



BUSINESS PAPER

Ordinary Council Meeting Wednesday, 10 August 2022

Date: Wednesday, 10 August 2022

Time: 4.30pm

**Location: Shire Chamber
Coonamble**

**Bruce Quarmby
Acting General Manager**

Notice is hereby given that an Ordinary Meeting of Council will be held in the Shire Chamber, Coonamble on Wednesday, 10 August 2022 at 4.30pm.

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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

1. Gulargambone Community Enterprises Co-operative Ltd – Representative Mrs Annie Haling presents the new Promotional Town Advert and will speak on the Request for Funding for the Artwork Preservation.

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, 13 July 2022 be confirmed as a correct record of the proceedings of the meeting.



MINUTES

**Ordinary Council Meeting
Wednesday, 13 July 2022**

**MINUTES OF COONAMBLE SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SHIRE CHAMBER, COONAMBLE
ON WEDNESDAY, 13 JULY 2022 AT 4.30PM**

PRESENT: Mayor Tim Horan, Deputy Mayor Karen Churchill, Cr Adam Cohen, Cr Pat Cullen, Cr Barbara Deans (attendance via audio visual link), Cr Bill Fisher, Cr Terence Lees, Cr Brian Sommerville

IN ATTENDANCE: Bruce Quarmby (Acting General Manager), Daniel Noble (Executive Leader Infrastructure), David Levick (Acting Manager Economic Development & Growth), Deborah Tatton (Manager of Finance), Marina Colwell (Executive Support Officer)

1 OPENING MEETING

The Mayor opened the meeting at 4.30 pm, 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;
- 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;
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- 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

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3 COMMUNITY CONSULTATION

MOTION

RESOLUTION 2022/149

Moved: Cr Terence Lees

Seconded: Cr Pat Cullen

That the representatives from both Inland Rail and ARTC be given extra time for the visual presentations.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

Representatives from both Inland Rail and ARTC addressed Council delivering an overview of the new Inland Rail Program explaining the distance, speed and ability to carry large quantities that this project will be able to deliver.

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

APOLOGY

RESOLUTION 2022/150

Moved: Cr Adam Cohen

Seconded: Cr Brian Sommerville

That the apology from Cr Karanouh be noted and approved.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

5 DEPUTATION/DELEGATIONS

Nil.

6 CONFIRMATION OF MINUTES

RESOLUTION 2022/151

Moved: Cr Bill Fisher

Seconded: Cr Terence Lees

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held

on Wednesday, 15 June 2022 be confirmed as a correct record of the proceedings of the meeting.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

7 DISCLOSURES OF CONFLICTS OF INTEREST

Cr Barbara Deans declared a conflict of interest with item 10.6 Inland Rail also with item 10.13 Tooraweenah Road Upgrade – Monthly Status Update, as her property and place of residence is on that road, also the Euronne Gully Culvert Funding incorporating Shanklin Road and she owns a property on Shanklin Road. She also has interest in Item 10.15 Interest to purchase Council owned land as she is a grain grower. She indicated that she will remain in the room and participate in the discussion on the item.

Mayor Horan declared a conflict of interest with item 10.11 Information report on the Coonamble Waste Management Facility as he has a family member with interests in Robbo's Earthworks.

B Quarmby declared he has a interest in item 12.4 the General Manager – Recruitment of Interim General Manager which deals with the recruitment of a General Manager for Council.

8 MAYORAL MINUTE**MAYORAL MINUTE****RESOLUTION 2022/152**

Moved: Mayor Tim Horan

Seconded: Cr Pat Cullen

That Council take immediate action to formulate a Housing Strategy as a priority to take every opportunity to benefit from the significant investment being undertaken by all tiers of Government into all types of housing within NSW.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

RESOLUTION 2022/153

Moved: Mayor Tim Horan

Seconded: Cr Pat Cullen

That Council begin investigating options available to establish further industrial land areas for prospective businesses wanting to expand and/or invest in the Shire so that there will be ongoing availability of suitably zoned land.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

SUPPLEMENTARY BUSINESS - MAYORAL MINUTE - SUPPLEMENTARY**RESOLUTION 2022/154**

Moved: Mayor Tim Horan

Seconded: Cr Terence Lees

- 1. That Council includes in the organisational review and as a matter of urgency, a review of Council's employment practices, which will include independent and confidential (one-on-one) feedback from current staff and those that have left the council within the past 6 months as to their experiences working for the organisation that is Coonamble Shire Council. Further, that this confidential report be provided to Council in full.**
- 2. That the confidential review be a continuation of the initial survey of staff movements facilitated by Mr. Peter Evans of the Local Government Management Solutions team.**
- 3. That following the planned consultation with Council, to reaffirm the**

priorities of Council and its suite of Community strategic plans, that a report be tabled for Council's consideration identifying the preferred executive structure for the organisation. Further, if any vacancies are identified within the executive structure that these are recruited for as a priority.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

RESOLUTION 2022/155

Moved: Mayor Tim Horan

Seconded: Cr Bill Fisher

That:

1. **Council writes to its local State Member, Mr Roy Butler, MP – Member for Barwon; the Treasurer the Hon Matt Kean MP; Minister for Emergency Services and Resilience the Hon Stephanie Cook MP and the Minister for Local Government Wendy Tuckerman MP:**
 - (a) **Expressing Council’s objection to the NSW Government’s determination on ownership of Rural Fire Service assets;**
 - (b) **Advising of the impact of the Government’s position on Council finances of this accounting treatment;**
 - (c) **Informing that Council will not carry out RFS assets stocktakes on behalf of the NSW Government and will not record RFS assets in Coonamble Shire Council’s financial statements;**
 - (d) **Calling on the NSW Government to take immediate action to permanently clear up inequities and inconsistencies around the accounting treatment of Rural Fire Service (RFS) assets by acknowledging that rural firefighting equipment is vested in, under the control of the property of the RFS; and**
 - (e) **Amending s119 of the *Rural Fires Act 1997* so that the effect is to make it clear that RFS assets are not the property of councils.**
2. **Council writes to the Shadow Treasurer Daniel Mookhey MLC; the Shadow Minister for Emergency Services Jihad Dib MP; the Shadow Minister for Local Government Greg Warren MP; the Greens Spokesperson for Local Government Jamie Parker MP and the leaders of the Shooter, Fishers and Farmers, Animal Justice and One Nation parties Robert Borsak MLC; Emma Hurst MLC and Mark Latham MLC;**
 - (a) **advising Members of Coonamble Shire Council’s position, including providing copies of correspondence to NSW Government Ministers; and**
 - (b) **seeking Members’ commitments to support NSW Councils’ call to amend the *Rural Fires Act 1997* as set out in correspondence.**
3. **Coonamble Shire Council writes to the Auditor-General advising that notwithstanding any overtures of future qualified audits, it will not carry out RFS stocktakes on behalf of the NSW Government and will not record RFS assets in Coonamble Shire Council’s financial statements, noting that the State Government’s own Local Government Accounting Code of Practice and Financial Reporting Provides for councils to determine whether or not they record the RFS assets as council assets.**
4. **Council promotes these messages via its digital and social media channels and via its networks.**
5. **Re-affirms its complete support of and commitment to local RFS brigades noting that Coonamble Shire Council’s action is entirely directed towards the NSW Governments’ nonsensical position that rather than being owned**

and controlled by local brigades, RFS assets are somehow controlled by councils, which councils consider to be a cynical financial sleight of hand abdicating the NSW Government's responsibilities at the cost of local communities.

6. That Coonamble Shire Council affirms its support to LGNSW and requests LGNSW continue advocating on Council's behalf to get clarification finally from the State Government about the accounting treatment of RFS assets.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

SECTION B - MATTERS FOR INFORMATION ONLY

9 COMMITTEE REPORTS

Nil

10 REPORTS TO COUNCIL

10.1 COUNCIL RESOLUTIONS UPDATE

RESOLUTION 2022/156

Moved: Deputy Mayor Karen Churchill

Seconded: Cr Adam Cohen

That Council notes the contents of Annexure 1 attached to the report on the status of Council resolutions.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

RESOLUTION 2022/157

Moved: Mayor Tim Horan

Seconded: Cr Pat Cullen

That Council request the Acting General Manager to prepare a report for Councils consideration into the costing associated with the purchase, demolition and construction of the new Administration Center. The center is to include councils Library function, Service NSW Agency and a Customer Service Center. Noting the report is to include the feedback from the Community Consultation process which will occur over a period of a month.

In Favour: Crs Tim Horan, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher,

Terence Lees and Brian Sommerville

Against: Cr Karen Churchill

Cr Churchill recorded her vote against noting other sites should be investigated and report brought back to Council.

CARRIED 7/1

10.2 STATUS REPORT REGARDING COUNCILLOR ENQUIRIES

RESOLUTION 2022/158

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

That Council notes the information in this report.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

10.3 CORRESPONDENCE

RESOLUTION 2022/159

Moved: Deputy Mayor Karen Churchill

Seconded: Cr Brian Sommerville

That the correspondence listed in the body of the report be noted.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

10.4 ADOPTION OF THE 2021 REVISED MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

RESOLUTION 2022/160

Moved: Deputy Mayor Karen Churchill

Seconded: Cr Adam Cohen

- 1. That Council notes the content of this report.**
- 2. That Council identified option 2 for the wording of Clause 4.7 to be included within the Model Code of Meeting Practice which states - The general manager or their delegate, in consultation with the mayor, may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an**

application.

- 3. That Council instructs the Acting General Manager to amend the Model Code of Meeting Practice to reflect the preferences and guidance of Council, and that this amended version be formally adopted by Council as its revised Code of Meeting Practice policy document.**

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

RESOLUTION 2022/161

Moved: Deputy Mayor Karen Churchill

Seconded: Cr Adam Cohen

That the Acting General Manager investigate the legalities of recording the Closed Session discussions for the attending Councillors to refer back to if needed.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

RESOLUTION 2022/162

Moved: Mayor Tim Horan

Seconded: Cr Bill Fisher

That an informal Council session begin 4.00pm the day of the Ordinary Council Meeting to allow members of the public to address Council.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

At 6.40pm Council took a short break and resumed at 6.50pm.

10.5 MOBILE FOOD VENDING VEHICLE AND STALLS POLICY**RESOLUTION 2022/163**

Moved: Cr Pat Cullen

Seconded: Cr Bill Fisher

1. That Council places the revised Mobile Food Vending Vehicles and Stalls 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 Acting General Manager 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 Regulatory and Enforcement Policy (with or without changes) at its September 2022 Ordinary Council Meeting.
3. That Council, in the event of it not receiving any submissions during the public exhibition period, formally adopts the Mobile Food Vending Vehicles and Stalls Policy without any changes as a policy of Council.
4. That Council notes the information provided in the draft Procedure for Mobile Food Vending Vehicles and Stalls 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 Landform.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0**10.6 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT****RESOLUTION 2022/164**

Moved: Cr Terence Lees

Seconded: Cr Bill Fisher

1. That Council note the contents of this report.
2. That Council apply for funding under the Youth Opportunities Program (up to \$50,000) to extend the number of events under the Coonamble Family and Youth Fest series of activities.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

10.7 RATES AND CHARGES COLLECTIONS - JUNE 2022**RESOLUTION 2022/165**

Moved: Deputy Mayor Karen Churchill

Seconded: Cr Terence Lees

That Council notes the information provided in the report.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

10.8 STATUS OF INVESTMENTS - 30 JUNE 2022**RESOLUTION 2022/166**

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

That Council notes the list of investments as at 30 June 2022 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.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

10.9 SALEYARDS REPORT- 30 JUNE 2022**RESOLUTION 2022/167**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

That Council notes the information provided in this report.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

10.10 COMMUNITY SERVICE PROGRESS REPORT**RESOLUTION 2022/168**

Moved: Cr Terence Lees

Seconded: Cr Bill Fisher

That Council notes the information contained in this report.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0**10.11 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT****RESOLUTION 2022/169**

Moved: Deputy Mayor Karen Churchill

Seconded: Cr Brian Sommerville

- 1. That Council notes the information contained within this report.**
- 2. That Council authorises the Executive Leader of Infrastructure to represent Council on the Western Regional Joint Planning Panel.**

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0**10.12 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS****RESOLUTION 2022/170**

Moved: Cr Brian Sommerville

Seconded: Cr Adam Cohen

That Council notes the information in this report.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

10.13 TOORAWEEAH ROAD UPGRADE - MONTHLY STATUS UPDATE**RESOLUTION 2022/171**

Moved: Cr Terence Lees

Seconded: Cr Brian Sommerville

That the information be received and noted.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

10.14 EURONNE GULLY CULVERT FUNDING**RESOLUTION 2022/172**

Moved: Cr Terence Lees

Seconded: Cr Bill Fisher

That the budget shortfall for the Euronne Gully Culvert Project be allocated from Council's Roads to Recovery funding currently allocated to the Shanklin Road renewal.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

Abstained: Cr Barbara Deans

CARRIED 7/0

10.15 EXPRESSION OF INTEREST TO PURCHASE COUNCIL-OWNED LAND**RESOLUTION 2022/173**

Moved: Cr Bill Fisher

Seconded: Cr Terence Lees

- 1. That Council notes the information in this report.**
- 2. That Council resolves to authorise the Acting General Manager to continue negotiations with GrainCorp for the establishment of a short-term lease of part Lot 2 DP1254635, noting that lease is to include an option to purchase the parcel of land.**
- 3. That once the short-term lease for part of Lot 2 DP1254635 is finalised, that the lease be tabled for Council's consideration.**
- 4. That Council resolves to authorise the Acting General Manager to continue negotiations with GrainCorp for the establishment of a short-term lease of part Lot 240 DP754199, noting that lease is to include an option to purchase the parcel of land. Further the lease is to ensure that the community has ongoing access to the Truck wash facility located on the same lot**
- 5. That once the short-term lease for part of Lot 240 DP754199, is finalised, that the lease be tabled for Council's consideration**
- 6. That the Council authorises the Acting General Manager to sign the Owners Consent Form for the proposed Development Application, for the planned works on part Lot 2 DP1254635.**

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

10.16 COONAMBLE SHIRE DRAFT RESOURCING STRATEGY DOCUMENTS**RESOLUTION 2022/174**

Moved: Cr Pat Cullen

Seconded: Cr Terence Lees

1. That Council notes the information contained in this report.
2. That Council places the draft Resourcing Strategy documents as tabled to the Council meeting held on the 13 July 2022, on public exhibition for a minimum period of 28 days for the purpose of inviting submissions from the community.
3. That Council requests the Executive Leader Corporate and Sustainability to present a further report, together with all submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Resourcing Strategy documents (with or without changes) at its September 2022 Ordinary Meeting.
4. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the suite of Resourcing Strategy documents without any changes as a plans of Council.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0**11 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS**

Nil

12 CONFIDENTIAL MATTERS**12.1****RESOLUTION 2022/175**

Moved: Cr Terence Lees

Seconded: Cr Bill Fisher

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 Closed (Public Excluded) Council Meeting of the Coonamble Shire Council - 15 June 2022**12.2 Quarry Manager Service Proposal**

This matter is considered to be confidential under Section 10A(2) - a 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 personnel matters concerning particular individuals (other than councillors) and commercial information of a confidential nature that would, if disclosed prejudice the

commercial position of the person who supplied it.

12.3 RFQ02.022 Construction of Coonamble SES Headquarters

This matter is considered to be confidential under Section 10A(2) - 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 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

12.4 Recruitment of Interim General Manager

This matter is considered to be confidential under Section 10A(2) - a 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 personnel matters concerning particular individuals (other than councillors).

12.2 QUARRY MANAGER SERVICE PROPOSAL

RESOLUTION 2022/176

Moved: Cr Terence Lees

Seconded: Deputy Mayor Karen Churchill

- 1. That Council accepts the service proposal from Ground Works Plus for the provision of a Quarry Manager for a period of six months, and**
- 2. That Council accepts this offer without inviting tenders because of extenuating circumstances, remoteness of locality and the unavailability of competitive or reliable tenderers meaning that a satisfactory result would not be achieved by inviting tenders.**

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

12.3 RFQ02.022 CONSTRUCTION OF COONAMBLE SES HEADQUARTERS

RESOLUTION 2022/177

Moved: Cr Pat Cullen

Seconded: Cr Adam Cohen

That Council awards the tender for the engagement of the head contractor for the construction of the new SES facility to the Flying Builder for an amount of value of \$1,111,083 (inclusive of GST), in accordance with the detailed tender documentation received from this tenderer addressing the project briefing and specifications and assessment criteria.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

12.4 SUPPLEMENTARY BUSINESS - RECRUITMENT OF INTERIM GENERAL MANAGER

RESOLUTION 2022/178

Moved: Cr Pat Cullen

Seconded: Cr Bill Fisher

- 1. That Council receives and notes the General Manager recruitment update report by the Mayor.**
- 2. That Council resolves to offer Mr Ross Earl a temporary contract of employment for the position of Interim General Manager with Coonamble Shire Council for a period of not more than 12 months, or until a permanent appointment has been made for the position.**

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

RESOLUTION 2022/179

Moved: Cr Terence Lees

Seconded: Cr Bill Fisher

That Council moves out of Closed Council into Open Council and adopts all resolutions into Open Council.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0

13 CONCLUSION OF THE MEETING

The Meeting closed at 8.25 pm.

The minutes of this meeting were confirmed at the Council held on 10 August 2022.

.....
CHAIRPERSON

7 DISCLOSURES OF CONFLICTS OF INTEREST

8 MAYORAL MINUTE

MAYORAL MINUTE

File Number: M3
Author: Tim Horan-Mayor
Authoriser: Tim Horan, Mayor
Annexures: 1. Annexure 1

MAYORAL MINUTE

Councillors

I submit below my Mayoral Report for the month of August 2022:

1. Quambone Park Toilet Project – Grant Funding

Funds, in the amount of \$60,000, were approved for this project under Phase 1 of the Local Roads and Community Infrastructure (LRCI) Program with works scheduled for completion by 30 June 2021.

I understand that no work was executed, and Council applied for an extension of the funding, to which a 'blanket extension' was granted for all projects not completed under Phase 1 and Phase 2 of the program by the specified timeframe. This extension expired on 30 June 2022 so, in fact, we have missed two deadlines.

It has been confirmed that the Development Application has now been approved, the unit purchased and currently stored at Council's Depot.

At a recent meeting of the Quambone Resources Committee the matter was raised, and I promised to follow up and respond. After making enquiries with staff, I asked Mark Coulton's Office to investigate the position in relation to the funding and follow up on Council's behalf. On 20 July 2022 Mr Coulton met with me during his visit to Coonamble and advised that he would make enquiries and contact me.

I am unaware of the reason for the delay, as this project was approved in 2019/20. However, Council needs to seek a formal response regarding the availability or otherwise of the previously allocated funding. If not forthcoming, Council should make a decision on where funds can be sourced to complete the project as a matter of urgency.

2. Policy - Grant Funding

Over time there have been instances where Council has been unable to expend grant funding within the designated timeframe. I realise, on most occasions, there are extenuating circumstances, however this is concerning, particularly if the funding was allocated for expenditure on our roads network.

Returning funds reflects negatively on the recipient in the eyes of the funding body and may jeopardize future applications in the assessment process. It also results in the approved projects not being completed.

In moving forward, to reduce the risk of grant funded projects not being completed within the required timeframes, I recommend that Council develop and adopt a Grant Application and Management Policy.

The main aims of the policy will be to:

- To ensure effective management of grants funded from external organisations, including procurement decisions.
- Establish a framework for managing, monitoring and evaluating grants and grant funded initiatives.
- To ensure consistent and objective analysis of external funding opportunities.
- To ensure alignment with Council's integrated plans (i.e. Community Strategic Plan, Resourcing Strategy, Delivery Program, Operational Plan); and
- To ensure that ongoing expenses beyond the term of the funding are transparent, agreed upon by Council and not occasioning additional costs.

Recommendation:

That Council request the Acting General Manager to develop and table for Council's consideration Grant Application and Management Policy.

3. Customer Service Responses

Complaints are continually being raised by members of the public with myself and other Councillors concerning a lack of response to Customer Service Requests. This is a matter that has been reported previously and it would appear has not been addressed.

The issue does not lie with our point of contact (front office) staff who go through the correct process of recording and registering all telephone and counter Customer Requests and referring them to the relevant officer/department. In fact, the feedback I am getting is that our front office staff are courteous, efficient and pleasant to deal with. It doesn't seem fair that they are often on the 'receiving end' of irate and sometimes unpleasant customer reaction.

From my understanding, contact is not being made with the ratepayer/resident by the officer / department to which the request was referred.

Communication is key to improving Council's image in the community and timely follow-up contacts to all Customer Service Requests would be a step in the right direction! We need co-operation from staff at all levels to provide prompt and accurate responses.

In moving forward, the development of a Customer Service Policy or charter which outlines the expected levels of service with regards to response times, as well as avenues for customers to provide feedback, would better inform both the community and staff on Council's commitment to improving its customer service function.

Recommendation:

That Council request the Acting General Manager to develop and table for Council consideration a Customer Service Policy.

4. Coonamble Pool Complex and Macdonald Park Masterplan

Over recent days I have been approached by stakeholders who will be impacted by some of the options proposed in the Masterplan which is on public exhibition with submissions closing on Monday 8 August 2022. Members of the public have also been encouraged to provide feedback and/or suggestions and other options for consideration.

The proposal has certainly created interest and we need as many people, groups, organisations as possible to put their views forward.

In order to allow the public to prepare a submission, I suggest that the public exhibition period for submissions be extended for a further period, closing on Friday 30 September 2022 at 5.00 p.m.

Recommendation:

That Council resolve to extend the public exhibition period for receipt of submissions in connection with the Coonamble Pool Complex and Macdonald Park Master to close on Friday 30 September 2022 at 5.00 p.m.

5. Monthly Activities:

I have represented Council in my role as Mayor at the following functions, meetings and events since the July meeting and I list them for Council's information:

a) Coonamble Chamber of Commerce Meeting

On Thursday 14 July Councillor Sommerville and I attended the Chamber of Commerce meeting. I provided a general update however much of the discussion focused on the Mobile Food Vending Vehicle and Stalls Policy currently on public exhibition. A submission will be forthcoming from the Chamber of Commerce.

Another issue discussed was the Christmas Carnivale – over the past two years this community event has been conducted during the day, however the Chamber is looking to provide a submission to change the event back to late afternoon/evening. No Christmas Lights in the CBD over the last festive season was raised – this matter has already been brought to attention by some Councillors.

On a personal note, I congratulate our local Chamber of Commerce in being a chosen as a finalist in the Western NSW Regional Business Awards. This is a great achievement and brings with it a wider recognition of the amazing work it does.

Recommendation:

1. That should the Coonamble Chamber of Commerce seek approval to conduct the Christmas Street Party and Night

Shopping event during late afternoon / evening in 2022, Council supports the request, raising no objection.

- 2. That the General Manager be instructed to advertise for expressions of interest from suitable individuals or organisations to facilitate the 2022 Christmas Street Party and Night Shopping event AND FURTHER, if no suitable application is received, that Council take on the role of facilitating the community event.***
- 3. That Council agree to the Christmas Street Party and Night Shopping community event being held on either a Thursday evening or a Saturday morning in December as nominated by the Chamber of Commerce.***

b) Meeting with Member for Parkes – Mark Coulton MP

On Wednesday afternoon, 20 July 2022, the A/General Manager and I had a quick 'catch up' with our local Federal Member. One of the issues discussed was the funding approved under Phase 1 of the Local Roads & Community Infrastructure Program for the toilet block at Quambone.

Council has had its applications for funding approved for upgrades to various sections of both the Box Ridge and Gulargambone Roads in an amount of \$1,859,636. These are two major projects and will benefit residents of the Shire. Over the three phases of the Local Roads and Community Infrastructure Council has received a total funding allocation of \$3,513,376.

c) Quambone Resources Committee Meeting

Following my meeting with Mark Coulton, earlier in the afternoon, Cr Sommerville and I travelled to Quambone to attend the Quambone Resources Committee meeting.

Prior to the Committee meeting, I chaired the Annual General Meeting at which Mr Glen Jones was elected the new President, following the resignation of Lianne Delaney. Mr Darius Smith remains Secretary and Mrs Marg Garnsey as Treasurer.

I provided an update to the Committee Meeting, which included information concerning Euronne Gully, the Park toilet project, road maintenance, property clean-up at Quambone and agreed to provide information on the Quambone tennis courts upgrade as a priority.

d) NSW Ambulance Service

On Monday 25 July 2022 representatives of NSW Ambulance, Tony Gately and Stewart Clarke, met with myself and the A/General Manager in response to Council's "push" to have a four wheel drive Ambulance vehicle stationed in Coonamble. As Councillors are aware, not having a suitable vehicle to traverse certain parts of the Shire in wet weather has been a concern for a considerable time.

It was encouraging to hear that NSW Ambulance has 12 rescue helicopters at present, nine of these are on stand-by duty and strategically placed across NSW, depending on various factors – much the same at the 4WD vehicles. Mr Gately who is the Director of Aeromedical and Special Operations advised that all helicopters have a critical care doctor on board as well as critical care paramedics. It was interesting to note how rural owners can make their properties more efficiently accessible. This is something Council should promote through its media outlets at the appropriate time.

e) Meeting with Elsie Manson

In company with Council's A/General Manager, I met with Ms Manson on Tuesday 26 July 2022 to discuss a list of suggestions she had sourced from the community. The Deputy Mayor was invited to the meeting, however, was unable to attend due to work commitments.

We had a lengthy discussion with Ms Manson regarding a number of ideas and suggestions she has sourced from the Community. A copy of the list is attached for Council's information as Annexure 1.

f) Meeting with Jo Tait and Danielle Maidens – ARTC

Although representatives from the Inland Rail project gave a presentation at the July Meeting, a request was received from Danielle Maidens, Inland Rail Regional Support Officer, that the A/General Manager and I meet with Jo Tait and Danielle on 26 July 2022.

Jo is the Business Development Manager – Southern Queensland and Northern NSW for ARTC, was touring the region and wanted to catch up with as many councils as possible during her travels.

A general update from the previous meeting was provided, but most importantly Danielle advised that Council is now third on the funding priority list for a "graded crossing" at Combara. Also, in discussions with Mark Coulton earlier in the month, he advised that the Castlereagh (graded) crossing was a priority on the Federal Government list. This project has been elevated from 17 on the list to number three (3) – so it's very promising and would provide huge benefits to our local district.

Recently I received a copy of a letter written to The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development & Local Government, by Gilgandra Shire Mayor on behalf of Coonamble, Warrumbungle and Gilgandra Shires.

A brief outline of the letter follows:

Requesting a 'round table' discussion between key stakeholders from TfNSW and ARTC Inland Rail to discuss issues and develop a clear strategy in relation to grade separation on State Highways and Regional Roads N2N Inland Rail interfaces.

Acknowledging funding pledges made by both State and Federal Governments, however the messaging from both ARTC-Inland Rail and TfNSW is inconsistent and confusing. Saying there appears to be a lack of co-ordination between key stakeholders, TfNSW and Inland Rail. Stating the value engineering process in determining whether concepts such as rail over road or road over rail and their justification and costs shall be clearly articulated. Saying it is believed there should be a collaborative approach from Federal, State and Local Governments on the final outcomes and designs.

Requesting attendance from The Hon Catherine King MP; The Hon Mark Coulton MP; The Hon Sam Farraway; Mr Roy Butler (Member for Barwon), The Hon Dugald Saunders MP, as well as key senior staff from TfNSW, ARTC – Inland Rail and the Department of Infrastructure.

Suggesting a date range from 26 September – 7 October 2022 to meet with representatives of Gilgandra, Warrumbungle, Coonamble and Narromine Councils at Gilgandra.

Asking for confirmation of availability when a date is definite”.

Council will determine a date and advise accordingly.

Conclusion

I submit to you my Mayoral Report and recommend it be received and noted.

Tim Horan
MAYOR

RECOMMENDATION

That the Mayoral Minute be received.

Dear Coonamble Shire Council

I've been having a chat people around community, about ideas that might help kick start Coonamble,

Please see below

Ideas for Coonamble to bring in tourism

- Museum renovated and made more educational and interactive
- Extend Walking paths
- Have small plaques and Statues with stories along the walking paths talking about culture, Castlereagh River, stories behind emus, silo
- Mixed Cultural center with history from the archives displayed, Video imaging, stories, nickname, outside seating and fruit trees/natives, water feature, brass statues, dream time, Wailwan stories, artifacts make large training room yarnning circle for cultural training this could be extended to cultural walks around community include in training could extend to have small bush tucker café
- Hot water Boar accessible to everyone (Discounts for local post code or a free fob system for local post code)
- Markets, live music, food, local produce and crafts really engage with all local people and areas to be involved maybe free insurance to cover them.
- Upgrade Weir make it open to all
- Music festival
- Upgrade pools make family friendly and make the medium pool heated and fun park with slides, BBQ'S area and good seating hold b'day parties, review opening hours

Events

- Carols by candlelight and the Christmas carnival upgrade to make it look and feel and look like Christmas
- Theater/plays /cinema
- Comedy nights
- Music festival
- Markets
- Food markets
- (Quest a con) technology education science

How to promote and advisement once everything is up and running

- Marketing social platform upgrade from what's on there now jobs advertise and public notices to what's on, what's happening and watch this space advertisement
- Inclusive advertising of all business and volunteer roles
- Adding all local community run events
- Get added to the NSW discovery
- Get added to Camping and caravan NSW app
- Target City and coastal people sell as the full country experience

- All Staff to be more approachable and using simple terms and adaptable communication when promoting and inclusive of all people no matter their social standard
- Create a visual Live calendar with all events, community events, annual school event, local Footy
- All Shire council meetings better quality for live stream and maybe a comments option monitored for ppl to add ideas or solutions as meeting is being held
- Community consultation needs to be more engaging and accessible for low literacy and people with disability to have their ideas expressed without having to provide a formal letter to council
- Facebook Polls (options)
- Survey monkey
- Kahoot survey work well for all age groups including our youngest people and has a read out loud feature and cater for different languages

Family youth & Children Facilities

- Basketball and Sand Volleyball court including in sporting grounds
- Entertainment Center focusing on under 30s activities
- Music studio
- Farm experience in town, interactive feeding, education could be good for Excursions and could be good for mental health
- Indoor sport center

Work experience Idea's

- Helping unemployed younger people utilize their skills E.g., Playing instrument, cultural dance, art, cultural painting, then Involving Tafe and utilize services to help upskill with a certificate III or IV e.g. music, language, culture,
Then steps how to obtain to abn tax info on what to do to run a small business etc. and then they could access the creative kids vouchers to provide small business opportunity in town to local people
- School based work experience Instead of having 2wks at the one job change it so students can pick 5 different jobs to get experience of multiple jobs, have 2 full days in that role give them the full experience of the good side of the job really make it interactive and have people that will make the best of it for them not just having a student shredding paper or answering phones.
- License driving lessons and motorbike (funding needed to try get kids on motor bikes with no license get there's.

I would love to discuss further in a private meeting if you're interested in hearing about the Ideas in depth

Kind Regards

Elsie Manson

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

SECTION B - MATTERS FOR INFORMATION ONLY

9 COMMITTEE REPORTS

Nil

10 REPORTS TO COUNCIL

10.1 COUNCIL RESOLUTIONS UPDATE

File Number: C17; C20

Author: Marina Colwell-Executive Support Officer

Authoriser: Bruce Quarmby, Acting General Manager

Annexures: 1. Resolutions Update Table - August 2022

PURPOSE

The purpose of this report is to enable Council to keep track of important Council resolutions.

BACKGROUND

Important and significant Council resolutions will be added to the list of items below, and a monthly update on the status will be provided by the responsible officer.

(a) Relevance to Integrated Planning and Reporting Framework

Adopted Council resolutions should ideally link in with Council's suite of Integrated Planning and Reporting Framework documents.

(b) Financial Considerations

The financial considerations relating to each item mentioned below would have been considered by Council as part of the original report that dealt with the matter.

COMMENTARY

A table with information about outstanding Council resolutions is attached as Annexure 1 to the report, in the following format:

Item No.	Date	Resolution No.	Matter/Action Required/Update	Responsible Officer	Status

RECOMMENDATION

That Council notes the contents of Annexure 1 attached to the report on the status of Council resolutions.

Council Resolutions Update - Annexure 1

Item No.	Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
1.	11.1.22	2022/7	Delegates to Committees	Donations Committee – Frequency to be determined	ELCS (Bruce)	Addressed as part of the March Meeting Business Paper. Applications to be considered quarterly
2.1	11.1.22	2022/11	Priority Items to be Pursued	IP&R – CSP & DP by 30.6.22	ELESPC (Noreen)	Progress report included with the March Meeting Business Paper
2.2	Ditto	Ditto	Ditto	Induction & Refresher Training – within 6 months	AGM (Bruce)	Initial training has been provided by the GM and ELs. Norm Turkington has also presented a day's training on "Working Together" and the Code of Conduct
2.3	Ditto	Ditto	Ditto	Additional training for Mayor – within 6 months	AGM (Bruce)	Not yet addressed
2.4	Ditto	Ditto	Ditto	Review & Adoption of Approvals & Order Policies – within 12 months	Manex (Executive Management Team)	Progressing
2.6	Ditto	Ditto	Ditto	Review of Organisation Structure – within 12 months	AGM (Bruce)	Progressing – quotations received and assessed. The works will be awarded to a consultant who will work through the process with Council.
2.8	Ditto	Ditto	Ditto	Review of Delegations – within 12 months	AGM (Bruce)	No progress
2.9	Ditto	Ditto	Ditto	Review of Code of Conduct – within 12 months	AGM/MPRI (Bruce/Amanda)	No progress

Item No.	Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
4	9.2.22	2022/21	Youth Services in LGA	Determine current services, coordination and possible duplication and gaps analysis	ELESPC (Noreen)	Ongoing. Youth Forum on 5 April 2022 heard from the Youth on current gaps, needs and wants
5	9.2.22	2022/22	Councillor Workshop on Masterplan	Explain and relay info about Masterplan to Councillors – within 3 months	GM/Casual MED&G (Hein/Pip)	Due to Council workshops being held following the April and May Council meetings this workshop has been postponed until the June Council meeting
6	9.2.22	2022/26	Coonamble Weir’s accessibility to the public	Stakeholder consultation about the future operations and possibilities of the operations and management	New MED&G or revised position (Vacant)	Brief has been done for a Plan of Management to be developed for this important Crown Reserve
7	9.2.22	2022/28	Quarry operations and future	Quarry Committee – Terms of Reference	ELI (Daniel)	To be presented at the August Ordinary Meeting
8	9.2.22	2022/29	LEP Amendments	Availability of suitable residential land – including small rural blocks, larger rural subdivisions, restrictions on acreage size in RU1 zoning	ELESPC (Noreen)	LEP Amendment for housekeeping amendments tabled at 13 May 2022 meeting
9	9.2.22	2022/30	CDEP-like community employment and training program	Discussions with Federal MP and other stakeholders	Mayor/GM (Tim/Hein)	Redi.e are administrating similar funding and they have indicated that they are interested in applying for this funding for Coonamble – with a letter of support from Council
10	9.2.22	2022/32	Improved maintenance at Gulargambone and Quambone cemeteries	Investigate improved maintenance – report to be prepared	ELCS (Bruce)	Ongoing

Item No.	Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
11	9.2.22	2022/37	Membership of Country Mayors Ass	Mayor to attend next two meetings, after which membership will be reconsidered	Mayor (Tim)	To be considered
12	9.2.22	2022/43	Concept Design for Main Street Upgrade	Concept plans to be put on public exhibition – further report	Project Manager (David)	In process
13	9.2.22	2022/44	Compulsory Acquisition of land – Bore Baths	Legal processes to be followed	Casual MED&G (Pip)	Processes are ongoing
14	9.2.22	2022/56	40km zone on the Castlereagh Highway in Coonamble	Letter to be addressed to TfNSW on the implementation progress	ELI (Daniel)	Have received verbal advice that the speed reduction has been approved 'in principle'. Awaiting confirmation of funding to install the required infrastructure
15	9.3.22	2022/44	Council investigates options to better manage maintenance of the streets, lanes and public areas within the whole Shire		ELI (Daniel)	Draft SAMP caps Urban Street funding at \$200k, per annum however \$50k per annum has been added for kerb and gutter maintenance and \$50k per annum has been added for footpaths. Once adopted it is considered that this action will be completed.
16	9.3.22	2022/53	report be prepared for Council's consideration - available Council owned or controlled land as well as information on the Native Title status of the land adjoining the Coonamble Jockey Club.	Report be prepared for Council's consideration, including the community feedback gathered, so that it can be used to inform the future direction and progress of the project	MEDG (David)	Ongoing

Item No.	Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
17	9.3.22	2022/59	Council amends its current Donations Policy to four times per year.		AGM (Bruce) AMFP (Deb.T)	Completed – Amended policy tabled to August Council meeting.
18	13.4.22	2022/106	Rural Roads Reconstruction Program	Report is to identify not only the recommended budgetary allocation but also to include the various funding methods available to Council to fund the proposed works	ELI (Daniel)	Progressing
19	13.4.22	2022/111	4WD Ambulance Service	Letter addressed to Roy Butler and requesting 4WD NSW Ambulance Service	AGM (Bruce)	Completed – NSW Ambulance Service attended meeting with the Mayor and Acting General Manager.
20	15.6.22	2022/115	Mobile Food Vending Vehicles Policy	Review Policy	AGM	Progressing – Report tabled to Council's August Council meeting.
21	15.6.22	2022/116	Plan of Management – Sports Oval	Inclusion of 'one off camping facility' at the sports oval - plan	AGM	Progressing – update provided to the consultant preparing the plan of management for the facility

Item No.	Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
22	15.6.22	2022/117	Council Meeting Start time – six (5) month trial	For a period of six (6) months Councils regular monthly meeting will start at 4.30pm	AGM & ESO (Marina)	On-going
23	15.6.22	2022/121	Review of Social Media Policy	Review the policy, place on public exhibition for required time inviting submissions from the community before adoption	AMED (David)	progressing
24	15.6.22	2022/125	Review of Procurement Policy and Draft Local Preference Purchasing Policy	Review the policy, place on public exhibition for required time inviting submissions from the community before adoption	AMF (Debbie) & AGM	Completed – No submissions were received on either policy. Policies adopted by Council.
25	15.6.22	2022/129	Draft Masterplan for the Coonamble Pool & McDonald Park Precinct	That Council places the Masterplan on public exhibition for required time inviting submissions from the community before adoption	Exec Inf (Daniel)	Plan currently on exhibition.
26	15.6.22	2022/136	Notice of Motion (Cr Churchill): 1. Collection of information regarding 'slow down signs' at Gulargambone	Collection of required data	MR (Dirk)	Traffic monitoring to be undertaken during 2022 harvest period.

Item No.	Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
			2. Fence – Tully Park & Preschool	Meet with representatives to discuss the possibility of a new fence, prepare a report to be brought back to Council with estimated costs	AGM	On Hold – pending consideration of a further request received from the Preschool
			3. Coonamble Mens Shed	Prepare a report to be brought back to Council with the estimated costs & likelihood of facilitating the following: *Improved security *Installation of Solar Panels	AGM	Initial discussion held with representative from the Men’s shed. The installation of Solar Panels has been identified as a priority
			Notice of Motion (Cr Cohen): Reconnecting Regional NSW – Community Events Program	Funds be managed by Council and allocated to Coonamble Youth Fest. That Mayor Horan & Cr Cohen be Council’s representatives	AGM	Progressing – a working group has been established and initial meetings have been held.
27	15.6.22	2022/139	Waste Management Facility - Robbo’s Earthworks – Contract renewal	*AGM to enter contract negotiations *Asbestos control	AGM	Progressing – Draft contract agreements currently being drawn up by Council’s representative. Once to hand discussions will commence with the local contractor.
28	15.6.22	2022/140	Offer to purchase land in Hooper Drive	That the AGM offers the proponent a counteroffer	AGM	Completed – Counteroffer accepted.
29	15.6.22	2022/141	Provision of Drilling & Blasting for Mt Magometon Quarry	Successful contracts awarded	Exec Infr (Daniel)	Deeds of agreement currently being executed with successful tenderers.
30	15.6.22	2022/143	Flood Damage Project Manager	Rejection of offers received	Exec Infr (Daniel)	Unsuccessful tenderers advised.

Item No.	Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
31	15.6.22	2022/144	Mt Magometon Operational Review	*Review of Operational Plan *Future report on plan transition	Exec Infr (Daniel)	Report to August 2022 Closed Meeting of Council.
32	13.7.22	2022/153	Industrial Land Review	Council to research the possibility of acquiring land for industrial use	AMED (David)	Report back to Council with findings.
33		2022/154	Organisational review/staff survey	Review of Councils employment practices	AGM	Confidential report back to council
34		2022/155	Letters to relative Members re: Rural Fire Service	Letters to be written	AGM	progressing
35		2022/157	Administration Center – Costs	AGM to prepare are report on the costings of purchasing/demolition (if needed) and construction of a new Administration Building	AGM	progressing
36		2022/161	Recording of Closed Session Meetings	AGM to investigate the legalities of recording the closed session Council Meetings	AGM	Meetings can be recorded noting that the recordings then come under the GIPA and will become a public record.
37		2022/173	EOI to Purchase Council Owned Land	CrainCorp – AGM to continue negotiations to establish a short-term lease of part Lot 2 DP 1254635	AGM	progressing
38		220//174	Draft Resourcing Documents	Documents to be placed on public exhibition	AGM	progressing

10.2 STATUS REPORT REGARDING COUNCILLOR ENQUIRIES

File Number: R6
Author: Marina Colwell, Executive Support Officer
Authoriser: Bruce Quarmby, Acting 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

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

(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 July 2022:

Date Received	Councillor	Enquiry	Enquiry No Referred to	Comments/Status
21/07/2021	Cr Karanouh	Clean up block – 24 Coonamble Street, Gulargambone	0051/2022 Environmental Services.	The contractor has been requested to revisit the site, but no action has been taken yet.

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

(a) Governance/Policy Implications

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

(c) Legal Implications

There are no legal implications arising from this report.

(d) Social Implications

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

(e) Environmental Implications

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

(f) Economic/Asset Management Implications

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

(g) Risk Implications

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

CONCLUSION

The current status of Councillors' enquiries to the end of July 2022 is documented above.

RECOMMENDATION

That Council notes the information in this report.

10.3 CORRESPONDENCE

File Number: C20

Author: Marina Colwell-Executive Support Officer

Authoriser: Bruce Quarmby, Acting General Manager

Annexures:

1. Circular 22-19 - Consultation on PSUP Regulation 2022.
2. Circular 22-20 - Annual Reporting of Labour Statistics.
3. Circular 22-21 - Update on membership requirements for audit, risk and improvement committees.
4. Draft AWC Minutes and correspondence.
5. Notice of General Meeting of the Country Mayors Association.
6. Gular Coop - Request for Funding - Page 1
7. Gular Coop - Request for Funding Letter page 2
8. Request for Funding - Report
9. Request for Funding - Artworks for Protective Coating
10. Request for Funding - Support Pictures

CORRESPONDENCE

1. Circular 22-19 – Consultation on regulatory proposals for a new Public Spaces (Unattended Property) (PSUP) Regulation 2022.
2. Circular 22-20 – Annual Reporting of Labour Statistics
3. Circular 22-21 – Update on membership requirements for audit, risk and improvement committees.
4. Draft minutes from the Alliance of Western Councils (AWC) meeting held on the 1 July 2022, along with correspondence received by the AWC from the Minister for Education and Early Learning.
5. A notice of General Meeting of the Country Mayors Association to be held the 5 August 2022 along with minutes from the previous meeting held on the 27 May 2022.
6. Request for Funding – Gulargambone Community Enterprises Cooperative Ltd – Protection of Art Works & Pave the Way – Mrs Annie Hailing will be addressing Council on the request tabled for Council’s consideration. Annexures 6 to 10.

RECOMMENDATION

That the correspondence listed in the body of the report be noted.



Office of
Local Government



Circular Details	Circular Number 22-19 / 13 July 2022 / A825856
Previous Circulars	21-39 The NSW Government's <i>Public Spaces (Unattended Property) Act 2021</i> 19-30 Review of the <i>Impounding Act 1993</i> and Release of Discussion Paper
Who should read this	Councillors/General Managers/All council staff
Contact	Policy Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Feedback on regulatory proposals

Consultation on regulatory proposals for a new *Public Spaces (Unattended Property) (PSUP) Regulation 2022* and to commence the PSUP Act

What's new or changing

- The *Public Spaces (Unattended Property) (PSUP) Act 2021* passed Parliament on 29 November 2021.
- A Regulatory Impact Statement (RIS) has been released for consultation for 21 days on preferred options for regulations to support the new PSUP Act. An analysis of costs and benefits of the preferred option is included.

What this will mean for your council

- The Office of Local Government (OLG) invites comment over the next 21 days on regulatory proposals in the RIS, including Penalty Infringement Notice amounts, notice periods, monetary caps under which items may be quickly disposed of, and risk-based timeframes within which those responsible for unattended property in public must collect their property or potentially face strong enforcement action.
- OLG will continue to consult with councils and others over the coming weeks to develop training, guidance and communication materials to support successful implementation of the PSUP laws.

Key points

- The new PSUP laws will provide councils with stronger powers and penalties to rid footpaths, streets, parks and other public spaces of unattended property (including personal items, shopping trolleys, share bikes, vehicles and stock animals) by making those responsible for unattended property attend to it or face strong enforcement action.
- Following consultation on the RIS, it is anticipated that the new PSUP laws and regulations will be commenced later this year on a date determined by the Minister for Local Government, the Hon. Wendy Tuckerman MP.
- The RIS includes a detailed cost benefit analysis of the NSW Government's preferred option, which shows a net benefit to the community of \$10.1m per year or \$71 million over 10 years.
- Feedback received from councils and other key stakeholders during the extensive consultation process over the past 2.5 years was instrumental in shaping the

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regulatory proposals, as flagged in the [Second Reading Speech](#) to Parliament at the time the Bill was debated.

- The proposals also incorporate feedback provided at consultation workshops held in April and May 2022 with councils, industry, community advocacy groups, peak bodies, animal welfare organisations and others on important regulatory proposals needed to commence the PSUP Act.
- The PSUP laws will replace and repeal the Impounding Act 1993 and regulations, including special provisions for declaring a 'boat trailer impounding area'.

Where to go for further information

- A copy of the RIS, details about how to provide feedback by the closing date of 5pm **Wednesday 3 August 2022** and further information about the *Public Spaces (Unattended Property) Act 2021* is available on the OLG website [here](#).
- The *Public Spaces (Unattended Property) Act 2021* is available on the Legislation Register [here](#).
- Further information about the review of the Impounding Act and development of the PSUP Act is available on the OLG website [here](#).

Liz Moore

Acting Deputy Secretary, Crown Lands and Local Government

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Circular Details	Circular No 22-20 / 13 July 2022 / A827540
Previous Circular	21-41 Annual Reporting of Labour Statistics by Councils
Who should read this	Councillors / General Managers / Human Resources
Contact	Council Governance Team/02 4428 4100/olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Annual Reporting of Labour Statistics

What's new or changing

- **Wednesday 25 May 2022** has been chosen as the "relevant day" for councils to report on their labour statistics in their annual reports under section 217 of the *Local Government (General) Regulation 2021*.

What this will mean for your council

- In their 2021/22 annual reports, councils must publish a statement of the total number of persons who performed paid work for them on **Wednesday 25 May 2022** including, in separate statements, the total number of the following:
 - the number of persons directly employed by the council:
 - on a permanent full-time basis
 - on a permanent part-time basis
 - on a casual basis, and
 - under a fixed-term contract
 - the number of persons employed by the council who are "senior staff" for the purposes of the *Local Government Act 1993*
 - the number of persons engaged by the council, under a contract or other arrangement with the person's employer, that is wholly or principally for the labour of the person, and
 - the number of persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee.

Key points

- The "relevant day" for the purpose of reporting labour statistics under section 217 is required to be fixed by the Secretary of the Department of Planning and Environment after the end of each financial year. This date is to be a different day to the one fixed by the Secretary for the previous year.

Where to go for further information

- For further information please contact the Council Governance Team on 4428 4100 or by email at olg@olg.nsw.gov.au.

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A/Deputy Secretary, Crown Lands and Local Government

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Strengthening local government



Office of Local Government



Circular Details	Circular No 22-21 / Date 20 July 2022 / A824754
Previous Circular	21-26 <i>New risk management and internal audit framework for councils and joint organisations</i>
Who should read this	General Managers / Councillors / Council governance staff / Audit, risk and improvement committee members and internal audit personnel
Contact	Council Governance Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Update on membership requirements for audit, risk and improvement committees

What's new or changing

- Following recent discussions, the Office of Local Government (OLG) and NSW Treasury have agreed that the NSW Government's Prequalification Scheme for Audit and Risk Committee Chairs and Members will not be suitable for use by councils and joint organisations.
- OLG's draft *Guidelines for Risk Management and Internal Audit for Local Councils in NSW*, issued for consultation last year, contemplated that from June 2027 councils and joint organisations would be required to appoint Audit, Risk and Improvement Committee (ARIC) chairs and a prescribed number of ARIC members from the NSW Government prequalification scheme. Following discussions with NSW Treasury, OLG has taken the opportunity to revisit this requirement, delaying the finalisation of the Guidelines.
- While OLG anticipates that this delay will not be significant, it recognises the need to give councils and joint organisations certainty, particularly given that some are currently in the process of establishing an ARIC for the first time and appointing chairs and members. The proposed new requirements for ARIC membership have therefore been set out in the attachment to this circular.

What this will mean for your council

- Under the new requirements, all councils (including county councils) and joint organisations will be required, at a minimum, to have an ARIC that comprises of the following:
 - one independent chair who meets the independence and eligibility criteria for an ARIC chair, and
 - at least two independent members who meet the independence and eligibility criteria for ARIC members – councils may appoint additional independent members should they choose to do so.
- Councils will also have the option of appointing one non-voting councillor member to their ARIC who meets the eligibility criteria for councillor members.
- The proposed independence and eligibility criteria for ARIC chairs and independent members and the proposed eligibility criteria for councillor members of ARICs are set out in the attachment to this circular.
- The above requirements will apply to all councils and joint organisations. The removal of the requirement for ARIC chairs and a prescribed number of ARIC

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members to be appointed from the NSW Government prequalification scheme based on which tier a council is in, means that it is no longer necessary to place councils in tiers and these arrangements will no longer apply.

- Given that councils and joint organisations will no longer be required to appoint ARIC chairs and members from the NSW Government prequalification scheme, the timeframe for compliance with the ARIC membership requirements in the Guidelines will be brought forward to **1 July 2024**. As of that date all councils and joint organisations will be required to ensure ARIC chairs and members meet the eligibility and independence requirements set out in the Guidelines and have a risk management framework and internal audit function that complies with the Guidelines.

Key points

- Under the *Local Government Act 1993*, all councils (including county councils) and joint organisations are required to have an ARIC or to have entered into an arrangement with another council or joint organisation to share an ARIC from **4 June 2022**.
- OLG recognises that some councils and joint organisations may have faced challenges in establishing an ARIC or shared arrangements for an ARIC ahead of the 4 June deadline and is prepared to accommodate some flexibility in implementation timeframes provided they can demonstrate that they are actively taking steps to appoint or share an ARIC.
- The Guidelines will be finalised soon. Full compliance with the requirements in the Guidelines will be required from **1 July 2024**.

Where to go for further information

- The proposed independence and eligibility criteria for ARIC chairs and independent members and the proposed eligibility criteria for councillor members are set out in the attachment to this circular.
- The draft [*Guidelines for Risk Management and Internal Audit for Local Councils in NSW*](#) provides further guidance on the proposed requirements for ARICs, the risk management framework and internal audit function. As noted above, the proposed requirement in the draft Guidelines to use the NSW Government prequalification scheme and the tiering arrangements will no longer apply.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.
- If councils or joint organisations require assistance in establishing an ARIC or shared arrangements for an ARIC, they should contact their Council Engagement Manager at OLG.

Liz Moore

A/Deputy Secretary, Crown Lands and Local Government

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Attachment

The following requirements will apply to ARIC chairs and members from **1 July 2024**.

1. Independence requirements for ARIC chairs and independent members

All ARIC chairs and independent members must be independent to ensure they have no real or perceived bias or conflicts of interest that may interfere with their ability to act independently and can provide the council with robust, objective, and unbiased advice about how the council is functioning.

ARIC chairs and independent members cannot:

- currently be a councillor of any NSW council
- be a non-voting representative of the board of the joint organisation
- be a candidate at the last election of the council
- be a person who has held office in the council during its previous term
- be currently employed by the council or joint organisation, or been employed during the last 12 months
- conduct audits of the council on behalf of the Audit Office of NSW
- have a close personal or business relationship with a councillor or a person who has a senior role in the council that may lead to a real or perceived conflict of interest
- currently, or within the last three years, provided any material goods or services (including consultancy, legal, internal audit, and advisory services) to the council which directly affect subjects or issues considered by the ARIC
- be (or have a close family member who is) a substantial shareholder, owner, officer, or employee of a company that has a material business, contractual relationship, direct financial interest or material indirect financial interest with the council or a related entity which could be considered a real or perceived conflict of interest, or
- currently or have previously acted as an advocate of a material interest on behalf of the council or a related entity which could be considered a real or perceived conflict of interest.

Current staff of councils cannot serve as the chair of an ARIC but may serve as an independent member of another council's ARIC provided they meet the independence and eligibility criteria for membership of the council's ARIC and their employer is not participating in a shared arrangement with the other council in relation to the ARIC or the internal audit function.

2. Eligibility requirements for ARIC chairs and members

The persons appointed as a chair or a member of an ARIC must possess the skills, knowledge, and experience necessary to undertake their roles on the ARIC effectively and to ensure the ARIC is able to operate appropriately and effectively to support the council.

The following eligibility criteria for ARIC chairs and members reflects the minimum standards persons must meet to be appointed as the chair or member of a council's ARIC. Councils may require ARIC chairs and members to satisfy more onerous eligibility criteria if they choose to do so.

Eligibility requirements for ARIC Chairs

In addition to meeting the independence requirements set out above, the following eligibility criteria apply to the chair of an ARIC.



Essential criteria

ARIC chairs must demonstrate the following:

- leadership qualities and the ability to promote effective working relationships in complex organisations
- an ability to communicate complex and sensitive assessments in a tactful manner to the head of the council's internal audit function, senior management and the mayor and councillors
- a sound understanding of:
 - the principles of good organisational governance and capacity to understand local government accountability, including financial reporting
 - the business of the council or the environment in which it operates
 - internal audit operations, including selection and review of the head of the council's internal audit function, and
 - risk management principles
- extensive senior level experience in governance and management of complex organisations, an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest)
- functional knowledge in areas such as risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations
- a capacity to form independent judgements and a willingness to constructively challenge/question management practices and information, and
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of the chair of an ARIC.

Desirable criteria

- possession of a relevant professional qualification or membership (e.g., Institute of Internal Auditors (IIA), CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA)) is desirable.

Eligibility requirements for ARIC independent members

In addition to meeting the independence requirements set out above, the following eligibility criteria apply to ARIC independent members:

Essential criteria

ARIC independent members must demonstrate the following:

- an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest)
- functional knowledge in areas such as risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations
- a capacity to form independent judgements and willingness to constructively challenge/question management practices and information
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of an independent member of an ARIC, and



- preparedness to undertake any training on the operation of ARICs recommended by the chair based on their assessment of the skills, knowledge and experience of the independent member.

Desirable criteria

Ideally, independent members of ARICs should also meet the following criteria, but these are not essential:

- extensive senior level experience in governance and management of complex organisations, and
- possession of a relevant professional qualification or membership (e.g., Institute of Internal Auditors (IIA), CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA)).

Eligibility requirements for non-voting councillor members of ARICs

A councillor must demonstrate the following to be appointed as a non-voting ARIC member:

- an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest)
- a good understanding of one or more of the following: risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations
- a capacity to form independent judgements and willingness to constructively challenge/question management practices and information
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of a councillor member of an ARIC, and
- preparedness to undertake any training on the operation of ARICs recommended by the chair based on their assessment of the skills, knowledge and experience of the councillor member.

Note: The mayor cannot be appointed as a councillor member on a council's ARIC.

3. Appointment of ARICs

When selecting ARIC members, councils should ensure the ARIC has an appropriate mix of skills, knowledge and experience to successfully implement its terms of reference and add value. An ARIC should have:

- at least one member with financial expertise (for example, a qualified accountant or auditor or other financial professional with experience of financial and accounting matters), and
- a mix of skills and experience in:
 - business
 - financial and legal compliance
 - risk management
 - internal audit, and
 - any specialised business operations of the council, where the ARIC would benefit from having a member with skills or experience in this area.

All ARIC members should have sufficient understanding of the council's financial reporting responsibilities to be able to contribute to the ARIC's consideration of the annual financial statements.



Each ARIC member should also have sufficient time to devote to their responsibilities.

Where possible, councils should ensure that at least one other ARIC member is also qualified to act as the chair if this is ever required.

Note: Councils must undertake a criminal record and financial status (bankruptcy) check of ARIC chairs and members before their appointment.

AWC Board Meeting Minutes

Meeting of: Alliance of Western Councils (AWC)
Date: 1 July 2022
Time: 8.30am
Venue: Nyngan RSL Club

ATTENDEES:

Cr Craig Davies (Chair)	Mayor Narromine Shire Council
Cr Glenn Neil	Mayor Bogan Shire Council
Cr Barry Holman	Mayor Bourke Shire Council
Cr Vivian Slack-Smith	Mayor Brewarrina Shire Council
Cr Tim Horan	Mayor Coonamble Shire Council
Bob Stewart	Administrator, Central Darling Shire Council
Cr Peter Abbott	Mayor Cobar Shire Council
Cr Mathew Dickerson	Mayor Dubbo Regional Council
Cr Doug Batten	Mayor Gilgandra Shire Council
Cr Jane Keir	Mayor Walgett Shire Council
Cr Milton Quigley	Mayor Warren Shire Council
Derek Francis	General Manager Bogan Shire Council
Leonie Brown	General Manager Bourke Shire Council
David Kirby	General Manager Brewarrina Shire Council
Peter Vlatko	General Manager Cobar Shire Council
Bruce Quarmby	Acting General Manager Coonamble Shire Council
Stephen Wallace	Director Development and Environment
David Neeves	General Manager Gilgandra Shire Council
Jane Redden	General Manager Narromine Shire Council
Michael Urquhart	General Manager Walgett Shire Council
Darren Arthur	Divisional Manager Finance and Administration
Sally McDonnell	Council Secretariat and Minute Taker

GUESTS

Ian George	Western NSW Regional Engagement Manager – Telstra
Fiona Nash	Regional Education Commissioner – Department of Education, Skills and Employment
The Hon Dugald Saunders	Minister for Agriculture and Minister for Western NSW
Ben Walker	Western NSW Advisor, Office of the Hon Dugald Saunders
Ashley Albury	Executive Director Regional Housing Supply Department of Regional NSW
The Hon Scott Barrett MLC	Deputy Government Whip in the Legislative Council, Member of The Nationals
Megan Dixon	CEO and Director of Regional Development, RDA Orana

1 WELCOME

Cr Craig Davies declared the meeting open at 8.35am and Cr Glen Neill then welcomed everyone to the meeting on behalf of Bogan Shire Council.

2 DECLARATION OF INTERESTS

Cr Mathew Dickerson declared an interest on any voting, if any, that may occur as a result of the presentation from Ian George, due to his business affiliation with Telstra.

3 APOLOGIES

Apologies were received for:

Cr Des Kennedy	Mayor Mid-Western Regional Council
Murray Wood	CEO, Dubbo Regional Council
Brad Cam	General Manager Mid-Western Regional Council
Gary Woodman	General Manager Warren Shire Council
Roger Bailey	General Manager Warrumbungle Shire Council
Cr Ambrose Doolan	Mayor Warrumbungle Shire Council
Greg Hill	General Manager, Central Darling Shire Council

2022/12 RESOLVED Cr Barry Holman/Cr Doug Batten, that the apologies received be accepted. CARRIED

4 CONFIRMATION OF MINUTES OF THE GENERAL MANAGERS ADVISORY COMMITTEE (GMAC) MEETING HELD ON 17 JUNE 2022

2022/13 RESOLVED Cr Doug Batten/Derek Francis, that the minutes of the meeting held on 17 June 2022 be received and noted. CARRIED

5 CONFIRMATION OF MINUTES OF MEETING HELD ON 30 MARCH 2022

2022/14 RESOLVED Cr Mathew Dickerson/Cr Doug Batten, that the minutes of the meeting held on 30 March 2022 be received and noted. CARRIED

6 MATTERS ARISING FROM THE PREVIOUS MINUTES AND CORRESPONDENCE

2022/15 RESOLVED Cr Glenn Neil/Cr Tim Horan, that correspondence be received and noted.

It was noted that Minister Bonnie Taylor has shown her interest in attending the next meeting to be held at Bourke in October. CARRIED

Cr Vivian Slack-Smith joined the meeting at 8.43am
David Kirby joined the meeting at 8.45am

7 PRESENTATIONS

7.1 Western NSW Regional Engagement Manager (REM) - Telstra

Ian George (REM), presented and provided the AWC Board with an explanation of his role along with an update on key activities and issues currently being experienced by Telstra.

Cr Jane Keir and Michael Urquhart joined the meeting at 8.55am.

Discussion was held with regards to connectivity in regional and remote areas and the challenges these areas are currently facing.

It was noted that the Hon Michelle Rowland MP, Minister for Communication, has shown interest in attending the next meeting to address the group.

A briefing note is to be prepared and forwarded to the Hon Michelle Rowland MP, along with an invitation to attend the meeting to be held at Bourke in October.

7.2 Regional Education Commissioner – Department of Education, Skills and Employment

Fiona Nash presented and provided the AWC Board with an explanation of her role and how the challenges in rural, regional and remote areas lead to the creation of the role. Fiona's email address was distributed to the group.

8 GENERAL BUSINESS

8.1 Further discussion was held with regard to the General Managers Advisory Committee Meeting Minutes (**Attachment No. 1**), specifically the presentation from Paul Polansky, Transport for NSW.

2022/16 RESOLVED Cr Doug Batten/Cr Barry Holman, that all recommendations from General Managers Advisory Committee Meeting be acknowledged and actioned accordingly.

CARRIED

8.2 Discussion was held with regard to Rural Firefighting Equipment and the recommendations from the Auditor-General to undertake a stocktake of the equipment and record the value in the council's financials statements. Concerns were raised given that Councils don't control the fleet and don't receive any value for them were they to be sold.

2022/17 RESOLVED Cr Barry Holman/Darren Arthur that the Alliance of Western Councils Board write to the Auditor General outlining the concerns of the members in regard to recording the value of the Rural Firefighting Equipment in their respective financial statements.

CARRIED

9 PRESENTATION

9.1 Minister for Agriculture and Minister for Western NSW

The Hon Dugald Saunders MP presented and provided an update to the AWC Board on the following:

- There is currently a statewide lockdown of bees to stop the spread of Varroa Mite, this involves a ban on any movement of hives or tampering with hives. Contract tracing is in progress, following which there will be a staged approach back to normal.
- There are now 17 shires in the Western NSW Boundaries with Gilgandra and Warrumbungle Shires now included.
- Focusing on Connectivity across Western NSW to improve road, air and data. The Government is Working with the private enterprises to assist in the ability to deliver better connectivity.
- Budget and upcoming funding opportunities.
- Discussion held with regard to the challenges around housing for Police, Teachers, Nurses and Doctors, and how it affects the ability to attract these professionals to our areas and keep them.
- Biodiversity – A review of the calculator found that it wasn't working as it should. A new calculator will be released, and Cr Davies will liaise with Mike Mrdak, who is responsible for the Act, to provide an update to all Councils.
- Discussion was held with regard to Doctors and the number of fly in/fly out Locums in our communities along with the difficulties around upskilling of overseas Doctors.

Cr Doug Batten and David Neeves left the meeting at 11.34am

10 FURTHER GENERAL BUSINESS

10.1 Proposed Logo for Alliance of Western Councils

Discussion was held with regard to the suggested logo of Alliance of Western Councils presented to the meeting.

It was noted that a decision will be made at the next meeting where Council's are welcome to present suggested replacements.

10.2 Size of Burrendong Dam Air Space for Flood Mitigation and Drought Proofing

Cr Milton Quigley provided an explanation to the meeting on gaining the groups support with regard to the air space for flood mitigation and drought proofing at Burrendong Dam.

2022/18 RESOLVED Cr Milton Quigley/Cr Peter Abbott that the Alliance of Western Councils Board support the raising of the Full Supply Level (FSL) of Burrendong Dam to 120% of its current full supply level.

CARRIED

It is noted that the vote was unanimous.

Derek Francis left the meeting at 11.54pm

11 PRESENTATIONS

11.1 Executive Director Regional Housing Supply – Department of Regional NSW

Ashley Albury presented and provided the AWC Board with an update on the budget and housing/infrastructure opportunities for the region. Discussion was held with regard to the challenges Councils are currently experiencing across Western NSW.

9 NEXT MEETING

Friday, 14 October 2022 in Bourke. Networking Dinner be held on the Thursday evening 13 October 2022.

It was noted that the following be invited to the meeting;

- The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health, and Minister for Mental Health
- The Hon Michelle Rowland MP, Minister for Communications
- Senator Deborah O'Neill, Senator for NSW – Australian Labor Party
- The Hon Sarah Mitchell MLC, Minister for Education and Early Learning
- The Hon Wendy Tuckerman MP, Minister for Local Government
- The Hon Sam Faraway, Minister for Regional Transport and Roads

It was also noted that the following are to be invited to all Alliance of Western Councils Board Meetings in the future;

- The Hon Dugald Saunders MP, Minister for Agriculture and Minister for Western NSW
- Ben Walker, Western NSW Advisor, Office of the Hon Dugald Saunders
- The Hon Scott Barrett MLC, Deputy Government Whip in the Legislative Council, Member of The Nationals
- Mr Roy Butler MP, Member for Barwon and Member of Shooters, Fishers and Farmers Party

10 CLOSURE OF MEETING

There being no further business the meeting closed at 12.40pm.

The Minutes (pages 1 to 5) were confirmed at a meeting held on the _____ day of _____ 2022, and are a full and accurate record of proceedings of the meeting held on 1 July 2022.

Chair



The Hon. Sarah Mitchell MLC
 Minister for Education and Early Learning
 Deputy Leader of the Government in the Legislative Council

OFFICIAL

Ref: RML22/2038

Cr Craig Davies
 Chair
 Alliance of Western Councils
 PO Box 115
 NARROMINE NSW 2821

mail@narromine.nsw.gov.au

Dear Cr Davies *Craig*

I write in response to your correspondence of 16 May 2022, regarding the level of service provision of educators across Western NSW.

The NSW Government is investing \$125 million over the next four years in the NSW Teacher Supply Strategy which is an evidence-based plan to attract more quality teachers into the profession across NSW. The Strategy's three key priorities are growing the workforce; retraining and upskilling more teachers in high-demand subjects and specialist areas; and boosting the supply of teachers in regional and remote communities.

The Strategy is in addition to an existing spend of approximately \$38 million per year to boost teacher supply and \$15 million to implement priority initiatives in response to the review into the Rural and Remote Incentives Scheme.

Building on our existing pipeline of teachers, the Strategy will deliver 3,700 teachers with the right subject qualifications placed in locations of need over the next 10 years. This includes delivering 1,600 of these teachers over the first five years of the Strategy.

Permanent teacher staffing entitlement (that is, the provision of permanent teaching positions) in NSW public schools is based on student enrolment. Teaching entitlement is inclusive of all teacher, executive and principal positions. The teacher staffing entitlement and vacant positions subject to recruitment action as at 1 June 2022 across the Alliance of Western Councils is in the table below.

Permanent teacher vacancies can occur at any time throughout the year for a range of reasons, including increases in student enrolment, teacher retirement, transfer or promotion. As such, the staffing operation to fill permanent vacancies is continuous, as vacancies occur and are declared by the Principal for recruitment action.

Council	Total teacher entitlement FTE	Total permanent teaching positions (full time and part time) subject to recruitment action
Bogan (A)	41.34	3
Bourke (A)	64.81	11
Brewarrina (A)	29.46	11
Central Darling (A)	44.51	11
Cobar (A)	50.42	4

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Coonamble (A)	65.85	6
Dubbo Regional (A)	575.58	37
Gilgandra (A)	51.26	5
Mid-Western Regional (A)	243.44	9
Narrorinya (A)	76.19	4
Walgett (A)	97.75	16
Warren (A)	26.88	4
Warrumbungle Shire (A)	142.63	9
Total	1,510.09	130

All principals are supported to fill permanent vacancies by the Department of Education's School Recruitment and Placement team, who work closely with principals to recruit and appointment suitably qualified teachers to meet school needs. Recently, the Department has implemented a new Priority Recruitment Support pilot, with a number of schools across the Alliance of Western Councils included. Through this pilot, schools are being provided intensive support to recruit both permanent and temporary or casual teachers, depending on each school's needs.

In September 2021, the Department released a review into incentives offered at eligible rural and remote schools. An initial investment of \$15 million has been made to implement the recommendations of the review, including:

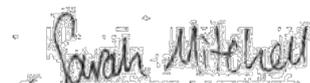
- developing new approaches to attract and retain staff in rural and remote areas;
- updating and simplifying incentives, while also recognising that they form part of a wider range of factors that attract and retain teachers; and
- improving teacher housing in rural and remote communities.

Improvements already delivered following the review includes:

- doubling the targeted recruitment bonus to up to \$20,000;
- from the start of Term 1, 2022, expanding access to incentives to temporary teachers from the start of Term 1, 2022. Current and future temporary teachers (with a minimum tenure of a full term or 10 consecutive weeks) at eligible schools, now have access to a range of benefits including:
 - the rural teacher incentive of up to \$30,000 per annum, which includes a rental subsidy of up to 90 per cent, to assist with accommodation in areas with a shortage of private rental accommodation;
 - the retention benefit of \$5,000 per annum, for a period of ten years; and
 - the experienced teacher benefit of up to \$10,000 per annum, for a period of five years.

Regretfully I was unavailable to attend the meeting on 1 July, however, should you require further information regarding the recruitment of teachers in NSW public schools, and strategies specific to schools within the Alliance of Western Councils, please contact Ms Leah Anderson, Director, Priority Recruitment Support, at Leah.anderson@det.nsw.edu.au or on 7814 1794.

Yours sincerely


 Sarah Mitchell MLC
 12 July 2022

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Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Ken Keith
PO Box 337, Parkes NSW 2870
02 68612333
ABN 92 803 490 533

NOTICE OF GENERAL MEETING

A General Meeting of the Country Mayors Association of NSW Inc will be held on **5 August 2022**, in the Theatre, Parliament House, Sydney, commencing at 8.30am.

Agenda

1. **Attendance**
2. **Adoption of Minutes of Previous Meeting 27 May 2022 (Copy Attached)**
3. **Matters Arising from Minutes**
4. **Correspondence**
 - Outward
 - (a) The Hon Jim Chambers MP, Treasurer, stressing that funding for Local Government should remain at the levels of the previous government and preferably at a higher level
 - (b) The Hon Anthony Albanese MP, Prime Minister, stressing that funding for Local Government should remain at the levels of the previous government and preferably at a higher level
 - (c) Mr Chris Minns MP, Leader of the Opposition NSW, urging bi-partisan support to ensure all 44 recommendations of the Legislative Council Inquiry into Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW are adopted
 - (d) The Hon Dominic Perrottet MP, Premier NSW, urging bi-partisan support to ensure all 44 recommendations of the Legislative Council Inquiry into Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW are adopted
 - (e) The Hon Wendy Tuckermann MP, Minister for Local Government, seeking urgent amendment to clause 34 subsection 2 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021
 - (f) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, seeking urgent amendment to clause 34 subsection 2 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

- (g) Ms Anna Bowden, Head of Social Impact, Royal Far West, thanking her for her presentation to the 27 May 2022 meeting
- (h) The Hon Kevin Anderson MP, Minister for Lands and Water, Minister for Hospitality and Racing, thanking him for his presentation to the 27 May 2022 meeting
- (i) The Hon Wendy Tuckermann MP, Minister for Local Government, thanking her for her presentation to the 27 May 2022 meeting
- (j) The Hon Paul Toole MP, Deputy Premier, Minister for Regional New South Wales, Minister for Police, thanking him for his presentation to the 27 May 2022 meeting
- (k) Adjunct Professor, Ruth Stewart, Commissioner, National Rural Health Commission, thanking her for her presentation to the Health Forum on the 26 May 2022
- (l) Mr Richard Colbran, Chief Executive officer, NSW Rural Doctors Network, thanking him for his presentation to the Health Forum on the 26 May 2022
- (m) Mr Ryan Park MP, Shadow Minister for Health, Shadow Minister for Mental Health, Shadow Minister for the Illawarra and South Coast, thanking him for his presentation to the Health Forum on the 26 May 2022
- (n) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health and Minister for Mental Health, thanking her for her presentation to the Health Forum on the 26 May 2022
- (o) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health and Minister for Mental Health, forwarding to her the list of participants suggestions to move forward with Regional and Rural Health
- (p) The Hon Dominic Perrotet MP, Premier NSW, inviting him to present to next meeting to be held on the 5 August 2022
- (q) The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government, inviting her to present to next meeting to be held on the 5 August 2022
- (r) Mr Edward Cavanough, Executive Director and Director Policy, McKell Institute, thanking him for participating in the Executive Committee meeting held on the 9 June 2022 and inviting him to be a presenter at the Skills Forum on the 4 August 2022
- (s) The Hon Anthony Albanese MP, Prime Minister, regarding the deployment of overseas doctors
- (t) The Hon Mark Butler MP, Minister for Health and Aged Care regarding the deployment of overseas doctors
- (u) The Hon Catherine King MP, Minister for Infrastructure, Regional Development and Local Government regarding continuous funding for the Building Better Regions program
- (v) Cr Linda Scott, President ALGA, seeking support for the continuance of the Building Better Regions program
- (w) Cr Darriea Turley, President, LGNSW, seeking support for the continuance of the Building Better Regions program

Inward

- (a) Mr Marcus Ray, Group Deputy Secretary, Planning and Assessment regarding employment zones reform (Copy Attached)
- (b) Mr Brett Whitworth, Deputy Secretary, Planning Policy, regarding clause 34 subsection 2 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 (Copy Attached)
- (c) The Hon Dugald Sanders MP, Minister for Agriculture, Minister for Western NSW, regarding standards for breeding dogs (Copy Attached)
- (d) The Hon James Griffith MP, Minister for Environment and Heritage, regarding the NSW Biodiversity Offset Scheme (Copy Attached)

- (e) The Hon Dominic Perretot MP, Premier NSW, advising that the Government is currently considering the recommendation of the Legislative Council Inquiry into Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW
- (f) Leeton Shire Council, forwarding letter from LGNSW to the Treasurer, Minister Cooke MP, Auditor General, and Minister Tuckerman MP, regarding treatment of RFS assets (Copy Attached)
- (g) Letter from the Department of Planning and Environment to the Auditor General regarding the treatment of RFS assets (Copy Attached)
- (h) Riverina Joint Organisation regarding the proposal to introduce a Domestic Waste Charge peg (Copy Attached)

5. 8.45am – President Darriea Turley LGNSW Update

6. 9.00am – Presentation – Mr Tom O’Dea, Head of NBN Local NSW

7. 9.30am – Presentation – The Hon Anthony Roberts, Minister for Planning, Minister for Homes

8. Financial Report (Copy Attached)

9. Presentation of Emeritus Mayor Award by Cr Darriea Turley, President LGNSW

10. Morning Tea

11. 10.45am – Presentation – Mr Mike Mrdak AO, External Monitor of the Biodiversity Offsets Scheme, Integrated Improvement and Assurance Program And Team Members from the Department of Planning

12. 11.30am – Presentation – Mr Justin Clancy MP, Parliamentary Secretary for Health

13. General Business

- (a) Recommendation from Scholarship Sub Committee of the Executive Committee That NSW Country Mayors Association adopt an ‘In Principle’ position with implementing a suitable Scholarship programme, to assist in addressing skills shortages in our communities’.and further That the NSW CMA Executive be authorised to compile Criteria and Structure of Scholarship programme, to report back to NSW CMA for final endorsement.
- (b) Suggestions for positive change for Regional and Rural Health
 - (1) Local Health Districts need to introduce measures to hold on to internees
 - (2) Develop a system to get overseas doctors into are communities
 - (3) Support UNE, CSU, and SCU to establish new medical schools
 - (4) Investigate administration and boundaries of Health Districts
 - (5) Have Primary Care nurses connected to hospitals
 - (6) Indigenous Training of indigenous people for their communities
 - (7) Advocacy approach and strategy to be developed by Country Mayors
 - (8) Ensure the State Government reports on the progress of the Inquiry
 - (9) The Commonwealth Government to explain what they are doing in respect of the Inquiry
 - (10) Thank those that have worked hard under a difficult situation
 - (11) Councils build health plans

- (12) The issue is workforce. Where is the workforce and where do you get it
 - (13) Travel allowances to be simplified
 - (14) Need bipartisan support of the 44 recommendations and continuation of Minister for Regional Health (Letters have been sent to the Premier and Leader of the Opposition)
 - (15) Re-establish Hospital Boards
- (c) Introduction of the Country Mayors Lapel Badge

14. Next Meeting

The date of the next meeting is scheduled for Friday, 4 November 2022



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM
PO Box 337 Parkes NSW 2870
02 6861 2333
ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 27 MAY 2022 AUDITORIUM, CLUB YORK, SYDNEY

The meeting opened at 8.35 a.m.

1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor
Armidale Regional Council, Mr James Roncon, General Manager
Ballina Shire Council, Cr Sharon Cadwallader, Mayor
Bathurst Regional Council, Cr Robert Taylor, Mayor
Bathurst Regional Council, Mr David Sherley, General Manager
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bega Valley Shire Council, Mr Anthony McMahon, CEO
Berrigan Shire Council, Cr Matthew Hannan, Mayor
Berrigan Shire Council, Mr Matt Hansen, Deputy CEO
Bland Shire Council, Mr Ray Smith, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Coolamon Shire Council, Cr David McCann, Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Cootamundra-Gundagai Regional Council, Cr Charlie Sheahan, Mayor
Cootamundra-Gundagai Regional Council, Mr Glen Atear, Acting Deputy General Manager
Cowra Shire Council, Cr Bill West, Mayor
Cowra Shire Council, Mr Paul Devery, General Manager
Dubbo Regional Council, Cr Mathew Dickerson, Mayor
Dubbo Regional Council, Mr Murray Wood, General Manager
Edward River Council, Cr Peta Betts, Mayor
Edward River Council, Mr Phil Stone, General Manager
Federation Council, Cr Patrick Bourke, Mayor
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Glen Innes Shire Council, Cr Rod Banham, Mayor
Glen Innes Shire Council, Mr Craig Bennett, General Manager
Goulburn Mulwaree Council, Cr Peter Walker, Mayor

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Goulburn Mulwaree Council, Mr Matt O'Rourke, Acting General Manager
Griffith City Council, Cr John Doug Curran, Mayor
Griffith City Council, Mr Brett Stonestreet, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager
Gwydir Shire Council, Cr Catherine Egan, Deputy Mayor
Hay Shire Council, Cr Carol Oatway, Mayor
Hay Shire Council, Mr David Webb, General Manager
Inverell Shire Council, Cr Paul Harmon, Mayor
Kempsey Shire Council, Cr Leo Hauville, Mayor
Kempsey Shire Council, Mr Craig Milburn, General Manager
Kiama Municipal Council, Cr Neil Reilly, Mayor
Kiama Municipal Council, Ms Jane Stroud, CEO
Leeton Shire Council, Cr Tony Reneker, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Moree Plains Shire Council, Cr Mark Johnson, Mayor
Moree Plains Shire Council, Mr Nick Tobin, Acting General Manager
Murray River Council, Mr Terry Dodds, General Manager
Narrabri Shire Council, Cr Ron Campbell, Mayor
Narrandera Shire Council, Cr Neville Schenka, Mayor
Narrandera Shire Council, Mr George Cowan, General Manager
Oberon Council, Cr Mark Kellam, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Orange City Council, Cr Jason Hamling, Mayor
Orange City Council, Mr Dave Waddell, General Manager
Parkes Shire Council, Cr Ken Keith, Mayor
Singleton Council, Cr Sue Moore, Mayor
Singleton Council, Jason Linnane, General Manager
Temora Shire Council, Mr Gary Lavelle, General Manager
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor
Uralla Shire Council, Bob Crouch, Deputy Mayor
Uralla Shire Council, Ms Kate Jessep, General Manager
Warren Shire Council, Cr Milton Quigley, Mayor
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
LGNSW, Mr Scott Phillips, CEO
ALGA Cr Linda Scott, President
Office of Local Government, Melissa Gibbs, Director Policy and Sector Development

APOLOGIES:

As submitted

SPECIAL GUESTS:

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Cr Linda Scott, President, ALGA
The Hon Wendy Tuckerman MP, Minister for Local Government
The Hon Paul Toole MP, Deputy Premier, Minister for Regional New South Wales,
Minister for Police
The Hon Kevin Anderson MP, Minister for Lands and Water, Minister for Hospitality
and Racing
Mr Scott Phillips, CEO, LGNSW
Ms Anna Bowen, Head of Social Impact, Royal Far West

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 11 March 2022 be accepted as a true and accurate record (Inverell Shire Council / Warrumbungle Shire Council).

3. Matters Arising from the Minutes

Nil

4. Cr Linda Scott, President, ALGA

Cr Scott thanked councils for campaigning Local Government issues in the recent Federal election. The change in government is working to ensure commitments are met and that Labor Party policy is implemented. ALGA has secured commitments for fair funding of Federal Assistance Grants, the Commonwealth Government will match the \$500 million coalition extension to the \$2.5billion Local Roads and Community Infrastructure program and invest a further \$250million, it will provide \$200million for disaster mitigation funding which will be based on application, will provide \$400million for mobile phone coverage in rural and regional areas and to return Local Government to the National Cabinet. ALGA's advocacy priorities are a climate change partnership, affordable housing partnership and circular economy waste innovation and reduction.

5. Health Forum

RESOLVED

1. That following the Country Mayors Health Forum, Country Mayors write to the Premier and Opposition leader thanking them for their representation at the forum through the Minister for Regional Health the Hon Bronnie Taylor MLC and the Shadow Minister for Health Ryan Park and recognise their bipartisan commitment to agreeing to address the rural and regional health issue across regional NSW

2. That Country Mayors seek commitment from the Premier and the leader of the Opposition to implement the recommendations of the Legislative Council Inquiry into the Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote New South Wales

3. That the Country Mayors Executive Committee develop a further set of targeted health related priorities to advocate to both State and Federal Governments to address (Bega Valley Shire Council / Gunnedah Shire Council)

6. The Hon Wendy Tuckerman MP, Minister for Local Government

The Minister is pleased to have been appointed and wants to be a strong advocate for Local Government. She has discussed the 2022/23 rate variation with IPART and was able to get the variation resolved. There are challenges with the Environmental Services Levy but additional resources have been provided and additional funding has been pushed through for increased costs incurred by councils. The government has supported flood affected communities in northern NSW and has introduced a support program for skills for councils most in need. The OLG priorities are Sustainability and an IPART review. Some councils are not sustainable and there is a need to get those councils to be able to provide services to their communities. The Minister does not want the Office of Local Government reduced down to small numbers. A conduct review is to take place as there are a number of issues around the State. Joint Organisations are calling for more resourcing and a consultation process is to commence shortly.

7. The Hon Paul Toole MP, Deputy Premier, Minister for Regional New South Wales, Minister for Police

If regional NSW is going well then NSW is going well. The Minister wants to knock on the doors of the new Commonwealth Ministers to make sure regional and rural NSW is not forgotten. He will stand up for rural NSW. The Minister wants communities first and wants a government that responds to emergencies. Regional NSW has become a great place to live and government investment has transformed communities. Lots of projects are being undertaken not only large but also small such as overtaking lanes and the replacement of timber bridges. Regional Growth is funding 2700 projects across the State. Improved facilities support other services such as tourism and recreation opportunities. The Regional Job Creation Fund is creating 7,000 jobs in regional NSW, and Resources for Regions is supporting communities affected by mining, while connectivity for phone coverage although not a State responsibility is being supported by the government. Policing was a role he took on because additional police are required in rural NSW and he wants to ensure that it gets its fair share of police resources. The State government wants to work with Local Government and wants to do projects in partnership with Local Government

8. The Hon Kevin Anderson MP, Minister for Lands and Water, Minister for Hospitality and Racing

The Minister can understand the frustration with dealing with government departments and invites us to contact his office if there is frustration in cutting through the red tape. There are 233 Safe and Secure water projects that are being undertaken. The State has gone from running out of water to a plentiful supply causing different challenging issues. The Water Efficiency Program fixes leaks. The Crown Reserve Improvement Fund has an additional \$7million. There is \$29million available for improvements to racetracks and \$72million for showground maintenance upgrades. Crown land needs to be unlocked for social and affordable housing. The Department can work with land claims at a local level and it is open to working with them.

9. Mr Scott Phillips, CEO, LGNSW

Mr Phillips provided a report on the work of LGNSW since the last meeting on advocacy priorities and updates including Domestic Waste Management Charges Review, Emergency Services Levy and Rural fire Service Assets, ePlanning and NSW Planning Survey, and Housing and outlined advocacy wins such as the 2022-2023 rate peg determination, extra finance to cover the ESL increase for 2022-23, the new report on rural, regional and remote health crisis, the parliamentary inquiry into the conduct of elections held under COVID-19 conditions, flood relief for councils and funding for modular housing package for flood affected communities

10. CORRESPONDENCE

Outward

- (a) The Hon Sam Faraway MP, Minister for Regional Transport and Roads thanking him for his presentation to the 11 March 2022 meeting
- (b) Mr Simon Hunter, Executive Director Strategy and innovation, NSW Department of Planning and Environment, thanking him for his presentation to the 11 March meeting 2022
- (c) The Hon Dominic Perrottet MP, Premier, inviting him to present at the 27 May 2022 meeting
- (d) The Hon Wendy Tuckerman MP, Minister for Local Government, regarding the inclusion of RFS Assets in a council balance sheet
- (e) The Hon Kevin Anderson MP, Minister for Lands and Water, and Minister for Hospitality and Racing inviting him to present at the 27 May 2022 meeting
- (f) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, following up the Associations letter to Minister Stokes regarding employment zones
- (g) The Hon Paul Toole MP, Deputy Premier, Minister for Regional NSW and Minister for Police, inviting him to present at the 27 May 2022 meeting
- (h) The Hon James Griffin MP, Minister for Environment and Heritage regarding impacts on rural NSW by the Bio Diversity Offset Scheme
- (i) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health and Minister for Mental Health, regarding the holding of a Rural Health Forum

Inward

- (a) Ms Ally Dench, Executive Director, Local Government, Office of Local Government NSW, regarding Joint Organisations and the Rural Council Model
- (b) Cr Rick Firman OAM, Chairman, Riverina JO, regarding the IPART Peg Methodology
- (c) El Smith, Director of Administration and Finance, Temora Shire Council, regarding the IPART Peg Methodology

NOTED

11. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Gunnedah Shire Council / Leeton Shire Council)

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12. Ms Anna Bowen, Head of Social Impact, Royal Far West

Royal Far West has a long history with rural NSW and although based in Sydney many staff are from country areas. Rural communities are doing it tough and rural children are worse off developmentally than their city counterparts due to environmental and social reasons. Royal Far West provides 750 children with pediatric services, it has a bushfire program and a flood intervention program. They are getting smarter and more effective in recognizing what works. The royal far west is affected by the workforce shortage so are backing that up with telehealth.

13 Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

RESOLVED that Country Mayors seek to meet with the NSW Minister for Local Government and the Minister for Planning to seek an urgent amendment to the Environmental Planning and Assess (Development Certification and Fire Safety) Regulation 2021 (Murray River Council / Tenterfield Shire Council)

14. New Commonwealth Government Programs

RESOLVED That Country Mayors requests that the new Commonwealth Government commit to or enhance the Local Governments programs of the previous government (Armidale Regional Council /Bega Valley Shire Council)

There being no further business the meeting closed at 12.05pm.

Cr Ken Keith OAM
Chairman Country Mayor's Association of NSW



Gulargambone Community Enterprises Co-Operative Limited
 17 Skuthorpe Street
 Gulargambone NSW 2828
 ph: 0457 082 098
 ABN 36 545 897 072

6 July 2022

Mayor Tim Horan
 Coonamble Shire Council
 COONAMBLE NSW 2829

Dear Mayor Horan and Councillors

RE: PAVE THE WAY TO GULAR ART WORK PROTECTION

The Gular Co-op are well into preparations for its fourth festival this September and is partnering with two eight two eight for the gala 20-year anniversary *Dinner under the Stars*.

We pride ourselves on the variety of public art work we present each festival. This year you would be aware, we are installing three large billboards on the crown land allotments along the Riverwalk beside the goanna sculpture. In preparation for the site, we have hosted a bus load of UTS volunteer students over the weekend to help clean up the Riverwalk adjacent to where the billboards will stand.

The format for the festival will see 9 artists converge on the town two days beforehand. The old service station corner Bourbah Street and Castlereagh Highway will receive an eye-catching makeover by Melbourne artist Manda Lane with 2 in assistance (John and Viki Murray). This is a work scheduled for last festival, however owing to Manda going into lockdown the week prior, it had to be deferred.

Six other artists have now been selected for the billboard project with their concept artworks approved. The theme this year: "Thought provoking; a statement piece; even provocative (maybe political, protest, environmental, contemporary life)". To encourage highway traffic to stop off to view the billboards, it will require the feedback to be worthy of a deviation to the visitor's travels. So, get ready to be "Wowed" by the subject material.

Now to the subject a little less appetising, that of artwork protection. It's now past 4 years since the Sacred Kingfisher was installed on the water tower. Due to its western facing aspect, it is faring the brunt of our harsh weather and sadly faded significantly. I understand Andi Mether of Zest International approached Mr Bason and Ms Goldsmith with a view to restoring the artwork to its original colour and placing a protective coat of paint to seal the work.

I have since received a quote from Zest (which will need to be negotiated) and would now like

{ paving the way to a stronger community }

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to approach Council to support the Co-op to not only protect the water tower, but all the murals (currently 15, another 8 being added this festival). It is important to note, Co-op will include in its budget this vital protective coating on all artworks from now onwards.

As you are aware, the Sacred Kingfisher was the subject of an Australian stamp, and as part of the Silo Art Trail, it has brought a significant number of visitors to the Shire. As has no doubt the balance of public art we have created in this brief period since Pave the way 2018.

I propose that the Co-op manage Zest International and the restoration work of the tower along with the other murals, while Council make a sizable donation available to the Co-op to do so; in the vicinity of \$27,000. To put this in perspective, Zest have quoted \$35,200 incl just for the tower project with a good deal of conditions and stipulations.

Timing is of the essence as I envisage this work being undertaken during Festival week to add activity and intrigue. My plan for the shortfall is to attract sponsorship to leverage the cost. It would be difficult to sell sponsorship outside from the Festival with its various marketing opportunities. Please may I have your response at your earliest opportunity; in terms of timing the Festival feels like it's just around the corner.

Yours sincerely

ANNIE HALING
Director / Volunteer

'PAVE THE WAY TO GULAR'

ARTWORKS PRESERVATION & 2022 FESTIVAL

REPORT

PRESENTED ON BEHALF OF



Written by Annie Haling
"Wilga"
Gulargambone 2828
anniehaling@bigpond.com
0428 061063

ARTWORKS PRESERVATION

Undertaken by the Gulargambone Community Enterprise Co-operative

About this project

The water tower mural "Lucky Dip" created by Jenny McCracken was painted in April 2018. Facing the western sun 365 days per year it is showing signs of paint colour deterioration as noted between photos 1 and 2 particularly the yellow colours.

A sample clean was undertaken on the bottom right-hand corner of the artwork where there was a range of colours and paint oxidation was evident by the powdery excess wiped off.

The artwork will require a complete clean undertaken by Techni-clean, an experienced firm that has completed similar cleans on water towers including Warren and Nevertire. The use of warm soapy water is all that is required but with a gentle force not to disturb the paint.

Once the cleaning process has been completed, a wax protective coating can be applied. This waxed coating, known as Techniseal is used on murals throughout the country including on artworks in Sydney, Canberra and Brisbane by the same firm. Techniseal is predominantly used to protect artworks from graffiti, however it will also provide protection against the elements of weather. It has a longevity of 10 years, breaking down in this time. Subsequent to this the clean and re-application is carried out once again.

Enquiries with Zest International to have the Kingfisher "touched up" after the cleaning and before the wax coating did not vary from the initial quote of \$32,000 and is therefore deemed not cost effective.

Other murals that require the Techniseal coating include James Giddy's Pair of Galahs; John Murray's Bus Shelter; D'Nart's Amenities Block; John Murray's Attack of the Cupids; Goodie's CRT Store; Shannon Kean's Farmyard Animals; Sam Brooks Courtyard landscape; Rudy Kistler's Wave of Wheat; Clair Foxton's Peter Simpson Mural and six new murals which will be created on the 3 installed Billboards over Festival weekend.

Artists have designed provocative concepts referencing climate change, animal extinction, mental health and other environmental and political issues, promising a myriad of interesting and exciting live paintings and large-scale works. Artists include Lukas Kasper, Suki Art, Zac Craig, Leo Uribe, Michael Bourke and Frank Wright for the Billboard murals.

Other artworks include artist Manda Lane doing Botanicals on the Spora Service Station Cnr Highway and Bourbah Street in conjunction with John and Viki Murray. While Viki will also create a stencil work depicting real people photographed at Climate Change rallies on the wall adjacent to the Gulargambone Hotel. I will take advice on whether these two artworks should receive the Techniseal protection.

Project plan and timeline

- The project will be managed by myself as Co-op Event Co-ordinator.
- Ideally the work would be carried out over festival weekend 10-11 September to add activity and intrigue to the events. Alternatively, the work could be carried out the week leading into the festival.

Reasoning

Protecting the artworks up until now has proved a cost that the Co-op has not been able to cover. The calibre of artists the Co-op has attracted has been of a very high standard and renowned and prolific

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in the arts industry both nationally and internationally. To be able to continue to build on this quality product and add new dimensions to the artistic vision, this year's focus of the festival is the installation of the billboards. This is also due to lack of appropriate surfaces and buildings left available to paint.

Benefits of the project

The major benefits of having so much public art is a boost in town morale and pride, especially evident as the festival was established in the midst of the drought. It has beautified the town providing attractive public spaces, a quality that drives traffic into the CBD, boosting the local economy and an increase in tourism, measured by the increased occupation of the Gulargambone Caravan Park. Our town is unique and we believe we can continue to attract even more tourism by continuing with the Co-op's vision of beautifying our town, building a cultural product for the region, improving liveability and supporting our local businesses.

Budget

Clean and protect the water tower artwork as per Techni-Clean Quote	\$12,500 + gst
Supply 25m EWP x 4 days hire & delivery/pickup	4,000 + gst
Protection of suggested murals @ \$30.00 per m2 – estimate 359 m2	10,770 + gst
TOTAL	\$27,270 + gst

Festival Projects requiring Consent from Council

Lighting

The Co-op will be lighting up a section of the Riverwalk for Saturday night's Dinner under the Stars on the back block of two eight two eight (see attached example). Once this function is over, we propose moving the lighting to place amongst the trees on the southern end of the Coonamble Street Island. In addition, we would like to light up the "Arboreal Metamorphosis" Galah Sculpture. The Co-op would fund this project within this year's budget. This is currently being researched with findings presented at the next Council meeting. Only solar lighting options will be considered. We are asking for Council approval to undertake this project at our expense.

Repositioning of "Arboreal Metamorphosis" Sculpture

The Co-op has been surveying visitors of the Caravan Park since April this year to determine if this sculpture has been noticed by them. The results will be revealed once we have a significant number of respondents, but thus far there is an overwhelming number of visitors who have not noticed this very significant sculpture. Currently the survey is indicating 83% visitors have failed to notice it. That's not a cost-effective piece of public art.

We understand that it was designed to blend with the gum leaves and trees. I also understand Council were to complete a gravel surround and garden to make it stand out. Regardless of these minor enhancements (which will require additional maintenance), we still believe the sculpture is lost amongst the camouflage and those enhancements will do little to make it stand out.

We propose that an application be made to RMS to reposition the sculpture on the RMS managed side of the island some 8m from where it currently stands. This will allow clean air from the trees, bus shelter and picnic table. An application to RMS would need to occur and then on approval, another hole bored, extraction of the sculpture and reposition in the new hole. Once lit up at night it would be our most prominent sculpture. Should Council not be willing to carry out this suggestion, the Co-op would be.

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Gulargambone Oval Sporting Amenities

The better brick amenity block and catering shelter at the Gulargambone Oval are still in their raw state. Given the number of sporting carnivals and rugby games held at these grounds it really is a major oversight. The Co-op proposes that Council undercoat the structures with Bondcrete or similar product and apply two coats of an appropriate paint.

If this is completed in a timely manor, the Co-op will undertake to have sporting artwork painted on these structures during the festival.

The Festivities

We have our biggest festival budget this year with the installation of the 3 billboards, 8 visiting artists, a videographer working with the school children, the largest number of stallholders yet, a musical duo to entertain, a unique crowd participation project which will become a sculpture along the Riverwalk and more.

With two eight two eight's 20-yr anniversary *Dinner under the Stars* on Saturday night and Langley's Coaches booked from Dubbo for the closing day of the festival, it's certain to be an unrivalled success with a new Spring date. Coupled with a 15 sec Prime TV advertising campaign, it is planned Gulargambone will be the talk of the region.

We ask Council to give your consideration to funding the preservation of our murals thus far, with the understanding that we will factor in the protection of artworks moving forward after this festival. Timing is critical if this work is to be completed in the leadup or during the festival.

Jenny McCracken
Water tower





John Murray
Bus shelter & side of Spar





Sam Brooks progress shot
Bourbah Street courtyard
(concept: inset below)











Proposed site for Galah (move deciduous/dead tree and tree guard)



Gulargambone Oval Amenity blocks

10.4 LGNSW 2022 ANNUAL CONFERENCE

File Number: L 10-3

Author: Marina Colwell-Executive Support Officer

Authoriser: Bruce Quarmby, Acting General Manager

Annexures:

1. Draft Draft Program - Day 1
2. Draft Program - Day 2
3. Draft Program - Day 3
4. Draft Program - Optional Events
5. Draft Program - Social Events
6. Draft Program - Workshops

PURPOSE

The purpose of this report is for Council to decide to either nominate Council representatives to attend the Local Government NSW (LGNSW) Conference in the Hunter Valley from 23 to 25 October 2022.

BACKGROUND

The annual conference is the main policy making event for the peak body of the local government sector in NSW and presents Council with an opportunity to submit motions for consideration and debate by delegates.

Motions passed at the Conference become “resolutions”, which LGNSW takes forward on behalf of its member councils as part of the local government industry’s advocacy agenda.

The conference will be following Government guidelines on holding safe events and social distancing, noting that these requirements can change in the future. The organisers will be following hygiene and safe practices by cleaning surfaces, arranging seating, overseeing food preparation, and transport, as well as medical assistance as required.

(a) Relevance to Integrated Planning and Reporting Framework

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

(b) Financial Considerations

The *Early Bird Membership* for the 2022 Annual Conference is \$1,088.00 per person, plus the cost of the Conference Dinner at \$250.00 per person, as well as the cost of travel and accommodation if paid before 17 August 2022. Council annually provides for a Delegates Expenses item in the budget to cover this expenditure.

COMMENTARY

This Conference is Council's most important opportunity to network with other local government areas from across the State. It provides Councillor Workshops, which are optional events and include the following topics:

- Universal Urban Design and Local Government.
- Smart Places – How Can Your LGA Benefit?
- Managing Pests and Weeds: Biosecurity and Your Council Protecting the Economy, Environment and Community.
- Building a new, resilient LG Sector, reset, reshape and resilience.

The Early Bird Registration costs are as follows (if paid by 17 August 2022):

Member Early Bird Registration	\$1,088.00 per person
Member Standard Registration (paid between 18 August and 10 October 2022).	\$1,430.00
Conference Dinner Ticket (optional) Not included in the registration costs.	\$250.00 per person
Councillor Training workshop (four options)	\$99.00 for Members
ALGWA Breakfast	\$88.00 for Members

The draft Program are attached to this report.

(a) Governance/Policy Implications

Councillors and executive management must stay current of developments within the local government sector in order to adequately fulfil their roles and functions.

The conference would also include the opportunity for Council's representatives to network with other Councils' delegates in identifying and addressing the challenges that the sector is continually being faced with.

(b) Legal Implications

Nil.

(c) Social Implications

Nil.

(d) Environmental Implications

Nil.

(e) Economic/Asset Management Implications

Liaising with other local government areas raises the possibility of being able to learn from and assess innovative methodologies of economic and

asset management, which could be potentially have a beneficial outcome for Council in the longer term.

(f) Risk Implications

Nil.

CONCLUSION

The Conference will focus on current and future challenges that face all NSW Councils. It provides an opportunity to keep representatives updated on all aspects relative to the local government sector.

Therefore, it is recommended for Council to nominate the positions of Mayor, Deputy Mayor and General Manager to attend this Conference.

RECOMMENDATION

- 1. That Council nominates the positions of Mayor, Deputy Mayor and General Manager to attend the Local Government NSW (LGNSW) Conference that is scheduled to be held on 23 to 25 October 2022 in the Hunter Valley.**
- 2. That Council, consistent with its current practice, nominates the Mayor as its voting delegate for purposes of electing the LGNSW President and Executive Board Members, as well as for voting on motions discussed at annual conferences.**
- 3. That Council takes advantage of the “early bird” registration fee of \$1,088.00 per person, to be paid by 17 August 2022.**

Conference Program

23 OCTOBER

<p>12.15pm</p>	<p>Pre-booked bus transfers to Crowne Plaza Hunter Valley from selected hotels</p>
<p>12.30pm – 7.45pm</p>	<p>Galleria foyer (ground level) Registration desk operational</p>
<p>1.30pm – 3.00pm</p>	<p>Semillon Room 1 (level 2) Workshop #1: Universal Urban Design and local government: creating welcoming, vibrant, safe and inclusive communities</p>
<p>1.30pm – 3.00pm</p>	<p>Semillon Room 2 (level 2) Workshop #2: Creating Smart Places – How Your LGA can Benefit</p>
<p>1.30pm – 3.00pm</p>	<p>Semillon Room 3 (level 2) Workshop #3: Managing Pests and weeds: Biosecurity and your council protecting the economy, environment and community</p>
<p>1.30pm – 3.00pm</p>	<p>Verdelho Room (level 2) Workshop #4: Building a new, resilient LG sector – Reset, Reshape and Resilience</p>
<p>2.45pm</p>	<p>Pre-book bus transfers to Crowne Plaza Hunter Valley from selected hotels</p>

<p>3.00pm – 3.40pm</p>	<p>Trade Area (Exhibition Centre, ground level) Refreshment Break</p>
<p>3.45pm – 3.50pm</p>	<p>Cabernet Merlot Room (ground level) Keynote sponsor introduction by <u>TPG Telecom</u> (https://www.tpgtelecom.com.au/)</p>
<p>3.50pm – 4.40pm</p>	<p>Cabernet Merlot Room (ground level) Keynote address: John Brogden AM (Lifeline International)</p>
<p>4.45pm – 5.00pm</p>	<p>Cabernet Merlot Room (ground level) Presentation of the A.R. Bluett Awards by the Trustees</p>
<p>5.00pm – 5.15pm</p>	<p>Cabernet Merlot Room (ground level) Official Opening LGNSW Conference</p>
<p>5.15pm – 7.45pm</p>	<p>Poolside, Crowne Plaza Hunter Valley President’s Welcome Reception sponsored by <u>Statewide Mutual</u> (https://www.statewidemutual.com.au/) (featuring Hunter Valley food and wine) Pre-booked bus transfers from Crowne Plaza Hunter Valley to selected hotels</p>

*** Conference program** may be subject to change

Conference Program

24 October

<p>From 7.30am</p>	<p>Pre-booked bus transfers to Crowne Plaza Hunter Valley from selected hotels</p> <p>Trade Area (Exhibition Centre, ground level) Light refreshments</p>
<p>7.30am – 5.00pm</p>	<p>Galleria foyer (ground level) Registration desk operational</p>
<p>9.05am – 9.10am</p>	<p>Cabernet Merlot Room (ground level) Conference Introduction by Scott Phillips, Chief Executive, LGNSW</p>
<p>9.10am – 9.15am</p>	<p>Cabernet Merlot Room (ground level) Welcome to Country on behalf of Metropolitan Local Aboriginal Land Council</p>
<p>9.15am – 10.00am</p>	<p>Cabernet Merlot Room (ground level) Opening of the Federal and State conferences, adoption of standing orders, business sessions and consideration of motions and conference business. Opening Address by Cr Darriea Turley AM President, LGNSW Presentation of financial reports (Treasurer)</p>
<p>10.00am</p>	<p>Cabernet Merlot Room (ground level) Demonstration of voting procedure. Commencement of consideration of motions and conference business</p>

<p>10.55am – 11.00am</p>	<p>Cabernet Merlot Room (ground level) Presentation from Cr Linda Scott, President Australian Local Government Association (ALGA)</p>
<p>11.00am</p>	<p>Trade Area (Exhibition Centre, ground level) Refreshment break with distinguished partner <u>Transport For NSW</u> (https://www.transport.nsw.gov.au/)</p>
<p>11.30am – 11.35am</p>	<p>Cabernet Merlot Room (ground level) Address by Premier Partner <u>nbn</u> (https://www.nbnco.com.au/)</p>
<p>11.35am – 1.00pm</p>	<p>Cabernet Merlot Room (ground level) Consideration of Conference Business (continued)</p>
<p>1.00pm – 1.05pm</p>	<p>Cabernet Merlot Room (ground level) Address by Elite Sponsor <u>StateCover Mutual</u> (https://www.statecover.com.au/)</p>
<p>1.05pm – 2.15pm</p>	<p>Trade Area (Exhibition Centre, ground level) Lunch with Elite Sponsor <u>StateCover Mutual</u> (https://www.statecover.com.au/)</p>
<p>1.05pm – 2.20pm</p>	<p>Semillon Ballroom (level 2) <u>StateCover Mutual</u> (https://www.statecover.com.au/) Members' Lunch – GMs and CEOs are invited to join StateCover Mutual for a member networking event</p>
<p>2.20pm – 3.30pm</p>	<p>Cabernet Merlot Room (ground level) Consideration of Conference Business (continued)</p>
<p>3.30pm – 4.00pm</p>	<p>Trade Area (Exhibition Centre, ground level) Refreshment Break with Distinguished Partner <u>Landcom</u> (https://www.landcom.com.au/)</p>

<p>4.00pm – 5.05pm</p>	<p>Cabernet Merlot Room (ground level) Consideration of Conference Business</p>
<p>5.05pm – 5.35pm</p>	<p>Trade Area (Exhibition Centre, ground level) Networking</p>
<p>5.15pm</p>	<p>Pre-booked bus transfers from Crowne Plaza Hunter Valley to selected hotels</p>
<p>6.30pm</p>	<p>Pre-booked bus Transfers to Hope Estate Vineyards from selected hotels</p>
<p>From 7.00pm</p>	<p>Hope Estate Vineyards Local Government NSW Conference Dinner and entertainment with Elite Sponsor <u>StateCover Mutual</u> (https://www.statecover.com.au/). Presentation of Local Government Service Awards</p>
<p>10.30pm</p>	<p>Pre-booked bus Transfers from Hope Estate Vineyards to selected hotels</p>

*** Conference program** may be subject to change

Conference Program

25 October

<p>From 7.30am</p>	<p>Galleria foyer (ground level) Registration desk operational</p> <p>Pre-booked bus transfers to Crowne Plaza Hunter Valley from selected hotels</p> <p>Trade Area (Exhibition Centre, ground level) Light refreshments</p>
<p>7.30am – 8.45am</p>	<p>Semillon Ballroom (level 2) Australian Local Government Women’s Association (ALGWA NSW) Breakfast</p>
<p>9.00am – 10.00am</p>	<p>Cabernet Merlot Room (ground level) Housekeeping and introduction</p> <p>Keynote address followed by Q&A – The Future of Local Government</p>
<p>10.00am – 10.05am</p>	<p>Address from Distinguished partner <u>Transport For NSW</u> (https://www.transport.nsw.gov.au/)</p>
<p>10.05am – 10.40am</p>	<p>Trade Area (Exhibition Centre, ground level) Refreshment break with Distinguished Partner <u>Active Super</u> (https://www.activesuper.com.au/)</p>
<p>10.40am – 10.45am</p>	<p>Address from Distinguished partner <u>Active Super</u> (https://www.activesuper.com.au/)</p>

<p>10.45am – 11.40am</p>	<p>Cabernet Merlot Room (ground level) Keynote address – Re-imagining Our Future Workforce with Simon Kuestenmacher, followed by case studies and Q&A</p>
<p>11.40am – 11.45am</p>	<p>Address from Distinguished partner <u>Landcom</u> (https://www.landcom.com.au/)</p>
<p>11.45am – 12.45pm</p>	<p>Cabernet Merlot Room (ground level) Final Keynote Session – Crime Prevention in NSW</p>
<p>12.45pm – 1.00pm</p>	<p>Cabernet Merlot Room (ground level) Final remarks from President LGNSW, including Annual Conference 2023 announcement and Conference Close</p>
<p>1.00pm – 2.00pm</p>	<p>Trade Area (Exhibition Centre, ground level) Collect and go – lunch box style. Trade Exhibition closes at 2.00pm</p> <p>Pre-booked bus transfers from Crowne Plaza Hunter Valley to selected hotels</p>

*** Conference program** may be subject to change

Conference Program

Optional

<p>Conference Dinner</p>	<p>Hope Estate Vineyards 24 October, 7pm-10.30pm – \$250.00pp (inc GST). Pre-booked bus transfers from 6.30pm. Will include presentation of Local Government Service Awards.</p>
<p>StateCover Mutual Lunch</p>	<p>Semillon Ballroom (level 2) 24 October, 1.05pm to 2.20pm: Exclusive to GMs and CEOs. Sponsored by StateCover Mutual (https://www.statecover.com.au/)</p>
<p>ALGWA Breakfast</p>	<p>Semillon Ballroom Level 2 25 October: Australian Local Government Women’s Association (ALGWA NSW) Breakfast from 7.30am – 8.45am. Cost is \$88.00pp (inc GST)</p>

*** Conference program** may be subject to change

Conference Program

Social Events

<p>President's Welcome Reception</p>	<p>Poolside, Crowne Plaza Hunter valley 23 October, 5.15pm to 7.45pm. Featuring Hunter Valley Food and wine. Sponsored by <u>StateWide Mutual</u> (https://www.statewidemutual.com.au/)</p> <p>The President's Welcome Reception is included in your registration. Tickets for partners and extra guests of members can be purchased at time of registration.</p>
<p>Conference Dinner</p>	<p>Hope Estate Vineyards 24 October, 7pm to 10.30pm.</p> <p>The conference dinner and entertainment is optional and tickets are \$250.00pp (inc GST). Pre-booked bus transfers from 6.30pm. Presentation of Local Government Service Awards will be made during the Conference Dinner. Sponsored by <u>StateWide Mutual</u> (https://www.statewidemutual.com.au/)</p>

*** Conference program** may be subject to change

Conference Program

Workshops

<p>1.30pm – 3.00pm</p>	<p>Choose any one of the four workshop options</p> <p>Semillon Room 1 (level 2) Workshop #1: Universal Urban Design and Local Government: Creating Welcoming, Vibrant, Safe and Inclusive Communities – \$99.00pp (inc GST). Afternoon tea served in Exhibition Centre at conclusion of workshop.</p>
<p>1.30pm – 3.00pm</p>	<p>Semillon Room 2 (level 2) Workshop #2: Smart Places – How Can Your LGA Benefit? \$99.00pp (inc GST). Afternoon tea served in Exhibition Centre at conclusion of workshop.</p>
<p>1.30pm – 3.00pm</p>	<p>Semillon Room 3 (level 2) Workshop #3: Managing Pests And Weeds: Biosecurity and Your Council Protecting The Economy, Environment and Community – \$99.00pp (inc GST). Afternoon tea served in Exhibition Centre at conclusion of workshop.</p>
<p>1.30pm – 3.00pm</p>	<p>Verdelho Room (level 2) Workshop #4: Building a new, resilient LG Sector, reset, reshape and resilience – \$99.00pp (inc GST). Afternoon tea served in Exhibition Centre at conclusion of workshop.</p>

* **Conference program** may be subject to change

10.5 UPDATED DONATIONS POLICY

File Number: Donations - D7
Author: Deborah Tatton, Finance and Procurement Manager
Authoriser: Bruce Quarmby, Acting General Manager
Annexures: 1. Revised Donation Policy and Forms

PURPOSE

The purpose of this report is to provide Council with an updated Donations Policy.

BACKGROUND

Council adopted a Donations Policy in August 2019 to provide the opportunity for local organisations / charities to apply for financial assistance under a fair and equitable process for projects considered to benefit the community.

After careful consideration, Council at its March 2022 meeting, passed the following resolution.

RESOLUTION 2022/59

Moved: Cr Karen Churchill
Seconded: Cr Terence Lees

- 4. That Council amends its current Donations Policy to increase the number of times that Council will consider applications for financial assistance to four times per year, and that the effectiveness and efficiency of this change be revisited after a period of 12 months.**

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Cr Barbara Deans

CARRIED 7/1 Carried

As a point of clarification, the Mayor stated that with this change in frequency, it is not the expectation for Council staff to be advertising four funding rounds, rather, that applications will be presented to Council for consideration on a rolling basis four times per year.

It should also be noted that in accordance with Council resolution 2022/07, passed at its January 2022 Council meeting, it was also resolved that the whole of Council would serve as the Donations Committee.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4 Governance is open and transparent

(b) Financial Considerations

An amount of \$75,000.00 has been included in the donations vote for the 2022 / 2023 financial year.

COMMENTARY

To accommodate the intent of the two (2) above Council resolution the Clause B) of the donations policy has been amended to reflect the following.

b) Non Pre-approved Donations

In August and February each year Council will place an advertisement in the Coonamble Times inviting local not-for-profit community groups to submit their requests to Council for consideration of a donation.

Applications received during the year will be collated and presented to Council for consideration at its September, December, March, and June Council meetings. As the whole of Council serves as the Donations Committee the recommendations made from the committee will form the Council resolution.

Applications under this category may include requests for Council to donate the value of the community group's annual general-purpose rates, if applicable. Requests for the donation of the value of rates will be considered in the same manner as other donations.

The proposed amendment to the Donations Policy is minor in nature and is in effect enacting Council resolutions. A copy of the updated Donations Policy has been attached as Annexure 1 to this report.

(a) Governance/Policy Implications

Sections 23 and 24 of the *Local Government Act 1993*.

(b) Legal Implications

No legal implications are associated with this report.

(c) Social Implications

No social implications are associated with this report.

(d) Environmental Implications

No environmental implications are associated with this report.

(e) Economic/Asset Management Implications

No economic / asset management implications are associated with this report.

(f) Risk Implications

No risk implications are associated with this report.

CONCLUSION

Following the passing of Council resolution 2022/07 and resolution 2022/59 updates to the current Donation Policy are required and that the effectiveness and efficiency of these changes be revisited after a period of 12 months.

RECOMMENDATION

- 1. That Council notes the information in this report.**
- 2. That Council adopts the revised Donations Policy, as attached to this report.**

RESOLUTION NO:	MEETING:
4461	14 August 2019

It is Council's policy to ensure that its community service obligations concerning the granting of donations to community groups are met in an open, fair and transparent manner and that the administration work in considering donations is streamlined as much as possible.

Each year Council receives numerous requests for donations. These requests can broadly be classified into three (3) categories namely:

1. Local Organisations
2. Community Organisations
3. Council list of organisations to which donations are made categorised as:
 - a) Pre-approved donations
 - b) Non pre-approved donations
 - c) Mayoral donations.

1. Local Organisations

Due to the large number of requests for donations from non-local organisations, Council will generally only make donations to local organisations with the exception of the Pre-approved Donations listed in Section 3 a) of this policy.

Donations to this category should be limited to \$100.00 per year per organisation.

2. Community Organisations

Council will only make donations to community organisations, not individuals. This will remove any public perception that may exist concerning Council favouring one (1) individual over another.

3. Council list of Organisations to which donations are made

a) Pre-approved Donations

This section contains a list of organisations that Council will make an annual donation to without the need for the organisation to apply to Council for the donation. The following organisations have been included in this section:

- Royal Flying Doctor Service \$100
- St Vincent de Paul \$100
- Salvation Army \$100
- Cancer Council \$100
- National Heart Foundation \$100

Donations Policy

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b) Non Pre-approved Donations

In August and February each year Council will place an advertisement in the Coonamble Times inviting local not-for-profit community groups to submit their requests to Council for consideration of a donation.

Applications received during the year will be collated and presented to Council for consideration at its September, December, March, and June Council meetings. As the whole of Council serves as the Donations Committee the recommendations made from the committee will form the Council resolution.

Applications under this category may include requests for Council to donate the value of the community group's annual general-purpose rates, if applicable. Requests for the donation of the value of rates will be considered in the same manner as other donations.

All applications must be on the Coonamble Shire Council's Application form which lists the Application Guidelines. Successful applicants are required to complete a Community Donation Report and return it to Council by the end of the financial year in which the donation was given. If a Community Donation Report is not received by Council on the due date, future applications for donations may be declined.

c) Operational Plan Funding

Council acknowledges that the following annual cultural activities, events and festivals will be funded on a recurrent basis through the Operational Plan. No further requests for these mentioned activities, by way of donation, will be considered by Council:

- ANZAC Day
- Australia Day
- Naidoc Day
- Easter Celebrations and Street Decorations
- Christmas Celebrations and Street Decorations
- Buy Local Campaign
- Coonamble District Education
- Coonamble CWA
- Coonamble Show Society
- Coonamble Rodeo Association
- Coonamble Challenge & Campdraft Club
- Coonamble Greyhound Racing Club
- Coonamble Jockey Club
- Campbelltown City Council – Fisher's Ghost Festival Art Award

d) Mayoral Donations

Mayoral Donations may be up to \$250 per donation for a maximum of \$5,000.00 in any, one (1) financial year.

Council's total donations each year will not exceed 1.5% of the rate levy (which currently accounts for around \$75,000).

Implementation / Communication

Donations Policy

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The Executive Assistant for the General Manager will arrange for the processing and payment of the Pre-approved Donations listed in Section 3(a) of this policy.

The Executive Assistant for the General Manager will also communicate the information contained within this policy to customer service officers and organisations / members of the public requesting a donation from Council and arrange for advertisements to be placed in the Coonamble Times and information to be placed on Council's web site and Facebook page, inviting community groups to apply for donations.

Variation and Review

This policy shall be subject to a three (3) yearly review by Council during the development of the annual Operational Plan or at an earlier time as determined by Council.

General Manager _____

Date _____



APPLICATION FORM
for a donation under the Donations Policy
(see Council's Donations Policy for details)

Applications are welcome at any time but will be held for consideration on a quarterly basis.
Closing dates and times: 4:30pm on the second Friday in August, November, February and May

ORGANISATION DETAILS:

Name of organisation/community group: _____

Address: _____

Contact Phone: _____

Contact Email: _____

President's Name: _____

Secretary's Name: _____

Treasurer's Name: _____

ABN: _____

ELIGIBILITY:

In relation to your organisation/community group: (please tick)

- Is it registered for GST? Yes No
- Is it community-based and non-for-profit? Yes No
- Is it based in or affiliated with the Coonamble Local Government Area? Yes No
- Has it received any previous donation under the Donations Policy? Yes No

PURPOSE:

Describe, in some detail, what your organisation proposes to do with the requested donation.

What are the outcomes/outputs you are hoping to achieve from your project/activity?

How will these outcomes/outputs benefit the people of the Coonamble Local Government Area?



ACQUITTAL FORM
for a donation under the Donations Policy
(see Council's Donations Policy for details)

This report should be completed and submitted to Council by 30 June of the Financial Year in which your organisation/business received the donation

ORGANISATION DETAILS:

Name of organisation/community group: _____

Address: _____

Contact Phone: _____

Contact Email: _____

President's Name: _____

Secretary's Name: _____

Treasurer's Name: _____

ABN: _____

DONATION RECEIVED:

What was the value of the donation you received from Council? \$_____

REPORTING:

Detail how the funds were spent.

What intended outcomes/outputs of your project/activity were you able to deliver?

Who—and how many people—benefited from your project/activity, both directly and indirectly?

ACKNOWLEDGEMENT:

By signing and submitting this form, you acknowledge and confirm that the funds donated to your organisation/community group were spent in accordance with the original request and as reported above.

Sign and Date _____ / /
(Chairperson or Treasurer's signature + Date)

Please return to:

By Post: The General Manager
Coonamble Shire Council
PO Box 249
COONAMBLE NSW 2829
(02) 6822 1626
council@coonambleshire.nsw.gov.au
By Hand: 80 Castlereagh Street, Coonamble

By Fax:

By Email:

By Hand:

10.6 REVIEW OF DEBT RECOVERY POLICY

File Number: Policies - P15

Author: Deborah Tatton, Finance and Procurement Manager

Authoriser: Bruce Quarmby, Acting General Manager

Annexures: 1. Revised Debt Recovery & Credit Management Policy

PURPOSE

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

BACKGROUND

The Debt Recovery Policy provides the necessary guidelines to ensure effective control over debts owed to Council by maximising the collection of outstanding rates and sundry income. The Policy is structured so as to clearly inform Council, Council officers and customers of Council of the procedures and processes related to the recovery of debts owed to Council.

The updated Credit Management and Debt Recovery Policy, complete with annexures, is attached for Council's consideration.

(a) Relevance to Integrated Planning and Reporting Framework

L1.3 (21) Deliver successful; strategies and operations which increase the community's confidence in the integrity and capability of Council

L1.4.(22) Succeed in placing customers and the community at the heart of service delivery and success in achieving a culture of continuous improvement.

(b) Financial Considerations

Income from Rates and Annual Charges constitutes, on average, approximately twenty five percent (25%) of Council's annual income stream. The Credit Management and Debt Recovery Policy, along with Council's adopted Financial Hardship Policy, provides the necessary guidelines for the collections of these funds, whilst allowing empathy for those in genuine financial hardship.

COMMENTARY

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

- The level of detail in the original policy document has been increased to better inform the wider community of the procedures and processes related to credit risk management and recovery of debts owed to Council.
- The policy has also been renamed to Credit Management and Debt Recovery Policy to better reflect the intent of the policy.

(a) Governance/Policy Implications

Once adopted by Council, the Credit Management and Debt Recovery 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 govern this function of Council.

(c) Social Implications

The Credit Management and Debt Recovery Policy as tabled, seeks to ensure that the debt recovery processes contained within it ensure that Council's customers, the community, are treated with the necessary respect.

(d) Environmental Implications

There are no environmental implications directly attached to this report.

(e) Economic/Asset Management Implications

If the collection of rates and charges fall behind, it will have an impact on Council's ongoing ability to meet its operational cost and making adequate funding available for necessary asset maintenance and renewal projects. The revised policy seeks to ensure the effective control and collection of debts owed to Council.

(f) Risk Implications

The Credit Management and Debt Recovery Policy as tabled, functions as a risk mitigation tool by seeking to ensure monies owed to Council are collected within agreed terms.

CONCLUSION

Council's Credit Management and Debt Recovery Policy has been reviewed and amended to ensure compliance with both legislative and operational requirements. The amendments to the policy have been designed to address the shortcomings identified by Council staff, whilst taking into consideration current best practise philosophy.

RECOMMENDATION

- 1. That Council notes the information contained within this report**
- 2. As the revised policy includes only operational amendments, the policy is not required to go on Public Exhibition. That Council adopts the revised Credit Management and Debt Recovery Policy, as attached to this report**
- 3. That Council notes the information provided in the format of the Credit Application Form, Payment Arrangement Form, Customer Contact Form and Flow Chart – Debt Recovery attached.**

1. BACKGROUND

Council has a responsibility to maintain effective controls over debt owed to Council including rates, user charges and sundry income. Council must ensure that monies owed are collected in a timely, efficient and effective manner to finance its operations, ensuring effective cash flow management and reduce the likely occurrence of unrecoverable debts.

2. PURPOSE

The purpose of this policy is to ensure effective control over debts owed to Council by:

- Assessing risks associated with customers, business segments and transactions to ensure business is conducted with entities that have acceptable financial risk profiles.
- Maximising the collection of outstanding rates and sundry income.
- Fulfilling the statutory requirements of the Local Government General Regulations 2005 with respect of the recovery of rates, charges and other debts.
- Ensure consistency; fairness; integrity and confidentiality of all proceedings for both Council and the debtor.

3. POLICY OBJECTIVE

In managing Council's most significant cash inflow, it is essential that an equitable Credit Management Policy exists to recover all rates, user charges and sundry income.

This policy outlines the principles and guidelines for managing the recovery of outstanding rates, user charges and sundry income, incorporating the following major elements:

- Assess and mitigate risk of potential losses from default by customers.
- Aim to collect all rates and charges by the end of each rating year.
- Apply a fair and reasonable approach to recovering overdue rates, user charges and sundry income.
- Achieve and maintain outstanding rates, annual charges, interest and extra charges percentage below industry benchmark
- Apply the provisions of the Local Government Act 1993 relating to the sale of land as and when required.

4. LEGISLATION

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Local Government Code of Accounting Practice and Financial Reporting*
- *Australian Accounting Standards*
- *Trade Practices Act 1974*
- *Australian Securities and Investment Commissions Act 2001*
- *Australian Competition and Consumer Commission (ACCC) and Australian Securities and Investments Commission (ASIC) Debt Collection Guideline for collectors and creditors*
- *Privacy and Personal Information Protection Act 1998*
- *Office of Local Government Debt Management and Hardship Guidelines 2018*
- *Council's adopted Financial Hardship Policy*

Council employees shall refrain from personal activities that would conflict with proper execution and management of Council's Credit Management and Debt Recovery Policy. Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

5. APPLICATION/SCOPE

Authority for the implementation of the Credit Management and Debt Recovery Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may delegate the Credit Management and Debt Recovery function to an authorised Council officer. Delegated officers are required to acknowledge that they have received and understood a copy of this policy.

The following Council Officers are responsible for the implementation and adherence to this policy:

- General Manager
- Executive Leader Corporate and Sustainability
- Manager Finance and Procurement
- Revenue Officer

Other corporate services staff will assist with the day-to-day administration of the debt recovery process which is in accordance with relevant legislation and guidelines.

6. POLICY

6.1.1 PRIVACY OBLIGATIONS

Personal information means information or opinion, whether it is true or not, about an individual that can reasonably allow the individual to be identified. A debtor’s personal information will be treated with respect and Council will comply with *the Privacy and Personal Information Protection Act 1998* when collecting and disclosing information throughout the debt recovery process.

6.1.2 Credit Management – Sundry Debt

It is Council’s fundamental position that upfront payment for services should be made on each occasion, for all services, unless a specific approval is given for credit or extenuating circumstances exists.

Credit accounts for customers will be established following an assessment of their ability to pay and all customers that seek to transact with Council for the purchase of goods and services will be subject to this assessment.

Commercial credit risk assessment practices shall apply to transactions where the goods and services provided will not be paid for in advance or at the time of service provision. The assessment includes seeking details from the customer of other agencies they transact with and undertaking reference checks to ascertain purchase and payment history.

6.1.3 Credit Application

Prior to credit being granted, a Council credit application form must be completed in advance by the prospective customer and approved for credit by the appropriate Council Officer.

All requests for credit will be required to adhere to the following requirements before approval is granted:

Credit Amount Applied	Risk Assessment Check
Under \$500	Approval from Manager Finance and Procurement or higher delegate
\$500 - \$5,000	Trade Reference Checks
Above \$5,000	Credit assessment report

Customers will be required to reapply for credit if there is a trading gap of 3 years.

6.1.4 Exemptions

In a limited number of cases, it will not be possible to collect money in advance of service provision, and therefore a practical risk management approach must be applied to managing credit. E.g. – emergency works

Other charges may be exempt from time to time by approval of General Manager either on a one-off or permanent basis.

6.1.5 Private Works

Quotes for Private Works must be approved by the appropriate Manager or Executive Leader prior to the debtor invoice being raised. Quotes will be in line with the current fees and charges.

Invoices for Private Works must be paid prior to work commencing, including all Plant Hire. Plant Hire includes an operator, due to insurance requirements. Council staff are also bound by this policy and have the same obligations as a private member of the public.

6.2 Debt Recovery

6.2.1 Rates and Annual Charges

Rates and annual charges include all amounts charged by way of a Rates Notice in accordance with Section 546 of the Local Government Act 1993, noting that:

- Rate Notices must be issued in accordance with Section 546 of the Local Government Act 1993
- Instalment Notices must be issued one (1) month prior to the due date of each instalment (namely 31 August, 30 November, 28 February and 31 May each year) in accordance with Section 562 of the Local Government Act 1993.

Any instalment not paid by the due date falls into arrears and is subject to interest charges.

If any rates and/or charges remain unpaid for seven (7) days after the due date of the quarterly instalment, Council will issue a Reminder Notice for the outstanding amount. The reminder notice will request that within fourteen (14) days from the posting of the letter the Ratepayer either pays the outstanding amount in full or, alternatively, enters a suitable arrangement to clear the outstanding amount.

At the end of the fourteen (14) days from the posting of the Reminder Notice, Council staff must make a reasonable attempt to contact any payment defaulter by phone or email to negotiate either making payment of the amount in full or come to a satisfactory

arrangement to clear the outstanding debt. Should no satisfactory outcome be achieved within 48 hours, then the amount shall be referred to Council's Debt Recovery Agency.

Failure to make a final follow-up contact with the customer to negotiate payment will not invalidate the debt recovery process.

6.2.2 Water and Sewerage Usage Charges

Water and Sewerage usage charges are issued quarterly and will be due and payable after 30 days from the issued date.

Any usage charge account not paid by the due date falls into arrears and is subject to interest charges.

If any charges remain unpaid for seven (7) days after the due date of the quarterly billing cycle, Council will issue a Reminder Notice for the outstanding amount. The reminder notice will request that within fourteen (14) days from the posting of the letter the Ratepayer either pays the outstanding amount in full or, alternatively, enters a suitable arrangement to clear the outstanding amount.

At the end of the fourteen (14) days from the posting of the Reminder Notice, Council staff must make a reasonable attempt to contact any payment defaulter by phone or email to negotiate either making payment of the amount in full or come to a satisfactory arrangement to clear the outstanding debt. Should no satisfactory outcome be achieved within 48 hours, then the amount shall be referred to Council's Debt Recovery Agency.

Failure to make a final follow-up contact with the customer to negotiate payment will not invalidate the debt recovery process.

6.2.3 Sundry Debt

All other user charges and debts will be due and payable after 30 days from the date of invoice unless prior arrangements have been made.

Monthly statements will be issued to the debtor. Amounts outstanding for more than thirty (30) days, without a prior arrangement, will be regarded as overdue and advised accordingly.

Where accounts remain outstanding in excess of sixty (60) days, Council staff must make a reasonable attempt to contact the debtor by phone or email to request payment of the amount in full or come to a satisfactory arrangement to clear the outstanding debt. Further credit to the customer will be withdrawn until payment is made or a suitable arrangement has been agreed upon.

Should an account remain overdue in excess of 90 days the account will be referred to Council's Debt Recovery Agency.

Failure to make a final follow-up contact with the customer to negotiate payment will not invalidate the debt recovery process.

6.2.4 Debt Recovery Action

Council Officers will exhaust the reasonable avenues of recovery discussed earlier in this policy before initiating debt recovery action. Once a debt has been referred by Council, the debt collection agency will issue a Letter of Demand. This communique will request payment be made within 14 days from the date of the letter, or legal action will commence.

If full payment or a suitable arrangement for payment has not been entered in to by the due date stated on the Letter of Demand, then Council's Debt Recovery Agent may issue and serve a Statement of Liquidation Claim, providing the amount outstanding is greater than \$500.

If there is not response to the Statement of Liquidation Claim within 28 days, Council's Debt Recovery Agent may apply for default Judgement which would be recorded against the non-payer's credit file by a credit reporting agency.

Following Judgement, Council's Debt Recovery Agents may employ one or more of the following options in order to recover the outstanding debt:

- Writ against the property
- Examination
- Garnishee of bank accounts
- Garnishee of wages or other income
- Bankruptcy (Individuals)
- Winding up (Company)
- Rent for Rates under s569 of the *Local Government Act 1993*
- Or any other such action advised to Council.

All debt recovery costs and fees associated with any course of action are to be borne by the owner of the debt and will subsequently remain a charge on the property until paid. Any rate payer or sundry debtor wishing to appeal against the legal costs that have been added to their assessment or account must state their appeal and the reasons for the appeal in writing to Council.

To avoid confusion, double-handling and adverse legal issues, once a matter has been referred to Council's Debt Recovery Agent for collection all inbound contact from the debtor is to be handled by the said Agent. Council officers must advise such debtors to deal directly with the Debt Recovery Agent and, if necessary, provide appropriate contact details for same.

6.2.5 Sale of Land for Unpaid Rates

As a last resort, where rates and/or charges remain unpaid for greater than five (5) years, or one (1) year in the case of vacant land, Council may begin proceedings to recover the outstanding amounts through a Sale of Land for Unpaid Rates in accordance with Section 713 of the Local Government Act 1993.

6.2.6 Interest on Overdue Rates and Charges

Interest accrues daily, in accordance with Section 566 of the *Local Government Act 1993*, on rates and charges that remain unpaid after they become due and payable. The rate to be charges is the maximum allowed as announced by the Division of Local Government and advertised in Council's Operational Plan. Accrued interest is, for the purpose of its recovery, taken to be a charge which is due and payable.

6.2.7 Payment Arrangements

In accordance with Council's adopted Financial Hardship Policy and the provisions of Section 564 of the *Local Government Act 1993* customers who are unable to pay rates, user charges, fees, or any other debts to Council by the due date, either because of reasons beyond their control or because payment would cause hardship, may apply to enter into an Agreement with Council to make periodical payments.

For such an Agreement to be considered, a "Payment Arrangement Form" needs to be completed subject to mutual agreement of payment amounts.

The following guidelines should be used when considering an appropriate arrangement:

- The arrangement should be accepted on the basis that the outstanding amounts be finalised as soon as possible
- Arrangements may take the form of either a short extension on the due date or, alternatively, a payment plan with instalments payable on a weekly, fortnightly or monthly basis.
- Any arrangement made should ideally provide for all amounts being paid in full by the 30th June of that financial year.
- An agreement made for extra-ordinary circumstances should not extend beyond two (2) years.
- Council acknowledges that some ratepayers may be experiencing hardship and as such, extenuating circumstances can be taken into consideration on an individual basis if any of the above four (4) conditions cannot be met. In this instance the ratepayer should be referred to Council's adopted Financial Hardship Policy and encouraged to see financial support.
- Should the customer not meet the conditions of the arrangement without prior contact with Council, the agreement will be terminated, and debt recovery action will commence.

7. DEFINITION

Term	Definition
Act	<i>Local Government Act 1993</i>
Claim	A claim made to the Court by a party (whether a claimant, a defendant or other party)
Council	Coonamble Shire Council
Credit	The purchase and provision of goods and services from Council by debtors on the basis of a promise to pay at a future time.
Customer	Ratepayer or Sundry Debtor
Debt	The amount of money owed by the debtor as a result of a transaction with Council
Debtor	The individual, organisation or other parties that transact with Council where goods are transferred, services are provided, use of facilities are made available and any other transaction that results in a future payment to Council. A debtor is an asset to Council, which gives rise to an anticipated future benefit. The future benefits are cash inflows, which occur when the accounts are paid.
Default	Failure by the ratepayer or sundry debtor to abide by the terms and conditions agreed under a payment arrangement for the payment of outstanding Rates and Charges or sundry debtor account
Interest	The fee charged by Council, expressed as a percentage, on Rates and Charges that remain unpaid after the due date.
Interest Rate	Made (adopted) in accordance with Section 566 of the <i>Local Government Act 1993</i>
Risk	The possibility of non-payment of the debt by the debtor when the amount is due. The likelihood of non-payment increases with the age of the debt.
Statement of Liquidated Claim	Legal document which outlines to the ratepayer the following: <ul style="list-style-type: none"> (a) That a claim has been made to the Court for the recovery of monies; (b) Who has initiated the claim; (c) Who the claim is against; (d) The monetary value of the claim; and (e) Time period available to relinquish the debt.

Judgement and Default Judgement	Includes any order for the payment of money, including any order for payments of costs.
Writ of Execution	A method of judgement enforcement whereby the Sheriff attends the debtor's premises on behalf of the creditor to seize goods of value for sale at public auction (the proceeds of which are given to the creditor up to the amount of the judgement).
Garnishee	A method of judgement enforcement by which monies owing by the debtor can be seized by the creditor. The most common funds seized are monies in bank accounts or wages.
Bankruptcy	A method of judgement enforcement whereby a trustee is appointed to oversee the debtor's financial affairs. Any funds raised are distributed to creditors in accordance with the <i>Bankruptcy Act 1898 (NSW) 1966 (Federal)</i>
Winding Up	Same as bankruptcy but for companies (as opposed to individuals).
Examination	A method of judgement enforcement whereby debtors can be examined regarding their financial affairs. If they fail to appear at an examination hearing they can be arrested.
Rent for Rates	Section 569 of the <i>Local Government Act 1993</i> allows Councils to order tenants of properties with overdue rates to pay rent to Councils in lieu of unpaid rates under specific circumstances.
Costs	Amounts incurred by Council in recovering overdue debts (e.g., Court professional costs) which can be legally recovered from the debtor
Debt Recovery Agency	An organisation engaged by Council to recover a debt owed to Council.
Payment Arrangement	An agreement entered into by Council and a Ratepayer/Sundry Debtor for the payment of outstanding rates, charges and fees under an agreed instalment payment arrangement plan
Write off	A debt declared non recoverable

Title: Credit Management and Debt Recovery Policy		
Department: Corporate and Sustainability		
Version	Date	Author
2	13 July 2022	Deborah Tatton
1	14 April 2021	Bruce Quarmby
Review Date: July 2025		
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or last amendment). The Executive Leader of Corporate and 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>		
Amendments in the release:		
Amendment History	Date	Detail
Annexure Attached:		
Credit Application Form		
Payment Arrangement Form		
Customer Contact Form		
Flow Chart – Debt Recovery		
Bruce Quarmby Acting General Manager		



The information you provide in completing this application form is considered personal information for the purposes of the Privacy and Personal Information Protection Act, 2008. Coonamble Shire Council collects, stores, accesses, uses and discloses any personal information you provide in order to facilitate services, customer requests and Council business, in accordance with obligations under the Privacy and Personal Information Protection Act, 2008 and Council's Model Privacy Management Plan. The retention and disposal of your personal information is governed by the Local Government Record-Keeping Rule G439. Council takes all reasonable and appropriate steps to protect the privacy of individuals as required by law.

APPLICATION FOR CREDIT

CONSIDERATION:

Amount Requested: \$ _____

Reason for request
(please tick)

- Private works
- Quarry
- Other: _____

YOUR DETAILS:

Name: _____ ABN: _____
 Street Address: _____ Town: _____ Postcode: _____
 Telephone: _____ Email: _____
 Bank BSB: _____ Bank Account Number: _____

FURTHER DETAILS:

Individual applicant:

Business name of current employer: _____
 Length of employment with this employer: _____
 Residential status: I own the home in which I live. I rent the home in which I live.
 Driver's Licence No: _____

Partnership/Company applicant:

Names of Director 1: _____
 Address of Director 1: _____
 Names of Director 2: _____
 Address of Director 2: _____
 Names of Director 3: _____
 Address of Director 3: _____

(All directors need to be listed. Please provide the names and addresses of any additional directors on a separate sheet and staple to this form.)

TRADE REFERENCES:

Please provide the name and contact details for three trade referees.

Name: _____
 Telephone: _____ Email: _____
 Name: _____
 Telephone: _____ Email: _____
 Name: _____
 Telephone: _____ Email: _____



The information you provide in completing this application form is considered personal information for the purposes of the Privacy and Personal Information Protection Act, 2008. Coonamble Shire Council collects, stores, accesses, uses and discloses any personal information you provide in order to facilitate services, customer requests and Council business, in accordance with obligations under the Privacy and Personal Information Protection Act, 2008 and Council's Model Privacy Management Plan. The retention and disposal of your personal information is governed by the Local Government Record-Keeping Rule (LGRK). Council takes all reasonable and appropriate steps to protect the privacy of individuals as required by law.

TERMS AND CONDITIONS:

I/we _____
(please print names of all individuals/partners)

Trading as: _____

Street Address: _____ Town: _____ Postcode: _____

hereby request that you open a 30-day commercial credit account in my/our name for the supply of goods and/or services.

In consideration of my/our application for 30-day commercial credit account being approved, I/we undertake to settle all accounts, in full, within 30 days of receiving the invoice and to notify immediately Coonamble Shire Council of any change in particulars set out above.

I/we clearly understand that any breach of this understanding will involve withdrawal of credit and issue of legal proceedings for recovery of any outstanding monies and costs for which I/we will be liable.

If Coonamble Shire Council considers it relevant in assessing my/our application for commercial credit, I/we agree to Coonamble Shire Council's obtaining information, from a credit reporting agency or the trade referees provided, about me/us in relation to this application.

Further, if Coonamble Shire Council considers it relevant to collecting overdue payments in respect of commercial credit, I/we agree to Coonamble Shire Council's receiving, from a credit reporting agency, a credit report containing information about me/us in relation to collecting those overdue payments.

I/we agree that Coonamble Shire Council may give to and seek from any credit application and any credit provider that may be named in a credit report issued by a reporting agency information about my/our credit arrangements. I/we understand that this information can include any information about my/our credit worthiness, credit standing, credit history or credit capacity that credit providers are allowed to give or receive from each other under the Privacy Act.

I/we understand that the information may be used for the following purposes:

- To assess an application by me/us for credit.
- To notify other credit providers of a default by me/us.
- To exchange information with other credit providers as to the status of this credit facility where I am in default with other credit providers.
- To assess my/our credit worthiness.

I/we agree to provide personal guarantees should this be required by Coonamble Shire Council.

I/we have read and understand these terms and conditions and agree to adhere to them.

Signed: _____ Date: ____/____/____

OFFICE USE ONLY:

Credit Approved: Yes No

Limit: _____

Date: ____/____/____

Debtor Number: _____

Debtor Name: _____



Annexure A

Payment Arrangement Form
INITIAL APPLICATION

Date: _____

APPLICANT DETAILS

Name(s): _____

Mailing Address: _____

Town: _____ State: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

PROPERTY DETAILS

Property Address: _____

I elect to pay the following accounts under a payment arrangement:

Rates Account No: _____

Water Account No: _____

Debtor Account No: _____

PAYMENT DETAILS

The amounts for each account are to be deducted as per the following:

Rates Account: \$ _____ Weekly Fortnightly Monthly

Water Account: \$ _____ Weekly Fortnightly Monthly

Debtor Account: \$ _____ Weekly Fortnightly Monthly

Commencement Date: _____ Completion Date: _____

I require this Payment Arrangement to remain continuous.

Note: You acknowledge that interest is accruing at 7.0pa calculated daily on the outstanding balance. You understand that should you default on any agreed repayment without notice to Council, that the full amount of the outstanding debt will become due and payable immediately and that Coonamble Shire Council may take legal action to recover the debt.

SIGNATURE

Name (print): _____

Signature: _____ Date: _____

Annexure B



All correspondence should be addressed to: **The General Manager**
 Coonamble Shire Council
 80 Castlereagh Street
 PO Box 249
 Coonamble NSW 2829
 P: 02 6827 1900 E council@coonambleshire.nsw.gov.au
 ABN: 19 499 848 443

Property Owners Name:	
Company:	
Property No.	
Property Address:	
Phone No.	
Mobile No.	
Email:	

Name of Person(s) contacted or in contact with you:

Rates	Water	Debtors	TOTAL
\$	\$	\$	\$

Subject:

Summary



Annexure C

Debt recovery process flowchart

	Debt recovery process	Council / delegated authority	Debtor
1	Rate and charges notice s562 1 August 31 days	<ul style="list-style-type: none"> • Flexible payment options • Financial hardship policy • Debt recovery policy • Debt communication 	<ul style="list-style-type: none"> • Contact Council • Ensure contact details are correct • Payment of Council debt <ul style="list-style-type: none"> - Fixed - Flexible • Apply for hardship arrangements
2	Rate and charges instalment notice s562 30 days		
3	Notification of outstanding debt 14 days	<ul style="list-style-type: none"> • Confirm debtor contact details are correct • Debt review • Early dispute Resolution (EDR) • Financial Counsellors 	<ul style="list-style-type: none"> • As above • Payment of council debt, via agreement
4	"Notice of Demand" Final reminder notification 14 days	<ul style="list-style-type: none"> • As above • Develop payment agreement s56.4 • Defer payment requirements, s607 • Write off interest, debt, s564, s567, s607, c1131 • Refer for legal action if not paid • Sale of land, s713 	<ul style="list-style-type: none"> • As above
5	Statement of claim 28 days	<ul style="list-style-type: none"> • Debt review • File claim • Process claim • Report 	<ul style="list-style-type: none"> • As above
6	Notice of motion default judgment		Quarterly payment by: <ul style="list-style-type: none"> • 31 August • 30 November • 28 February • 31 May
7	Recovery action Weeks, months, years		

Note: Red indicates action referred to the NSW Local Courts, whereby rates, charges and fees remain unpaid after a final reminder notification.

10.7 RETIRED INFRASTRUCTURE POLICIES

File Number: G1
Author: Daniel Noble-Executive Leader - Infrastructure
Authoriser: Daniel Noble, Executive Leader - Infrastructure
Annexures: Nil

PURPOSE

The purpose of this report is to seek Councillor's endorsement to retire a number of redundant Infrastructure policies.

EXECUTIVE SUMMARY

The operation of Council is guided by a range of laws, regulations and policies to support the organisation make good decisions. This then creates positive, repeatable outcomes for our local community.

From time to time some of these policies become redundant through changes in legislation, changes to the way the organisation undertakes business or consolidation of historic policies with new combined policies as an example.

For this reason, a number of Infrastructure Policies have been identified which are deemed redundant and recommended to be retired.

Further detail regarding each policy to be retired is provided in the body of the report.

BACKGROUND

Council maintains a Policy Register of all of Council's Policies that includes a revision schedule to ensure the policies are up to date. There are nine (9) infrastructure policies due to be renewed. Of this nine (9), seven (7) are deemed redundant and are recommended to be retired. Two (2) of the nine policies, namely 'Footpath Maintenance and Inspection' and 'Street Tree Management' are deemed necessary and proposed to be reviewed and updated at a future meeting.

(a) Relevance to Integrated Planning and Reporting Framework

L1.3 Deliver successful strategies and operations which increase the community's confidence in the integrity and capability of Coonamble Shire Council.

(b) Financial Considerations

There are no financial implications associated with this report.

COMMENTARY

	Policy to be retired	Date Adopted	Commentary
1.	Higher Mass Limits Approval	Circa 2007	The National Heavy Vehicle Regulator (NHVR) administers heavy vehicle national law (the HVNL) for heavy vehicles over 4.5 tonnes gross vehicle mass. The NSW Heavy Vehicle (Adoption of National Law) Act and the associated regulation came into effect in 2013. As a result, Council's policy is superseded by the heavy vehicle national law.
2.	Lane Closures	April 2009	Council's policy on lane closures relates to leasing public roads and is covered by Section 153 of the Roads Act 1993. It has been recommended previously by Council's Officer that leases not be entered into 'as a rule' due to the administrative burden borne by Council. It should be Council's preference to close surplus roads which can also be managed via the Roads Act, Section 38A. This reduces Council's maintenance liability and produces long term benefits as opposed to short term gains.
3.	Water Services Policy	November 2006	The content of the Water Services Policy is captured in the updated Water Connection Policy which was adopted in October 2021. As a result, it is deemed to be redundant and no longer required.
4.	Fixed Bars on Commercial Premises	Circa 2007	This policy has been unable to be found however it is assumed that the contents of the policy would be covered by the National Construction Code 2019, and best implemented through the development control plan (DCP) and the development consent process on a case-by-case basis.
5.	Property Access – Crown Roads	Circa 2007	The Crown Land Management Act 2016 consolidated 11 Acts into one from 1 July 2018. With respect to this policy and the changes made, NSW DPE Crown Lands themselves are now responsible for the management of Crown Roads. Consequently, Council's policy is superseded by the current legislation.
6.	Driveway Entrances in Urban Areas	Circa 2007	The intention of this policy is to enable a consistent approach to driveway entrances in urban areas. The contents of this policy have now been superseded by Council's revised design and construction specifications as well as its standard drawings.

			Applications for new driveway entrances are assessed in accordance with Section 138 of the Roads Act 1993 and the approval of same are assessed in accordance with the Austroads Guidelines, essentially the Australian Standard for road and intersection design.
7.	Construction of Gates and bypass	Circa 2007	Council's revised 'Gates and Grids on Public Roads' policy was adopted in October 2021. The intent and content of the 2007 policy is captured by the new policy; hence this policy is redundant.

(a) Governance/Policy Implications

The policy implication of this report will mean what are deemed to be redundant policies will be retired, enabling the organisation to utilise the most current policy, law or regulation to ensure the effective and efficient operation of Council.

(b) Legal Implications

There are no significant legal implications associated with this report.

(c) Social Implications

There are no significant social implications associated with this report.

(d) Environmental Implications

(e) There are no significant environmental implications associated with this report.

(f) Economic/Asset Management Implications

There are no significant economic implications associated with this report.

(g) Risk Implications

There are no significant risk implications associated with this report.

CONCLUSION

I commend the report to Council

RECOMMENDATION

That following redundant Infrastructure policies be retired:

- 1. Higher Mass Limits Approval**
- 2. Lane Closures**
- 3. Water Services**
- 4. Fixed Bar on Commercial Premises**
- 5. Property Access – Crown Roads**
- 6. Driveway Entrances in Urban Areas**
- 7. Construction of Gates and bypass**

10.8 DRAFT DRINKING WATER QUALITY POLICY**File Number: W1-15****Author: Daniel Noble-Executive Leader - Infrastructure****Authoriser: Bruce Quarmby, Acting General Manager****Annexures: 1. Draft Drinking Water Quality Policy****PURPOSE**

The purpose of this report is to seek Councillor's endorsement to place the Draft Drinking Water Quality Policy on public exhibition for 28 days.

EXECUTIVE SUMMARY

A recent review into the February 2022 Quambone Boil Water Alert has provided a preliminary recommendation that Council adopt a Drinking Water Quality Policy.

A draft policy has been prepared that enables Council to demonstrate its commitment to ensuring that the drinking water it supplies, is both safe to drink and is of high quality.

The recommendation is that Councillors resolve to place the draft on public exhibition for community input.

BACKGROUND

The *Public Health Act 2010* and *Public Health Amendment (Review) Act 2017* require water utilities to develop and implement a quality assurance program for drinking water quality.

To achieve this, water utilities are required to implement a Drinking Water Management System in line with the NSW Guidelines for Drinking Water Management Systems (DWMS).

In a recent review into the February 2022 Quambone Boil Water alert, it was discovered that whilst Council does have a compliant DWMS, it does not have a supporting policy. A preliminary recommendation was made that Council develop and implement such a policy to demonstrate Council's commitment to water quality.

Many other Council's in the Orana Water Utilities Alliance (OWUA) (of which Council is a member) have Drinking Water Quality Policies. Council's draft policy is based closely on a number of these other Council's, specifically Narromine and Mid-Western Regional Councils.

(a) Relevance to Integrated Planning and Reporting Framework

11.2 Strengthen our strategic approach to the management of our water infrastructure and services.

(b) Financial Considerations

The commitment to water quality essentially means effectively resourcing the Drinking Water Management System. The DWMS has been in place for a number of years and hence there are no significant financial implications associated with adopting this policy.

COMMENTARY

During the recent community engagement survey, 67% of respondents rated the urban water services below expectation. Anecdotally issues were raised regarding water quality include odour, chlorinated taste, appearance, calcium and lime build up and associated appliance damage, water pressure and specifically Quambone's water quality.

Conversely the community strategic goal (#8) that *"Our water infrastructure and services are fit for our community and our future"* had 93% of respondents supporting this goal. Adopting a policy on Drinking Water Quality will assist in achieving this outcome.

(a) Governance/Policy Implications

The policy will be reviewed in line with Council's Policy Schedule and would be due for renewal in three (3) years.

(b) Legal Implications

There are no significant legal implications associated with this report.

(c) Social Implications

There are potential positive social implications associated with this report through Council demonstrating its commitment to water quality by adopting a policy on same.

(d) Environmental Implications

There are no significant environmental implications associated with this report.

(e) Economic/Asset Management Implications

There are no significant economic implications associated with this report.

(f) Risk Implications

The adoption of a Drinking Water Quality Policy and resourcing appropriately a Drinking Water Management System is expected to greatly reduce the risk of Council supplying unsafe water to its customers.

CONCLUSION

I commend the report to Council.

RECOMMENDATION

- 1. That Council places the draft Drinking Water Quality 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 Executive Leader Infrastructure 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 Drinking Water Quality Policy (with or without changes) at its October 2022 Ordinary Meeting due to the compliance of the 28 day exhibition period the policy cannot be presented at the September 2022 Ordinary Meeting.

- 3. That, in the event of no submissions being received within the prescribed 28 days, Council formally adopts the Drinking Water Quality Policy without any changes as a policy of Council.**

1. BACKGROUND

The Public Health Act 2010 and Public Health Amendment (Review) Act 2017 require water utilities to develop and implement a quality assurance program for drinking water quality. Implementing a Drinking Water Management System in line with the NSW Guidelines for Drinking Water Management Systems (NSW Health, NSW DPI 2013) satisfies this requirement.

Commitment to a drinking water quality policy is a key element of the NSW Guidelines for Drinking Water Management Systems.

2. PURPOSE

The purpose of this Policy is to outline Council's commitment to ensuring that the drinking water it supplies, is both safe to drink and is of high quality. It will also assist with ensuring compliance with all relevant legislation and support the promotion of good management practices and principles of continuous improvement.

3. POLICY OBJECTIVE

To provide a commitment to the sustainable management and supply of safe drinking water to our customers.

4. LEGISLATION

Australian Drinking Water Guidelines (2011) - Updated May 2019

Public Health Act (2010) NSW

Public Health Amendment (Review) Act 2017

5. APPLICATION/SCOPE

All managers, employees, and contractors of Coonamble Shire Council that are involved in the supply of drinking water are responsible for understanding, implementing, maintaining and continuously improving the Drinking Water Quality Management System.

6. POLICY

To achieve the sustainable management and supply of safe drinking water to our customers, Coonamble Shire Council will:

- Manage water quality at all points along the delivery network from the source water to the customer’s tap.
- Use a risk-based approach in which potential risks to water quality are identified and managed to minimise any threat to drinking water quality.
- Deliver water to our customers that complies with the health-related criteria in the Australian Drinking Water Guidelines.
- Promote community participation in decision making processes and ensure that community expectations are considered.
- Continually improve our management practices by assessing performance against corporate commitments and stakeholder expectations.
- Continually improve the capability of staff by encouraging and supporting participation in training and professional development and ensure all employees are aware of and actively seek to achieve the aims of this policy.
- Implement a Drinking Water Management System and review on a periodic basis in line with the NSW Guidelines for Drinking Water Management Systems.
- Implement improvement items as specified in Council’s Drinking Water Management System.
- Record and investigate customer complaints regarding drinking water quality issues. These complaints are categorized into taste, odour, and colour issues.

7. DEFINITION

Term	Definition
Act	Public Health Act 2010 (NSW)
ADWG	Australian Drinking Water Guidelines 2011
DWMS	Drinking Water Management System
NHMRC	National Health and Medical Research Council
QAP	Quality Assurance Program
Regulation	Public Health Regulation 2012 (NSW)

Title: Drinking Water Quality		
Department: Water and Sewer Services		
Version	Date	Author
1	29 July 2022	M. Vozoff
Review Date: 29 July 2026		
Amendments in the release:		
Amendment History	Date	Detail
Annexure Attached:		
Bruce Quarmby Acting General Manager		

10.9 STATUS OF INVESTMENTS - 31 JULY 2022**File Number: Investments General - I5****Author: Saiful Islam, Finance Assistant****Authoriser: Bruce Quarmby, Acting General Manager****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 estimated calculations.

COMMENTARY**INVESTMENTS REPORT TO COUNCIL - 31 July 2022**

Financial Institution	Invest Rating S&Ps	Investment Type/Maturity Date	Current Rate	Term	Amount (\$)
Commonwealth Bank	A1+	Term Deposit - 12/12/2022	2.30%	210 Days	3,000,000
Commonwealth Bank	A1+	Term Deposit - 22/08/2022	0.50%	180 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 31/08/22	1.47%	120 Days	500,000
Commonwealth Bank	A1+	Term Deposit - 7/11/2022	2.24%	182 Days	2,000,000
Commonwealth Bank	A1+	Term Deposit - 07/09/2022	1.77%	121 Days	1,500,000
Commonwealth Bank	A1+	Term Deposit - 19/09/2022	1.78%	119 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 27/10/2022	2.70%	120 Days	1,500,000
IMB - VRD	A2	Term Deposit - 20/10/2022	2.21%	92 Days	1,000,000
IMB - VRD	A2	Term Deposit - 04/08/2022	0.67%	91 Days	1,000,000
Bank of Queensland	A2	Term Deposit - 28/11/2022	2.40%	192 Days	1,000,000
Bank of Queensland	A2	Term Deposit - 20/02/2023	2.80%	276 Days	1,000,000
National Australia Bank	A1+	Term Deposit - 08/08/2022	0.51%	182 Days	1,000,000
National Australia Bank	A1+	Term Deposit - 24/11/2022	3.00%	120 Days	1,000,000
National Australia Bank	A1+	Term Deposit - 04/10/2022	1.10%	183 Days	1,500,000
Westpac Banking Corporation	A1+	Term Deposit - 10/03/2023	1.08%	365 Days	1,500,000
Westpac Banking Corporation	A1+	Term Deposit - 21/03/2023	1.20%	365 Days	1,000,000
Westpac Banking Corporation	A1+	Term Deposit - 23/09/2022	0.87%	184 Days	2,000,000
Westpac Banking Corporation	A1+	Term Deposit - 26/09/2022	0.98%	185 Days	2,000,000
Westpac Banking Corporation	A1+	Term Deposit - 04/10/2022	1.03%	186 Days	1,000,000
Westpac Banking Corporation	A1+	Term Deposit - 16/11/2022	2.15%	184 Days	2,000,000
Westpac Banking Corporation	A1+	Term Deposit - 19/12/2022	2.16%	216 Days	2,000,000
Reliance C/U	Unrated	Term Deposit - 18/11/2022	0.40%	184 Days	250,000
TOTAL					29,750,000

Financial Institution	Invest Rating S&Ps	% of Investment	Max per Investment Policy	Amount (\$)
Commonwealth Bank	A1+	35%	40%	10,500,000
National Australia Bank	A1+	12%	40%	3,500,000
Westpac Banking Corp	A1+	39%	40%	11,500,000
IMB	A2	7%	15%	2,000,000
BOQ	A2	7%	15%	2,000,000
Reliance C/U	Unrated	1%	10%	250,000
				\$ 29,750,000

Rating	% of Investment	Policy	Amount
A1+	86%	100%	25,500,000
A1	0%	80%	-
A2	42%	60%	4,000,000
Unrated	1%	30%	250,000
			\$ 29,750,000
General Fund Investments			22,398,350.99
Water Investment Fund			2,891,366.21
Sewerage Investment Fund			4,460,282.80
			\$ 29,750,000

Interest earned on Investments for 2022-2023 as at 31 July 2022

\$ 42,505

AVAILABLE WORKING FUNDS

Restricted funds are set aside by Council and external parties for a particular purpose to meet future expenses. Unrestricted funds are available to be used to cover all other expenses of Council.

The available working funds balance (unrestricted funds) will be made available once the financial reports are finalised for the end of June 2022.

(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 31 July 2022 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.

10.10 RATES AND CHARGES COLLECTIONS - JULY 2022**File Number: Rates - General - R4****Author: Deborah Tatton, Finance and Procurement Manager****Authoriser: Bruce Quarmby, Acting General Manager****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 July 2022.

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

The annual rate charges are set out within Council's 2022 / 23 Operational Plan.

(b) Financial Considerations

The annual rate charges are set out within Council's 2022 / 23 Operational Plan.

	31 July 2022	31 July 2021
Rates and Charges	\$7,723,087.63	\$7,226,653.00
Water Consumption	\$318,151.20	\$338,762.09
Total	\$8,311,210.89	\$7,565,415.09

COMMENTARY**Rates and Charges**

	31 July 2022	31 July 2021
Rates and charges in arrears as at 30 June 2022	\$1,020,037.33	\$909,674.57
Rates/charges levied & adjustments for 2022/23	\$7,423,078.63	\$7,129,562.24
Pension Concession	(\$102,639.02)	(\$103,826.11)
Amounts collected as at 31 July 2022	(\$347,417.25)	(\$708,757.70)
Total Rates and Charges to be Collected	\$7,993,059.69	\$7,226,653.00

The amount levied for rates and charges for 2022 / 23 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 30 June 2022 includes receipts for both arrears and the current year's amounts outstanding.

It should be noted that the rates and charges 2022 / 23 levied amount is reduced by the pensioner concession of \$102,639.02; reducing the amount of income derived

from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$46,187.56.

The rates and charges as of 31 July 2022 represent 94.67% of the total annual rates and charges levied and outstanding (compared with 89.89% on 31 July 2021).

Water Consumption Charges

	31 July 2022	31 July 2021
Water Consumption Charges and arrears as at 30 June 2022	\$329,760.33	\$397,325.23
Water Consumption charges & adjustments 2022/23 year to date	\$1,157.66	\$241.32
Amounts collected as at 31 July 2022	(\$12,766.79)	(\$58,804.46)
Total Water Consumption Charges to be Collected	\$318,151.20	\$338,762.09

The water consumption charges as at 31 July 2022 represents 96.14% of the total water consumption charges outstanding (compared to 85.21% on 31 July 2021).

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.

2021/22 Water Consumption Adjustments

It should be noted that adjustments have been made in July 2022 for additional fourth quarter Water Consumption charges and Non-Residential Sewer charges which were not raised prior to the end of 30 June 2022 and the relevant financial year roll-over. These additional charges of \$94,627.33 were raised in the current financial year and accrued back to 2021/22. The figures shown in this report show the amounts in the correct periods. The table below shows the adjustment for the June period.

	30 June 2022 After Adj	30 June 2022 Before Adj
Water Consumption Charges and arrears as at 30 June 2022	\$401,325.23	\$401,325.23
Water Consumption charges & adjustments 2022/23 year to date	\$834,792.15	\$741,815.46
Amounts collected as at 31 July 2022	(\$680,664.50)	(\$725,436.10)
Total Water Consumption Charges to be Collected	\$555,452.88	\$417,704.59

(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 along with the additional increase in the cost of living 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 and the increase in living expenses, 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. Council has been working closely with its Debt Collection agency to reduce the amount of debt outstanding from rates and water charges.

CONCLUSION

The rates and charges as at 31 July represent 95.83% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 89.89% on 31 July 2021). The water consumption charges as of 31 July 2022 represent 96.15% of the total water consumption charges outstanding from previous years (compared to 85.21% on 31 July 2022).

RECOMMENDATION

That Council notes the information provided in the report.

10.11 SALEYARDS REPORT- 31 JULY 2022**File Number: S1****Author: Saiful Islam, Finance Assistant****Authoriser: Bruce Quarmby, Acting General Manager****Annexures:**
1. 2021-2022 Report for Saleyards & Truck Wash
2. July Saleyards & truckwash Financial Report**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 July 2022.

(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.

Saleyards Activities

During the month of July only one (1) sale was held at the Coonamble Saleyards during the month, with the sale held on the 20 July 2022.

The following planned maintenance will be completed at the saleyards, during the month of August 2022

- The replacement of three (3) broken troughs.
- The replacement of four (4) gates which are beyond repair.
- The repair / replacement of a section on internal fencing within the yards.
- General clean-up of the presentation of the yards in readiness for the upcoming sale on the 31 August 2022.

Saleyards Kiosk Upgrades

The request for quotation has been advertised in both the Coonamble Times and Council's Website, with an original closing date set as 5pm on Wednesday the 6 July 2022. However, following requests received from the contractors this date was extended to the end of July 2022.

Following the closing date and subsequent assessment of the quotations provided, staff will prepare a report for both the Saleyard Management Committee and Council's consideration.

SALES**CATTLE: From 01.07.2022 to 31.07.2022**

Date	Type	Scale	Amount (\$)	VA	Amount (\$)	Total Cattle/ Sheep	Total Amount (\$)
20/07/2022	Invoice	1,246	2,605.27			1,249	9,804.36

SALEYARDS ACCOUNT 01/07/2022 - 31/07/2022**Saleyard Operations:**

Income	9,804.37
Expenditure	11,409.49
Deficit	-1,605.12

Truck wash:

Income	181.80
Expenditure	72.02
Surplus	109.78

Summary:

Income	9,986.17
Expenditure	11,481.51
Deficit	-1,495.34

Truck Wash

Arrangements have been put in place to have the drain and the dam at the Truck Wash cleaned out during the upcoming month.

(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.

Council adopted the following resolution at its Ordinary Meeting held on 15 September 2021:

RESOLUTION 2021/217

Moved: Cr Bill Fisher Seconded: Cr Karen Churchill

That Council pursues the development of an upgrade plan for the Saleyards facility to comply with the Environmental Protection Authority (EPA) and other Government Agencies' requirements and that the Executive Leader Environment, Strategic Planning obtains quotes in this regard for Council's consideration.

CARRIED

(h) Risk Implications

Maintenance works are scheduled and carried out within budgetary constraints to reduce Council's overall risk exposure.

CONCLUSION

The saleyard operations are being closely monitored to ensure a more effective and sustainable strategy for the long term.

RECOMMENDATION

1) That Council notes the information provided in this report.

ScreenName: Saleyards - Council report
 Data: General Ledger Data
 Filter: All
 Calendar: YTD for June 2021-22

2022 09:01 AM
 Hide Zero: Off

Account No	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	0	0	0	0	0	-643	0	-997	0	0	0	0	-1,640
5700-1152 - Saleyards Fees & Charges - Sale	-75,000	-5,509	0	-22,500	-21,062	-5,755	0	0	-15,680	-5,538	-5,774	0	-10,113	-91,931
5700-1496 - Grants - Saleyards Safety Upgrade	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05 - Revenue Total	-79,000	-5,509	0	-22,500	-21,062	-5,755	-643	0	-16,677	-5,538	-5,774	0	-10,113	-93,571
06 - Expenditure														
5700-2245 - Saleyards Insurances	8,940	3,323	0	0	0	0	0	0	0	0	0	0	0	3,323
5700-2255 - Saleyards Electricity Charges	8,800	-22	0	0	2,409	462	572	868	257	437	1,231	150	1,494	7,858
5700-2260 - Saleyards Telephone Expenses	1,000	50	52	54	52	0	-2	170	57	2	106	0	21	562
5700-2270 - Saleyards Rates & Charges	11,000	5,049	202	247	10	0	0	0	1,542	62	1,508	60	472	9,152
5700-2330 - Saleyards Operating Expenses	12,500	309	1,337	0	1,010	1,479	2,171	399	0	1,079	586	5	0	8,356
5700-2335 - Saleyards Operating Expenses No GST	7,500	-7	572	229	0	1,622	640	0	0	2,319	0	697	697	6,769
5700-2340 - Saleyards Maintenance Expenses	70,000	241	12,787	9,285	4,699	7,474	960	247	3,349	3,919	1,357	1,906	10,053	56,276
5700-2925 - Saleyards Buildings Depreciation	22,737	0	0	2,815	0	0	2,704	0	0	2,645	0	0	0	8,164
5700-2930 - Saleyards Facilities Depreciation	6,540	0	0	686	0	0	686	0	0	671	0	0	0	2,043
06 - Expenditure Total	149,017	8,943	14,950	13,316	8,180	11,037	7,731	1,684	5,205	11,134	4,768	2,818	12,737	102,503
5700-0002 - SALEYARDS Total	70,017	3,434	14,950	-9,184	-12,882	5,282	7,088	1,684	-11,472	5,596	-1,006	2,818	2,624	8,932
5750-0002 - TRUCKWASH														
05 - Revenue														
5750-1150 - Truck Wash User Fees	-30,500	-4,734	-5,956	0	-5,858	-3,472	-45	-4,789	-813	-2,745	0	-6,765	0	-35,179
05 - Revenue Total	-30,500	-4,734	-5,956	0	-5,858	-3,472	-45	-4,789	-813	-2,745	0	-6,765	0	-35,179
06 - Expenditure														
5750-2245 - Truckwash Insurance	120	61	0	0	0	0	0	0	0	0	0	0	0	61
5750-2255 - Truck Wash Electricity Charges	4,200	-8	91	90	780	85	94	715	82	78	497	106	892	3,501
5750-2260 - Truck Wash Telephone Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5750-2270 - Truckwash Rates & User Charges	15,960	0	0	3,520	141	0	0	0	4,177	167	3,718	149	1,993	13,865
5750-2340 - Truck Wash Mtce & Repairs	15,000	117	7,454	685	1,496	4,996	2,846	206	211	107	1,036	0	1,404	20,560
5750-2930 - Depn - Other Structures	9,839	0	0	2,600	0	0	2,600	0	0	2,543	0	0	0	7,743
06 - Expenditure Total	45,119	170	7,545	6,895	2,417	5,081	5,540	921	4,470	2,895	5,251	255	4,289	45,730
5750-0002 - TRUCKWASH Total	14,619	-4,564	1,589	6,895	-3,441	1,609	5,495	-3,868	3,657	150	5,251	-6,510	4,289	10,551
Total	84,636	-1,130	16,539	-2,289	-16,323	6,891	12,583	-2,184	-7,815	5,746	4,245	-3,692	6,913	19,483

ScreenName: Saleyards - Council report

Data: General Ledger Data

Filter: All

Calendar: YTD for July 2022-23

Refreshed:

Hide Zero: Off

Account No	Annual Amended Budget	Jul MTH Actuals	YTD Actuals
5700-0002 - SALEYARDS			
05 - Revenue			
5700-1150 - Saleyards Fees & Charges - Casual	(3,000)	.00	.00
5700-1152 - Saleyards Fees & Charges - Safe	(76,500)	(9,804.37)	(9,804.37)
5700-1496 - Grants - Saleyards Safety Upgrade	0	.00	.00
05 - Revenue Total	(79,500)	(9,804.37)	(9,804.37)
06 - Expenditure			
5700-2245 - Saleyards Insurances	3,755	10,977.73	10,977.73
5700-2255 - Saleyards Electricity Charges	6,580	.00	.00
5700-2260 - Saleyards Telephone Expenses	630	.00	.00
5700-2270 - Saleyards Rates & Charges	10,615	-.01	(.01)
5700-2330 - Saleyards Operating Expenses	19,005	196.67	196.67
5700-2335 - Saleyards Operating Expenses No GST	7,650	.00	.00
5700-2340 - Saleyards Maintenance Expenses	63,995	235.09	235.09
5700-2925 - Saleyards Buildings Depreciation	11,038	.00	.00
5700-2930 - Saleyards Facilities Depreciation	2,744	.00	.00
06 - Expenditure Total	126,012	11,409.48	11,409.48
5700-0002 - SALEYARDS Total	46,512	1,605.11	1,605.11
5750-0002 - TRUCKWASH			
05 - Revenue			
5750-1150 - Truck Wash User Fees	(29,000)	(181.80)	(181.80)
05 - Revenue Total	(29,000)	(181.80)	(181.80)
06 - Expenditure			
5750-2245 - Truckwash Insurance	100	72.02	72.02
5750-2255 - Truck Wash Electricity Charges	2,790	.00	.00
5750-2260 - Truck Wash Telephone Expenses	0	.00	.00
5750-2270 - Truckwash Rates & User Charges	15,565	.00	.00
5750-2340 - Truck Wash Mntce & Repairs	16,020	.00	.00
5750-2930 - Depn - Other Structures	10,400	.00	.00
06 - Expenditure Total	44,875	72.02	72.02
5750-0002 - TRUCKWASH Total	15,875	-109.78	(109.78)
Total	62,387	1,495.33	1,495.33

10.12 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT

File Number: E5
Author: Bruce Quarmby, Acting General Manager
Authoriser: Bruce Quarmby, Acting 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 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, public health requirements, waste management, and environmental management considerations. Strategic Land Use Planning refers to updates to Council's planning instruments and are also included. This report provides a summary of July 2022.

The following topics will be included into the Council Report where there is relevant information to report on. For the purposes of the new Council, a short description is provided for reference:

- Compliance and Regulation

The *Local Government Act 1993*, *Environmental Planning and Assessment Act 1979* ('EP&A Act') and *Protection of the Environment Operations Act 1997* are the main legislations providing provisions around environmental management. Compliance and regulation enforce individuals, organisations and businesses to comply with the relevant act or regulation. Environmental management can include, but is not limited to, atmosphere, built environment, heritage, land, and water.

Since the last reporting period one new property has been added to the register.

The total number of properties active on our Overgrown Block Register is 29

The split of the overgrown properties across the Shire is:

- Coonamble: 10
- Gulargambone: 10
- Quambone: 9

28 properties have complied with Council instructions and cleaned up their property, and Council has been in communication with the remaining property owners. Wet weather has hampered efforts to clean up blocks.

Blocks with unsafe levels of waste:

Since the last reporting period no additional properties have been added to this register.

Development Control Orders, Public Health Orders and Infringements

Since the last reporting period one new Order has been issued.

Table of Orders Issued		
Date issued	Address	Status
Orders to Premises Safe and Health Condition (LG Act)		
13/07/2022	Tooloon Street, Coonamble	In progress

Council has closed the Request for Quotation for the Slashing and mowing of the 11 outstanding overgrown properties.

- **Development Application Under Delegated Authority**
- Information provided in this section of the report, provides Council information on what has been determined for the month and not subject to the Council's endorsement or approval.
- Individual development applications that require the elected Council's approval will be under its own separate Council Business Paper Report with the recommendation to determine the application as approved or refused.
- Under the *Government Information (Public Access) Act 2009* (GIPA Act), information in the form of Development Applications and its associated information is prescribed as 'open access information' by Clause 3 of Schedule 1 of the GIPA Act. This also includes staff's development assessment report that is written prior to an application's determination. This provides a high level of transparency.
- Under delegated authority, the following is a summary of applications approved in July 2022.

Application Number	Description of Works	Address of Proposed Works	Approved Date
JULY 2022			
CC015/2022	Farm Shed	Lot 28 DP 754220, 3349 Wingadee Rd Coonamble	4/7/2022
CC016/2022	Farm Shed	Lot 80 DP 754185, 3349 Wingadee Rd Coonamble	4/7/2022
DA008/2022	Bus Storage Shed	Lot 3 Section 5 DP3264, 4 Sydney St Coonamble	12/7/2022
MOD 010/2020	SES Building	Lot 244 DP44910 93 Aberford St Coonamble	20/7/2022
CC010/2022	shed	Lot 148 DP 754227 47 McCullough Street	20/7/2022

Application Number	Description of Works	Address of Proposed Works	Approved Date
		Coonamble	
SC – b0f57a6b	Pool Certificate	261 Carinda Rd Coonamble	26/7/2022

- Ranger's Monthly Report

This report provides a summary of companion animals (cats and dogs) impounded and other animals. This includes information of how many animals were rehomed and euthanised. Information on dog attacks is also provided.

- Development Application Information

Information on development applications lodged in the Coonamble local government area, however, the consent authority relates to another authority and not Council or its delegated staff/contractors. This can include the:

- Independent Planning Commission for state significant development,
- Regional planning panel for regionally significant development, or
- Public authority (other than council) depending on the type of development declared with an environmental planning instrument.

These types of development applications are rare.

- Strategic Land Use Planning

Matters relating to the potential amendments to Council's planning instruments such as the Coonamble Local Environmental Plan or Council's Development Control Plans. Council staff also attend forums, committees and workshops around strategic land use planning, and this will be provided to Council for information.

- Sustainability and Environmental Management

Opportunities exist for Council to promote ecologically and environmentally sustainable land use and development, initiatives, and programs. Information under this topic will be reported when opportunities present itself and can come from government agencies, community groups and environmental champions.

- Waste Management

Waste management may include information on the existing waste management facilities and opportunities to minimise hard waste production avenues to look at sustainable 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.

COMMENTARY

Compliance and Regulation

Blocks with unsafe levels of waste:

Since the last reporting period no additional properties have been added to this register.

Development Control Orders, Public Health Orders and Infringements

Since the last reporting period no new Orders have been issued.

Currently Council has a Request for Quotation for the Slashing and mowing of the 11 outstanding overgrown properties.

Development Application Under Delegated Authority

Information provided in this section of the report, provides Council information on what has been determined for the month and not subject to the Council’s endorsement or approval.

Individual development applications that require the elected Council’s approval will be under its own separate Council Business Paper Report with the recommendation to determine the application as approved or refused.

Under the *Government Information (Public Access) Act 2009* (GIPA Act), information in the form of Development Applications and its associated information is prescribed as ‘open access information’ by Clause 3 of Schedule 1 of the GIPA Act. This also includes staff’s development assessment report that is written prior to an application’s determination. This provides a high level of transparency.

Under delegated authority, the following is a summary of applications approved since July2022.

Ranger’s Report

The Ranger’s report is provided for July 2022.

The follow is a summary of companion animal statistics.

<u>CORRESPONDENCE</u>	<u>July 2022</u>	<u>Year to Date 2022/2023 Total</u>
Infringements (Animals)	0	0

Infringements (Other)	0	0
	0	0
Change of Details		
Microchipped dogs	0	0
Registrations	0	0
Nuisance dog declaration	0	0
Dangerous dog declaration	0	0
Menace dog declaration	0	0

Impounded animals

In June there were a total of 15 dogs impounded and 6 cats were impounded. The following provides a breakdown:

June 2022	Dogs	Cats
Returned to owners	0	0
Rehomed	16	3
Euthanised	1	0
Impounded*	17	3

*Of the total impounded for both months, 3 dog were impounded from Gulargambone and 0 from Quambone.

Dog attacks

One dog attack for the month of July police is still investigating the matter.

(a) Governance/Policy Implications

The report provides Council with 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

Whilst not yet formally received by Council, the EPA has indicated its intention to serve Council both a Clean- up and Prevention Notice in accordance with the provisions contained within the Protection of the Environment Operations Act 1997.

(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.

(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

That Council notes the information contained within this report.

10.13 COMMUNITY SERVICE PROGRESS REPORT

File Number: C8
Author: Raquel Pickering, Librarian
Authoriser: Bruce Quarmby, Acting 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 July 2022.

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 following topics will be included into the Council Report where there is relevant information to report on. For the purposes of the new Council, a short description is provided for your reference for the key areas in the Community Services section:

- **Community Services**
Reports on the number of services, programs, and strategies to support the community. This includes Council's involvement with the interagency meetings and committee meetings, cultural events, and activities and some events for our community (Tourism and Events will also cover other events not managed by the Community Services team.).
- **Library Services**
Coonamble Shire Council is a member of the North Western Library Service (NWLS). The Service covers four local government areas and encompasses the libraries therein, i.e. Bogan (Nyngan), Coonamble, Gilgandra and Warren (where the Manager is based). The Coonamble Library has two satellite branches located in the villages of Gulargambone and Quambone within the Coonamble Shire Local Government Area. The Librarian purchases stock that is rotated to all libraries and participates in book exchanges with Gulargambone and Quambone seven times per year. The Gulargambone Library is run under an agreement with the Gulargambone Rural Transaction Centre Committee. The Quambone Library is run by an employee of Council.
- **Children and Youth Services**
Council provides services in after school activities in Gulargambone and Quambone. Council also delivers school holiday programs and the Youth Week Program. Council also operates a Youth Forum/Council.
- **Integrated Planning and Reporting (IP&R) Framework**
Following the adoption of the Community Strategic Plan at the 15 June 2022 meeting, updates on the IP&R Framework will now be reported back in the Community Services Report.

(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 recently adopted Community Strategic Plan 2032, Delivery Plan 2022-2026, and Operational Plan 2022 / 23.

(b) Financial Considerations

There are no financial considerations arising from this report.

COMMENTARY

In line with Council's 2022 / 23 Operational Plan, this report presents a summary of community service progress and activities for the period of July 2022.

COMMUNITY SERVICES**• Senior Moments Activity Packs**

The Librarian compiled a number of items to go into a Senior Moments bag to be delivered to the 30 residents of Koonambil Aged Hostel. The pack included an activity book with colour-ins, crosswords, find a words and other puzzles, a deck of cards with jumbo numbers, colouring pencils, a sharpener and a Card Holda – a device that you can pop your playing cards in if you have trouble holding them in your hand. As the residents are currently in lockdown due to COVID-19, Koonambil's Activity Officer, Jess, was happy to accept the activity bag on behalf of her residents.



LIBRARY SERVICES

- **Storytime for NAIDOC Day**

The Librarian was invited to attend a special storytime at the Dubbo Street Preschool. Open Classroom presents an opportunity for family and community members to join staff and children at the preschool and participate in their activities. The Preschool Director invited the Librarian to attend for storytime and requested an indigenous storybook. Clever Crow by Nina Lawrence and illustrated by Bronwyn Bancroft was the book that the Librarian read. A show bag with indigenous themed items was also put together for each of the children including an indigenous craft, colour ins relating to the book and an indigenous themed bookmark.

- **Eresources**

The North Western Library has now added magazines to the expansive list of eresources available. These resources are available via the North Western Library app for any member to access.

- **Library Statistics** (1 July – 29 July 2022)

Service	Loans	New M/ships	Wi -Fi	Internet (hr)	Internet (ppl)	Kids Comp (children)	Junior Visits	Adult Visits
Coonamble	574	0	58	108.55	92	74	111	2995
Gulargambone	32	6						

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

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
406	4	37	0	12

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

Senior Craft	Pre-School Visits	Housebound	Meetings	Seniors Cinema	Other
18	38	3	6	0	12

CHILDREN AND YOUTH SERVICES

Council’s Children and Youth Services have been impacted with staff shortages. We have been able to deliver the After School Care in Gulargambone and Quambone. Council’s Casual Youth Workers have been instructed to partner with other service partners to deliver services.

Council was unable to delivery activities during the July School Holiday program due to staff absences and availability.

(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.

(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.

(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 months of July 2022.

RECOMMENDATION

That Council notes the information contained in this report.

10.14 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS**File Number: R6****Author: Daniel Noble-Executive Leader - Infrastructure****Authoriser: Bruce Quarmby, Acting 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 Services Directorate.

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

I1.1 Employ a strategic approach to the management of our critical road network.

I1.2 Strengthen our strategic approach to the management of our water infrastructure and services.

I1.3 Improve our strategic approach to the management of our sewerage infrastructure and services.

I1.4 Strengthen our strategic approach to the management of our urban drainage infrastructure and services.

I1.5 Adopt successful strategies which maximises our community's access to quality infrastructure and assets.

P3.1 Provide support to our sporting, recreation and community organisations which drives improved sporting and recreational opportunities for our community.

P3.2 Improve the quality of our parks, open spaces, sporting and recreational facilities, including the MacDonald Park Masterplan Precinct.

(b) Financial Considerations

Provision is made within the 2021 / 2022 Operational Plan and Budget to fund the associated works and programs listed in this report.

COMMENTARY

This report aims to inform Councillors of the Works in Progress in the Infrastructure Services Directorate. Updates are provided for each Departmental area which includes Roads, Water and Sewer, Urban Services, Quarry and Workshop.

Roads – Operations and Maintenance						
Project	Budget	Expenditure to Date	Comment	Start Date	End Date	Progress (%)
Urban Roads Maintenance	\$150,000	-	Nil	01/07/2022	30/06/2023	-
Sealed Roads Maintenance	\$300,000	-	Nil	01/07/2022	30/06/2023	-
Unsealed Rural Roads Maintenance	\$612,000	-	Nil	01/07/2022	30/06/2023	-
Bridge Maintenance	\$50,000	-	Nil	01/07/2022	30/06/2023	-
Regional Roads Maintenance	\$568,060	-	Nil	01/07/2022	30/06/2023	-
Roads – Capital Works						
Project	Budget	Expenditure to Date	Comment	Start Date	End Date	Progress (%)
Bertram Street Reconstruction	\$350,000	TBC next month	Works are substantially complete. Waiting for favourable conditions to clean out drain.	20/10/2022	28/10/2022	75%
Urban Renewal Program	\$200,000	-	To commence.	01/11/2022	30/01/2023	0%
Unsealed Renewal Program (Resheeting)	\$350,00	-	Projects to be nominated.	01/05/2023	30/06/2023	0%
Sealed Road Heavy Patching	\$200,000	-	To commence.	05/09/2022	30/09/2022	0%

Regional Road Capital Renewal	\$100,000	-		Project to be nominated.	01/05/2023	30/06/2023	0%
Warren Road Upgrade	\$1,267,188	-		To commence.	01/04/2023	30/06/2023	0%
Warren Road and Castlereagh Highway Intersection Upgrade	\$820,000	-		HVSPF Funding Withdrawn due to shortfall. Revised submission to be made in next round of funding.	06/02/2023	30/06/2023	0%
Shanklin Road Renewal	\$375,000	-		To commence.	01/04/2023	26/05/2023	0%
Wingadee Road Renewal	\$150,000	-		To commence.	03/10/2022	24/02/2023	0%
Yalcogrin Street Renewal (Gular)	\$400,000	-		To commence.	05/09/2022	28/10/2022	0%
Box Ridge Road Reconstruction	\$1,859,636	-		RFQ for Survey and Design in development. Intention to contract out physical works.	09/01/2023	26/05/2023	0%
Carinda Road Heavy Patching and Culverts	\$2,265,840	TBC	next	Culverts have been installed.	15/05/2022	01/04/2023	0%
Stormwater Improvement Program	\$175,000	-		Projects to be nominated.	01/07/2022	30/06/2023	0%
Tooraweenah Road Upgrade	\$13,566,000	TBC	next	Detailed Design and Tender Schedules in development.	01/07/2022	30/06/2023	0%

Flood Restoration Works	\$2,950,226	TBC month	next	Flood restoration works have commenced despite ongoing wet weather.	01/07/2022	30/06/2023	0%
Glenhaven Culverts	\$3,500,000	TBC month	next	Revised Works Proposal has been submitted. Awaiting TfNSW Approval.	01/07/2022	17/02/2023	0%
Pilliga Causeway Replacement	\$350,000	TBC month	next	Tender Report to Closed Meeting, 10 August 2022.	01/07/2022	23/12/2022	0%
Euronne Gully Causeway	\$280,000	TBC month	next	Tender documents being prepared.	01/07/2022	23/12/2022	0%
Water – Capital Works							
Project	Budget	Expenditure to Date		Comment	Start Date	End Date	Progress (%)
Coonamble Mains Replacements	\$624,642	-		Tender documents being prepared.	01/07/2022	30/06/2023	0%
Coonamble Chlorine Storage Relocation	\$20,000	-		RFQ documents being prepared.	01/07/2022	30/06/2023	0%
Coonamble Reservoir Improvements	\$24,000	-		RFQ documents being prepared.	01/07/2022	30/06/2023	0%
Quambone Mains Replacements	\$61,170	-		Tender documents being prepared.	01/07/2022	30/06/2023	0%

Quambone New Chlorine Storage	\$45,000	-	To commence.	01/07/2022	30/06/2023	0%
Quambone Chlorine Residual Monitors	\$20,000	-	RFQ documents being prepared.	01/07/2022	30/06/2023	0%
Quambone Chlorine Scales and Auto Changeover	\$12,000	-	RFQ documents being prepared.	01/07/2022	30/06/2023	0%
Quambone Reservoir Improvements	\$15,000	-	RFQ documents being prepared.	01/07/2022	30/06/2023	0%
Gulargambone Mains Replacements	\$317,893	-	Tender documents being prepared.	01/07/2022	30/06/2023	0%
Gulargambone Chlorine Residual Monitors	\$40,000	-	RFQ documents being prepared.	01/07/2022	30/06/2023	0%
Gulargambone Scales and Auto Changeover	\$24,000	-	RFQ documents being prepared.	01/07/2022	30/06/2023	0%
Sewerage – Capital Works						
Project	Budget	Expenditure to Date	Comment	Start Date	End Date	Progress (%)
Coonamble Mains Relining	\$535,000	-	RFQ documents being prepared (Vendorpanel).	01/07/2022	30/06/2023	0%
Coonamble SPS1 Vent Stack	\$20,000	-	RFQ documents being prepared.	01/07/2022	30/06/2023	0%
Coonamble STP Upgrade –	\$250,000	TBC	next Tender documents	01/07/2022	30/06/2023	0%

Concept Design		month		being prepared.			
Gulargambone Mains Relining	\$235,000	-		Tender documents being prepared.	01/07/2022	30/06/2023	0%
Gulargambone STP Maturation Pond Relining	\$60,000	TBC month	next	Scope of works being developed by PWA but currently far exceeds budget allocation. Reviewing available grant funding and achievable cost savings.	01/07/2022	30/06/2023	0%
Gulargambone STP Tertiary Pond Renewal	\$200,000	TBC month	next	Scope of works being developed by PWA but currently far exceeds budget allocation. Reviewing available grant funding and achievable cost savings.	01/07/2022	30/06/2023	0%
Gulargambone STP SCADA Upgrade	\$100,000	-		Alliance Automotion to be engaged (Service Agreement)	01/07/2022	30/06/2023	0%
Urban Services – Capital Works							
Project	Budget	Expenditure to Date		Comment	Start Date	End Date	Progress (%)
Cemetery Improvement	\$20,000	-		To commence.	01/07/2022	30/06/2023	0%

Program						
Quambone Toilet Block	\$70,380	TBC next month	DA and CC obtained. Seeking quotations for installation.	01/07/2022	30/06/2023	0%
Coonamble Pool Upgrade Program	\$466,957	-	Concrete structural integrity testing undertaken week commencing 8 August 2022.	01/07/2022	30/06/2023	0%
Coonamble Sportsground	\$119,450	-	To commence.	01/07/2022	30/06/2023	0%
Footpaths Reconstruction	\$45,000	-	To commence.	01/07/2022	30/06/2023	0%
Street Tree Replacement Program	\$100,000	-	To commence.	01/07/2022	30/06/2023	0%
Walking Loop Footpath Construction	\$327,083	-	To commence.	01/07/2022	30/06/2023	0%
Coonamble Showground Upgrades	\$25,000	-	To commence.	01/07/2022	30/06/2023	0%
Quarries, Pits & Crusher Operations						
Balance Sheet	Estimated	Actual to Date	Comment	Start Date	End Date	Progress (%)
Expenditure	\$2,114,325	-	Nil	01/07/2022	30/06/2023	0%
Income	\$2,625,550	-	Nil	01/07/2022	30/06/2023	0%
Net Revenue	+\$511,225	-	Nil	01/07/2022	30/06/2023	0%

Workshop Operations					
Plant Serviced or Repaired	Estimated Downtime Actual to Date (Hrs)	Comment	Start Date	End Date	Progress (%)
Plant 5185 – Tri axle side tipper trailer	8.5	Damage to rims, break drum and hub. Wheel studs and nuts replaced. New bearing and seals fitted.	13/07/22	14/07/22	100
Plant 3087 – Multi tyred roller	8.5	A/C Compressor replaced.	14/07/22	15/07/22	100
Plant 3086 – Multi tyred roller	8.5	Nil	14/07/22	15/07/22	100
Plant 3085 – Multi tyred roller	8.5	Nil	14/07/22	15/07/22	100
Plant 5104 – Articulated Dump Truck (Quarry)	17	18,500hr service completed. New bearing plate fitted to idler pulley. Note: The articulated dump truck at the quarry was purchased 2 nd hand.	25/07/22	27/07/2022	100
Plant 5143 Rigid Truck	8.5	Broken bolts found and replaced in suspension. New rear shocks fitted and brakes adjusted.	01/07/22	02/07/22	100

Plant 9101 Komatsu	8.5	5,500hr service completed	01/07/22	02/07/22	100
Plant 4261 Kubota Tractor	8.5	3000hr service completed. New bonnet struts installed. Oil leak on transmission repaired.	07/07/22	08/07/22	100
Plant 224 Ferris Mower	17	500hr service completed. Broken front suspension forks replaced. Discharge chute fitted and bent scalp wheel brackets repaired.	17/07/22	19/07/22	100
Plant 5161 Mack Rigid Truck	8.5	4 x N70Z batteries fitted. New fire extinguisher fitted. Checked steering and suspension. Adjusted brakes.	19/07/22	20/07/22	100
New Plant Arrivals	-	3 x CAT CW34 Multi tyred rollers delivered and plant numbers issued. 5 x new Toyota Hilux SR's received and UHF fitted.	21/07/22	21/07/22	100

(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 2022 / 23 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

That Council notes the information in this report.

10.15 TOORAWEEAH ROAD UPGRADE - MONTHLY STATUS UPDATE**File Number:** R-8-32-1**Author:** Daniel Noble-Executive Leader - Infrastructure**Authoriser:** Daniel Noble, Executive Leader - Infrastructure**Annexures:** Nil**PURPOSE**

The purpose of this report is to provide Councillors a status update on the Tooraweenah Road Upgrade Project.

EXECUTIVE SUMMARY

In the month of July (2022) there has been steady progress in the development of the project.

BACKGROUND

Tooraweenah Road is the most direct route from the town of Coonamble to the Warrumbungles.

The section of road to be upgraded commences on the eastern outskirts of the Coonamble township and continues to the boundary with Gilgandra Shire Council.

The 56.8 km road currently consists of 30.1 km with a sealed pavement of varying width, followed by 26.7 km of unsealed earthen formation with an average width of 7m. The unsealed section includes two short-sealed sections that total 1.3km.

Most of the sealed length is in need of rehabilitation or heavy patching however some of the sections of sealed pavement are in a serviceable condition and will be retained. Unsealed sections of Tooraweenah Road will be upgraded and sealed.

The project aims to provide 56.8 km of road with a 9.9m wide pavement and 7.5m wide seal with guideposts, centreline and edge marking.

Council has resolved to complete the project in the shortest possible timeframe, preferably within a 12-month period from the time of project approval.

(a) Relevance to Integrated Planning and Reporting Framework

11.1.5 Complete the Tooraweenah Road upgrade project, on time and on budget.

(b) Financial Considerations

The capital cost of the project is fully funded by the Federal Government's Roads of Strategic Importance (ROSI) Program. The funded budget is \$22.96M.

COMMENTARY

For the month of August 2022, there has been steady progress of the project but not as much as is desirable. The detailed designs are progressing. At the date of authoring the Council report the results of the lime demand testing were not yet known and there has been difficulties obtaining a suitable contractor to undertake the clearing and grubbing work. These delays have resulted in an adjusting of the

milestone schedule and the project's cash flow prediction. This is yet to be accepted by Treasury but is not expected to create major issues.

The silver lining of these delays is that the modification pathway for the extraction limit of the quarry has not yet been determined. Essentially Council is seeking to temporarily increase the extraction limit to enable gravel to be supplied to the project. Preliminary advice has been sought from both TfNSW and the EPA. Council is still waiting a response from the EPA. Once this is obtained the modification is expected to take approximately six (6) months.

RECOMMENDATION

That the information be received and noted.

10.16 QUARRY COMMITTEE TERMS OF REFERENCE**File Number:** Q1-1**Author:** Daniel Noble-Executive Leader - Infrastructure**Authoriser:** Daniel Noble, Executive Leader - Infrastructure**Annexures:** 1. Terms of Reference - Quarry Committee**PURPOSE**

The purpose of this report is to request Councillors endorsement of the Terms of Reference for the Quarry Committee.

EXECUTIVE SUMMARY

Councillors resolved at the April 2022 Ordinary Meeting of Council to reform the Quarry Committee. Resolution 2022 / 28 required a Terms of Reference to be prepared for the Committee.

This report seeks to action and complete Council's resolution.

BACKGROUND

The Quarry Committee was reformed following the April 2022 Ordinary Meeting of Council. The Mayor, Councillor Lees and Councillor Karanouh were nominated as Council's delegates on the Committee.

The objective of the Committee is to provide for constructive consultation, feedback, advice and open lines of communication between Councillors and staff regarding policy setting, decision making and management of the Mt Magometon Quarry.

The Committee has no delegated power and functions as an advisory committee to Council. The full terms of reference are annexed to this report.

(a) Relevance to Integrated Planning and Reporting Framework

I1.5 Adopt successful strategies which maximises our community's access to quality infrastructure and assets.

L1.3 21) Deliver successful strategies and operations which increase the community's confidence in the integrity and capability of Coonamble Shire Council.

(b) Financial Considerations

There are no financial considerations associated with this report.

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

There are no significant policy implications associated with this report.

(b) Legal Implications

There are no significant legal implications associated with this report.

(c) Social Implications

There are no significant social implications associated with this report.

(d) Environmental Implications

There are no significant environmental implications associated with this report.

(e) Economic/Asset Management Implications

There are no significant economic implications associated with this report.

(f) Risk Implications

There are no significant risk implications associated with this report.

CONCLUSION

I commend the report to Council.

RECOMMENDATION

That the Terms of Reference for the Quarry Committee be adopted.

Coonamble Shire Council Quarry Consultative Committee

Terms of Reference

Background

At the request of the Councillors of the Coonamble Shire, Council has formed a Quarry Consultative Committee as a tool to gain maximum efficiency and effectiveness from the Mt Magometon Quarry.

Formation

The formation of the Quarry Consultative Committee was initially approved by Council in April 2022.

Membership

A maximum of three (3) Councillors:

- Mayor;
- And two (2) other Councillors.

Relevant Council staff in an advisory capacity as required, usually consisting of:

- General Manager;
- Executive Leader - Infrastructure;
- Executive Leader – Corporate and Sustainability
- Quarry Overseer.

Quorum

The quorum is four (4) members, comprising at least two (2) Councillors and two (2) Council staff, at least one (1) of whom must be representing MANEX.

Committee Chair and Deputy Chair

The Chair will be the Mayor of the Coonamble Shire Council. In the absence of the Mayor, the Deputy Mayor will chair Committee Meetings.

Meeting Arrangements

Meetings will be held three (3) monthly.

Meetings are to be arranged and run in accordance with Council's Community Committee of Council Manual.

The Committee Secretary will be provided by the Infrastructure Directorate.

Terms of Reference for the Coonamble Shire Quarry Consultative Committee

Committee Delegation

The Committee has no delegated power and functions as an advisory committee to Council.

The Committee will endeavour to reach consensus on issues/recommendations before it is referred to Council for consideration.

In the instance of the Committee not being able to reach a consensus decision, the Council will consider the matter noting the various opinions of the committee.

Objectives

To provide for constructive consultation, feedback, advice and open lines of communication between Councillors and staff regarding policy setting, decision-making and management of the Mt Magometon Quarry.

Code of Conduct:

Members are reminded that Council's *Code of Conduct 2019* must be adhered to at all times. Discussions are to be constructive, remain respectful and not be attacking or demeaning in nature.

Section 7.2 of the Code specifically states that Councillors (or administrators in the case that an administrator is appointed) must not:

- a) direct council staff other than by giving appropriate direction to the general manager in the performance of council's functions by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the Local Government Act 1993;*
- b) in any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the member or delegate;*
- c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager;*
- d) contact or issue instructions to any of council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the Local Government Act 1993.*

Terms of Reference for the Coonamble Shire Quarry Consultative Committee

10.17 GENERAL MANAGER - TEMPORARY APPOINTMENTS**File Number: S-6****Author: Amanda Nixon-Manager - People, Risk and Improvement****Authoriser: Tim Horan, Mayor****Annexures: Nil****PURPOSE**

The purpose of this report is to provide clarification for Council and staff, regarding the position of General Manager, should it be vacant or alternatively the incumbent is not available to perform the duties of the role for an extended period of time.

BACKGROUND

A report was tabled for Council's consideration to its June 2022 Council meeting, which after consideration Council adopted the following resolution.

RESOLUTION 2022/135

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

That Council adopts the following:

- 1. Upon the vacancy of the General Manager, or the General Manager is on leave for a period of more than two weeks, the following remuneration, under Clause 11 (iii) of the Local Government (State) Award 2020, shall apply:**
 - (a) The Executive Leader – Corporate & Sustainability will act in the role of General Manager.**
 - (b) In the absence of the above, the Executive Leader – Infrastructure will act in the role of General Manager.**
 - (c) That should either the Executive Leader – Corporate & Sustainability and Executive Leader – Infrastructure be unable to fulfill the duties of the General Manager then Council will be required to appoint an alternate.**
 - (d) To compensate for the additional duties and responsibilities associated with acting as General Manager, an additional 20% of the current wage component only for the reliving staff member will be paid, excluding any allowance other than the Civil Liability Allowance.**
 - (e) Any other non-cash benefits, or terms and conditions that might apply to the General Manager's role are not applicable.**

During the confirmation of the minutes at the July Council meeting, a point of order was raised that the resolution did not cover, as originally intended by the mover, all aspects that were to be considered in the framing of the resolution. In particular, that if the position of General Manager was to be vacant or the incumbent not able to perform the duties of the role for an extended period of time that Council should be consulted, and a Council decision made to fill the "vacancy"

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4 Governance is open and transparent.

(b) Financial Considerations

Higher duties associated with a staff member acting in the General Manager's position for a substantial period will be allowed for in the budget estimates.

COMMENTARY

Previously, Council has had limited requirements for staff to act in the role of General Manager, in either for short term periods when the General Manager was on leave or when the position was vacant and recruitment activities are being undertaken.

Whilst the adopted resolution addressed the nomination of a acting General Manager from staff for short periods, it did not satisfactorily address potentially longer term placement in the role. This oversight can be addressed by the including the following highlighted clause within the policy

Upon the vacancy of the General Manager, or the General Manager is on leave for a period of more than two weeks, the following remuneration, under Clause 11 (iii) of the Local Government (State) Award 2020, shall apply:

- a. The Executive Leader – Corporate & Sustainability will act in the role of General Manager.*
- b. In the absence of the above, the Executive Leader – Infrastructure will act in the role of General Manager.*
- c. Should the position of General Manager be vacant, or the current incumbent be unable to fulfill the duties of the position for a period of more the four (4) weeks that Council will in accordance with the provisions of the Local Government Act 1993, appoint a person to act in the position of General Manager.*
- d. To compensate for the additional duties and responsibilities associated with acting as General Manager, an additional 20% of the current wage component only for the reliving staff member will be paid, excluding any allowance other than the Civil Liability Allowance.*
- e. Any other non-cash benefits, or terms and conditions that might apply to the General Manager's role are not applicable.*

(a) Governance/Policy Implications

The Council resolution will be incorporated into Council's operational human resource policies and practices.

(b) Legal Implications

If Council does not nominate an appropriate rate of pay or adopt a policy for staff covered by the Local Government (State) Award who act in the General Manager's role, Council may be open to a claim of underpaying wages.

(c) Social Implications

There are no social implications directly attached to this report.

(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

There are no risk implications directly attached to this report.

CONCLUSION

If the role of General Manager is vacant, under section 336 of the *Local Government Act 1993* Council must immediately appoint a person or appoint a person to act in the vacant position.

The previously adopted policy has been updated to include a clause which is designed to address the concerns raised at the July Council meeting.

RECOMMENDATION

That Council adopts the following:

- 1. Upon the vacancy of the General Manager, or the General Manager is on leave for a period of more than two weeks, the following remuneration, under Clause 11 (iii) of the Local Government (State) Award 2020, shall apply:**
 - (a) The Executive Leader – Corporate & Sustainability will act in the role of General Manager.**
 - (b) In the absence of the above, the Executive Leader – Infrastructure will act in the role of General Manager.**
 - (c) Should the position of General Manager be vacant, or the current incumbent be unable to fulfill the duties of the position for a period of more the four (4) weeks that Council will in accordance with the provisions of the Local Government Act 1993, appoint a person to act in the position of General Manager.**
 - (d) To compensate for the additional duties and responsibilities associated with acting as General Manager, an additional 20% of the current wage component only for the reliving staff member will be paid, excluding any allowance other than the Civil Liability Allowance.**
 - (e) Any other non-cash benefits, or terms and conditions that might apply to the General Manager’s role are not applicable.**
- 2. As Council did not have a current policy when the General Manager’s position became vacant on the 1 April 2022, this policy if approved, should be applied retrospectively from the 1 April 2022.**

**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 TEN220630 Nash Street Kerb and Gutter Replacement

This matter is considered to be confidential under Section 10A(2) - 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 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

12.2 TEN220629 - Pilliga Road Causeway Replacement

This matter is considered to be confidential under Section 10A(2) - 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 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

12.3 T092223OROC - Supply and Delivery of Concrete Pipes

This matter is considered to be confidential under Section 10A(2) - 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 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

12.4 Audit, Risk and Improvement Committee - Appointment of Share Independent Chairperson

This matter is considered to be confidential under Section 10A(2) - c 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.

13 CONCLUSION OF THE MEETING