and staff going forward.

Turning Council's attention to the financial section of the draft Operational Plan, being the draft Operational Budget, Council will note that the Budget is made up of the following:

- | | |
|------------------------------|--------------|
| • Operational Revenue of | \$26,438,931 |
| • Operational Expenditure of | \$26,379,096 |

- Capital Expenditure of \$20,178,378
- Loan Repayments of \$ 49,819

The Budget as presented shows a consolidated operating surplus of \$59,835. This consolidated surplus is made up of deficit results for both the General and Sewerage Funds of (\$32,950) and (\$61,944), respectively with the Water Fund presenting a Surplus of \$154,729.

Council's capital expenditure budget of \$20,178,378 can be further broken down into the following categories:

- Information Technology \$ 76,655
- Public Order and Safety \$ 570,000
- Plant Acquisitions \$ 1,774,000
- Council Buildings \$ 69,000
- Sport and Recreation \$ 193,775
- Transport and Communication \$ 13,396,471
- Economic Services \$ 800,000
- Water Supply \$ 2,258,560
- Sewer Supply \$ 1,039,917

As mentioned early in the body of this report, several changes have been made to the draft 2021/22 Operational Budget because of new information coming to light since the adoption of the draft Operational Plan and Budget for display. These changes and their impact, along with the four (4) submissions received by Council, are discussed below.

Submissions:

At the time of writing this report, four (4) submissions have been received. Council will note that copies of these submissions have been included as annexures to this report for its information. Should any further submissions be received prior to the closing date, being the Thursday 10 June 2021, they will be forwarded to Councillors by email and considered in conjunction with this report at the meeting.

Submission 1 - Coonamble Show Society

In summary this submission, along with raising a number maintenance/safety issues at the Coonamble showground, has requested Council to consider including several upgrades for the facilities at the Coonamble Showground. These upgrades focus on improvements / upgrades to the venue and facilities and can be summarised as follows:

- Replacement/expansion of the existing suite of tables and chairs currently used and stored at the showground pavilion.
- Modification/upgrades to the water infrastructure to allow for the installation of an irrigation system to allow the arena to be wetted down prior to and during events.

Comment:

The maintenance issues raised in the submission have been forwarded to Council's operational staff who will attend to the matters listed as part of normal operations.

Regarding the request for upgrades, dealing first with the renewal / expansion of tables and chairs at the pavilion, the show society is correct in the fact that these assets are indeed showing signs of wear and tear. Council will note that these items are used frequently, not only at the Showground but also at various community events at other venues. As such, it could be considered a worthwhile project that Council could fund from its projected consolidated surplus of \$59,835. Preliminary enquiries have been performed by Council staff and these have indicated that an estimate of approximately \$20,000 would be required to renew these items.

Regarding the request for the upgrades to the water infrastructure, these are of a capital nature and would potentially require a significant allocation of Council funds to carry out the works. Council staff have commenced the necessary investigations into the costings and feasibility for the works to be carried out, but they are not to the stage at which the works could be included in the 2021/22 draft Operational Plan. It is recommended that these investigations be completed and be reported back to both the Coonamble Showground User Group and Council for consideration. Council may wish to consider resolving this as an action for inclusion in its draft Operational Plan as tabled.

Submission 2 – Sealing of Tooraweenah Road proposed timetable of works.

The second submission received by Council, has requested Council to consider amending the timetable of the sealing of the Tooraweenah Road from the planned three (3) years to that of one (1) year. The submitter has proposed this change in the scope of works based on the premise that the grant funding is available now and that by performing the works in one year will “prevent” an increase in the costs due to inflation.

Submission 3 – Sealing of Tooraweenah Road proposed timetable of works.

The third submission received by Council, has requested Council consider amending the timetable of the sealing of the Tooraweenah Road from the planned three (3) years to that of one (1) year. The submitter has proposed this change in the scope of works, based on the premise that Council has already received the grant funding. In summary, the submission then sites the following reasons for shortening the proposed timetable of works in sealing the road:

- The improvement in the level of safety and accessibility that will occur once the road is sealed.
- The potential for savings in Council’s Unsealed roads maintenance budget through a reduction in maintenance expenses that typically are required after a significant rain event near the unsealed section of the Tooraweenah Road.
- The improvement / increase in economic benefit for the district that will result from the sealing of the remainder of the Tooraweenah Road.

Submission 4 – Sealing of Tooraweenah Road proposed timetable of works.

The third submission received by Council, has requested Council to consider amending the timetable of the sealing of the Tooraweenah Road from the planned three (3) years to that of one (1) year. The submitter has proposed this change in the scope of works based on the premise that Council has already received the grant funding. In summary, the submission then sites the following reasons for shortening the proposed timetable of works in sealing the road:

- The improvement in the level of safety and accessibility that will occur once the road is sealed.

- The sealing of the Tooraweenah Road will facilitate increased levels of Tourism within the local government area due to the improved accessibility provided by the sealed road.

Comment:

In considering the three (3) submissions received to shorten the proposed timetable of works for the sealing of the Tooraweenah Road, Council needs to consider both the logistical and financial implications that such a decision would have.

Dealing first with the logistical implications, Council is currently in the process of finalising various components of the draft plans, such as the review of Environmental Factors and the Roads Project Proposal that are required for the works to proceed. For Council's information, the funding bodies have requested these plans must be submitted, in draft form to both Transport for New South Wales and the Federal Government for comment and approval. Potentially further complicating the matter, is that during the planning stages, it has come to light that the current alignment of the Tooraweenah Road, in places varies outside the road reserve. As such, Council will have to go through the required processes to essentially "re-align" the road reserve in places, back into alignment with the physical road.

The above-mentioned planning matters will be required to be completed prior to the funding body issuing a funding agreement for the works, let alone the works commencing. Council should note that processes outlined in the paragraph above will take time to achieve and would potentially have the effect of significantly delaying the proposed commencement date of the works.

Turning Council's attention to the financial implications, along with the funding of the proposed works, Council needs to consider the "other financial implications" that may occur should the proposed timetable of the works be shortened to one year. Dealing first with the funding of the project, whilst Council has been promised the necessary funding from the Federal Government to carry out the works, at the time of writing this report Council has not yet received either the funding agreement or the funds for the physical works to commence. Until these details are known, the exact impact on Council's immediate to short term financial position is unknown.

Given the current overall total projected budget is more than \$22,000,000, it is imperative that Council is fully aware of the timing of cash flows associated with the works. Specifically, with regards to the timing of the payment of the grant funds to Council. For example, is the grant funding paid in advance or, as with most grant funded projects, paid in arrears once specific project milestones are completed. Potential delays in the timing of the receipt of the grant funds will have significant impact on not only this project, but also other Council works. It is anticipated that Council will be made aware of these details once the funding agreements are finalised. The importance of this information cannot be understated, as whilst Council is currently in a sound financial position, it does not have the excess financial capacity to potentially carry such a significant additional commitment of its own source funds.

In addressing the "other financial" implications for Council to consider, I refer specially to the concept of Council achieving the maximisation of "value for money" for this project, for both Council and the community. Delving further, given the scope and nature of the works, Council will be required to go to open market to tender the works. As Council is a responsible local government authority, during the tender process it would then have to consider the "value for money" equation which may possibly result in the contract being awarded to an organisation from outside

Council's local government area. Should this eventuate, both Council and the community would miss out on the potential multiplier effect of the monies being spent locally.

One final point that Council may wish to consider prior to making its decision, is the flow-on affect that the contracting out of the project, even if it is to a local contractor, will have its own operations. At first glance, such a decision will impact both Council's Quarry Operations, along with the lost opportunity to upskill Council's workforce. Explaining this statement further, tendering the project out would more than likely result in the supply of the road building materials being sourced from other sources rather than Council's own quarry operations, and in doing so, removing the opportunity from Council to "re-invest" these monies back into its own operations and roads network. Secondly, the project as it stands presents Council's workforce with a unique opportunity to gain some hands-on experience and further develop their skill sets that could be utilised in the future. The potential of tendering out of the works would remove this opportunity for Council staff.

Other Changes:

Several other changes have been made to the proposed 2021/22 Operational Plan since it was placed on exhibition. These have been incorporated into the version of the Plan proposed for adoption. The changes are:

Emergency Service Levy - Rural Fire Service Component

Following receipt of formal advice from the NSW Office of State Revenue, the 2021/22 allocation for Coonamble Shire Council, has been reduced by \$59,835. This amount represents the 11.7% of costs associated Fire and Emergency Services in NSW that Councils are legislated to pay.

Public Order and Safety – Construction of Coonamble SES Station.

The construction of a new Headquarters Facility for the Coonamble SES was originally slated to be completed during the 2020/21 financial year. Following a delay in the finalisation of the scope of works and therefore the associated tender documents, the commencement of the project has been delayed.

As no contract has been awarded to carry out the works, Council has to "re-vote" the budget allocation in the 2021/22 Financial year. Council will note that the current estimated value of the works is \$550,000 and is fully funded by a combination of Council funds and grant funds from the NSW State Emergency Services.

(a) Governance/Policy Implications

Once adopted by Council, the Operational Plan 2021/22 will set the overarching direction for Council for the upcoming financial year.

(b) Legal Implications

Council has to ensure that it adopts its draft budget in accordance with various provisions in the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulations 2005*, for example Sections 405, 496, 501, 502 and 552 of the Act.

(c) Social Implications

The Operational Plan is linked through Council's Delivery Program to Council's Community Strategic Plan. The goals and strategic objectives outlined for 2021/22 were identified as part of the community consultation

that took place in the formulation of these plans, as well as the recent Coonamble Shire Masterplan – which further elaborates on particular strategic objectives already identified within the Integrated Planning and Reporting suite of documents.

(d) Environmental Implications

Council's Operational Plan 2021/22 addresses several environmental strategic objectives, strategies, and actions.

(e) Economic/Asset Management Implications

Council's officers have been mindful of the economic and asset management implications in the preparation of Council's Operational Plan 2021/22. Whole of life asset and depreciation cost considerations are important drivers in Council's future financial direction and ability to properly maintain and renew such infrastructure and assets.

(f) Risk Implications

Council's Operational Plan 2021/22 addresses several strategic objectives, strategies and actions relating to risk.

CONCLUSION

Council's 2021/22 Operational Plan provides a direct link to the four (4) year Delivery Program and, in turn, the Community Strategic Plan. Council will note that due to the advent of COVID-19 and the subsequent changes in the legislation that the upcoming delivery plan cycle has in effect been shortened to a three (3) year cycle to bring the plans back into alignment with local government elections. The Program is set out in the five (5) key areas of *Our People, Our Infrastructure, Our Economy, Our Environment, Our Leadership*, each area with a series of objectives, goals, strategic and specific actions along with performance measures.

In summary, Council's Budget for 2021/22 is comprised of:

- | | |
|------------------------------|--------------|
| • Operational Revenue of | \$26,438,931 |
| • Operational Expenditure of | \$26,379,096 |
| • Capital Expenditure of | \$20,178,378 |
| • Loan Repayments of | \$ 41,355 |

This Budget as presented shows a consolidated operational surplus of \$59,835. Whilst the draft Budget predicted result is a slight surplus, it should be noted that several factors have influenced this result, including a continued downturn in interest rates, coupled with an increase in depreciation expenses incurred.

The draft Operational Plan 2021/22 was placed on public exhibition for the required 28 days. At the time of the writing of this report, Council has received four (4) submissions that are being discussed within the body of the report. Changes arising since the adoption of the draft Operational Plan 2021/22 have also been discussed in the commentary of this report and are reflected in the final Operational Plan 2021/22, which is now presented to Council for adoption.

RECOMMENDATION

1. That the expenditure amounts set out in the 2021/22 draft Operational Plan and Budget as exhibited and amended as per this report and attached to the Business Paper as part of Annexure 1 relating to this report, be confirmed and voted for the carrying out of the various works and services of the Council for the 2021/22 financial year.
2. That the 2021/22 draft Operational Plan and Budget, as exhibited in accordance with the provisions of Section 405 of the Local Government Act 1993 and amended as per this report and attached to the Business Paper as part of Annexure 1 relating to this report, be adopted by Council as the 2021/22 Operational Plan.
3. That, in accordance with the provisions of Section 535 of the Local Government Act 1993 (NSW), Council makes, fixes, and levies the Rates and Charges for the 2021/22 financial year for the following rating categories:

Residential – Coonamble:

A Residential – Coonamble rate of 1.5713 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$490.00 per annum;

Residential – Gulargambone:

A Residential – Gulargambone rate of 1.2800 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$490.00 per annum;

Residential – Village:

A Residential – Village rate of 1.2800 cents in the dollar on the current land values of all rateable land in the village of Quambone, with a minimum rate of \$480.00 per annum;

Farmland:

A Farmland rate of 0.296 cents in the dollar on the current land values of all rateable land in the Local Government Area being farmland, with a minimum rate of \$390.00 per annum;

Small Rural Holdings:

A Small Rural Holding rate of 0.8400 cents in the dollar on the current land values of all rateable land in the Local Government Area being small rural holdings, with a minimum rate of \$510.00 per annum;

Rural Residential:

A Rural Residential rate of 0.7300 cents in the dollar on the current land values of all rateable land in the Local Government Area being rural residential, with a minimum rate of \$480.00 per annum;

Business:

A Business rate of 2.3600 cents in the dollar on the current land values of all rateable land in the Local Government Area being Business, with a minimum rate of \$540.00 per annum.

4. That the Schedule of Fees and Charges, exhibited as part of Council's draft 2021/22 Operational Plan and attached to this Business Paper as part of Annexure 3 relating to this report be made, fixed and charged for the 2021/22 financial year.
5. That Council makes, fixes, and levies the following charges in accordance with the provisions of Section 552 and Section 501(1) and Section 502 of the *Local Government Act 1993* on such land which water is connected or able to be connected to for the year ending June 2022:

| Town/Village | Access Charge (\$20mm) | Usage Charge – 1st Tier (c/kl) | 2nd Tier Pricing Limit (kl) | Usage Charge 2nd Tier (c/kl) |
|--------------|------------------------|--------------------------------|-----------------------------|------------------------------|
| Coonamble | 360 | 115 | 450 | 185 |
| Gulargambone | 470 | 110 | 450 | 170 |
| Quambone | 470 | 125 | 430 | 210 |

The Access Charges as above are for 20mm services, the charges below allow for the size of the water meters as required by best practice pricing. The resulting charges are shown in the table following:

| Item | Coonamble (\$) | Gulargambone (\$) | Quambone (\$) |
|-----------------------------|----------------|-------------------|---------------|
| Access charge (20mm meter) | 360 | 470 | 470 |
| Access charge (25mm meter) | 565 | 738 | 738 |
| Access charge (40mm meter) | 1,440 | 1,880 | 1,880 |
| Access charge (50mm meter) | 2,250 | 2,938 | 2,938 |
| Access charge (75mm meter) | 5,062 | 6,608 | 6,608 |
| Access charge (100mm meter) | 9,000 | 11,750 | 11,750 |

6. That Council makes, fixes and levies the following charges in accordance with the provisions of Section 501(1), Section 502 and Section 552 of the *Local Government Act 1993* on such land which sewer is connected or able to be connected to for the year ending June 2022.

Residential Sewerage – Coonamble

Sewerage availability charge of \$615.00 per annum per assessment.

Residential Sewerage – Gulargambone

Sewerage availability charge of \$810.00 per annum per assessment.

Sewerage – Coonamble Flats

Sewerage availability charge of \$520.00 per annum per unit.

Sewerage – Gulargambone Flats

Sewerage availability charge of \$735.00 per annum per unit.

Non-residential Sewerage - Coonamble

Sewer charge for Non-residential Sewerage – Coonamble is not less than a minimum charge of \$615.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water consumption. The treatment charge to be applied is 173 cents per kilolitre.

Non-residential Sewerage - Gulargambone

Sewer charge for Non-residential Sewerage – Gulargambone is not less than a minimum charge of \$810.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water consumption. The treatment charge to be applied is 173 cents per kilolitre.

- 7. That Council makes, fixes and levies the following charges in accordance with the provisions of Section 496 and Section 502 of the *Local Government Act 1993* for the Waste Collection Services (with the understanding that one (1) Waste Collection Service entitles a property owner to a 240-litre weekly garbage service per assessment – unless otherwise indicated):**

| Particulars | 2021/2022 Charge per annum (\$) |
|--|--|
| Domestic – Coonamble Occupied | 280.00 |
| Domestic Coonamble – additional Service (per additional service) | 140.00 |
| Commercial – Coonamble Occupied | 280.00 |
| Commercial Coonamble – additional Service (per additional service) | 140.00 |
| Domestic – Gulargambone Occupied | 365.00 |
| Domestic Gulargambone – additional Service (per additional service) | 140.00 |
| Commercial – Gulargambone Occupied | 365.00 |
| Commercial Coonamble – additional Service (per additional service) | 140.00 |
| Domestic – Quambone Occupied | 315.00 |

| | |
|---|--------|
| Domestic Coonamble – additional Service (per additional service) | 140.00 |
| Commercial – Quambone Occupied | 315.00 |
| Commercial Quambone – additional Service (per additional service) | 140.00 |
| Coonamble/Vacant Land – within scavenging area | 48.00 |
| Gulargambone/ Vacant Land – within scavenging area | 48.00 |
| Quambone/Vacant Land – within scavenging area | 48.00 |

8. That Council, in accordance with the provisions of Section 566(3) of the *Local Government Act 1993*, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2022. The rate of interest payable on overdue rates and charges for the 2021/22 financial year will be 6.0% per annum.
9. That Council, in accordance with the provisions of Section 405(6) of the Local Government Act 1993, places a copy of its adopted Operational Plan on its website within 28 days of it being formally adopted at the June 2021 Ordinary Meeting.
10. That Council notes the submission received from the Coonamble Show Society Incorporated and authorises expenditure to the amount of \$25,000 for the purpose of renewing the tables and chairs at the Showground Pavilion with an adequate number of suitably hard-wearing furniture, funded from its projected consolidated surplus of \$59,835 for the forthcoming 2021/22 Financial Year, and further that the following actions be undertaken as part of the normal annual maintenance activities for this facility as provided for in the 2021/22 Operational Budget:
 - Necessary maintenance works on the external doors, including the roller doors to the bar and kitchen, to ensure that they are lockable and secure;
 - Necessary maintenance works to the stage where it is showing signs of wear and tear;

- Necessary filling up of hidden holes in the grassed area between the eastern side of the pavilion and the arena fence to eliminate the liability risk;
 - Necessary levelling of the base of the stable flooring with the cement footings of the shed to eliminate the work health and safety concerns for competitors and animal welfare considerations;
 - Necessary replacement of lights at the entrance gate.
11. That Council resolves for the requested upgrade to the Coonamble Showgrounds' water infrastructure to be added as an item to its 2021/22 Operational Plan actions, as a capital expenditure item to be further investigated and reported back on firstly to the Coonamble Showground Users Group and thereafter to Council; for determining the most effective and efficient design and placement of infrastructure to facilitate the needs of the different users, as well as the consideration of an appropriate budget allocation in this regard for the next financial year. Further, that the following suggestions of the Coonamble Show Society Incorporated be included as part of this investigation:
- Moving the two (2) small tanks from the river site in the middle of the grounds down to the proposed new multipurpose pavilion towards the south;
 - Installing a new larger tank in their place (this site has mains water access and access to river water via a spear), with the proposal for this to be a 280,000 liter tank, with a pump big enough to run the travelling irrigator;
 - Providing for a travelling irrigator, which is envisaged to be paid for by Council's insurance as old one was stolen;
 - Providing for a water line, pressurised by the new pump to be run from the new large tank to a standpipe at the arena fence, to facilitate attaching the irrigator or using a water truck in the safest way possible for the showground users/attendees. (It is suggested that this water line could actually already be present but needs to be verified.)
12. That Council notes the three (3) submissions received from community members regarding the sealing and upgrade of the Tooraweenah Road, as well as the commentary provided in the body of the report cautioning Council about the various considerations that are associated with, and which should be taken into consideration when deciding about the timeframe

within which the project is to be executed. Further, that further information that comes to light regarding the funding agreements with the State and Federal Spheres of Government pertaining to the Tooraweenah Road project be continued to be reported to Council, which information should also assist and inform any future decision making regarding this project.



2020/2021 Executive

President: Mr Henry Moxham

Secretary: Miss Emily Ryan

Treasurer: Mr Alan Dodd

PO Box 400
Coonamble 2829
coonambleshows@hotmail.com

26th May 2021

Dear Bruce,

On behalf of the Coonamble Show Society we would like to thank your staff, in particular Mr Kris Parsons and Mr Peter Hurst, and their teams, for presenting the Showgrounds in such great condition for us for our 2021 Show. They were very helpful with assisting us to set up everything we need for the Show as well. It was fantastic to see the community able to gather again, and we believe we put on another great cultural event for Coonamble.

We note Council's operational plan for 2021/2022 and would like to make this submission on Item 12.1, specifically Action Item number 42:

- The current 12 round tables that are in the Showground pavilion are in a poor state of repair – 5 of them don't even have any legs attached, and most of the tops are damaged. We believe they need to be replaced as a priority, and would recommend at least 18 tables be supplied in the pavilion as part of the pavilion hire package.
- The blue covered fabric chairs in the pavilion are also the originals from build over 10 years ago – there are holes in the seats, cigarette burns etc. They also need adding to and replacing.
- All the external doors to the pavilion need maintenance work done (including the roller doors on the bar and kitchen) – many of them are no longer lockable, or are barely even able to be closed. This represents a security risk for Council and hirers.
- There are parts of the stage that are getting a bit damaged too
- The grassed area between the eastern side of the pavilion and the arena fence has some hidden holes that are a real public liability risk – particularly closer to the pavilion (several CWA volunteers were nearly injured when working at the Show). Could these be toppedressed or filled?

- The base of the stable flooring needs to be level with the cement footings of the shed. This is a health and safety issue to competitors and an animal welfare issue with the horses.
- The light at the gate entries both do not work.
- The Showground needs to upgrade it's WATER infrastructure (to benefit all showground users e.g. Rodeo/campdraft/challenge/pony club). This was discussed at the meeting with yourself on 16 September 2020
- Specifically, an irrigation system to allow the arena to be wetted down prior to and during events

This would require

- Move the 2 small tanks from the river site in middle of grounds down to proposed new multipurpose pavilion towards the south
- Install a new larger tank in their place (this site has mains water access and access to river water via spear) – propose this to be a 280 000 litre tank, with a pump big enough to run the travelling irrigator
- A travelling irrigator (envisage this will be paid for by Council's insurance as old one was stolen?)
- A water line water line pressurised by the new pump to be run to be run from this new large tank to a standpipe at the arena fence, to facilitate attaching the irrigator or using a water truck in the safest way possible for the showground users/attendees. It is thought that this water line could actually already be present?

It is noted that the Show Society requested in it's meeting with you on 16 September 2020 (and later in writing) that the DA fees for the Showground Pavilion extension be waived. We were disappointed that this did not occur, and have had to wear those costs ourselves.

Lastly, the Show Society would like to request a meeting with yourself and/or Mr Hurst to discuss the Show Society's exclusive use of the current small store as Show office storage, given that the new extension will soon be able to house the current contents of this room (which belong to Council) in a much more Work Health and Safety-approved manner. Currently all the chairs etc have to be moved through a small domestic door and with the new extension they will be able to stored behind a roller door. Could you please advise a suitable time for this meeting to take place, whether by phone or in person.

Kind regards,

Emily Ryan

Secretary of Coonamble Show Society

Bruce Quarmby


From: Hein Basson
Sent: Friday, 28 May 2021 11:45 AM
To: Bruce Quarmby; Kookie Atkins; Ian Dinham
Subject: FW: Sealing of the Tooraweenah Road

FYI, please.

Regards
Hein

COONAMBLE
SHIRE COUNCIL

Hein Basson
General Manager

Telephone: 02 6827 1900 Mobile: 0408 669 931
Email: gm@coonambleshire.nsw.gov.au
80 Castlereagh Street, Coonamble, NSW 2829
PO Box 249, Coonamble, NSW 2829
 www.coonambleshire.nsw.gov.au

From: Hein Basson
Sent: Friday, May 28, 2021 11:44 AM
To: [REDACTED]
Subject: RE: Sealing of the Tooraweenah Road

Dear [REDACTED]

Many thanks for expanding on your thinking – it is much appreciated.

In short, some of the considerations associated with a project of this nature may include:

- The monies have been made available by the Federal Government as a grant, especially for this purpose, so it cannot be spent anywhere else and the expenditure is administrated through the State Government. Also, council does not have any hidden agenda regarding the Inland Rail Project.
- Doing it in one year, will mean tendering it out (we are talking of an amount of \$22 - \$23 million), which means that we as a responsible local government authority will have to consider the “value for money” equation – probably or potentially resulting in a contractor from elsewhere (outside of our local government area) being appointed, with the monies flowing out of our area and us missing out on the potential multiplier effect of monies that are being spent locally.
- Tendering the whole project out may also mean that, even if a local contractor wins it, road building materials will not be sourced from the council quarry but from the new quarry that is currently being established, impacting on council’s ability to make a healthier profit on its own quarry operations, which monies could be ploughed back into the general fund for the purpose of spending it on the rural local roads network elsewhere.
- An opportunity like this project to upskill council’s own workforce, building capacity and succession into the future, is a rare prospect.

Whilst I understand your reasoning and respect your opinion, I hope that these above-mentioned points illustrate the situation as consisting of a number of considerations – which ideally need to be balanced; on the one hand to achieve a good project outcome, but also on the other hand to achieve a good medium- and longer-term outcome for the community.

I am happy to further discuss these points with you if you feel that way inclined.

Thanks again for your response and regards
Hein

COONAMBLE
SHIRE COUNCIL

Hein Basson
General Manager

Telephone: 02 6827 1900 Mobile: 0408 669 931

Email: gm@coonambleshire.nsw.gov.au

80 Castlereagh Street, Coonamble, NSW 2829

PO Box 249, Coonamble, NSW 2829

 www.coonambleshire.nsw.gov.au

From: [REDACTED]
Sent: Friday, May 28, 2021 11:14 AM
To: Hein Basson <gm@coonambleshire.nsw.gov.au>
Subject: RE: Sealing of the Tooraweenah Road

Dear Hein,

The Tooraweenah Road has been waiting many years for funds to seal it. The funds, I understand, are now available, so why not get in and get the job done as soon as possible? Stretching the project over three years will not only increase the costs (I am sure you are aware the cost of doing anything constantly increases) and thus make the available money effectively less, but also gives rise to the position where monies allocated for this job may be used elsewhere over the three year period.

I am curious to understand why the Council would even contemplate not doing the work immediately.

I do hope there is no hidden agenda connected with the possibility of the Inland Rail Project going ahead in that period.

Thank you for giving me the opportunity to expand on what I said in my previous email.

I trust this clarifies my thinking in this regard.

Regards,

[REDACTED]

Sent from [Mail](#) for Windows 10

From: [Hein Basson](#)
Sent: Thursday, 27 May 2021 12:41 PM
To: [REDACTED]
Cc: [Kookie Atkins](#); [Ian Dinham](#)
Subject: RE: Sealing of the Tooraweenah Road

Good morning [REDACTED]

Thank you very much for your email.

I am curious to better understand your thinking in this regard.

May I ask what the drivers are for you expressing this opinion?

Regards
Hein

Hein Basson
General Manager

Telephone: 02 6827 1900 Mobile: 0408 669 931
Email: gm@coonambleshire.nsw.gov.au
80 Castlereagh Street, Coonamble, NSW 2829
PO Box 249, Coonamble, NSW 2829
www.coonambleshire.nsw.gov.au

From: [REDACTED]
Sent: Thursday, May 27, 2021 9:14 AM
To: Kookie Atkins <kookie@coonambleshire.nsw.gov.au>
Cc: Hein Basson <gm@coonambleshire.nsw.gov.au>
Subject: Sealing of the Tooraweenah Road

Good Morning to you both,

I understand the Coonamble Shire has received a grant to seal the Coonamble to Tooraweenah Road.

I strongly urge the Council to complete this work in one year, instead of spreading it over 3 years.

Yours Sincerely,

[REDACTED]
[REDACTED]

Sent from [Mail](#) for Windows 10

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Dear Hein,

We believe council has recieved funding for the sealment of 23km of the Tooraweenah Rd to the council boundary , and a decision is to be made as to whether its done over three years or one.

Being at the far end of what needs to be sealed this has a huge affect on us, as we will be the last to be done if this happens over the 3 years. We are one of the places called by council for rain measurement for the decision on when to close the rd and therefore are all for it being sealed in one year.

We have been on this Rd since 2011 and in this time we have had to tow multiple tourist that have slipped off the Rd when wet in cars, caravans and motor homes. Trucks also have been stuck. With these vehicles being stuck the damage to the rd has to be repaired by council. Maintenance of the rd has to be done after almost every substantial rain event and even in the dry. Cost of these on going repairs could be spent on something else I'm sure.

We have semi and B double trucks and trailers which in the wet we can't get out or in and on occasions have had to drop cattle in neighbours yards as we can't get the trucks into our property to unload. It also affects sowing and harvest times with recieving delivers of seed and fertiliser or loading grain for delivery.

We have a Father in Koonambil Aged Care with dementia that struggles at times and we can be called in to settle him down at anytime day or night or medical emergencies (suffered gal stone attacks last year) and this is a struggle when the Rd is wet (living 50+km out of Coonamble all but half the trip is on dirt) or we have to go via Gulargambone adding longer time to the trip.

When the Rd is closed during the wet, this is valuable tourist dollars that the towns miss out on especially at this point in time with covid and trying to keep people in employment. Visitors to the area that travel from Coonabarabran to Coonamble travel out on sealed rds then get to dirt rd and when it is bad it shakes the heck out of their cars so they detour not sure on how far the dirt goes for. We have been pulled over and asked how to get back on sealed rds with people changing their plans, not everybody has a 4wd.

In the case of an emergency, emergency services find it extremely hard in the wet to get through sometimes impossible putting lives at risk.

Therefore I believe it is imperative to seal the Tooraweenah rd in 1 year.

Kind Regards



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| | |
|-------------------------|-----------------|
| COONAMBLE SHIRE COUNCIL | |
| FILE NO: | 38-2 |
| - 8 JUN 2021 | |
| DOC NO: | 97434 |
| ASSIGNED: | Atkins / Dinham |
| OPENED: | DC ACTION: Yes |

General Manager
Coonamble Shire Council
PO Box 249
Coonamble NSW 2829

Dear Sir,

As a resident of the Coonamble Shire for 87 years I am writing to you regarding the Coonamble – Tooraweenah Road.

I note in the Coonamble Shire Operational Plan 2021-2022, Section 1.3, that a sum exceeding \$7.5M has been provisioned for extending the sealed length of the road. Having owned property and lived on this road for nearly my entire life, I am only too aware of the many accidents and the damage to vehicles and machinery that this dangerous unsealed road has inflicted on farmers and tourists alike. After many, many years of asking for this road to be sealed, I am delighted to be advised that the sealing of the road is imminent. It is an initiative that I applaud.

However, I note with concern that although it appears that the funds to complete the resealing have been made available, the Operational Plan suggests that the work may take up to four years to complete. If this is the case, I find this totally unacceptable. I request that the entire section be sealed to the Gilgandra Shire boundary, at the outside, within the 2021-2022 financial year.

To me, the benefits of sealing this road as quickly as possible to both the long suffering residents of our shire and to facilitating improved tourism access to our town are self-evident. I look forward to seeing this project completed in the very near future.

If I am misinformed or I have misinterpreted any matter, I apologise and I request that you advise me of the correct facts.

Regards,



Gulargambone



| | |
|-------------------------|-----------------|
| COONAMBLE SHIRE COUNCIL | |
| FILE NO: | SR-2 |
| - 8 JUN 2021 | |
| DOC NO: | 97437 |
| ASSIGNED: | Atkins / Dinham |
| OPENED: | DC |
| ACTION: Yes | |

10.14 URBAN SERVICES - WORKS IN PROGRESS**File Number: Reports - R6****Author: Bruce Quarmby-Executive Leader - Corporate and Sustainability****Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability****Annexures: Nil****PURPOSE**

The purpose of this report is to provide information on works in progress within Council's Urban Services section for the month of May 2021, along with planned future works.

BACKGROUND

Council's Urban Services section'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 within this report.

COMMENTARY**Urban Services:**

- The works program continues to focus on the presentation of the open spaces in Coonamble, Gulargambone, and Quambone.
- During the month of May, Council Urban Services section's works program has been focused on the preparation and presentation of the Coonamble Showground in readiness for Coonamble Show and the Annual Rodeo.
- Over the past month, Council has received notifications of several incidents where members of the public have fallen in and around the Coonamble CBD. Council staff are currently in the process of investigating the reported incidents and where it is found that corrective works are indeed required, planning those works.
- The erection of the lighting towers at the Coonamble Sportsground has been completed, with testing of the alignment of the also being completed during the month of May. Currently, sporting bodies wishing to utilise the lighting at the facility can contact Council and the necessary arrangements will be made to turn the lighting on and off. This arrangement will remain in place until an

official “handover” of the lighting system is carried out with the contractor O’Brien Electrical.

- The decommissioning of the old lighting system at the Coonamble Sportsground has commenced with the power supply disconnected from several the old lighting structures. Council will continue to liaise with the contractor on the progress of the decommissioning, as currently the contractor is experiencing some difficulty in sourcing a large enough crane to remove the old lighting towers.



Coonamble Sportsground Lighting

Vandalism:

- Vandalism costs incurred by Council for the 2020 / 21 financial year to date amount to \$11,910.26.

Pools:

- Council’s Public Pools have been winterised for closure.
- At the time of writing this report, Council staff are in the process of sourcing quotations to carry out planned leak and structural integrity testing on all three of Council owned facilities.

Buildings:

- Ongoing minor maintenance continues as planned.

(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 directly attached to 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 Council's 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 within the Urban Services sections for Council's information.

RECOMMENDATION

That Council notes the information in this report.

10.15 REQUEST FOR FURTHER INFORMATION - COST RELATED TO RENEW THE LAYBACK IN CASTLEREAGH STREET.

File Number: Donations - D7

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 the estimated costing, as calculated by Council staff, for the replacement of “dangerous” layback at the entrances in front of the Towri Units at the end of Castlereagh Street, Coonamble.

BACKGROUND

At the May 2021 Council meeting, Council passed the following resolution:

RESOLUTION 2021/83

Moved: Cr Karen Churchill

Seconded: Cr Barbara Deans

That Council requests the Executive Leader Infrastructure to prepare a report for the June 2021 Meeting on the estimated costs involved with repairing the laybacks of the entrances in front of the Towri Units at the end of Castlereagh Street, FURTHER, that the Towri Units’ management committee be approached about the possibility of them making a financial contribution to such repairs.

CARRIED

Since this meeting, Council staff have examined the site, established what works are required, and calculated an estimated cost for the associated works. For Council’s information, the estimated costs to complete the necessary works is approximately \$12,000.

As per the Council resolution, Council staff have also made the initial approach to the Towri Units management committee to discuss the possibility of financial contribution towards the necessary works. Council may recall that this action was included in the resolution by Council, since Council is not actually responsible for the replacement of the layback in question. This responsibility rests with the property owner, in this case the Towri Units.

(a) Relevance to Integrated Planning and Reporting Framework

I2.1.2 – Support development of facilities within Council budget and priorities.

L1.4.4 – Governance is open and transparent.

(b) Financial Considerations

Given the nature of the works and the fact that the layback technically is not considered a Council asset or responsibility, should Council resolve to

proceed with the works, it would have to identify a source of funding from its Operational Budget to allow the works to proceed.

Whilst Council's donation vote for the 2020/21 financial year has currently been fully committed/expended, there is sufficient capacity within its current kerb and gutter maintenance allocation to allow the works to proceed.

COMMENTARY

In establishing the estimated cost for works, Council staff inspected the site and determined the scope of works that would be required to properly complete the works. Council should note that to replace the layback in question, it was identified that it would be necessary to replace a section of the kerb and gutter in front of the property in question. The costings for these works have all been included in the estimated price of \$12,000.

Once the estimated costs of the works had been established, Council staff then contacted the management committee of the Towri Units to discuss the possibility of a financial contribution being made towards the costs of works. As the Towri Units are indeed a community managed facility, it was suggested that the committee consider contributing 25% of the costs of works, noting that this figure would probably be capped at \$3,000. At the time of writing this report, no formal response has been received from the Towri Units management committee with regards to Council's request.

Moving forward, whilst Council has the capacity to have the requested works carried out, Council needs to remain mindful of the potential setting of a perceived "precedent". Should Council receive requests of a similar nature moving forward, these will also need to be assessed on individual merit.

(a) Governance/Policy Implications

Local Government Act 1993

(b) Legal Implications

There are no legal implications directly attached to this report.

(c) Social Implications

Whilst the replacement of the "dangerous" layback is not technically the responsibility of Council, given the proximity to the Towri Units and the degree of foot traffic that would come from residents and visitors to the units, Council resolving to proceed with the works could potentially be seen as an action that would have a positive flow-on effect for the community.

(d) Environmental Implications

There are no environmental implications directly attached to this report.

(e) Economic/Asset Management Implications

There are no Economic/ Asset Management Implications directly attached to this report.

(f) Risk Implications

Whilst Council is not directly impacted, the current layback pose a potential risk for the Towri Unit residents who

CONCLUSION

The issue of the current state of the “dangerous” layback in front of the Towri Units at the northern end of Castlereagh Street Coonamble, has been brought to Council’s attention before, and most recently again at the May 2021 Council meeting. As was discussed at previous Council meetings, whilst the layback’s condition may be considered somewhat less than satisfactory, the responsibility of the maintenance and upkeep of these layback rests with the landholder.

However, given that the land in question is a community run facility, Council could argue that it is a unique position and may wish to consider aiding the community run facility and renew the layback, thereby improving the safety for the residents of the Towri Units.

RECOMMENDATION

- 1. That Council requests from the Towri Units management committee a 25% co-contribution towards the replacement of the layback in front of the Towri Units at the northern end of Castlereagh Street, and further, that such co-contribution be capped at the amount of \$3,000.**
- 2. That conditional on the co-contribution mentioned in paragraph one above being received from the Towri Units management committee, Council replaces the dangerous layback at the entrance in front of the Towri Units at the northern end of Castlereagh Street, Coonamble with the required funding to carry out the works being sourced from Council’s kerb and gutter maintenance budget allocation.**

10.16 COMMUNITY SERVICE PROGRESS REPORT**File Number: C8****Author: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Authoriser: Hein Basson, General Manager****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 May 2021.

BACKGROUND

The Community Services section focuses on our community and our people and the support that Council offers in the delivery of positive outcomes. The Community Services section is responsible for the following key areas:

- Community Services;
- Library Services;
- Children and Youth Services; and
- Integrated Planning.

(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 May 2021.

Library

- The Librarian attended Coonamble Pre School and read an Indigenous story-time book to celebrate Sorry Day called "The Midnight Possum".
- 2021 National Simultaneous Storytime was held on 19 May, and due to the Annual Show holiday, we were unable to participate. Knowing this, the Librarian purchased the 2021 NSS book "Give Me Some Space" for the preschools and childcare centres and delivered the books along with providing activities and information relating to the book. A link to the online reading of the book was also sent.
- The Librarian and Library Assistant accompanied the Visitor Information Centre employees to Baradine Discovery Centre in order to understand and gather information on the region's tourist attractions. The following week, it was a trip to Macquarie Marshes, Burrima Boardwalk and Window on the

Wetlands in Warren. After the VIC, the library is often listed as the next port of call for visitor information – as well as the library being opened Saturday when the VIC is closed – and these trips were immensely helpful, and our staff would be interested in any further undertaken.

- **Library Statistics** (24 March 2021- 01 June 2021).

| Service | Loans | New M/ships | Wi-Fi | Internet | Children's Computers | Junior Visits | Adult Visits |
|--------------|-------|-------------|-------|----------|----------------------|---------------|--------------|
| Coonamble | 1266 | 14 | 109 | 72.39 | 87 | 143 | 574 |
| Gulargambone | 95 | 1 | | | | | |

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

| Library Visits | Reference Enquiries | Technology Enquiries | Local History | VIC Enquiries |
|----------------|---------------------|----------------------|---------------|---------------|
| 717 | 7 | 86 | 9 | 18 |

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

| Senior Craft | Pre-School Visits | Housebound | Meetings | Seniors Movies | Other |
|--------------|-------------------|------------|----------|----------------|-------|
| 38 | 45 | 8 | 0 | 19 | 0 |

Youth Council 2021-2022

- Council received a grant of \$55,576.00 to establish a new 2021 Youth Council from the Stronger Country Communities Fund (Round 3).
- To date, Council has received a few nominations and with limited staffing resources has unable to focus on the promotion for the Youth Council nominations.
- Council recently met with the Department of Premier and Cabinet and Department of Regional NSW to discuss the Youth Council opportunity and looked at diversifying the funding to include a Junior Youth Council or the funding options to extend the funding post 30 June 2022.
- The Community Services Coordinator is currently being recruited who will be a key person in driving the Youth Council.
- Announcements regarding the Youth Councillors will be presented shortly to Council.

NAIDOC Week Preparations

- NAIDOC Week begins on 4 July to 11 July 2021. This year sees the Council Coonamble Local Aboriginal Lands Council and the Coonamble Aboriginal Health Service come together in a joint initiative including a community day as part of the Coonamble School Holiday program. Other support partners include Mission Australia, MacKillop Family Services, Redi.e, NASCA and Clontarf.

- Preliminary planning for the community day on Wednesday 7 July 2021 which will see a smoking ceremony, Welcome to Country by a local elder and raising of the flag starting at the Coonamble Aboriginal Lands Council and a march to the Coonamble Showgrounds. The Aboriginal Dance will consist of teaching local kids dancing throughout the day.
- Council has agreed to provide:
 - Castlereagh Connections to perform on the day.
 - Hayden Wood from Bokhara Dreaming to provide the Aboriginal Art.
 - Bus to transport Gulargambone residents to the day.
 - Facilitate road closure for the march and use of the Coonamble Sportsgrounds facility.
- The day will be open to all members of the community with more announcements on this coming shortly.

Children and Youth Services

- **June/July School Holiday Program**
 - Preparation is underway for organising the June/July school holiday program. This year incorporates NAIDOC Week as part of the holiday calendar.
 - Activities include an opportunity for children and young people to participate in creativity such as art, health and fitness and a movie morning. However, staffing availability for this particular holiday program could be an issue and result in a smaller program.
 - An excursion free of charge to Wellington Caves is proposed for the first 46 children and youth to book in.
- **After School Activities**
 - Quambone After School Activities has commenced on Tuesdays from 3:30pm to 5:30pm. Wednesdays have now been added to the roster beginning in week six.
 - Gulargambone After School Activities commenced on Tuesdays and Wednesdays from 3:30pm to 5:30pm.
 - Council is currently seeking more casual youth workers to administer our youth programs.
 - Term Two attendances include:

| | Week 1 | Week 2* | Week 3 | Week 4* | Week 5 | Week 6 |
|---------------------|---------------|----------------|---------------|----------------|---------------|---------------|
| Gulargambone | 44 | 21 | 32 | 28 | 31 | 44 |
| Quambone | 5 | 6 | 5 | 6 | 5 | 10 |

* Week two and four had one day only.

- **Gulargambone Youth Centre grant upgrade**

- Council was successful in receiving a \$79,000 grant from the Stronger Country Communities Fund for the renovation work at the Gulargambone Youth Centre.
- This will include an internal fit out and improvement to external structures.
- A Request for Quotation was advertised in the local paper and on the Council's website with no quotes received. Council staff are now contacting potential suppliers to ask them to provide a quote.
- The Gulargambone Youth Centre is utilised by Council's after school activities and by the Mackillop Family and the Royal Flying Doctors Service.
- Works will be delivered to ensure minimal disruption to these services.

Seniors Tech Savvy and Movies

- Council's Library service will be providing seniors an opportunity for free training and technology troubleshooting with local provider Murtech once a month.
- Residents can bring down their phones, tablets, laptops or other devices and receive some advice and troubleshooting assistance every first Tuesday of the month and from next month begin at 9am.
- This initiative not only allows for a technology education exercise but a social opportunity for our senior citizens.
- A free movie and morning tea will be provided from 10am onwards. The first event saw five seniors attend with the second event saw 13 seniors.
- The success of Tech Savvy for the first couple of sessions will now see the proposed time be pushed from 30 minutes to 60 minutes of free advice from Murtech.
- Bookings are essential and enquiries can be made through the library.

Regional Waste2Art Net Waste

- Coonamble will be hosting the Waste to Art Regional Exhibition which will open on 19 July through to 3 September 2021 and hosted by Outback Arts.
- As part of the regional exhibitions, several workshops regarding waste management will be organised by Netwaste and targeted at the local schools and community workshops.

Coonamble Public School Bike Program

- Coonamble Public School Bike Program gained national momentum this month, with SBS Television visiting the school to film a piece to air on NITV concurrently with the Tour de France – a 'Tour de Coonamble'.
- The opening was attended by Mayor Karanough, Cr Wheelhouse, Cr Thomas, Cr Deans, Cr Churchill and Cr Fisher as well as the General Manager and Executive Leader Environment, Strategic Planning and Community.

The Community Services Report provides an overview of events that have occurred and are upcoming.

(a) Governance/Policy Implications

The delivery of community development and integrated planning functions and activities are carried out in accordance with Council's Operational Plan and Integrated Planning and Reporting Framework. Community Service staff have 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. As the restrictions ease for COVID-19, 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 May 2021, in particular Council's opportunity to develop the Youth Council.

RECOMMENDATION

That Council notes the information contained in this report.

10.17 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**File Number: E5****Author: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Authoriser: Hein Basson, General Manager****Annexures: Nil****PURPOSE**

The purpose of this report is to provide information on the activities within Council's Environmental Services section and Strategic Land Use Planning information for the month. This progress report considers town planning and strategic land use planning, compliance and regulation, environmental management, public health, and waste management matters as they arise.

BACKGROUND

The Environment Services section focuses on all town and environmental planning requirements including regulation and compliance, and public health requirements, waste management, and environmental management considerations. Strategic Land Use Planning and information that result in updates to Council's planning system are also included.

The following topics will be included into the Council Report where there is relevant information to report on:

- Compliance and Regulation;
- Development Applications Approved Under Delegated Authority;
- Public Health;
- Ranger's Monthly Report;
- Development Applications Information;
- Strategic Land Use Planning;
- Sustainability and Environmental Management;
- Waste Management.

(a) Relevance to Integrated Planning and Reporting Framework

P3.1.2. Inspection of Food Premises

I3.3.1. Implementation Waste Management recommendations

EN1.1.1. Enforcement of environmental regulations

EN.1.1.2. Continue to review Local Environmental Plan

EN.1.1.3. Ensure compliance with NSW Building Certification

EN.1.1.4 Provide quality over counter, telephone, and email advice to customers.

EN.1.1.5 Approvals completed within timeframe required.

P2.2.4 Controlling straying animals.

(b) Financial Considerations

There are no direct financial considerations with this report, however noting that under the Western Region Planning Panel section, financial information regarding the community member's service agreement is provided for Council's consideration and adoption.

COMMENTARY**Environmental Services Process Review**

- With the 1 July 2021 approaching for the mandated use of the NSW Planning Portal, the Environmental Services team have been working intensively to update processes and to ensure a better customer service output to the community.
- Intensive staffing workshops with the Portal Lead from Blacktown City Council and other internal workshops have identified a need for the Environmental Services section to:
 - Update the Council website and interface with the community on information on building, planning and development;
 - Update of Council's templates including forms and checklists to ensure compliance with the current legislation and regulation;
 - Provide a consistent list of standard conditions of consent by development type;
 - Provide a consistent approach/procedure on how to deal with development applications;
 - Introduce a system that will be utilised by internal staff and any contractors rather than working in the current ad hoc system;
 - Upskilling of staff to be able to adapt to the new changes.
- Fortunately, DPIE recently awarded Council a grant of \$50,000 to assist Council through this transition.
- Staff discussed the importance of providing a consistent approach/procedure in the processing of applications. To date, the quality of applications has lacked the basic details of ownership, the type of development being proposed, missing plans, poor quality plans or no statutory required documentation such as a Statement of Environmental Effects meaning staff are often spending time chasing up applicants. This inadvertently leads to the customer's frustration of the application's processing time.
- In moving forward, by improving the system and all its elements and utilising the opportunity that the NSW Planning Portal's functions provide for, will allow for quicker interaction with the customer with applications returned or accepted after the first completeness check. This can be done by any Council staff member rather than relying on the Manager or Contractor. If adequate, it will then be accepted by Council and be given a development application number, with all steps notified to the customer.
- Council staff will be returning inadequate applications to the customer if it does not satisfy the completeness check with notes on what is required. By returning this application for amendment and update, will ensure that Council

staff can continue to provide a guaranteed level of service to the community without being bogged down in chasing up the applicant to provide further information.

- However, all of this can be negated with early engagement with Council, pre-lodgement meetings and lastly the improvement of our overall system.
- The Executive Leader ESPC has set up a Directors/Executive weekly teleconference with neighbouring Councils of Walgett, Warrumbungles and Gilgandra Shire Councils to discuss the roll out of the Planning Portal and a forum to share ideas.

Mandatory Use of NSW Planning Portal

- From 1 July 2021, development applications and complying development certificates will need to be logged into the NSW Planning Portal. The NSW Government mandated this decision requiring applicants, Councils and other Government agencies across NSW to work through this planning portal from 1 July 2021.
- Council staff recently wrote to local industry to provide an overview of how the planning portal works and the points of contact if applicants run into issues and who can assist them from DPIE and Service NSW.
- The first workshop was carried out on 2 June 2021 and attended by four tradespeople. The workshop provided an overview of the new process, and an update of what Council staff were doing to adapt to the new mandatory changes.
- It was a good opportunity to talk about the current issues being reported to Council on illegal building works and the ramifications it could have on the local tradespeople in the way of potential fines, demolition orders and inability to claim insurance or sell properties.
- It is envisaged that forums and workshops like this will be conducted by the Executive Leader Environment, Strategic Planning and Community (ESPC), twice a year to engage with local industry on building and development.
- Notices in the Coonamble Times to advise on the planning portal implementation and industry and community engagement conducted by Council officers for the preparedness in this significant change are being published.
- The responsibility to lodge a Development Application that is compliant to the EP&A Act is the applicant's responsibility.
- Details of Coonamble's proposed workshops are as follows:
 - Thursday 24 June 2021 – 5pm to 6pm;
 - Wednesday 28 July 2021 – 10am to 11am.

Development Application Under Delegated Authority

- The number of development applications approved under delegated authority are listed below. Council's previous backlog of development application approvals has been dealt with. Development applications are now tracking within the legislated timeframes of 40 days.
- Council approved five (5) section 68 local approvals.

- Two (2) development applications were approved, and one (1) construction certificate issued.

| Application Number | Description of Works | Address of Proposed Works | Approved Date |
|--------------------------|---|--|---------------|
| DA011/2021 CC011/2021 | Construct New Dwelling | Lot 6 DP753435 - 1387 Sandy Camp Road Quambone | 24/05/2021 |
| DA013/2021 | Dwellings - 2 x 2 bedrooms and 2 x 3 bedrooms | Lot 3 DP3987 - 48 Yarran Street Coonamble | 24/05/2021 |

Ranger's Report April 2021

The Ranger's report provides information on ranger services for the month of May 2021.

| <u>Correspondence</u> | <u>May 2021</u> | <u>Year to Date 2020/2021 Total</u> |
|------------------------------|------------------------|--|
| | | |
| Official Correspondence | 29 | 550 |
| Infringements (Animals) | 0 | 4 |
| Infringements (Other) | 0 | 0 |
| Change of Details | 3 | 152 |
| Microchipped dogs | 21 | 329 |
| Registrations | 5 | 70 |
| Nuisance dog declaration | 0 | 0 |
| Dangerous dog declaration | 0 | 1 |
| Menace dog declaration | 0 | 0 |

- Impounded Animals

The Ranger's report had a total of 35* impounded animals.

| April 2021 | Dogs | Cats |
|--------------------|-------------|-------------|
| Returned to owners | 1 | 0 |
| Rehomed | 9 | 0 |
| Euthanised | 2 | 22 |
| Impounded* | 12 | 22 |

*One (1) ferret was impounded from Coonamble.

**One (1) dog impounded from Gulargambone and zero animals from Quambone.

- Dog attacks

There were no dog attacks this month.

Other Development Applications Information

- Not all development applications under the *Environmental, Planning and Assessment Act 1979 (EP&A Act)* that are falling within Council's area of jurisdiction have Council as the consent authority. The consent authority can be the:
 - Independent Planning Commission for State significant development;
 - Regional Planning Panel for regionally significant development;
 - Public authority (other than a Council) depending on the type of development declared within an environmental planning instrument;
 - Council, in the case of any other development.
- Council does not generally receive development applications described in dot point one (1) and three (3) above where Council is not the consent authority. When received, these type of development applications will be provided to Council for information only.

DA027/2020 – Proposed extractive industry (quarry) at 4948 Tooraweenah Road

- Council is in receipt of a development application DA027/2020; a proposed extractive industry at Lot 82 DP 820705, 4948 Tooraweenah Road, Mount Tendandra. The public exhibition closed on 15 January 2021.
- The development is referred to as the 'Ralston Quarry'.
- The Development Assessment Report was independently conducted by Michael Carter from Currajong Pty Ltd.
- SW Floodprone Land Package the report has been tabled to the Western Region Planning Panel for their determination. The application reference is PPSWES-77.
- The Western Region Planning Panel conducted a site inspection on 2 June 2021 to discuss the application with Council's General Manager, Executive Leader ESPC and Mr Carter. A summary of the meeting notes will be sent by the Planning Secretariat, to date it had not been received. A determination has not been issued.



Pictured: Onsite inspection by Council Staff and Western Region Planning Panel

Western Region Planning Panel

- As per the March 2021 and May 2021 meetings, Council's members to the Western Region Planning Panel included the Executive Leader ESPC and Ms Alanna McHugh as the community member.
- Under clause 4.6 Payment to Council Members of the Sydney and Regional Planning Panels Operational Procedures (2020), Council can determine the fees they pay their Panel Members.
- A Service Level Agreement for the community member has been drafted to set out the functions required to be a Panel Member and disbursements.
- This approach was set up to ensure consistency and accountability for all non-staff members moving forward. The following arrangement is suggested for Council to adopt. An hourly rate of \$70 (GST exclusive) per hour for all labour tasks (functions outlined in the Operational Procedure) and reimbursement of expenses which is in line with the Local Government (State) Award 2017 such as:
 - Work related travel in own vehicle – reimbursed at a kilometre rate, either .068c/kms for <2.5L vehicle and 0.78c/km or above 2.5L, as per the Local Government (State) Award 2017. This rate includes the use of fuel.
 - Airfares are a direct reimbursement, requiring confirmation with Council.
 - Accommodation costs, at cost, for up to \$120 per night.
 - Overnight allowance (subsistence) of \$80 in regional areas and \$100 in metro areas for regional overnight stays.

Strategic Land Use Planning – NSW Government's Flood Prone Land Package

- This section of the Report should also be read in conjunction with the Infrastructure in Progress Report.
- The Hon. Robert Stokes, Minister for Planning and Public Places announced on 26 May 2021 the Flood Prone Land Package. This package includes advice to councils on considerations of flooding in land-use planning. It was previously exhibited last year and after public exhibition has determined that the following changes will occur:
 - *Standard Instrument (Local Environmental Plans) Amendment (Flood Planning) Order 2021* which includes a mandatory 'flood planning' clause and an optional 'special flood consideration' clause to be added into the Standard Instrument. Refer to the Annexure. Council will be able to elect to opt-into the optional clause (5.22).
 - *State Environmental Planning Policy Amendment (Flood Planning) 2021* which will revoke councils existing flood planning LEP clause and replace it with the mandatory State Instrument Flood planning clause. The changes will delete all existing flood clauses and overlap maps in LEPs and introduce a new standard flood clause and Councils will be given an option to include an additional clause to deal with emergency management issues for more flood sensitive uses. The new clause will not prescribe a flood planning level or levels.

Specifically relating to Coonamble Local Environmental Plan 2011 will be the removal of clause 6.6 (provision to repealed):

6.6 Flood planning

- (1) *The objectives of this clause are as follows –*
 - a) *To minimise the flood risk to life and property associated with the use of land,*
 - b) *To allow development on land that is compatible with the land's flood hazard, taking into account projected changes as a result of climate change,*
 - c) *To avoid significant adverse impacts on flood behaviour and the environment.*
 - (2) *This clause applies to land at or below the flood planning level.*
 - (3) *Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development –*
 - a) *Is compatible with the flood hazard of the land, and*
 - b) *Is not likely to significantly adversely affect flood behaviour resulting in detrimental increases in the potential flood affectation of other development or properties, and*
 - c) *Incorporates appropriate measures to manage risk to life from flood, and*
 - d) *Is not likely to significantly adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or reduction in the stability of riverbanks or watercourses, and*
 - e) *Is not likely to result in unsustainable social and economic costs to the community as a consequence of flooding.*
 - (4) *A word or expression used in this clause has the same meaning as it has in the Floodplain Development Manual (SSBN 0 7347 5476 0), published in 2005 by the NSW Government, unless it is otherwise defined in this clause.*
 - (5) *In this clause, **flood planning level** means the level of a 1:100 ARI (average recurrent interval) flood event plus 0.5 metre freeboard.*
- Amendment to schedule 4, section 7A of the *Environmental Planning and Assessment Regulation 2000*, meaning requirements under 10.7 Planning Certificates will change to the following:

| <i>Environmental Planning and Assessment Regulation 2000 (current but to be deleted)</i> | <i>Environmental Planning and Assessment Regulation 2000 (proposed)</i> |
|--|--|
| 7A Flood related development controls information | 7A Flood related development controls |
| (1) Whether or not development on that land or part of the land for the purposes of dwelling houses, dual occupancies, multi dwelling | (1) If the land or part of the land is within the flood planning area and subject to flood related development controls. |

| | |
|---|--|
| <p>housing or residential flat buildings (not including development for the purposes of group homes or seniors housing) is subject to flood related development controls.</p> <p>(2) Whether or not development on that land or part of the land for any other purpose is subject to flood related development controls.</p> <p>(3) Words and expressions in this clause have the same meanings as in the Standard Instrument.</p> | <p>(2) <i>If the land or part of the land is between the flood planning area and the probable maximum flood and subject to flood related development controls.</i></p> <p>(3) <i>In this clause—</i> flood planning area <i>has the same meaning as in the Floodplain Development Manual.</i> Floodplain Development Manual <i>means the Floodplain Development Manual (ISBN 0 7347 5476 0) published by the NSW Government in April 2005.</i> probable maximum flood <i>has the same meaning as in the Floodplain Development Manual.</i></p> |
|---|--|

- In addition, the package includes updated planning information such as a new planning circular on flooding and new guideline.
- Councils will need to nominate the flood planning level or levels that they wish to define their flood planning area (FPA – the area where their LEP clause will apply) and make alternate arrangements for making flood planning maps publicly available where previously solely reliant on LEP flood overlay maps.
 - In the instance of our local government area, flooding overlay maps are not provided in the Coonamble LEP.
- The Guideline to be published on 14 July 2021, recommends that Councils should define their FPAs and FPLs in their development control plans (DCPs). The Guideline also notes that Councils could choose multiple FPLs for different parts of their local government area and for different land uses.
 - In the context of our local government area, there are four (4) DCPs and one annexure which requires a significant review and update. A DCP provides detailed planning and design guidelines to support the planning controls in a LEP. This includes DCP1 – Coonamble Township and Surrounds (1996); DCP1 Annexure A for Industrial Landuse (2009); DCP2 – Rural Small Holdings (1996) and DCP3 – Small Cattle Feedlots (1996) and DCP4 – Small Intensive Piggeries (1996).
 - Of all the documents, only DCP2 – Rural Small Holdings (1996) makes one reference to flooding. But the design guideline is trivial in what it requests, that buildings, access roads and other developments should be sited away from land deemed flood liable to inundation but provides no reference to known data sources or mapping.
 - This task will be delivered through a Strategic Planner or a consultancy. At present, this task is not funded.

- These changes provide an opportunity for Councils to introduce a true risk-based approach into their flood planning controls, that has been curtailed since the introduction of the 2007 Flood Planning Guideline. However, it is recognised that to do this there may be a need for considerable review of existing policies and past practices that could take some time for many Councils. While this is a matter for Councils to individually seek advice having regard to their circumstances, the FMA suggests that where Councils are uncertain as to what course to take, that they consider adopting DCP changes that reinstate the FPAs and FPLs that currently exist, and if necessary, publish flood planning maps on their website, on an interim basis after 14 July pending further review.
- Councils should be encouraged by these recent changes to review their flood related planning controls and mapping to embrace, or refine, a best practice flood risk management approach.
- The NSW Department of Planning Industry and Environment provides more information on their website and registration details for webinars for Council and industry.
- It is recommended that Council opts into the optional clause (cl. 5.22) to be inserted into the Coonamble Local Environmental Plan 2011 and proceed with an interim DCP to deal with the flood related development controls that are currently not adopted by Council. This is not currently funded. A task like this could cost in the order of \$30,000 and involve public exhibition. Council staff will look at ways to accommodate for this expense.

Waste Management

- Waste management may include information on the existing waste resource management facilities, opportunities to minimise hard waste production and avenues to look at sustainable waste management.

Netwaste

- Information on Council's involvement with the Waste to Art, organised by Netwaste and locally coordinated by Outback Arts is provided in the Community Services Report.

Quambone Waste Landfill Fencing

Specifically relating to an outstanding waste management issue, at the time of reporting the quotations for the construction for the fencing will be carried out by Pettiford Fencing has commenced work.

The Environment and Strategic Planning Progress Report provides a summary of the information since the last meeting for May 2021.

(a) Governance/Policy Implications

The report provides Council opportunities to understand governance and policy implications in the environment and strategic land use planning. There may be risk implications depending on the nature of the enquiry.

(b) Legal Implications

There may be risk implications depending on the nature of the enquiry.

(c) Social Implications

Providing information that is open and transparent to the community will provide positive social implications for the community to understand the work that Council does.

(d) Environmental Implications

The progress report allows for environmental management to be an area of focus for Council and subsequently providing positive environmental benefits. This specifically relates to the area of public health, environmental sustainability, and waste management. The proposed changes to flood planning is a good opportunity for Council to review and refine its planning documentation and guidelines.

(e) Economic/Asset Management Implications

There may be risk implications depending on the nature of the enquiry.

(f) Risk Implications

There may be risk implications depending on the nature of the enquiry.

CONCLUSION

The Environment and Strategic Planning Progress Report has considered town planning and strategic land use planning, waste management, compliance and regulation and environmental management and health since the last meeting.

RECOMMENDATION

- 1. That Council notes the contents of this report.**
- 2. That Council submits a response to the Department of Planning, Industry and Environment prior to 14 July 2021 to opt into clause 5.22 dealing with Special Flood Considerations to be inserted into the Coonamble Local Environmental Plan 2011.**
- 3. That Council in principle agrees to preparing an interim Development Control Plan to address the flooding requirements and investigates ways to fund this project.**
- 4. That Council adopts the following fee structure pertaining to community members appointed to the Western Region Planning Panel:**
 - 4.1 An hourly rate of \$70 (GST exclusive) per hour for all labour tasks (functions outlined in the Operational Procedure) and reimbursement of other reasonable expenses as described below.**

- 4.2 Work related travel in own vehicle – reimbursed at a kilometre rate of either 68c/kms for a <2.5L vehicle and 78c/km or above for >2.5L, as per the Local Government (State) Award 2017. This rate includes the use of fuel.**
- 4.3 Airfares are a direct reimbursement at cost, however, requiring confirmation with Council.**
- 4.4 Accommodation expenses, at cost, for up to \$120 per night in regional areas and \$180 per night in metro areas.**
- 4.5 Overnight allowance (subsistence) of \$80 in regional areas and \$100 in metro areas for overnight stays.**
- 4.6 Any other unforeseen expense not covered by the above, will be authorised at the discretion of the General Manager.**

10.18 SALEYARDS REPORT**File Number: S1****Author: Emma Kelly, Finance Manager****Authoriser: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Annexures:**

- 1. Saleyards Financials May 2021**
- 2. Draft Memorandum of Understanding**
- 3. Draft Joint Operating Protocol (under separate cover)**

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 May 2021.

(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. Please see the attached annexure one for a more comprehensive financial report.

Saleyards Activities

The fat sale for the year was held on 13 May 2021 with a throughput of 7274 good quality cattle. A very strong market prevailed. Minor maintenance at the saleyards is addressed as issues arise.

Additional funds have been made available following the December 2020 review. Following an audit, some structural deficiencies have been identified and will be prioritised.

Council received correspondence from Aus Meat for the National Saleyards Quality Assurance that they are intending to conduct an audit during a sale. The Saleyard Agents have been reminded to ensure to quality assurance with their practices.

The Saleyards Committee will meet on 9 June 2021 with a draft Memorandum of Understanding and draft Joint Operating Protocol circulated to the committee on the 21 May 2021 for comment at the June meeting. These documents are attached as annexures two and three to this report.

SALES**CATTLE:**

| Date | Type | Scale | Amount (\$) | VA | Amount (\$) | Total Cattle/ Sheep | Total Amount (\$) |
|------------|----------|-------|----------------|----|----------------|---------------------------|-------------------------|
| 13/05/2021 | Fat Sale | 712 | 1,384.18 | | | 724 | 5,373.02 |

SALEYARDS ACCOUNT 01/07/2020 - 31/05/2021**Saleyard Operations:**

| | | |
|--------|----------------|--------------------|
| Income | Income | 91,534.23 |
| | Expenditure | 103,846.44 |
| | Deficit | - 12,312.21 |

Truck wash:

| | |
|-------------|-----------|
| Income | 25,833.89 |
| Expenditure | 16,615.08 |
| Surplus | 9,218.81 |

| | | |
|-----------------|----------------|-------------------|
| Summary: | Income | 117,368.12 |
| | Expenditure | 120,461.52 |
| | Deficit | - 3,093.40 |

(c) Governance/Policy Implications

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

(d) Legal Implications

There are no legal implications arising from this report.

(e) Social Implications

There are no social implications arising from this report.

(f) Environmental Implications

There are no environmental implications arising from this report.

(g) Economic/Asset Management Implications

Works are generally scheduled in accordance with Council's adopted Operational Plan and Budget to ensure Council's assets are maintained to an appropriate standard within budget limitations. This asset needs some major maintenance works but has been running at a financial deficit for years. More favourable seasonal conditions means that this asset is currently being used on a more frequent basis, but there are risks for Council involved with knowingly using an asset that does not comply with all legislative and other industry standards. Although a difficult situation to

address, Council will have to objectively consider all facts surrounding the saleyards, and the most appropriate way forward with responsibly managing this facility into the future.

(h) Risk Implications

Maintenance works are scheduled and carried out within budgetary constraints to reduce Council's 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.

YTD for May 2020-21 General Ledger Data

| Account | Annual Amended Budget | Jul MTH Actuals | Aug MTH Actuals | Sep MTH Actuals | Oct MTH Actuals | Nov MTH Actuals | Dec MTH Actuals | Jan MTH Actuals | Feb MTH Actuals | Mar MTH Actuals | Apr MTH Actuals | May MTH Actuals | Jun MTH Actuals | YTD Actuals |
|---|-----------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| 5700-0002 - SALEYARDS | | | | | | | | | | | | | | |
| 05 - Revenue | | | | | | | | | | | | | | |
| 5700-1150 - Saleyards Fees & Charges - Casual | (4,000) | .00 | -667 | -1,248 | -525 | -364 | -837 | 0 | 0 | -123 | 0 | 0 | 0 | (3,764.00) |
| 5700-1152 - Saleyards Fees & Charges - Sale | (75,000) | -8,751.23 | -10,302 | -9,874 | -15,626 | -7,555 | -13,704 | 0 | -9,184 | 0 | -7,401 | -5,373 | 0 | (87,770.23) |
| 5700-1496 - Grants - Saleyards Safety Upgrade | 0 | .00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | .00 |
| 05 - Revenue Total | (79,000) | -8,751.23 | -10,969 | -11,122 | -16,151 | -7,919 | -14,541 | 0 | -9,184 | -123 | -7,401 | -5,373 | 0 | (91,534.23) |
| 06 - Expenditure | | | | | | | | | | | | | | |
| 5700-2245 - Saleyards Insurances | 7,984 | 7,983.51 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,983.51 |
| 5700-2255 - Saleyards Electricity Charges | 5,000 | .00 | 0 | 0 | 1,639 | 49 | 0 | 1,912 | 57 | 0 | 1,270 | 38 | 0 | 4,965.00 |
| 5700-2260 - Saleyards Telephone Expenses | 0 | 37.45 | 36 | 1 | 37 | 42 | 84 | 0 | 42 | 42 | 97 | 2 | 0 | 420.45 |
| 5700-2270 - Saleyards Rates & Charges | 8,940 | 4,795.80 | 144 | 0 | 0 | 0 | 0 | 2,149 | 64 | 0 | 0 | 570 | 0 | 7,722.80 |
| 5700-2330 - Saleyards Operating Expenses | 15,000 | 309.12 | 68 | 87 | 1,865 | 2,823 | 838 | 0 | 76 | 48 | 545 | 77 | 0 | 6,736.12 |
| 5700-2335 - Saleyards Operating Expenses No GST | 0 | .00 | 0 | 736 | 714 | 827 | 827 | 0 | 116 | 735 | 231 | 1,446 | 0 | 5,632.00 |
| 5700-2340 - Saleyards Maintenance Expenses | 66,500 | 1,869.68 | 12,891 | 9,949 | 6,772 | 6,203 | 8,219 | 0 | 4,083 | 1,394 | 5,415 | 2,430 | 0 | 59,225.68 |
| 5700-2925 - Saleyards Buildings Depreciation | 22,737 | 58.88 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9,059 | 0 | 0 | 0 | 9,117.88 |
| 5700-2930 - Saleyards Facilities Depreciation | 11,740 | .00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,043 | 0 | 0 | 0 | 2,043.00 |
| 06 - Expenditure Total | 137,901 | 15,054.44 | 13,139 | 10,773 | 11,027 | 9,944 | 9,968 | 4,061 | 4,438 | 13,321 | 7,558 | 4,563 | 0 | 103,846.44 |
| 5700-0002 - SALEYARDS Total | 58,901 | 6,303.21 | 2,170 | -349 | -5,124 | 2,025 | -4,573 | 4,061 | -4,746 | 13,198 | 157 | -810 | 0 | 12,312.21 |
| 5750-0002 - TRUCKWASH | | | | | | | | | | | | | | |
| 05 - Revenue | | | | | | | | | | | | | | |
| 5750-1150 - Truck Wash User Fees | (27,500) | -6,014.89 | -509 | -5,537 | -82 | -7,427 | -131 | -2,785 | -2,974 | -277 | 0 | -97 | 0 | (25,833.89) |
| 05 - Revenue Total | (27,500) | -6,014.89 | -509 | -5,537 | -82 | -7,427 | -131 | -2,785 | -2,974 | -277 | 0 | -97 | 0 | (25,833.89) |
| 06 - Expenditure | | | | | | | | | | | | | | |
| 5750-2245 - Truckwash Insurance | 100 | 52.35 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 52.35 |
| 5750-2255 - Truck Wash Electricity Charges | 4,200 | .01 | 136 | 132 | 725 | 155 | 135 | 711 | 156 | 126 | 549 | 147 | 0 | 2,971.99 |
| 5750-2260 - Truck Wash Telephone Expenses | 0 | .00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | .00 |
| 5750-2270 - Truckwash Rates & User Charges | 0 | .00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 163 | 31 | 3,072 | 7,994 | 11,260.00 |
| 5750-2340 - Truck Wash Mntce & Repairs | 10,000 | 183.74 | 1,167 | 92 | 51 | 121 | 0 | 0 | 156 | 0 | 304 | 63 | 193 | 2,330.74 |
| 5750-2930 - Depn - Other Structures | 4,639 | .00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | .00 |
| 06 - Expenditure Total | 18,939 | 236.08 | 1,303 | 224 | 776 | 276 | 135 | 711 | 312 | 289 | 884 | 3,282 | 8,187 | 16,615.08 |
| 5750-0002 - TRUCKWASH Total | (8,561) | -5,778.81 | 794 | -5,313 | 694 | -7,151 | 4 | -2,074 | -2,662 | 12 | 884 | 3,185 | 8,187 | (9,218.81) |
| Total | 50,340 | 524.40 | 2,964 | -5,662 | -4,430 | -5,126 | -4,569 | 1,987 | -7,408 | 13,210 | 1,041 | 2,375 | 8,187 | 3,093.40 |



MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereafter "Memorandum" or "MOU") is dated _____.

BETWEEN

Coonamble Shire Council

ABN:

of the following address:

80 Castlereagh Street, Coonamble, NSW

AND

Coonamble Saleyards Agents

of the following address:

(referred to herein as "Parties" or individually as "Party")

This Memorandum is contemplated by s. 355(b) of the *Local Government Act 1993*

FOR

The Saleyards Management Committee



BACKGROUND

1. The Coonamble Saleyard located at 79 Railway Street, Coonamble is an important part of the Coonamble Shire's rich agricultural economy. The facility is owned by Coonamble Shire Council with operation and maintenance carried out by Council staff prior to the sale and Council staff providing some operational services during a sale.
2. The relationship between Coonamble Saleyard Agents and Coonamble Shire Council is one that has evolved over time given the recent years of drought and a changing sale market. The competing priorities that Council must manage and its function under the *Local Government Act 1993*, has seen a significant scale back of resources which has been in contravention to certain expectations of those utilizing the Saleyards.
3. In moving forward, and acknowledging the challenges faced by both parties, the Parties are interested in working together in connection with the Purpose which is described in this Memorandum.
4. This Memorandum sets out the initial relationship between the Parties as well as the respective rights and responsibilities of each Party.

PURPOSE

5. Coonamble Shire Council and the Stockyard Agents are committed to maintaining a positive and cooperative working relationship.
6. The Parties are committed, where practicable to work collaboratively to deliver a productive and safe Coonamble Regional Livestock Market Saleyards (hereafter "Saleyards").

NON-BINDING MEMORANDUM

7. As part of the parties' mutual commitment, Coonamble Shire Council and the Saleyards Agents will act in accordance with the spirit and intent of this MOU, even though neither party intends it to be legally binding.
8. Both parties acknowledge that the MoU does not diminish either party's ability to make independent policy decisions.

GOALS AND OBJECTIVES

9. Each party agrees to reach out and engage with the other party in raising any ideas and issues in a respectful manner.
10. Both parties work towards continual improvement and working towards alignment in planning and regulatory compliance of the Saleyards.
11. Both parties agree to provide a forum for cooperation and resource sharing.
12. Each party understands that the memorandum is focused on the communication and the



relationship management between both parties and does not preclude the need to follow and comply with any work, health and safety legislation, environmental management legislation and saleyards management plan actions.

SCOPE

13. This MoU applies to the Coonamble Saleyards located at 79 Railway Street, Coonamble.

REPORTING

14. Council is responsible for reporting on the evaluation of the effectiveness and adherence to the agreement with an annual statement to be provided by the month of June of each financial year to both parties.

15. The annual statement will provide an overview of the Council budget, but this is shared as information only and does not give the Saleyards Agents delegation for the expenditure.

FUNDING

16. The Memorandum is not a commitment of funding from Council.

FEES AND CHARGES

17. Both parties acknowledge that the MoU does not diminish either party's ability to make independent decisions based on fees and charges.

DURATION

18. This Memorandum is effective for five (5) years from the date it is signed. This MOU is at-will and may be modified by mutual consent of authorised officials from the contact party information. This MOU will remain in effect until modified or terminated by one of the parties by mutual consent. In the absence of mutual agreement by the authorized officials from the contact list, this MOU shall end after five (5) years.

RELATIONSHIP WITH OTHER DOCUMENTS

19. Notwithstanding the need to comply with relevant legislation and regulation, both parties agree to comply with the **Coonamble Saleyards Operating Protocol**. This joint operating protocol is like a standard operating protocol and steps out procedures for the purposes of quality control and quality assurance for the two parties working in a co-located environment.

20. The Coonamble Saleyards Operating Protocol should be read in conjunction with this memorandum.

**CONTACT INFORMATION**

| | |
|------------------------------|---|
| Party Name: | Peter O'Connor |
| Party Representative: | Chair of the Coonamble Saleyards Agents* |
| Address: | C/o AJF Brien & Sons 42 Castlereagh Street Coonamble NSW 2829 |
| Telephone: | (02) 6822 1277 |
| Email: | peter@ajfbrien.com.au |

*Note the position of Chair of the Coonamble Saleyards Agent is the authorised official able to modify the MOU by mutual consent on behalf of the Coonamble Saleyards Agent

| | |
|------------------------------|--|
| Party Name: | Hein Basson |
| Party Representative: | General Manager Coonamble Shire Council |
| Address: | Coonamble Shire Council 80 Castlereagh Street Coonamble NSW 2829 |
| Telephone: | (02) 6827 1900 |
| Email: | council@coonambleshire.nsw.gov.au |

_____ Date:
(Party signature)

Peter O'Connor
Chair of the Coonamble Saleyards Agents

_____ Date:
(Witness signature)

[name]
Member of Coonamble Saleyards Agents

_____ Date:
(Party signature)

Hein Basson
General Manager
Coonamble Shire Council

_____ Date:
(Witness signature)

Noreen Vu
Executive Leader Environment, Strategic
Planning and Community
Coonamble Shire Council

10.19 ADOPTION OF MOBILE FOOD VENDING VEHICLE POLICY**File Number:** H2**Author:** Noreen Vu, Executive Leader - Environment, Strategic Planning and Community**Authoriser:** Hein Basson, General Manager**Annexures:**
1. MOBILE FOOD VENDING VEHICLES POLICY
2. Procedure for Mobile Food Vending Vehicles (under separate cover)**PURPOSE**

The purpose of this report is to present the Mobile Food Vending Vehicles Policy for Council's consideration and adoption. The Procedure for Mobile Food Vending Vehicles is for information.

BACKGROUND

At the April 2021 Meeting, Council agreed to the public exhibition of the draft Mobile Food Vending Vehicles Policy, as follows:

12.16 MOBILE FOOD VENDING VEHICLE POLICY**RESOLUTION 2021/72****Moved:** Cr Bill Fisher**Seconded:** Cr Barbara Deans

- 1. That Council places the draft Mobile Food Vending Vehicles 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 Environment, Strategic Planning and Community 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 Mobile Food Vending Vehicles Policy (with or without changes) at its June 2021 Ordinary Meeting.**
- 3. That Council notes the information provided in the draft Procedure for Mobile Food Vending Vehicles including the two forms for:**
 - (a) Notification of Mobile Food Vending Vehicle Form (Private land); and**
 - (b) Application to Operate Mobile Food Vending Vehicle on Public Road or Council Land Form.**

CARRIED

Ensuring public health and safety is a function of local government and the Mobile Food Vending Vehicles Policy ('Policy') provides provisions for this function. Council is required to administer requirements under the *Public Health Act 2010*, *Food Act 2003* and *Local Government Act 1993*. The Policy has set direction and guidance on Council's expectations for vendors, event and market organisers, Council staff and the community. The Policy is supported with the Procedure for Mobile Food Vending Vehicles document. The Procedure describes the step-by-step actions to take in specific instances.

Following public exhibition for a period of 28 days for the purpose of inviting submissions from the community, Council received no submissions during this period.

The draft Procedure for Mobile Food Vending Vehicles was also put on public display for noting with nil comments received.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4. Governance is open and transparent.

L1.4.5. Review Council policies.

P3.1.2. Inspection of food premises.

EN1.1.1. Enforcement of environmental regulations.

(b) Financial Considerations

There are no financial considerations attached to this report.

COMMENTARY

In developing the Mobile Food Vending Vehicles Policy, the following areas were identified by management as requiring policy parameters:

- The relevant legislative requirements for safe food handling and preparation practices including food vehicle compliance with the provisions of the *Food Act 2003*, *Food Regulation 2010*, Food Standards Code and NSW Food Authority's Guideline.
- Provision for vending on public roads, parks, or other public spaces.
- Provision for vending at approved community events, sporting events or markets.
- Provision for vending on private land (e.g. commercial property).
- Fees and charges.

The Policy and Procedure will apply to the whole of the Coonamble local government area (LGA), and while it focuses on mobile vending vehicles operating on Council owned land or public land, there are notification requirements for mobile food vending vehicles operating on private land as exempt development under the *State Environmental Planning Policy (Exempt and Complying Development) 2008*.

Potential Applicants wishing to operate, trade and/or sell on a public road or a public place require a local approval referred to as a Section 68 Local Approval under the *Local Government Act 1993*.

Local Government Act 1993

Section 68 What activities, generally, require the approval of Council?

Part F Other Activities

....

(7) Use a standing vehicle or any article for the purpose of selling any article in a public place.

Under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 ('the SEPP')*, vendors can be classified as an exempt development on private land, not requiring Council approval if they satisfy the development standards set out under Sections 2.54A and 2.54B. This includes the consent of the owner of the land on which they are located. However, under the Policy, Council requires vendors to provide notification to Council so it can administer its requirements from a public health and food safety perspective.

Once the Policy is adopted, correspondence to private landholders who in the past have allowed for mobile food vending vehicles to park on their site will be sent by Executive Leader Environment, Strategic Planning and Community to explain the notification process and the requirements under the SEPP. The most notable requirement is that vendors operating on private land near residential housing must operate between 7am to 7pm which includes set up and pack up time.

It is suggested that flexibility rather than prohibition should be applied for mobile food vendors to operate within the LGA, subject to several local provisions. Visiting or travelling food vendors will be subject to these provisions and should be welcomed. Free market principles will determine the supply and demand and whether a mobile food vendor would be a successful venture to locally engage in for any entrepreneur. Visiting vendors are likely to engage with other local businesses for accommodation and/or other food and drink supplies. Council would not be able to prohibit vendors operating under the above-mentioned *SEPP*.

Updates to the Policy

One amendment has been added into the Council Policy at clause 6.2.5 to make it clear that a section 68 local approval for a public road or public place can be issued up to 12 months subject to conditions. Council's normal booking process for the Coonamble Sportsground or Coonamble Showgrounds will still apply each time they operate.

It is recommended that Council adopts the Policy.

The Procedure is provided as a support document and is separate to the Policy. It was publicly displayed to assist readers in understanding the step-by-step guide in implementing the policy. An amendment has been made to the Procedure to include an explanation on the different types of approval process and the section 68 approval form has been updated with an option to operate for 12 months.

(a) Governance/Policy Implications

Once adopted by Council, the Mobile Food Vending Vehicles Policy will become a policy of Council.

(b) Legal Implications

There are no direct legal implications arising from this report, other than those which have already been addressed above.

(c) Social Implications

Mobile food vending vehicles are a great way to encourage business operators to move from place-to-place and once adopted, the Policy will provide positive social implications for the community.

(d) Environmental Implications

The Policy provides provisions for environmental management and this is stepped out in how to comply with the provisions in the Procedure document.

(e) Economic/Asset Management Implications

The economic implications of this policy are potentially positive, in that these types of services deliver an addition service to the community and may support other businesses from time to time. Once adopted by Council, the Mobile Food Vending Vehicle Policy will continue to provide positive economic implications.

(f) Risk Implications

There are no risks arising from this report.

CONCLUSION

Council's Mobile Food Vending Vehicle Policy has been drafted and publicly exhibited with no submissions received. It is now recommended that Council adopts the policy with the minor changes highlighted above in the body of the report.

RECOMMENDATION

- 1. That Council notes the information of this report.**
- 2. That Council formally adopts the Mobile Vending Vehicles Policy attached to this report.**
- 3. That Council notes the information provided in the Procedure for Mobile Food Vending Vehicles including the two forms for:**
 - (a) Notification of Mobile Food Vending Vehicle Form (Private land); and**
 - (b) Application to Operate Mobile Food Vending Vehicle on Public Road or Council Land.**



MOBILE FOOD VENDING VEHICLES POLICY

1. BACKGROUND

Ensuring public health and safety is a function of local government. Council is required to administer requirements under the *Public Health Act 2010* and the *Food Act 2003*. Mobile food vending vehicles are a registered vehicle under the *Road Transport Act 2013* and can include trucks and vans and are used for the sale of food and drinks. The Mobile Food Vending Vehicles Policy is supported with the Procedure for Mobile Food Vending and the two should be read in conjunction with each other. Section 68, Part F (7) of the *Local Government Act 1993* applies to the use of a standing vehicle or any article for the purpose of selling any article in a public place.

2. PURPOSE

The Mobile Food Vending Vehicles Policy provides the Coonamble Shire Council's local approval requirements for the operation of mobile food vending vehicles within our local government area. The Policy sets out:

- a. The relevant legislative requirements for safe food handling and preparation practices including food vehicle compliance with the provisions of the *Food Act 2003*, *Food Regulation 2010*, *Food standards Code* and *NSW Food Authority's Guideline*.
- b. Provision for vending on public roads, parks, or other public spaces.
- c. Provision for vending at approved community events, sporting events or markets.
- d. Provision for vending on private land (e.g., commercial property).
- e. Fees and charges.

3. POLICY OBJECTIVE

The policy aims to:

- a. Ensure that food sold through mobile food vending vehicles are safe and fit for human consumption.
- b. Guide and assist people wanting to operate a mobile vending vehicle in the local government area.
- c. Minimise any potential adverse impacts of mobile food vending vehicles including surrounding sensitive land uses such as residential areas.
- d. Protect the safe operation of mobile food vending vehicles.

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"[Click here and add text]"

- e. Ensure that mobile food vending vehicles operate in accordance with the rules and regulations on lawful parking spaces on Council-owned roads.
- f. Protect the local environment by ensuring no increased litter or waste in or from the trading location and minimise pollution.

4. LEGISLATION

This policy relates to the *Food Act 2003* and *Food Regulation 2010*, the *Local Government Act 1993*, *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* and *Road Transport Act 2013* and *Roads Act 1993*.

5. APPLICATION/SCOPE

The Mobile Food Vending Vehicles Policy applies to the whole Coonamble Shire local government area (LGA). The focus of the policy is for mobile food vending vehicles operating on public land and provides some requirements for those operating on private land and community events, sporting events or markets.

5.1 Exemptions under the Policy

There are no exemptions under the Policy for mobile food vending vehicles.

Note: Section 158(3) of the *Local Government Act 1993* requires a Local Approvals Policy to specify the circumstances (if any) in which a person would be exempt from the necessity to bring a particular approval to Council.

To ensure the safety of food for human consumption, no exemptions for compliance with the Policy in relation to mobile food vending vehicles applies.

5.2 Relationship with this Policy

The Mobile Food Vending Vehicles Policy is supported with the Procedure for Mobile Food Vending Vehicle. The Procedure for Mobile Food Vending Vehicle provides operating protocols and procedures to guide applicants in understanding this policy.

6. POLICY

6.1 Establishing a mobile food vending vehicle

- 6.1.1 Applicants must seek Council approval to establish a mobile food vending vehicle in which it wishes to establish the registered food business and have its home garaging address within the local government area.

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"[Click here and add text]"

- 6.1.2 Mobile food vending vehicles will be subject to vehicle inspections for food safety requirements prior to issue of an approval of establishing a mobile food vending vehicle that is to be a registered food business in the local government area.
- 6.1.3 Mobile food vending vehicles that require a mobile kitchen and have a separate fixed food handling premises will be subject to a separate application for the food handling premises, dependent on the land use zoning.

6.2 Council approval on public road network and Council owned land (public place)

- 6.2.1 Approval under section 68, Part F (7) of the *Local Government Act 1993* is required for the use of a standing vehicle or any article for the purpose of selling any article in a public place.
- 6.2.2 The operation of any mobile food vending vehicle without the required approval is an offence.
- 6.2.3 Approvals under this policy does not exempt the mobile food vending vehicle from complying with other relevant approvals and provisions set out in other legislation such as those set out in section 4 and the Food Standards Code.
- 6.2.4 Approvals will be issued subject to conditions, including but not limited to compliance with the Policy.
- 6.2.5 A section 68 approval can be issued for a period of up to twelve months subject to conditions.
- 6.2.6 Only the sale of foodstuffs and drinks will be allowed from mobile food vending vehicles. No sale cigarettes or other products from mobile food vending vehicle will be approved.

6.3 Council approval and/or notification for community events, sporting events or markets

- 6.3.1 Where events or markets are organised by Council, the applicant will be required to obtain approval to operate the mobile food vending vehicle.
- 6.3.2 Where events or markets are organised by a third party, depending on the trading location, the applicant will be required to:
 - (i) Notify council as per section 6.4 of this policy if trading on private land.
 - (ii) Obtain approval as outlined in this policy if trading on public land or a public road.

6.4 Notification to Council on private land

- 6.4.1 Mobile food vending vehicle trading in accordance with the provisions of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* on private land will need to notify Council at least 2 business days prior to their intended trading.

6.5 Approval categories

6.5.1 There are two categories of mobile food vending vehicle approvals issued by the Coonamble Shire Council.

6.5.1.1 Category 1 – Mobile Food Vending Vehicle

- (i) Menu items: Foods that are not potentially hazardous with the exception of processes that have a minimal food safety risk. The vehicle must meet relevant design and layout standards to ensure food safety requirements are met.
- (ii) Stopping time: Each food van can trade for a maximum period of 2 hours in one location at one time on Council owned road. For council owned land the stopping time is to occur in the approved hours of operation. At all times, the vehicle must comply with relevant kerbside parking restrictions and road rules. The maximum stopping time include set up and pack down times.

6.5.1.2 Category 2 – Mobile Food Vending Vehicle

- (i) Menu items: Includes the service of any potentially hazardous food, excluding those low-risk processes that have a minimal food safety risk. The vehicle includes, but not limited to, mobile kitchen and have access to a separate fixed food handling premises or commercial kitchen.
- (ii) Stopping time: Each vehicle can trade for a maximum period of 5 hours in one location at one time on Council owned roads. For council owned land the stopping time is to occur in the approved hours of operation. At all times, the vehicle must comply with relevant kerbside parking restrictions and road rules. The maximum stopping time include set up and pack down times.

6.6 Applications for approval

6.6.1 Applicants are required to complete forms and provide any supporting documentation required as outlined in the application form or requested by Council Officers.

6.7 Mandated requirements

6.7.1 Proximity to existing comparable premises

- (i) Mobile food vending vehicles cannot be positioned or trade within 200m radius of an operating food and drink premises or kiosk or special event selling food, unless it is in conjunction with an event, market, or sporting event. The minimum distance requirement is measured in a straight line

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 "[Click here and add text]"

from the closest point of the mobile food vending vehicle (location) to the main entrance of a food and drink premises or kiosk or boundary of a licensed event area.

6.7.2 Vehicle inspections

- (i) As outlined at 6.1.2, mobile food vending vehicles will be subject to vehicle inspections for food safety requirements prior to issue of an approval before its establishment as a food registered business in the local government area.
- (ii) Mobile food vending vehicles that are not registered in the local government area maybe subject to random inspections which will be charged back to the business owner.

6.7.3 Furniture

- (i) No tables or chairs or other seating or furniture is permissible with the mobile food vending vehicle operation.

6.7.4 Signage or standalone items

- (i) An approval under the Policy does not refer any approval for the erection or display of any sign or sign structure not directly attached to the mobile food vehicle. The Policy does not allow the use of any temporary signage (e.g., in association with the operation of any mobile food vehicle) or standalone items.

6.7.5 Other matters relating to approvals for mobile vending vehicles

- (i) This policy is supported by the Procedure for Mobile Food Vending Vehicle and provides a list of operating protocols that must be considered.

6.8 Submission of Applications

6.8.1 Under S. 68, Part F (7) approval, applications must be submitted 10 business days prior to trading.

6.9 Fees and charges

- 6.9.1 A fee applies for the assessment of an application and for the approval to operate a mobile food vending vehicle in accordance with Council's fees and charges.
- 6.9.2 Other charges may be applicable and will be outlined in accordance with Council's fees and charges. This may include inspection fees.
- 6.9.3 Under s. 610D (3) of the Local Government Act, an additional fee will be charged for an expedited service provide, for example, in a case of urgency. This is outlined in the Council's fees and charges.

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"[Click here and add text]"

7. DEFINITIONS

The following table includes the definitions associated with this Policy. The Procedure for Mobile Food Vending Vehicle provides further definitions.

| Term | Definition |
|---|--|
| Category 1 – Mobile Food Vending Vehicle | <p>Mobile food vending vehicles which serve foods that are not potentially hazardous. Food vans do not require a separate fixed food handling premises associated with the business.</p> <p>Preparation may involve low risk practices such as frothing milk. Refer to the Procedure for Mobile Food Vending Vehicle for further information.</p> |
| Category 2 – Mobile Food Vending Vehicle | <p>Mobile food vending vehicles which serve foods that are potentially hazardous, with the exclusion of the low-risk practices. These vehicles can be a mobile kitchen and have a separate fixed food handling premises that is approved for the food handling premises.</p> <p>This may include vehicle preparing hot food made to order. Refer to the Refer to the Procedure for Mobile Food Vending Vehicle for further information.</p> |
| Council | Coonamble Shire Council |
| Council owned road or public road or land | Council owned road or public road or land includes all the land used for vehicle traffic and parking, as well as any footway, shoulder, kerb, and gutter. |
| Procedure for Mobile Food Vending Vehicle | Supporting document to this Policy which provides guidance material for mobile food vending vehicles wishing to establish and/or operate and trade in the local government area. |
| Mobile Food Vending Vehicle | <p>Mobile food vending vehicles are a registered vehicle under the <i>Road Transport Act 2013</i>. Any registered vehicle used on land that is either self-drive or that can be towed down Council-owned or public roads and that is used in connection with the sale of food. They do not include push bikes, carts or any moveable or fixed structure that cannot be registered for use on a road.</p> <p>Mobile food vending vehicles are used for onsite food preparation and one step food preparation and the sale of any type of food which includes pre-packaged food. There are two categories of mobile food vending vehicles:</p> <ul style="list-style-type: none"> • Category 1 – Mobile Food Vending Vehicle • Category 2 – Mobile Food Vending Vehicle. |

| | | |
|---|-----------------------|---|
| Title: Mobile Food Vending Vehicles Policy | | |
| Department: Environmental Services | | |
| Version | Date | Author |
| 0.1 | 5 March 2021 | Executive Leader Environment, Strategic Planning and Community |
| 1.0 | 9 April 2021 | General Manager |
| 2.0 | 16 June 2021 | Executive Leader Environment, Strategic Planning and Community |
| <p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Executive Leader of Environment, Strategic Planning and Community will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p> <p>Review Date: June 2024</p> | | |
| Amendments in the release: 1 | | |
| Section Title | Section Number | Amendment History |
| Council approval on public road network and Council owned land (public place) | 6.2 Clause – 6.2.5 | Added in - a section 68 approval can be issued for a period of up to twelve months subject to conditions. |
| Annexure Attached: | | |
| Hein Basson General Manager | | |

Page 7 of 7 Version – Mobile Food Vending Vehicles Policy Date adopted -
 "[Click here and add text]"

10.20 DRAFT CONTAMINATED LAND MANAGEMENT POLICY**File Number:** E5**Author:** Noreen Vu, Executive Leader - Environment, Strategic Planning and Community**Authoriser:** Hein Basson, General Manager**Annexures:** 1. Draft Contaminated Land Management Policy**PURPOSE**

The purpose of this report is to present the draft Contaminated Land Management Policy to Council for public exhibition.

BACKGROUND

Council currently participates in the Council Regional Capacity Building Program which aims to support rural and regional councils to develop and improve their contaminated land management framework. There is one funded position from the Environment Protection Authority (EPA) who sits in Dubbo and supports four (4) Councils including Coonamble Shire, Gilgandra Shire, Warrumbungle Shire and Dubbo Regional Councils. The position is funded until July 2022. This Council report has been prepared in conjunction with the EPA Project Officer for the Shire.

Within our Shire there are four (4) underground petroleum storage systems (UPSS).

The Project Officer has provided to Council a draft Contaminated Land Management Policy.

Ensuring environmental management, public health and safety is a function of local government and the draft Contaminated Land Management Policy ('draft Policy') provides provisions for this function. The Environment Protection Authority (EPA) is the State body that regulates contaminated land under the *Contaminated Land Management Act 1997*, however, Council has the responsibility to ensure that when exercising its statutory planning functions in relation to the development of contaminated land, all the relevant information is considered.

It is recommended that Council places the draft Policy on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4. Governance is open and transparent.

L1.4.5. Review Council policies.

EN1.1.1. Enforcement of environmental regulations.

(b) Financial Considerations

There are no financial considerations attached to this report.

COMMENTARY

In developing the draft Contaminated Land Management Policy, the following areas were identified by management as requiring policy parameters:

- Consider the likelihood of land contamination as early as possible in the planning and development control process.
- Link decisions about the development of land with the information available about contamination possibilities.
- Adopt a policy approach which will provide strategic and statutory planning options based on the information about contamination.
- Exercise statutory planning functions with a reasonable standard of care.

The draft Policy will apply to the whole of the Coonamble local government area (LGA) and focuses on contaminated land uses or activities (as described in the Policy and under the *Managing Land Contamination Planning Guidelines SEPP 55 – Remediation of Land Appendix A* which lists the types of industries and chemicals used).

In the past, Council has provided provisions in the Planning Certificate of lands that are significantly contaminated as defined in section 4 of the *Contaminated Land Management Register 1997*, however, it has failed to provide information on land uses or activities that has the potential risk to health or the environment.

The adoption of the policy will allow Council to develop a Contaminated Land Management System or Register and provide people with general information on the potential issues to be annotated in the planning certificates.

Pollution versus contamination

There is a distinction made between land contamination and pollution. While pollution and contamination have similar statutory definitions, and while Council has statutory powers to regulate pollution (under the Protection of the Environment Operations Act 1997) this policy is primarily concerned with contamination. A pollution incident is a matter that is dealt with in the short term by the relevant powers. Pollution can result in contamination if the pollution is not cleaned up in the short term or Council does not become aware of the issue within a reasonable time to be able to enforce a suitable remedy. This principle also applies to asbestos management, as with pollution asbestos is not a contamination issues unless asbestos containing material has been damaged and consequently has affected the surrounding soil.

Asbestos management will not be specifically considered within this policy, as it is dealt with more thoroughly in the Asbestos Model Policy produced by Local Government NSW. The model policy has been previously adopted by Council.

As the draft policy is a new policy, it is recommended that Council places the policy on public exhibition for a period of 28 days and a further report is presented to Council with all submissions received at the conclusion of the public exhibition – for Council's further consideration and adoption at the August 2021 Ordinary Meeting.

(a) Governance/Policy Implications

Once adopted by Council, the Contaminated Land Management Policy will become a policy of Council.

(b) Legal Implications

There are no direct legal implications arising from this report, other than those which have already been addressed above.

(c) Social Implications

There are no direct social implications arising from this report.

(d) Environmental Implications

The Policy provides provisions for environmental management, and this is stepped out the policy. The Policy is intended to supplement, and should be read together with, the *Managing Land Contamination Planning Guideline (1998)* with reference to Part 7A of the *Environmental Planning and Assessment Act 1979*.

(e) Economic/Asset Management Implications

There are no direct economic implications arising from this report.

(f) Risk Implications

There are no risks arising from this report.

CONCLUSION

Council's draft Contaminated Land Management Policy has been drafted and is now proposed for public exhibition.

RECOMMENDATION

- 1. That Council places the draft Contaminated Land Management 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 Environment, Strategic Planning and Community 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 Contaminated Land Management Policy (with or without changes) at its August 2021 Ordinary Meeting.**
- 3. That Council, in the event of it not receiving any submissions during the public exhibition period, formally adopts the Contaminated Land Management Policy without any changes as a policy of Council.**



DRAFT CONTAMINATED LAND MANAGEMENT POLICY

1. BACKGROUND

Contaminated land is managed by Council to minimise the impacts of past land use on the orderly development of land in the future. Land may have become contaminated by actions in the past when issues around contamination, pollution and waste management were not considered important by the community and the long-term effects of some chemicals on the environment and human health were poorly understood.

The Environment Protection Authority (EPA) is the State body that regulates contaminated land under the *Contaminated Land Management Act 1997*; however, Council has responsibility to ensure that when exercising its statutory planning functions in relation to the development of contaminated land, all the relevant information is considered.

To do this Council must:

- Consider the likelihood of land contamination as early as possible in the planning and development control process.
- Link decisions about the development of land with the information available about contamination possibilities.
- Adopt a policy approach which will provide strategic and statutory planning options based on the information about contamination.
- Exercise statutory planning functions with a reasonable standard of care.

This policy sets out the local requirements for **Coonamble Shire Council** and must be read in conjunction with the other documents mentioned and listed in Section 4 of this Policy. Further information about the general principles of contaminated land management and how Council's policy may relate to the sale or redevelopment of your land may be found on **Council's website**.

2. PURPOSE

This policy, known as the Contaminated Land Management Policy, is designed to provide a plain English guide for the community and practitioners in relation to delivering Council's requirements relating to the use and / or development of land that is or may be contaminated. The purpose of this policy is to provide a framework to assist Council, residents, and proponents of current and proposed development to respond positively and proactively to contaminated land-based hazards and risks, both past and present.

From a legal perspective, Council is taken to have acted in good faith where it acts substantially in accordance with this policy. It has been written under the *Managing Land Contamination Planning Guidelines, 1998* as notified in accordance with Schedule 6, Clause 3 of the *Environmental Planning and Assessment Act, 1979*.

3. POLICY OBJECTIVE

The objectives of this policy are to:

- Ensure that changes to land use will not result in an increased risk to human health or the environment,
- Consider the likelihood of land contamination as early as possible in the planning and development control process,
- Provide information to support decision making, and to inform the community of potential restrictions on property arising from contaminated land matters,
- Ensure Council exercise its functions relating to the development of contaminated land with a reasonable standard of care and diligence, and
- Ensure that site investigations and remediation works are carried out by duly qualified persons, and where appropriate, are independently verified by a Site Auditor.

To avoid placing inappropriate restrictions on land uses due to land contamination.

4. LEGISLATION AND OTHER DOCUMENTS

| Legislation and other documents | Context |
|--|---|
| National Environment Protection (Assessment of Site Contamination) Measure, 1999 | Sets a national standard and provides comprehensive technical details for the assessment of land contamination. |
| Environmental Planning and Assessment Act, 1979 and the Environmental Planning and Assessment Regulation, 2000 | Provides the legislative framework under which planning applications and planning certificates are managed. |
| Contaminated Land Management Act, 1997 | Provides the legislative framework for the management of significantly contaminated land and/or the site auditor scheme. |
| Local Government Act, 1993 | Provides the legislative framework for the operation of Council including provisions related to the acquisition of real property. |
| State Environmental Planning Policy No 55 – Remediation of Land | Places requirements on planning and consent authorities to consider land contamination as a part of every planning application. |
| NSW Managing Land Contamination Planning Guidelines (under) SEPP 55 Remediation of Land (1998) | Provides a high-level framework for the assessment and management of land contamination including a list of land uses that are potentially contaminating. |
| Protection of the Environment Operations Act 1997 | Enables the EPA, and Councils, to regulate pollution and waste in NSW |
| Protection of the Environment Operations (Waste) Regulation 2014 | Regulation of waste in NSW |
| Protection of the Environment Operation (Underground Petroleum Storage Systems) Regulation 2019 | Self-regulation regime of underground fuel storage in NSW |
| NSW Guidelines for Consultants Reporting on Contaminated Sites, 1997 | Provides technical requirements for the reporting of contaminated land information. |
| Guidelines for the NSW Site Auditor Scheme (2 nd Edition), 2006 | Provides technical requirements for the operation of the Site Auditor Scheme. |
| NSW Waste Classification Guidelines, 2008 | Provides technical requirements for the classification and management of waste. |
| Coonamble Local Environment Plan 2011 | Guides planning decisions for the Coonamble Shire Local Government Area. |

5. APPLICATION/SCOPE

This policy applies to all land within the Coonamble Shire LGA and includes:

1. Where Council is duly exercising one of the following planning functions:
 - a. Preparation of a planning proposal;
 - b. Processing and determination of a development application (DA) or the modification of a development consent;
 - c. Processing and determination of an application for a complying development certificate;
 - d. Furnishing of advice in a planning certificate under Section 10.7;
 - e. Acquisition of land by Council whether by purchase or dedication; and/or
 - f. Contaminated Land Information (CLI) that is received by Council, or
2. Where Council is:
 - a. Investigating or remediating illegal land filling; or
 - b. Administering the *Protection of the Environment (Underground Petroleum Storage System) Regulation 2019*.

Note: the functions described in paragraph 2 above are not 'planning functions' to which Council is afforded protection from liability under Schedule 6 of the EP&A Act.

All contaminants with the potential for creating contamination of land are encompassed by this policy, refer to SEPP 55 for a list of some potentially contaminating activities.

6. POLICY

6.1. Information Access and Management

Council will develop and maintain a Contaminated Land Information System or Register to facilitate compliance with statutory obligations, support its planning functions, and provide relevant and accurate information on contaminated land to the community in accordance with the *NSW Government Information (Public Access) Act 2009*.

While Council will endeavour to develop and maintain a comprehensive collection of relevant information, it does not guarantee the completeness or accuracy of all the information held. In the case of information which is not required to be provided to Council or hitherto has not been required to be kept by Council, Council may not be in possession of all the relevant information for any given property at any given time.

6.2. Information Provided on Planning Certificates

The responsibility for investigating the potential for contamination during the sale of land rests with the vendor and purchaser, however Council will make available any relevant information held on potential contamination.

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Section 10.7(2) Planning Certificates

Information to be disclosed on a Section 10.7(2) Planning Certificate is specified in the Environmental Planning and Assessment Regulation 2000 (Schedule 4) and s59(2) of the Contaminated Land Management Act 1997. Council has a legal obligation to provide certain information through Section 10.7(2) Planning Certificates in relation to land contamination.

Section 10.7(5) Planning Certificates

Section 10.7(5) Planning Certificates are governed by s10.7(5) of the Environmental Planning and Assessment Act 1979, which states that "a council may include advice on such other relevant matters affecting the land of which it may be aware". As such, there is no specific legislative requirement for Council to provide information pertaining to land contamination issues on s10.7(5) Certificates. However, this needs to be balanced with the fact that the Council owes the applicant a duty to take reasonable care when issuing planning certificates.

6.3. Restriction of Land

Where Council is aware of any past or present potentially contaminating land uses or activities (as described in this policy), it will retain any relevant information in the Contaminated Land Information System or Register about the land on which that use, or activity occurred or is occurring to ensure:

- That landowners and other interested parties may be made aware of those uses; and
- Council can assess land contamination issues and monitor remediation under *State Environmental Planning Policy 55 Remediation of Land* (SEPP 55).

The information held is intended to aid decision-making regarding contaminated land investigations, land use planning and development consents. This policy will restrict the use of land by:

1. Prescribing the circumstances where land is required to undergo some level of assessment for land contamination, or remediation, before consent can be granted for any development on that land or the land can be rezoned; and
2. Enforce the restrictions that, in the opinion of the consultant or auditor, are required through the imposition of a Site Management Plan that may be imposed on the land following remediation.

6.4. Remediation

Council will set standards for the conduct of remediation and reporting of contaminated land matters to ensure that contamination and remediation can be effectively managed and monitored for the benefit of the community. Remediation specifications are based

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on the *State Environmental Planning Policy No. 55 – Remediation of Land*, (SEPP 55) 1998.

Category 1 Remediation requires development consent from Council and Category 2 does not. SEPP 55 specifies the criteria for each, if the proposed remediation is considered to be Category 1 remediation, a Development Application must be made to the appropriate consent authority, generally Council. Category 2 remediation must be notified to Council according to the requirements under SEPP 55.

6.5. Contamination Reports

6.5.1. Consultants Reports

All reports regarding the assessment of site contamination must be prepared or reviewed and approved by a suitably qualified Environmental Consultant and be completed in accordance with the relevant reporting guidelines; currently, the *Consultants Reporting on Contaminated Land. Contaminated Land Guidelines*, EPA 2020.

All reports submitted to Council after 1 April 2017 for the purposes of fulfilling the SEPP 55 and the UPSS Regulation are to be prepared, or reviewed and approved, by a consultant who is certified under a contaminated land consultant certification scheme recognised by the EPA.

Third party reviews may be requested by Council and are to be completed by a suitably qualified Environmental Consultant.

6.5.2. Summary Reports

Council requires that any Assessment of Site Contamination Report be accompanied by a Summary Report which provides a succinct overview of the site investigation or remediation on the parcel of land. A Summary Report cannot be relied upon solely for decision making under SEPP 55.

6.5.3. Site Audits

Council can request a Site Audit Statement (SAS) for reports on sites where:

- Modified investigation threshold levels are used;
- A risk assessment is relied upon for determination of suitability;
- A groundwater assessment (in accordance with UPSS Guidelines) is not carried out where underground tanks or infrastructure has been identified;
- A Site Management Plan is required;
- Council does not accept the consultant's recommendation, or
- Council considers it necessary.

All costs associated with providing a Site Audit are to be borne by the proponent.

6.5.4. Site Management Plan

A Site Management Plan (SMP) is required when contamination is to remain onsite. The SMP should be developed in consultation with Council to determine that it can be reasonably complied with and enforced. It should make provisions for Council to carry out checks of relevant compliance.

Where there is an SMP and where Council is able to do so, Council will require the owner or proponent to register a covenant on title requiring compliance with the SMP.

7. DEFINITION

| Key Terms and Acronyms | Meaning |
|---------------------------------------|--|
| CLI | Contaminated Land Information Information that can assist a suitably qualified expert in determining the risk of land contamination on a site. |
| Contaminating Activities | The activities listed in Table 1 of the Contaminated Land Planning Guidelines . |
| Contamination | The condition of land or water where any chemical substance or waste has been added as a direct or indirect result of human activity at above background level and represents, or potentially represents, an adverse health or environmental impact. |
| Contaminated Land Planning Guidelines | <i>NSW Managing Land Contamination Planning Guidelines - SEPP 55 Remediation of Land (1998)</i> |
| CLM Act | <i>Contaminated Land Management Act 1997</i> |
| EP&A Act | <i>Environmental Planning and Assessment Act 1979</i> |
| EPA | Environment Protection Authority |
| LEP | A Local Environmental Plan made under the EP&A Act . |
| Planning Application | A Development Application or Planning Proposal made to Council in accordance with the EP&A Act . |
| Planning Certificate | A Planning Certificate under Section 10.7 of the EP&A Act . |
| Reporting Guidelines | <i>NSW Guidelines for Consultants Reporting on Contaminated Sites</i> |
| SAS | Site Audit Statement A statement in a form approved by the EPA , which contains the Site Auditor's findings in relation to their Site Audit . |
| Site Auditor | An environmental professional accredited by the EPA in accordance with the requirements of the CLM Act . |

| | | | | | | | | |
|--|-----------------------|---|----------------------|-----------------------|--------------------------|--|--|--|
| Title: Draft Contaminated Land Management Policy | | | | | | | | |
| Department: Environmental Services | | | | | | | | |
| Version | Date | Author | | | | | | |
| 0.1 | 19/05/2021 | Contaminated Lands Project Officer/Executive Leader Environment, Strategic Planning and Community | | | | | | |
| <p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Executive Leader of "[Click here and add text]" will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p> <p>Review Date:</p> <p>Amendments in the release:</p> <table border="1"> <tr> <td>Section Title</td> <td>Section Number</td> <td>Amendment History</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <p>Annexure Attached:</p> <p>Hein Basson General Manager</p> | | | Section Title | Section Number | Amendment History | | | |
| Section Title | Section Number | Amendment History | | | | | | |
| | | | | | | | | |

10.21 INFRASTRUCTURE 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 Councillors with information on the works in progress within Council's Infrastructure Department.

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

I1.1 Maintain local road maintenance and construction.

I3.1 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 were completed as planned.
- Repairs carried out to two graders and a water cart.

(b) Airport:

- Routine inspection and maintenance works are ongoing.
- Remote Airstrip Upgrade Program Round 8 application unsuccessful.
- Civil Aviation Safety Authority (CASA) audit undertaken, awaiting report.
- New aerodrome manual submitted, awaiting feedback.

(c) Water & Sewer:

- General maintenance has been completed on an 'as-needs' basis.
- Council is due to carry out a water mains installation and replacement program over the next few months.
 - Water main installations on Conimbia Street and the Coonamble Hospital have now been completed.
 - Construction of water main replacement on Bimble Street has now commenced.
 - A new water main will be laid to increase water security for the Gulargambone Hospital, by providing flow from an additional direction. Council has engaged contractors to install this main over the next month.

- A funding deed for the Integrated Water Cycle Management has been finalised with Safe and Secure Water Program. This project will result in a 30-year business plan / strategy, to ensure that the Water and Sewer Assets are maintained to provide a high level of performance.

(d) Quarry:

- Quarry operations have returned to normal following the cone rebuild, routine maintenance as needed.

(e) Landfill sites:

- Council has been issued with a clean-up notice by the Environment Protection Agency (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. Some preliminary works have been carried out to ensure the availability of water on site for the capping project and to aid the revegetation of the site after the works have been carried out.
- The reviewed assessment will be presented to Council once received back from the EPA, with an action plan to address the issue.

(f) Levee Upgrade:

- Stage 4 – Complete, funding obligations being finalised.
- Stage 5 – A work plan approved.
- Stage 6 – There will be a need to address a 40m section in the future when river conditions improve.

(g) Saleyards:

- Discussions between staff and the EPA regarding the future of the saleyard licence are continuing. This is a matter that will be taken over in due course by the Executive Leader Environment, Strategic Planning and Community.

(h) State Highway:

- All heavy patching works on the Highway for this financial year complete.
- Reseal works are complete.
- Line marking of heavy patching and reseal areas complete.
- The replacement of 14 culverts north of Coonamble with extensions commenced in February. This work has been delayed due to wet weather and work cannot recommence until the work site dries out.

Routine Activities

- Routine activities including pothole and edge break repairs, sign maintenance, rest area maintenance, litter collection, removal of debris, 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 on sealed roads, sign maintenance, litter collection and removal of debris and routine inspections are ongoing.

Bertram Street

- The revised engineering investigations are now underway. An on-site meeting has been held to explore potential drainage options and the design consultant has taken levels to seek a solution.

Maule Lane

- The K&G contractor has advised that works will commence early to mid-June.

Tooraweenah Road

- TfNSW – the final report has been accepted and progressed. Quotes have been sought for preliminary works including environmental and geo-technical, survey and design. Quotations have been accepted for survey, design, geotechnical analysis, and environmental review. The survey and design have been completed and the review of environmental factors is due to be completed. A site impact statement has been completed which does not reveal any insurmountable challenges. The full REF is expected soon. The design and REF are currently on public exhibition seeking feedback from the public.

Warren Road (Intersection with Hwy)

- Advice has been received from the Department of Infrastructure, Transport, Regional Development and Communications that the proposed upgrade of the intersection of the Warren Road and Castlereagh Highway, (to the estimated value of \$820,000) was successful to the amount of \$410,000 under the National Heavy Vehicle Safety Productivity Program – which accounts for a 50% contribution to the project. Council has adopted a resolution to fund the other 50% from its Regional Roads Grant Funding allocation.

Warren Road

- The Funding Deed for the Fixing Country Roads Round 2 – Warren Road Upgrade (various sections) has been submitted. Kindly note that this project is separate to the upgrade of the Warren Road intersection. Staff have completed the relevant documents which were submitted in early November (i.e., policy documents, various project plans etc.). Issues have arisen associated with the administration of this project between the State and Federal Governments. Staff are working with both levels of government to ensure administrative requirements can be met for all parties. Additionally, there is a discrepancy in the amount being funded by the Federal Government when compared to announcements made from the office of The Hon Mark Coultson MP. The necessary correspondence has been sent to highlight this discrepancy and staff are also working on this issue with the

appropriate departments. Council has been advised that the Federal Government will now be contributing \$1,930,000.

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 Road have also been included.
- A consultant has been engaged to aid with the preparation and progress of claims due to staff restrictions.

Works in Progress

| Item | Task | Comments |
|------|---|-------------|
| 1 | MR202 Merri Merri – Flood damage repairs | In progress |
| 2 | SR86 Carinda Road – Rehabilitation - FLR Phase 1 | In progress |
| 3 | SR4 Emby Rd – Reform/Resheeting | Scheduled |
| 4 | SR16 Mungery Rd – Reform/Resheeting | In Progress |
| 5 | SR86 Carinda Rd – Culvert Works | Complete |
| 6 | SR7 Wingadee Rd – Reforming | In Progress |
| 7 | SR12 Back Gular Rd – Reform/Resheeting | In Progress |
| 8 | SR 87 Box Ridge Rd – Shoulder flood damage repair | In Progress |
| 9 | SR14 Quabathoo Rd – Cement causeway renewal | Complete |
| 10 | Maule Ln – Rehabilitation | Scheduled |
| 11 | SR49 Ottendorf Rd – Maintenance grade | Complete |
| 12 | SR20 Kilara Ln – Maintenance grade | Complete |
| 13 | SR11 Bullagreen Rd – Maintenance grade | Complete |
| 14 | SR8 Kensington Rd – Maintenance grade | Complete |
| 15 | SR93 Walla Walla Rd – Maintenance grade | Scheduled |
| 16 | SR119 Nortongong Rd – Maintenance grade | Scheduled |
| 17 | MR7515 Warren Rd – Heavy Patching | Complete |
| 18 | MR383 Pilliga Rd – Heavy Patching | Complete |
| 19 | MR129Q Quambone Rd – Heavy Patching | In Progress |
| 20 | MR129B Baradine Rd – Reseals | Complete |
| 21 | Regional Road – Slashing | In Progress |

Local Roads and Community Infrastructure Funding

- Round two (2) of the Local Roads and Community Infrastructure funding has been confirmed with Coonamble being allocated \$723,922.

Council has resolved (Resolution 2021/76) for this amount to be allocated as follows:

1. Selected flood damage sites – \$400,000.00
2. Box Ridge Rd – Reconstruction \$263,922.00
3. Beanbah Rd – Bridge abutments \$60,000.00

- Round three (3) of the Local Roads and Community Infrastructure funding has just been announced with Coonamble being allocated \$1,859,636. The period for works to be undertaken under round three is between 1 January 2022 and 30 June 2023.

In another report included with this Business Paper, dealing with the Coonamble Shire Flood Plain Risk Management Study and Plan, a recommendation is made for this funding stream to be used for the upgrade of the Euronne Gully on the Coonamble/Quambone Road – which should result in Quambone not being isolated during times of heavy and prolonged rain.

Fixing Local Roads

- Funding approval of Fixing Local Roads – Phase 2 has been received for patching and sealing works on SR86 Carinda Road:

Location 1: Ch: 40.830 – 41.930km; and

Location 2: Ch: 45.360 – 45.960km.

Council has been allocated \$569,943 to complete these works, and the funding deeds for this project have just been received for execution.

- Phase three (3) has opened and nominated projects need to be lodged by 5 July 2021; which date is unfortunately before the next scheduled Council Meeting.

The General Manager has attended a meeting on Friday, 4 June 2021 in Gilgandra where representatives of Transport for NSW were also present. It has been conveyed to the meeting that it is the expectation for this funding program to be around for a number of years, and Councils are encouraged to identify a small number of larger projects, rather than a larger number of smaller projects. The aim should be to properly address problem areas and pinch points that cause repeated maintenance works to be done – through quality works that are of a more permanent nature and will therefore eliminate or minimise such continual upkeep.

Staff are currently assessing eligible projects for this funding source, and a preliminary list of roads will be presented to Councillors at the meeting for discussion and prioritisation.

(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

This 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 discusses and prioritises the preliminary list of eligible roads that will be presented by staff to Councillors at the Council Meeting, for nomination as projects for Round Three of the Fixing Local Roads grant funding opportunity.**

10.22 FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN**S****WEST COONAMBLE, GULARGAMBONE AND QUAMBONE****File Number: F5-3-1****Author: Kookie Atkins-Executive Leader - Infrastructure****Authoriser: Kookie Atkins, Executive Leader - Infrastructure**

Annexures:

- 1. Floodplain Risk Managment Study and Plan - West Coonamble (under separate cover)**
- 2. Floodplain Risk Managment Study and Plan - Gulargambone (under separate cover)**
- 3. Floodplain Risk Managment Study and Plan - Quambone (under separate cover)**

PURPOSE

The purpose of this report is to present Council with the Floodplain Risk Management Studies and Plan (FRM) for west Coonamble, Gulargambone, and Quambone.

BACKGROUND

Council is responsible for managing the existing, continuing, and future flood risk for our local government area.

(a) Relevance to Integrated Planning and Reporting Framework

11.2 Minimise the effects of flooding on our infrastructure.

(b) Financial Considerations

There are no financial considerations directly associated with this report. However, projects coming out of this report may have implications at a future date.

COMMENTARY

The purpose of these studies is to provide a framework to reduce the flood risk in the West Coonamble, Gulargambone, and Quambone areas by way of structural works to physically reduce the impacts of flooding on development, policy, and planning provisions to ensure future development does not increase the flood risk, and emergency planning and public education aimed at reducing the potential harm to people presented by the residual flood risk in future flood events.

The reports list a number of recommendations for minimising the impact of flooding. The following table is a summary of the recommendations from the three reports as well as categorising the recommendations into:

- Administrative activities, that can or will be addressed as part of Council's normal business practices, as some of these items are included in a previous report this month by the Executive Leader Environment, Strategic Planning and Community;
- Projects that Council may progress subject to securing grant funding; and

- Projects for future consideration that will require extensive investigation prior to progressing.

| Cat | Measures considered | Features of the Measure |
|----------------|---------------------------------------|--|
| ADMINISTRATIVE | Amendments Section 10.7 certificates | Section 10.7 certificates should provide flood information for properties such as flood levels, flood planning levels, flood hazard and hydraulic categories present on each lot. |
| | New DCP | <ul style="list-style-type: none"> • A new Development Control Plan (DCP) is to be prepared to address mainstream flood risk for Coonamble Shire. • The new DCP should refer to flood mapping available for Coonamble Shire which were prepared as part of floodplain risk management studies and subsequently adopted by Coonamble Shire. • The flood planning matrix specific to Coonamble Shire is to be appended to the new DCP (refer to Appendix C). • Consider the flood hazard rating and hydraulic category rating of the land in determining compatibility of development and appropriate development controls. • Define an appropriate design flood standard for non-residential development. A 1% AEP design flood may be appropriate for most non-residential development. Critical facilities such as emergency services, childcare, aged care etc. may require placement outside/above the PMF extent. Refer to proposed flood planning matrix (Appendix C). • All new/redeveloped buildings in appropriate flood areas are to be constructed with flood compatible materials to withstand the hydrostatic force and flow velocity. • New developments or redevelopments should not impact on flooding of neighbouring properties (consistent with provision in LEP 2011). |
| | Flood education and awareness program | <ul style="list-style-type: none"> • Install flood depth indicators at key locations e.g. Castlereagh Highway sag points within the study area. • Local newspaper articles on the historic flood events during anniversaries of the events. For example, the flood event of February 1955. • Council or the NSW SES may wish to run educational workshops or distribute information sheets to help people plan and prepare for a flood. Knowledge about local flooding issues is a valuable tool to equip the public with. • Section 10.7 certificates issued by Council could be used to inform property owners about flood risk to their properties. • The program should be reviewed on a regular (e.g. five (5) yearly) basis. |

| Cat | Measures considered | Features of the Measure |
|-----------------|---|--|
| | Revision of Coonamble Shire Local Flood Plan | <ul style="list-style-type: none"> • Review roles and responsibilities, systems, and procedures in consultation with key stakeholders. • Update flood intelligence based on additional information on flood behaviour presented in the FRMS for West Coonamble. • Update list of evacuation centres in consideration of the updated flood behaviour. |
| SEEK FUNDING | Upgrade of Quambone Road at Gidgenbar watercourse (Euronne gully) | <ul style="list-style-type: none"> • Seek funding to upgrade Euronne Gully to ensure connectivity to Quambone during flood events. |
| FUTURE PROJECTS | Voluntary house purchase program for Quambone | <ul style="list-style-type: none"> • Program for voluntary purchase of houses affected by high hazard flooding in 1% AEP event. • Subject to property eligibility and DPIE grant funding application. • Aims to reduce flood damages due to over-floor flooding. Fourteen (14) residential properties located within floodway identified with high hazard (FDM, 2005) above-floor flooding • Council contribution to be met by property owner, Council to waive internal development application fees and inspection fees. |
| | Voluntary house raising program for Gulargambone and Quambone | <ul style="list-style-type: none"> • Program for voluntary raising of houses affected by low hazard flooding in 1% AEP event. • Subject to property eligibility and DPIE grant funding application. • Aims to reduce flood damages due to over-floor flooding. Twenty eight (28) residential properties identified with low hazard (FDM, 2005) and above-floor flooding. • Council contribution to be met by property owner, Council to waive internal development application fees and inspection fees. |
| | Preparation of concept design for Gulargambone Levee | Undertake community and stakeholder consultation and required investigations and assessment to prepare concept design for the proposed Gulargambone levee to protect developed areas located within the Study Area. |
| | Preparation of concept design for Quambone Levees | Undertake community and stakeholder consultation and required investigations and assessment to prepare concept design for the proposed twin ring levees to protect developed areas located within the Study Area. |

(a) Governance/Policy Implications

Council has a responsibility to minimise the impact of flooding on Council infrastructure and on the community.

(b) Legal Implications

The imposition of planning controls can be an effective means of managing flood risks associated with future development (including redevelopment). Such controls might vary from prohibiting certain land uses to specifying development controls such as minimum floor levels and building materials. In principle, the degree of restriction that is imposed on development due to flooding relates to the level of risk that the community is prepared to accept after balancing economic, environmental, and social considerations. In practice, the planning controls that may ultimately be imposed are influenced by a complex array of considerations.

Section 5.3 of each report provides an outline of policy that is potentially relevant because it either directs the FRM planning controls that could be adopted or affects the way flood risk is identified in the planning controls.

(c) Social Implications

There are no social implications directly associated with this report.

(d) Environmental Implications

Environmental implications may include improved planning of future developments.

(e) Economic/Asset Management Implications

Flooding of our communities does have a negative economic impact and Council assets are also often damaged. These reports are intended as valuable tools in mitigating these effects.

(f) Risk Implications

The purpose of these reports is to minimise the impact of flooding on our community.

CONCLUSION

These studies will provide Council with a solid framework going into the future to reduce and mitigate the flood risk and impact in the West Coonamble, Gulargambone, and Quambone areas.

Most of the recommendations, marked in green on the table are intended to ensure that future development is appropriate for areas of risk.

Euronne Gully has long been a concern to both residents of Quambone and Council due to the fact that when it is impassable, Quambone can be isolated for extended periods. Round 3 of the Local Roads and Community Infrastructure grant funding has been announced and affords Council the perfect opportunity to address this problem.

RECOMMENDATION

- 1. That Council endorses the floodplain risk management studies and plan for West Coonamble, Gulargambone, and Coonamble.**

- 2. That Council resolves to fund the Euronne Gully upgrade from Round 3 of the Local Roads and Community Infrastructure grant, and that the necessary designs and costings be prepared to determine the quantum of funding needed for the satisfactory execution of this project.**

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

Nil

12 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:

12.1 Offer to Purchase Council Owned Property

This matter is considered to be confidential under Section 10A(2) - c and d(i) 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 information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

12.2 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.

13 CONCLUSION OF THE MEETING