



BUSINESS PAPER

Ordinary Council Meeting Wednesday, 8 November 2023

Date: Wednesday, 8 November 2023

Time: 3.00 PM

**Location: Shire Chamber
Coonamble**

**Tim Horan
Mayor**

Notice is hereby given that an Ordinary Meeting of Council will be held in the Shire Chamber, Coonamble on Wednesday, 8 November 2023 at 3.00 PM.

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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

Introducing Azita and Hamid Sobhani and Kunal Pathania of the Coonamble Junior Youth Empowerment Program.

Background:

The Coonamble Junior Youth Empowerment Program is funded through the Regional Youth Investment Program that aims to help youth of regional NSW reach their full potential without having to leave their region. While this funding will allow the implementation of this project, it is the hope of the team that they become long-term residents to see the program become self-sustaining and the community take ownership of it.

The team that Council has engaged to deliver this program gives Coonamble families and community groups access to a nationally and globally proven model that empowers communities to transform themselves. Rather than coming and "doing to" Coonamble for a short time, then leaving – only to see young people and the community return to their former patterns of behaviour because of dependence on the team for leadership and direction – the team seeks to release the capacity that is already latent within every individual, within the community and within the institutions of Coonamble, and help each build the skills and develop the qualities and attitudes that allow them to become active, confident and skilled participants, cooperating with

each other in leading and determining the direction of their own community's development.

The seed of this organic model of community development is the development of 'Junior Youth' Groups – those aged from about 12 to 15 years old – who are at the stage of shaping their adult identities and patterns of belief about themselves and their own capacities and capabilities. Some older youth will also be encouraged to act as mentors to these Junior Youth Groups, and more will arise as the cohort of Junior Youth complete the Coonamble Junior Youth Empowerment Program, thus making it self-sustaining.

Meanwhile, in appreciating that Junior Youth are very much influenced by their environment, the team will consult with families of the Junior Youth to release each family's capacity to support the youth in their development. They will also consult with community groups, Elders and other stakeholders within the community to encourage their active participation and support of the program and provide opportunities to build a shared vision of the community's issues and priorities and ways that these issues can be addressed, and how the Junior Youth and their families might play a part in this.

Over time, these lines of action in developing individuals, families, and the environment begin to positively reinforce each other, such that the community takes ownership of developing its own capacity and pathway forward.

Nationally, this program has been rolled out in Mount Druitt and more recently in other suburbs in Sydney, in suburbs of Canberra, Melbourne, Brisbane and Perth, as well as in Alice Springs and remote communities of Western Australia. In Mount Druitt, the transformation within the community has been profound.

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 Tuesday, 17 October 2023 be confirmed as a correct record of the proceedings of the meeting.



MINUTES

**Ordinary Council Meeting
Tuesday, 17 October 2023**

**MINUTES OF COONAMBLE SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SHIRE CHAMBER, COONAMBLE
ON TUESDAY, 17 OCTOBER 2023 AT 3.00PM**

PRESENT: Mayor Tim Horan, Cr Adam Cohen, Cr Pat Cullen, Cr Barbara Deans, Cr Terence Lees, Cr Brian Sommerville

IN ATTENDANCE: Paul Gallagher (General Manager), Bruce Quarmby (Director Corporate Services), Kerrie Murphy (Director Infrastructure), Marina Colwell (Executive Support Officer), Phillip Peram (A/Director Community, Planning, Development & Governance), Deborah Tatton (A/Manager Finance), Mick Bell (Manager Parks & Urban Services), Kylie Kerr (Manager Roads), Lesley Duncan (Manager Planning, Regulatory & Compliance),

1 OPENING MEETING

The Mayor opened the meeting at 3.30 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;
- 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;
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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

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

MOTION

RESOLUTION 2023/71

Moved: Mayor Tim Horan

Seconded: Cr Adam Cohen

That the presentation by Ms Justine Campbell be extended by up to 20 minutes on the development of the Coonamble Artesian & Cultural Experience.

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

Against: Nil

CARRIED 6/0

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

APOLOGY

RESOLUTION 2023/72

Moved: Cr Adam Cohen

Seconded: Cr Barbara Deans

That the apology from Cr Bill Fisher be noted and approved.

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

Against: Nil

CARRIED 6/0

5 DEPUTATION/DELEGATIONS

6 CONFIRMATION OF MINUTES

RESOLUTION 2023/73

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 13 September 2023 be confirmed as a correct record of the proceedings of the meeting.

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

Lees and Brian Sommerville

Against: Nil

CARRIED 6/0

7 DISCLOSURES OF CONFLICTS OF INTEREST

Cr Barbara Deans declared a non-pecuniary conflict of interest with:

Item 10.20 Development Application – Extractive Industry – Black Hollow, as her property and place of residence is on that road. She indicated that she would remain in the room and participate in the discussion on the item; and

Item 10.26 Tooraweenah Road Upgrade – Monthly Status Update, as her property and place of residence is on that road. She indicated that she would remain in the room and participate in the discussion on the item.

Cr Pat Cullen declared a non-pecuniary interest and leaves the room for the discussions and vote on item 12.1 Investigation into the purchase and redevelopment of the Sons of the Soil Hotel Site.

Cr Brian Sommerville declared a pecuniary interest in item 12.1 Investigation into the purchase and redevelopment of the Sons of the Soil Hotel Site, as he owns a business in the main street. He left the room for the voting.

8 MAYORAL MINUTE

MAYORAL MINUTE

RESOLUTION 2023/74

Moved: Cr Terence Lees

Seconded: Cr Adam Cohen

That the report be received and noted.

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

Against: Nil

CARRIED 6/0

RESOLUTION 2023/75

Moved: Mayor Tim Horan

Seconded: Cr Pat Cullen

That Council resolve to rename the Warrena Creek Bridge to Tom Cullen OAM Bridge.

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

Against: Nil

CARRIED 6/0

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

SECTION B - MATTERS FOR INFORMATION ONLY

9 COMMITTEE REPORTS

Nil

10 REPORTS TO COUNCIL

10.1 CORRESPONDENCE

RESOLUTION 2023/76

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

That the report be received and noted.

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

Against: Nil

CARRIED 6/0

10.2 COUNCIL RESOLUTIONS UPDATE

RESOLUTION 2023/77

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

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

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

Against: Nil

CARRIED 6/0

10.3 FREEZE ON STATUTORY AND OTHER OFFICERS REMUNERATION TRIBUNAL (SOORT) INCREASES FOR GENERAL MANAGERS AND OTHER SENIOR STAFF

RESOLUTION 2023/78

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

That Council receive and note the information received from Local Government NSW in relation to the freeze on remuneration increases for General Managers and other senior staff.

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

Against: Nil

CARRIED 6/0

10.4 COONAMBLE ANNUAL SHOW - APPLICATION FOR PUBLIC HOLIDAY

RESOLUTION 2023/79

Moved: Cr Pat Cullen

Seconded: Cr Terence Lees

- 1. That Council notes the contents of this report.**
- 2. That Council authorises the General Manager to make application to the Department of Premier & Cabinet for a full day public holiday for the whole Coonamble Shire Local Government Area to be declared for the second days of the Coonamble Show in 2024 and 2025, i.e. Wednesday, 15 May 2024 and Wednesday, 4 June 2025.**

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

Against: Nil

CARRIED 6/0

10.5 PROPOSED CLOSURE OF OFFICE - CHRISTMAS/NEW YEAR**RESOLUTION 2023/80**

Moved: Cr Terence Lees

Seconded: Cr Pat Cullen

1. That Council closes its administrative office, libraries, Service NSW agency, the Visitor Information & Exhibition Centre, Council depots and quarry from close of business on Friday 22 December 2023 and re-open on Tuesday, 2 January 2024.
2. That Council staff avail themselves of accumulated leave provisions for the annual festive period closedown on days not covered by public holiday provisions, namely the Wednesday, Thursday and Friday – 27, 28 and 29 December 2023.
3. That the Festive season closure be advertised, including emergency contact numbers, on council's website, social media page and the local newspaper.
4. That provision be made for "on-call" staff to be made available for scheduled daily maintenance and to respond to emergency situations if they arise.

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

Against: Nil

CARRIED 6/0

10.6 RATES AND CHARGES COLLECTIONS - SEPTEMBER 2023**RESOLUTION 2023/81**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

That Council notes the information provided in the report.

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

Against: Nil

CARRIED 6/0

10.7 STATUS OF INVESTMENTS - SEPTEMBER 2023**RESOLUTION 2023/82**

Moved: Cr Adam Cohen
Seconded: Cr Barbara Deans

That Council notes the list of investments from 1 September 2023 to 30 September 2023 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, Adam Cohen, Pat Cullen, Barbara Deans, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 6/0

10.8 SALEYARDS REPORT- 30 SEPTEMBER 2023**RESOLUTION 2023/83**

Moved: Cr Pat Cullen
Seconded: Cr Barbara Deans

That the report is received and noted.

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

Against: Nil

CARRIED 6/0

10.9 REVIEW LOCAL PREFERENCE PURCHASING POLICY**RESOLUTION 2023/84**

Moved: Cr Barbara Deans
Seconded: Cr Terence Lees

- 1. That Council notes the information in this report.**
- 2. That Council adopts the revised Local Preference Purchasing Policy, as attached to the report.**
- 3. That Council notes that three (3) submissions were received from the public in relation to this policy.**

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

Against: Nil

CARRIED 6/0

10.10 COMMUNITY SERVICE PROGRESS REPORT**RESOLUTION 2023/85**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

That Council notes the information contained in this report.

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

Against: Nil

CARRIED 6/0

10.11 INVESTING IN OUR COMMUNITY'S LITERACY**RESOLUTION 2023/86**

Moved: Cr Terence Lees

Seconded: Cr Barbara Deans

- 1. That Council note the information contained in this report.**
- 2. That Council fund enrolments into the Dolly Parton Imagination Library, who live within Coonamble Shire, from Financial Year 2024-25, based on the financial projections in this report, offset by any community donations able to be sourced for this purpose.**

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

Against: Nil

CARRIED 6/0

10.12 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT**RESOLUTION 2023/87**

Moved: Cr Pat Cullen

Seconded: Cr Terence Lees

That Council not the information in the report.

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

Against: Nil

CARRIED 6/0

10.13 AUDIT, RISK & IMPROVEMENT COMMITTEE CHAIR BRIEFING**RESOLUTION 2023/88**

Moved: Cr Pat Cullen

Seconded: Cr Terence Lees

That the briefing of and advice from the ARIC Chair, Graeme Fleming, be noted.In Favour: Crs Tim Horan, Adam Cohen, Pat Cullen, Barbara Deans, Terence Lees and Brian SommervilleAgainst: Nil**CARRIED 6/0****10.14 WASTE MANAGEMENT SERVICES - NETWASTE****RESOLUTION 2023/89**

Moved: Cr Pat Cullen

Seconded: Cr Terence Lees

That Council note:

- 1. NetWaste's release of the *Regional Waste and Sustainable Materials Strategy 2023- 2027* and *Our Backyard. Our Stuff. Our Responsibility. Education Strategy 2022 – 2027*.**
- 2. The NetWaste Forum is being held in Coonamble in November 2023.**
- 3. The extension of Council's On-site Used Motor Oil Collection Contract through NetWaste's regional contracting initiative.**

In Favour: Crs Tim Horan, Adam Cohen, Pat Cullen, Barbara Deans, Terence Lees and Brian SommervilleAgainst: Nil**CARRIED 6/0**

10.15 COONAMBLE CRC AND LANDFILL - TYRES AND MATTRESSES**RESOLUTION 2023/90**

Moved: Cr Pat Cullen

Seconded: Cr Terence Lees

That Council

1. Adopt the following fees for non-commercial disposal and recycling of tyres and mattresses:

Tyres

<i>Car and motorcycle tyres – per tyre</i>	<i>\$15.00 (including GST)</i>
<i>4WD tyre – per tyre</i>	<i>\$25.00 (including GST)</i>
<i>Light truck tyres – per tyre</i>	<i>\$35.00 (including GST)</i>
<i>Truck tyres – per tyre</i>	<i>\$75.00 (including GST)</i>
<i>Tractor tyres – per tyre</i>	<i>\$225.00 (including GST)</i>

Mattresses

<i>Mattresses</i>	<i>\$30.00 (including GST)</i>
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2. Note that the green waste fees and charges will be slightly reworded to reflect Council's decision and provide clarity for commercial operators, residents, ratepayers and Coonamble Waste Facility and transfer station operators to:

Green Waste (Clean), non-commercial including lawn clippings, clean straw, trees and branches...

Green Waste (Clean), commercial, including lawn clippings, clean straw, trees and branches – per cubic metre...

3. Adopt a new Promotion Day initiative in the Fees and Charges:

Promotion Days, may be subject to item and number limits... No Charge.

4. Authorise the General Manager to hold waste, recycling and cleanup Promotion Days including setting item and number limits in accordance with the Fees and Charges.

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

Against: Nil

CARRIED 6/0

10.16 WASTE AND RECYCLING MANAGEMENT SERVICES**RESOLUTION 2023/91**

Moved: Cr Barbara Deans

Seconded: Cr Adam Cohen

That Council note that expressions of interest will be called for components of the waste and recycling streams from interested parties and existing contractors to enable compliance and maximise opportunities in Coonamble Shire.

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

Against: Nil

CARRIED 6/0

10.17 COUNCILLORS TRAINING POLICY**RESOLUTION 2023/92**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

- 1. That Council place the draft Councillors Training Policy on public exhibition for 28 days.**
- 2. That Council receives a further report, together with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the Councillors Training Policy (with or without changes) at its December 2023 Ordinary Meeting.**
- 3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the Councillors Training Policy without any changes as a policy of Council.**

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

Against: Nil

CARRIED 6/0

10.18 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT

RESOLUTION 2023/93

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

That the report be received and noted.

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

Against: Nil

CARRIED 6/0

10.19 AGRITOURISM PLANNING CHANGES

RESOLUTION 2023/94

Moved: Cr Terence Lees

Seconded: Cr Brian Sommerville

That the report be received and noted.

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

Against: Nil

CARRIED 6/0

10.20 DEVELOPMENT APPLICATION DA007/2023 - EXTRACTIVE INDUSTRY - BLACK HOLLOW

RESOLUTION 2023/95

Moved: Cr Terence Lees

Seconded: Cr Brian Sommerville

That the report be received and noted.

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

Against: Nil

CARRIED 6/0

Lesley Duncan (Manager Planning, Regulatory & Compliance) left the meeting at 5.00pm.

10.21 APPLICATIONS FOR FINANCIAL ASSISTANCE UNDER COUNCIL'S DONATIONS POLICY**RESOLUTION 2023/96**

Moved: Cr Terence Lees

Seconded: Cr Brian Sommerville

1. That Council notes the information contained within this report.
2. That Council provides the following financial assistance.
 - a. Gulargambone Cricket Club \$2,000.00
 - b. Coonamble Auto Club \$500.00
3. That Council resolves to request the Director Corporate Services to write the unsuccessful applicant and advise them of the outcome their request.

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

Against: Nil

CARRIED 6/0

10.22 DRAFT MODERN SLAVERY PREVENTION POLICY**RESOLUTION 2023/97**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

1. That Council places the draft Modern Slavery Prevention Policy, as attached to the report as Annexure 1, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.
2. That Council receives a further report, together with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the Modern Slavery Prevention Policy (with or without changes) at its December 2023 Ordinary Meeting.
3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the Modern Slavery Prevention Policy without any changes as a policy of Council.

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

Against: Nil

CARRIED 6/0

10.23 SUBSTITUTE AREAS FOR LOCAL SPORTING CLUBS**RESOLUTION 2023/98**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

That Council

1. **Endorse the proposal to upgrade the existing Sportsground facility to create additional sporting fields within the complex and that Council vote up to \$165,000 to carry out the necessary works.**
 - (a) **And that Council allocate funds from the additional unplanned financial assistance grant revenue.**
2. **That Council further investigate the option of a new alternate facility located adjacent to the Golf Course, dependent upon the result of the application with Crown lands.**
 - (a) **And that Council actively apply for grants to fund this proposal up to the amount of \$2,500,000.**
3. **That Council further investigate the use of Pioneer Park as alternate playing fields.**
 - (i) **And that Council engage with the community regarding the use of this land for recreation or for other purposes.**
 - (ii) **Note that the cost for the development of this park for the use of sporting groups is expected to be in the vicinity of \$415,000.**

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

Against: Nil

CARRIED 6/0

10.24 GULARGAMBONE SPORTSGROUNDS IRRIGATION UPGRADES**RESOLUTION 2023/99**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

That council

1. **Vote a budget of up to \$45,000 to upgrade the irrigation system at the Gulargambone Sportsground.**
 - (a) **That the funds be drawn from Council's General Internal Reserve.**

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

Against: Nil

CARRIED 6/0

10.25 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS

RESOLUTION 2023/100

Moved: Cr Brian Sommerville

Seconded: Cr Terence Lees

That the information be received and noted.

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

Against: Nil

CARRIED 6/0

10.26 TOORAWEEAH ROAD UPGRADE - MONTHLY STATUS UPDATE

RESOLUTION 2023/101

Moved: Cr Terence Lees

Seconded: Cr Adam Cohen

That the report be received and noted.

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

Against: Nil

CARRIED 6/0

10.27 INVESTIGATIONS INTO THE RE-DEVELOPMENT OF THE SONS OF THE SOIL SITE

RESOLUTION 2023/102

Moved: Cr Terence Lees

Seconded: Cr Pat Cullen

That Council note that a late confidential report will be submitted for consideration at the Council Meeting.

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

Against: Nil

CARRIED 6/0

10.28 GENERAL MANAGER PERFORMANCE REVIEW**RESOLUTION 2023/103**

Moved: Cr Pat Cullen

Seconded: Cr Adam Cohen

That Council note that a late confidential report will be submitted for consideration at the Council Meeting.

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

Against: Nil

CARRIED 6/0**11 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS**

Nil

12 CONFIDENTIAL MATTERS**RESOLUTION 2023/104**

Moved: Cr Adam Cohen

Seconded: Cr Pat Cullen

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 Box Ridge and Gulargambone Roads Renewal Project - TEN230712DJ

This matter is considered to be confidential under Section 10A(2) - d(ii) 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 competitor of the council.

12.2 MOU - Mob Built Panelised Building System Manufacturing & Construction in Coonamble

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.

12.1 Investigation into the purchase and redevelopment of the Sons of the Soil Hotel Site.

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.

12.2 General Manager Performance Review

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).

CARRIED

12.1 BOX RIDGE AND GULARGAMBONE ROADS RENEWAL PROJECT - TEN230712DJ

RESOLUTION 2023/105

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

- 1. That the information be noted.**
- 2. That Council reject all tenders for TEN230712DJ and carry out the requirements of the proposed contract itself which will provide a more economical outcome.**
- 3. Council advise the tenderer of Councils decision.**

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

Against: Nil

CARRIED 6/0

12.2 MOU - MOB BUILT PANELISED BUILDING SYSTEM MANUFACTURING & CONSTRUCTION IN COONAMBLE**RESOLUTION 2023/106**

Moved: Cr Terence Lees

Seconded: Cr Adam Cohen

That Council:

- 1. Continue discussions with Mob Built Pty Ltd in respect of the significant opportunities offered to the Coonamble community.**
- 2. Request provision of a draft management agreement, training program and product compliance information from Mob Built Pty Ltd.**
- 3. Undertake due diligence in respect of the regulatory compliance of the proposed joint venture, Agreements, design and product.**

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

Against: Nil

CARRIED 6/0

6.10pm Cr Pat Cullen declared a pecuniary interest and leaves the room for the discussions and vote on item 12.1 Investigation into the purchase and redevelopment of the Sons of the Soil Hotel Site as the owner is a relative of his family.

6.12pm Cr Brian Sommerville declared a pecuniary interest and leaves the room for discussion and vote item 12.1 Investigation into the purchase and redevelopment of the Sons of the Soil Hotel Site, as he owns a business in the main street.

12.1 SUPPLEMENTARY BUSINESS - INVESTIGATION INTO THE PURCHASE AND REDEVELOPMENT OF THE SONS OF THE SOIL HOTEL SITE.**RESOLUTION 2023/107**

Moved: Cr Terence Lees
Seconded: Mayor Tim Horan

- 1. That Council receive and note the report and the confidential briefing from KPMG.**
- 2. That a further report be presented to Council following the analysis of the business case.**
- 3. That Council authorise the General Manager to proceed with the purchase of the SOTS at the agreed price.**
- 4. That Council classify the land as operational.**

In Favour: Crs Tim Horan, Adam Cohen, Barbara Deans and Terence Lees

Against: Nil

CARRIED 4/0

Crs Sommerville and Cullen rejoined the meeting at 6.20pm.

12.2 SUPPLEMENTARY BUSINESS - GENERAL MANAGER PERFORMANCE REVIEW**RESOLUTION 2023/108**

Moved: Cr Pat Cullen
Seconded: Cr Brian Sommerville

That the Mayor is authorised to negotiate an increase to the total remuneration package of General Manager which may include a retention bonus and sign the contract on behalf of Council.

CIn Favour: Crs Tim Horan, Adam Cohen, Pat Cullen, Barbara Deans, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 6/0

RESOLUTION 2023/109

Moved: Cr Adam Cohen
Seconded: Cr Pat Cullen

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 6/0

13 CONCLUSION OF THE MEETING

The Meeting closed at 6.25pm.

The minutes of this meeting were confirmed at the Council held on 8 November 2023.

.....
CHAIRPERSON

7 DISCLOSURES OF CONFLICTS OF INTEREST

8 MAYORAL MINUTE

MAYORAL MINUTE

File Number: M3
Author: Tim Horan-Mayor
Authoriser: Tim Horan, Mayor
Annexures: Nil

MAYORAL MINUTE

I am pleased to present to you the Mayoral report for November 2023.

- North Western Library Cooperative - Annual General Meeting
 - Coonamble hosted the AGM on Wednesday 1 November, representatives travelled from Bogan, Coonamble, Gilgandra and Warren.
- International Volunteers Day
 - Coonamble Shire has a large number of volunteers within the community and to coincide with International Volunteers Day, a morning tea will be held to acknowledge, thank and shine a light on the important work of our local volunteers. The event will be held in McCullough Hall on Tuesday 5 December at 10.00am. Volunteers will be requested to nominate through Council for catering purposes.
- Remembrance Day
 - A service will be held at the cenotaph outside Council's administration building on Saturday 11 November at 11.00am. The community is invited to attend.
- 2023 Christmas Street Party
 - Preparations are well underway for this year's Christmas Street Party which will be held on Saturday 2 December, Council has 14 stall holders accepted with local business owners invited to hold a stall. There will be a concert as part of the celebrations with featured homegrown artists performing.
- General Manager Performance Review
 - I am pleased to advise that the Review has been completed as per:
RESOLUTION 2023/108
That the Mayor is authorised to negotiate an increase to the total remuneration package of General Manager which may include a retention bonus and sign the contract on behalf of Council.

The Office of Local Government (OLG) Guidelines require Council to publicly record any discretionary increase awarded to its General Manager.

As agreed by Council the General Manager was awarded a discretionary wage increase of 13.3%. This increase was awarded on an analysis of the General Manager's performance over the past ten months as well as a comparison of like Council remuneration packages.

- Project Updates:

I am pleased to advise that Councils' projects are continuing including:

- Gulargambone Sportsground Irrigation
 - Works have started with an expected end of month completion.
- Main Street – Wheel Stops
 - The stoppers are currently being painted and will be installed before the end of November.
- Sports Ground – Playing Field Extension
 - Works have begun on the extension of the playing fields with an expected completion date of March 2024.

RECOMMENDATION

That the report be received and noted.

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

SECTION B - MATTERS FOR INFORMATION ONLY

9 COMMITTEE REPORTS

Nil

10 REPORTS TO COUNCIL

10.1 CORRESPONDENCE

File Number: C20

Author: Marina Colwell-Executive Support Officer

Authoriser: Paul Gallagher, General Manager

Annexures: Nil

CORRESPONDENCE

Each month a list of correspondence is sent out in the Business Paper to Councillors to ensure that they have not missed any information since the last Business Paper was produced.

Date	Information Sent	Author	In	Out	Sent
12/10/23	Coulton's Catch Up – M Coulton MP 12 October 2023	M Coulton	✓	✓	✓
18/10/23	Revised Councillors' Prayer	M Colwell		✓	✓
20/10/23	Coulton's Catch Up – M Coulton MP 20 October 2023	M Coulton	✓	✓	✓
30/10/23	Approved Membership to FNWJO	M Colwell		✓	✓
30/10/23	Coulton's Catch Up – M Coulton MP 30 October 2023	M Coulton	✓	✓	✓

RECOMMENDATION

That the report be received and noted.

10.2 COUNCIL RESOLUTIONS UPDATE

File Number: C17; C20

Author: Marina Colwell-Executive Support Officer

Authoriser: Paul Gallagher, General Manager

Annexures: 1. Resolutions Update Table - November

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:

Date	Resolution No.	Action Required	Responsible Officer	Status/Update

RECOMMENDATION

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

Council Resolutions Update - Annexure 1

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
11.1.22	2022/11	Priority Items to be Pursued	Review & Adoption of Approvals & Order Policies – within 12 months	Manex (Executive Management Team)	Progressing
11.1.22	2022/11	Priority Items to be Pursued	Review of Delegations – within 12 months	GM	Ongoing. 04.07.2023 GM to review delegations to staff in September 2023
9.2.22	2022/21	Youth Services in LGA	Determine current services, coordination and possible duplication and gaps analysis	ELESPC	Ongoing.
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	04/10/2023 - Discussions held with NSW Planning. Rural Strategy being prepared to enable Planning Proposal to be progressed. 26/10/2023 Draft Rural Strategy is being finalised prior to presentation to Councillors at the December Meeting.
9.2.22	2022/30	CDEP-like community employment and training program	Discussions with Federal MP and other stakeholders	Mayor/GM	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. 04.07.2023

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
					GM and Mayor have held further discussions with Redi.e and will be discussing opportunities with other providers in late July, also booked into see the Minister to see what Government funding is available.
15.6.22	2022/116	Plan of Management – Sports Oval	Inclusion of 'one off camping facility' at the sports oval - plan	DIR.CS MGR.US	Progressing – the inclusion of the ability for the Sportsground to act as a 'one off camping facility' has been included in the draft plan – 03/08/23 - This is not an ideal plan as the development of additional playing fields at the oval will further restrict the ability for vehicles to park within the sporting grounds 04.07.2023 - Council trailed the primitive camping for the rodeo/campdraft in June opposite the showground.
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	MGR.US	4/10/23 - workshop to be scheduled for early November 2023. 26/10/23 - workshop prior to December meeting with report to Council to be presented at meeting.

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
15.6.22	2022/136	Notice of Motion (Cr Churchill): 1. Collection of information regarding 'slow down signs' at Gulargambone	Meeting with Transport for NSW to be held regarding use of radar signage during harvest period.	MGR.RDS	Report to April Ordinary Meeting Waiting on TfNSW in order to report to council 04.07.2023 - Nil response received to date
15.6.22		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	DIR.CS	On Hold – meeting to be arranged between Council and Committee
15.6.22		3. Coonamble Men's 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	DIR.CS	03/08/23 - Funding has been allocated in the 2023/24 Operational budget to allow for the works to proceed.
09.11.22	2022/264	Cemeteries Maintenance	Staff to develop a Plan of Management for the Cemeteries within the Shire	MGR.RDS MUS	4/10/23 - Consultants engaged to carry out ground proofing of available data and on the ground acquisition of grave plots
09.11.22	2022/267	Housing Strategy	Council to seek expressions of interest from persons with available land and or houses	GM DIR.CS	4/10/23 - Housing Strategy scope being finalised with intention to advertise EOI in October/ November. 26/10/23 - Grant application submitted. Housing Strategy Scope finalised with EOI expected early November
09.11.22	2022/269	Warrena Weir Plan of Management (POM)	POM to be put on exhibition inviting community feedback	DIR.CS MGR.EDG	Subject to development of Masterplan as part of the Real Country Business Case and Strategy Development project.

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
09.11.22	2022/291	Coonamble CBD	Investigations to be carried out on the development of the CBD	DIR.CS	Ongoing 04.07.2023 - Waiting on the outcome of the purchase of the SOT's
14.12.22	2022/289	Review of Signage (No Coal Seam Gas)	Review the signage at the entrances to the town	MGR.EDG	4/10/2023 - Report to be prepared for the November meeting
14.12.22	2022/290	Evaluation of 2022 Coonamble Street Carnival	Staff to gather feedback from the recent event for evaluation before the 2023 event takes place	MGR.EDG	4/10/2023 - Rotary has advised that they are unable to coordinate the Street Carnival. A report will be included in the Manager EDG report to the October Meeting Completed
08.02.23	2023/9	Joint Organisation Membership	Council approach the FNWJO to become a member	GM	11/10/23 – Approval received from the FNWJO – waiting on approval from Minister
08.02.23	Motion	Historian recognition	Angie Little to be added to Coonamble's Nick Name Hall of Fame	MGR.EDG	Ongoing; locating a caricaturist
08.02.23	2023/45	SOTS	1. That authorises the Mayor and the General Manager to negotiate a purchase price with the owner of the SOTS and bring a report back to Council. 2. That Council continue investigations to finance and redevelop the site – as well as the overall enhancement of the Coonamble CBD precinct – through either grant funding, a public-private partnership arrangement, purchase-then-lease model or other models yet to be identified. 3. That Council prepare costings on the upgrades of the engineering section and	GM	4/10/2023 - KPMG presentation to be made to the October Council meeting. 26/10/23 - KPMG presentation completed. Council resolved to purchase SOTS

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
			on the current RMS building and a report be bought back to council for consideration.		
	2023/65	Wheel Stops	Seek quotations for replacement, Line-marking the bays, Councillors to inspect a sample of the proposed wheel stops prior to purchase	DIR.IF MGR.RDS	04.07.2023 - RFQ currently being advertised 26/10/23 - Wheel stops on order, will be placed once received and painted
	2023/68	Master Inland Rail Development Agreement (MIRDA)	That Council endorse the draft MIRDA	GM	03/08/23 - Agreement has been received 01/08/2023 Gm to sign at earliest convenience
	2023/71	Waste Collection	Staff to investigate the possibility of operating the collection in-house	ADCPD (Phil)	4/10/23 - Waste and Recycling review being conducted including the possibility of in-house waste collection 26/10/2023 - Waste and Recycling Review continuing. Manager Waste, Recycling and Employment Opportunities commenced.
10.05.23	2023/61	Visual Improvements – Entrance CBD	Replanting Bougainvillea on trellis, investigate options for wall on council's vacant block	DIR.IF	4/10/23 - Planting boxes have been purchased and plants have been ordered these are to be installed in October, as part of Brigidine garden the wall is to be painted. See also resolution 2023/156. 26/10/2023 - In progress
12.07.23	2023/155	Pioneer Park/Cemetery	Plaque be erected in recognition of M Philpott & A Little for efforts in Cemetery history	MP&US	4/10/23 - Report to be submitted for November meeting, to be included as part of construction of additional columbarium.

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
	2023/155	Pioneer Park/Cemetery	Budget report for Pioneer Cemetery project	MP&US	4/10/23 - Report to be submitted for November meeting.
	2023/167	Rotunda	Report back to Council regarding the possible installation of a rotunda or similar in Macdonald Park.	MED&G DCS	4/10/23 - Report to be submitted for November meeting, and after workshop held with Councillors. 26/10/23 - Report to December meeting after workshop
	2023/173 &174	Disclosure & Related Party Forms.	Councillors & Managing Staff to complete	DCS	31.08.23 – Progressing – Councillors will be reminded of the resolution to submit completed reports at the September 2023 Council meeting
	2023/156	Brigidine Sisters 140 yrs	Council owned land in Castlereagh street to be converted to small garden/park in recognition of Brigidine Sisters with the erection of a plaque.	DI & MP&US	4/10/23 - Works to garden have been completed, waiting on screens and concrete seating, painting of the wall needs to be scheduled. See resolution also 2023/61 26/10/23 - Complete
09.08.23	2023/189	LGNSW Annual Conference	Early Bird Registration – Mayor, Deputy Mayor, GM	ESO GM	Will be purchased before the due date.
13.09.23	2023/33	BMX Bike track	To be considered in the 2023/24 budget submissions	DCS	09/10/2023 Management to undertake investigations into costings and confirm the planned location for the proposed track.
	2023/34	Possible Tourist Attraction	Grain silo art	MED&G	4/10/2023 - Options being considered for grain silo art 26/10/23 - Meetings sought with Graincorp to discuss options.
	2023/35	Weir Wall – ext	Seek government support to raise the Weir wall	GM	04/10/23 – Letter sent - waiting on response

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
	2023/36	Electronic Fire Risk sign	Installation of two (2) fire signs to the entrance to Coonamble (north & south).	DI	26/10/23 - Meeting with RFS on 8/11/23 to seek further instructions
	2023/37	Town Fire station	Seek government support to build a new fire station	GM	04/10/23 – Letter sent – waiting on response
	2023/38	Food festival	Research the possibility of a town Food Festival	MED&G	4/10/2023 - Research is being undertaken into the potential for a Food Festival 26/10/2023 - Options, budget and recommendations being finalised for report to December meeting
	2023/39	ARTC – Inland Rail Route	Council make contact with Ms Kerry Schott to discuss the Inland Rail Route with the LGA	GM	Email sent for contact details – waiting on reply
	2023/55	Artesian Bathing Experience	Council proceed with developing a Business Case	MED&G	4/10/2023 - site design being completed to enable costings for a Business Case 26/10/2023 - Site design continuing including “used” water to Warrena Creek
		Warrena Weir Reserve	Staff prepare a report for the November meeting with budgetary information regarding the required funds to open & maintain the amenities & grounds during the summer months	MED&G	Inspection scheduled with Parks and Urban Services to determine budget requirements
	2023/59	Waste Management services	Report to be submitted upon the completion of the review	ADCPD (Phil)	26/10/2023 - Review continuing site inspections completed. Contractor discussions scheduled for week commencing November 30
	2023/65	Land for Housing Development	GM negotiate purchase of the suggested land parcel	GM	

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
17/10/23	2023/75	Renaming of the Warrena Creek Bridge	Submit an application for the renaming of the Warrena Creek Bridge to Tom Cullen OAM Bridge	ADCPD (Phil)	26/10/2023 - Application being prepared
	2023/79	Show Date Application	The date application has been submitted	ESO	26/10/23 – Waiting on reply
	2023/80	Office Closure – Christmas Period	Advertise the Closure dates of Admin & RMS over Christmas period	MED&G	26/10/23 - Planning of work has commenced
	2023/89	Netwaste	Application for extension for oil collection	ADCPD (Phil)	26/10/23 - Complete
	2023/91	Waste & Recycling Management	Advertise for EOI for recycling	ADCPD	26/10/23 - EOI is being conducted in conjunction with Review. Currently scheduled for mid-November following discussions with the Contractor.
	2023/92	Councillors Training Policy	Exhibit draft policy	ADCPD/MED&G	26/10/23 - Policy on exhibition
	2023/97	Modern Slavery Prevention Policy	Exhibit draft policy	DCS/MED&G	26/10/23 - Policy on exhibition
	2023/98	Substitute Areas for Local Sporting Clubs	Upgrade existing sportsground – investigate further options for another facility	MUS	26/10/23 - Planning of work has commenced
	2023/99	Gulargambone sportsground Irrigation	Upgrades	MUS	26/10/23 - Planning of work has commenced
	2023/106	Mob Built - MOU	Continue discussions with Mob Built Pty Ltd in respect of the significant opportunities offered to the Coonamble community	GM/MED&G/D CS	26/10/2023 - Discussions ongoing. Aim for revised to Mob Built early November.
	2023/107	Investigation into the purchase and redevelopment of the Sons of the Soil Hotel Site	Business Case – KPMG SOTS – Waiting on further documentation. Purchase offer accepted on SOTS building	GM/DCS	26/10/2023 - Council proceeding with Purchase.

10.3 STATUS UPDATE - KPMG**File Number: A3****Author: Marina Colwell-Executive Support Officer****Authoriser: Paul Gallagher, General Manager****Annexures: 1. Commercial Redevelopment Feasibility Assessment****PURPOSE**

To provide Councillors with a status update on the KPMG business case for the redevelopment of the Sons of the Soil site.

BACKGROUND

Over the past three (3) months, regular weekly meetings have been held with representatives from KPMG and various Council staff members. The intent of the meetings has been to investigate and provide further documentation required for the analysis.

(a) Relevance to Integrated Planning and Reporting Framework

Nil

(b) Financial Considerations

Nil

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

Council has a responsibility to comply with all legislative requirements.

(b) Legal Implications

Nil

(c) Social Implications

Nil

(d) Environmental Implications

Nil

(e) Economic/Asset Management Implications

Nil

(f) Risk Implications

Nil

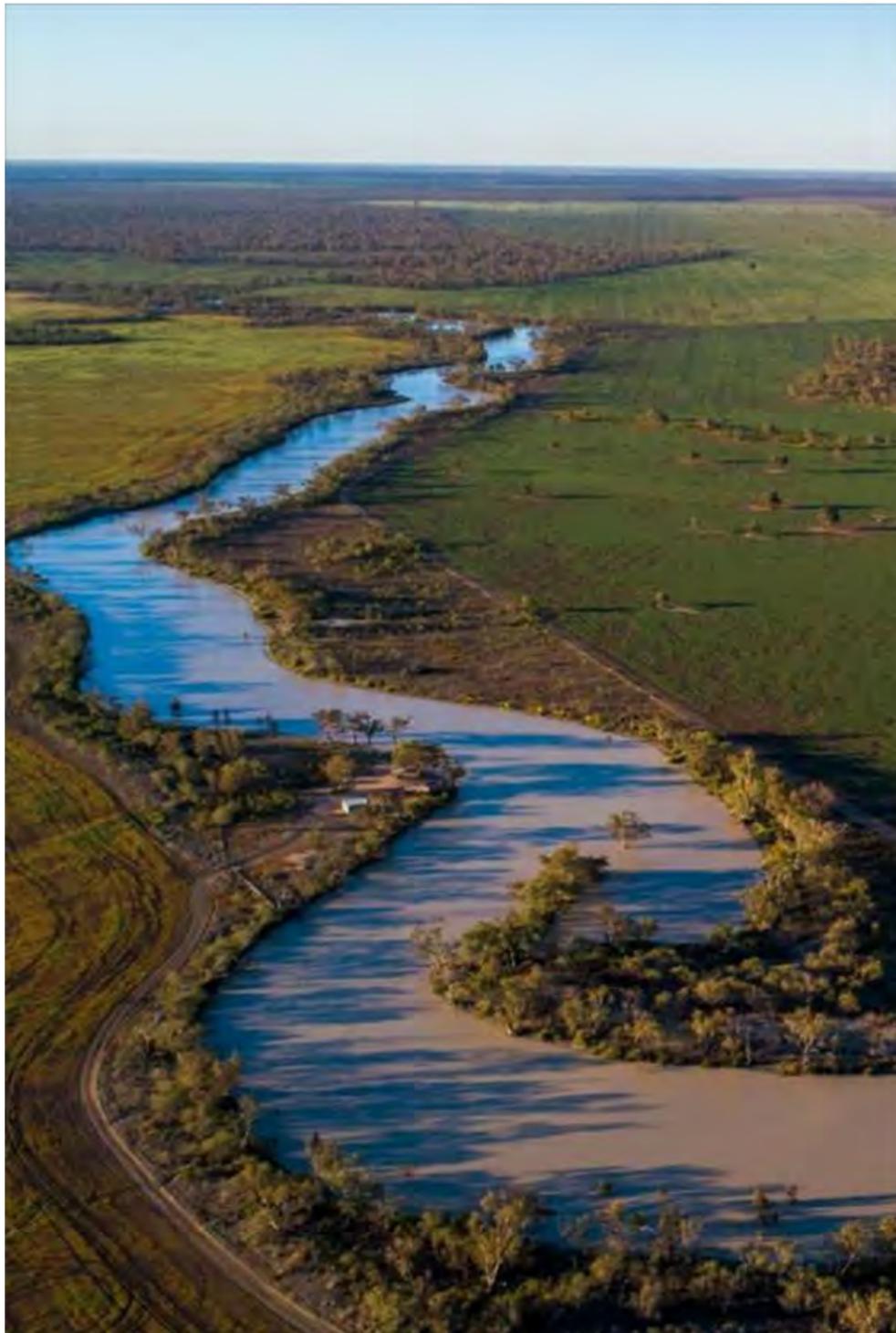
CONCLUSION

Council have received the Commercial Redevelopment Feasibility Assessment (Annexure 1) and other documentation from KPMG just prior to the business paper being compiled. Staff have not had the opportunity to study the completed documents to be presented to Council. A further report will be presented upon review of the information provided.

RECOMMENDATION

That the information contained in this report be received and noted.





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Background

Background and Context

Historic underinvestment in the Coonamble central business district and main street shopping precinct means that a once bustling, energetic township now faces the serious issue of population decline¹, community discontent² and a housing shortage³. In 2020, Coonamble Shire Council (Council) developed the Coonamble Shire Masterplan, Local Strategic Planning Statement and Coonamble Economic Development Strategy 2020 (EDS), all of which acknowledge the need for tactical investment in the town and its people. For example, one of the strategic initiatives set out in the EDS is New Business & Investment, which aims to attract new investment that is sustainable and compatible with community aspirations and the LGA's environment.

Accordingly, Council is seeking to capitalise on an opportunity to redevelop a key town infrastructure asset as a mechanism for responding to these challenges, strengthening the local workforce, and for securing a pathway to restoring the vitality of a once proud town. This project will be a cornerstone in the main street rejuvenation project and demonstrates commitment to Council's strategy and the future of the community.

Purpose of this Feasibility Assessment

Council has initiated this journey by engaging KPMG to conduct a Feasibility Assessment and Business Base for the proposed redevelopment of the site currently occupied by the Sons of the Soil (SOTS) Hotel. Council have emphasised the significance of SOTS as the only site on which the redevelopment can take place, due its size and position as a main street anchor point. In the proposed redevelopment, SOTS will be replaced with a new 1-story, 2-story or 3-story build; a supermarket on the ground floor, with a suite of apartments situated on the second and/or third floor.

This report provides a high-level overview of the feasibility of building a supermarket with accommodation on the floor/s above.

Commercial analyses indicate Council will need to make a trade-off between satisfying a critical community need and want, and responsible utilisation of Council funds.



This Feasibility Assessment was developed after undertaking the following activities:

Performed a market analysis of the current supermarket presence in the town to understand where **gaps and opportunities** lie.

Conducted a benefits analysis of **potential positive qualitative outcomes** to result from the infrastructure redevelopment.

Executed a **demographic analysis** of Coonamble population data and trends over the past 25 years.

Performed a **desktop review** of corporate planning and strategy documentation, including past community research data.

Developed a high-level financial model to **determine the commercial feasibility** of the project over a 40-year horizon.

Source:

1. ABS Data (1996 Basic Community Profile & 2021 Census All Persons QuickStats)
2. Coonamble Shire Masterplan
3. NSW Government Communities & Justice: Central West and Orana – What's Happening in the Housing Market?



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Coonamble Demographic Profile

Demographic Profile¹

- Coonamble Shire Council is a rural local government authority (LGA) on the central-western plains of New South Wales (NSW), roughly 1h and 45mins north of Dubbo, the nearest regional population centre.
- The LGA comprises 8 localities and as of 2021, has a population of 3,732, of which 33.9% identify as Aboriginal and/or Torres Strait Islander; considerably higher than the NSW average of 3.4%.
- Coonamble has seen significant population decline in the last 25 years, shrinking by 22.3% between 1996 and 2021. Discussions with Council suggest that this could be due to less employment opportunities in agriculture, families moving away in pursuit of better education outcomes for their children and high-school leavers moving away for better job prospects in larger economic centres.
- The proportion of working aged adults has reduced, with 37.2% fewer residents aged between 20 and 49 in 2021 than there were in 1996. The Town population has aged considerably over the same period, with 26.0% of residents aged 60 or older in 2021, compared to 16.7% in 1996.
- Median weekly income in the Town is significantly lower than NSW more broadly. In 2021, median personal income for Coonamble was \$661, compared with \$813 for NSW; an 18.7% differential.
- The gap widens to 32.7% for weekly household income, where the median in Coonamble is \$1,231 per week, compared with \$1,829 for the State.
- There are 22.7% fewer dwellings in 2021 than there were in 1996. There has also been a shift in household composition, with lone and 2-resident households accounting for 66.5% of households in 2021, compared to 54.4% in 1996. This means that existing houses in Coonamble aren't accommodating people as efficiently as in the past.
- Housing prices in Coonamble have significantly increased, as median rent increased substantially from \$125p/w in 2009, to \$180p/w in 2019, a 44% surge in price. The number of affordable rental properties shrunk even more significantly in the years between 2006 and 2017, decreasing by 66% in 10 years².

What do residents have to say about the Town?³

Struggling, shrinking, supportive, diverse.

Very unenthusiastic about life. There are only a few go-getters in Gular who really carry the whole town.

Lovely but needs improvement.

Crime stricken, boring, ghost town.

Narrow minded vision, mainly centred around the Coonamble township.

Coonamble has lost its identity. There isn't one now.

This community is neglected. Local community trying to revive it. Climatic conditions not helping relying on tourist trade.

I don't believe Coonamble is a destination as we don't have enough product offerings or natural attractions.

Source:

1. ABS Data (1996 Basic Community Profile & 2021 General Community Profile)
2. NSW Government Communities & Justice: Central West and Orana – What's Happening in the Housing Market?
3. Coonamble Shire Masterplan



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Notes:

- a) ABS Data is reflective of the data collection parameters set in each respective year. Efforts have been made to ensure closest comparable datasets were used for analysis
- b) Affordable stock refers to the number of new bonds lodged with the Rental Bond Board that were affordable to low income earners.

Redeveloping the SOTS could potentially address key community challenges



High Grocery Prices¹

Supermarkets and general stores are currently scattered throughout the Town. The only 2 full-line grocery stores are located side-by-side on the busy Castlereagh Highway, where there is a perceived increased risk of pedestrian-car accidents. The price of food items at these supermarkets is generally significantly higher than that of their metropolitan counterparts. For example, a 1kg packet of regular beef mince at Khan's Supermarket is \$21.47, whereas Coles has a comparable product on offer for \$11.00, representing a 48.8% price differential.



Frustrated Residents

As illustrated by the response to the community survey, many residents are frustrated and discontent with the current state of the town and community atmosphere in Coonamble. With comments such as "struggling", "ghost town", and "neglected", it appears that residents acknowledge the need for investment in the town, and Council must show it's understanding and commitment to the issue by demonstrating a proactive approach to restoring the vibrancy and quality of life that Coonamble residents were once so proud of.



Short Supply of Essential Housing²

Community sentiment suggests there is a deficit in the supply of affordable housing in Coonamble relative to local needs for accommodation. ABS Data shows that a much larger proportion of households are composed of lone and 2-resident households now than 25 years ago. This means that houses in Coonamble aren't accommodating people as efficiently as they once did, making it harder for prospective workers and residents to find a dwelling. Council needs to address this issue by employing strategies that promote land development and affordable housing.



Declining & Ageing Population³

Coonamble has seen significant population decline in the last 25 years. The town has also aged considerably, with more than a quarter of the population now aged over 60. Council has suggested that risk-averse retirees may choose to stay in Coonamble due to their connection to community, thus retaining the town's elderly population, while younger people move away for alternative education and employment. At present, the location of the town's supermarkets is not particularly accessible to pedestrians; an issue that is even more prominent for elderly residents who may require increased access to essential goods and services. Council needs to demonstrate an understanding of the changing demographics of Coonamble and consider redeveloping the main street to make town amenities more accessible.

Source:

1. Coles and Khan's Supermarket online catalogues (08/23)
2. NSW Government Communities & Justice: Central West and Orana – What's Happening in the Housing Market?
3. ABS Data (1996 Basic Community Profile & 2021 General Community Profile):



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Notes

- a) ABS Data is reflective of the data collection parameters set in each respective year. Efforts have been made to ensure closest comparable datasets were used for analysis

Community Benefits of Redeveloping the SOTS

Redeveloping the SOTS Hotel on the main street is expected to yield a number of qualitative benefits for the Coonamble community. These benefits can be validated through in-depth community consultation as part of the development of a detailed business case.

Expected Community Benefits		Description
	Community Pride	Community pride is an important element of life to residents of rural small towns. Updating an old key infrastructure asset into a thriving supermarket and apartment block will likely imbue a sense of rejuvenation into the outdated retail precinct, uplifting the aesthetics, vitality and overall sense of pride in the Town.
	Community Gathering Space	Modern infrastructure and a central, accessible location on the Coonamble main street could enable the supermarket to act as a community gathering space, where residents can interact and socialise, fostering relationships and a sense of belonging among the township. These types of spaces are essential for building and maintaining a tight-knit community.
	Town Practicality and Experience Uplift	Kicking off the main street redevelopment by overhauling the existing SOTS Hotel with an updated supermarket and apartment block will elevate the practicality and experience of the Town's CBD. It will encourage a more concentrated cluster of retail shops, increasing the walkability of the area, while diverting pedestrian traffic away from the busy Castlereagh Highway.
	Increased Housing Availability	Should Council opt to construct a set of apartments atop the supermarket, this will be an important step in the direction of solving Coonamble's current housing crisis. By constructing the apartments in the Town CBD, residents will have access to affordable housing located in the heart of Coonamble, and staff from key industries may have a better opportunity for locating accommodation to support them while working in the Town.
	Improved Quality of Life	A centralised supermarket on the main street will enhance residents' quality of life by eliminating the need to travel long distances for essential goods and services, saving time and fuel expenses. Updated amenities are especially instrumental in ensuring that vulnerable populations, like elderly and Indigenous Australians aren't required to travel long distances to access essential goods and services.

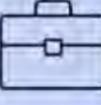


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Market Benefits to Redeveloping the SOTS

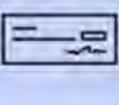
The expected market benefits of redeveloping the SOTS are outlined below and can be quantified and validated through an economic impact assessment as part of the development of a detailed business case.

Expected Market Benefits		Description
	Increased Consumer Spending	A modern, centralised supermarket will encourage consumer spending within the Town from both local residents and visiting tourists, enabling Coonamble to retain a bigger portion of the Town's retail expenditure within the community and stimulating the local economy.
	Main Street Anchor Point	Redeveloping the SOTS Hotel into an updated piece of key infrastructure will transform the site into a main street anchor point, whereby the increased pedestrian traffic will drive increased visibility and spending at other local businesses and create a centralised retail hub in the heart of the Town.
	Addresses a Market Gap	The project will address a market gap by providing residents with a modern, convenient and accessible retail option for essential goods and groceries. This specifically answers the requests of many residents for improved facilities and more options in the Town. Furthermore, introducing an alternate option to the existing grocery store options will drive competition and lead to lower prices for customers.
	Job Creation	The supermarket redevelopment will lead to an increase in the number of jobs in Coonamble. The project will generate employment opportunities during the demolition, construction, and more importantly, during the ongoing operational stage of the supermarket. Lower unemployment typically leads to reduced crime and improved quality of life. Furthermore, the additional employment opportunities have the potential to bring new residents with diverse skills and capabilities to the Town.
	Leverage Local Producers	Once operational, the supermarket could potentially provide a platform for local suppliers to showcase their fresh goods and produce. This promotes local entrepreneurship and helps to strengthen the Town's brand image as a regional powerhouse in agriculture and farming.



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Economic Benefits to Redeveloping the SOTS

Expected Economic Benefits		Description
	Increased Tourism Prospects	Modernised and accessible infrastructure will incentivise travellers to visit the Town, and potentially attract attention to Coonamble's community activities, such as the Coonamble Rodeo and Campdraft. There is also an opportunity to hold main street market days and arts and crafts festivals, of which a supermarket can be a main focal point.
	Strengthen Local Economy	The introduction of a supermarket will contribute to the Town's economic diversification by producing a non-agricultural revenue source, reducing the Town's reliance on a single industry. The updated retail precinct will also stimulate additional economic activity, as the workers and residents look to spend their money at other local food, retail and service-based businesses, creating a multiplier effect of the local economy.
	Lower Cost of Living	Introducing a full-line supermarket to the main street retail precinct may serve to lower cost of living in Coonamble. Increased competition between the existing supermarkets may reduce average grocery prices, while the closer proximity to essential goods and services means that residents can benefit from reduced travel time and fuel costs.
	Boost Investor Attention	A successful redevelopment project and well-performing supermarket will potentially attract future investment and business development in the Town's CBD, fostering further economic growth and progression toward the Council's economic development goals. It will also raise surrounding property prices due to the closer proximity to essential amenities.
	Increased Council Revenue	The redeveloped building will generate revenue for Coonamble Shire Council should it decide to lease the ground floor space to a supermarket operator. The upper floor apartments will also generate council income through either rental leases, sale of land, or a combination of both.



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Commercial Viability

KPMG prepared a financial model in order to assess the financial feasibility of the development of the SoS site into a grocery store with 10 apartments on the second story, based on Council-prepared assumptions. A number of scenarios were run in order to assess the most favourable structure. The below observations are based on a 40-year model, assuming Coonamble Shire Council take a loan out to fund the entirety of the project and the loan is repaid over 25 years. All assumptions included in the model, including the differences between each scenario, are outlined on slides 10 and 11.

Summary

- The financial model is based on the grocery store being leased to and operated by a third party, and the 10 apartments on the second story of the building to be sold once complete.
- The size of the lot is 1,800m², with 1,254m² for the supermarket and the apartment level, with 546m² of parking space.
- Total development costs are \$9m in this scenario. This consists of the initial purchase of the land of \$750k, demolition costs of \$290k and constructions costs of \$7.9m. The construction costs have a 15% contingency built in, in order to budget for cost increases as construction costs continue to rise.
- This scenario assumes the Council receives a loan from a third party for the entire development cost of \$9m, over a 40 year term. An interest rate of 6.4% was used, resulting in total interest payments over the life of the project of \$7.7m.
- It is assumed in the model that the income from the sale of apartments in FY26 is largely put towards repaying the bank loan the same year.
- Staffing requirements for the project are simple, with only a Commercial Property Manager required, at 6% of the lease income each year.
- The project is forecast to make a loss for the first 20 years of the project, decreasing each year as interest payments decrease, until a profit of \$11k is made in FY44, increasing across the remaining life of the model to \$384k in FY64.
- A key driver of the loss, is the apartments on average cost \$390k to build, and only sell for \$200k.
- The NPV of the project is negative \$9m.
- The return on investment (ROI) mirrors the net profit / loss and averages 0.2% across the life of the project. Once the loan is repaid, the ROI increases to an average of 3.2% across the life of the project, with a ROI of 4.3% in FY64. As it stands, the investment would likely not be attractive to investors, who would generally seek a ROI of 12-15%.
- The project generates a negative discounted cash flow over the life of the project, until FY49, when the loan is fully repaid. DCF is \$144k in FY49, decreasing to \$115k in FY64.
- Two other scenarios were run, the first based on a 10-year loan and a 15-year model term (Scenario 1) and the second based on a 20-year loan and 20-year financial model (Scenario 2). Scenario 1 delivered an NPV of -\$12.8m and Scenario 2 of -\$11.7m.



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Commercial Viability cont.

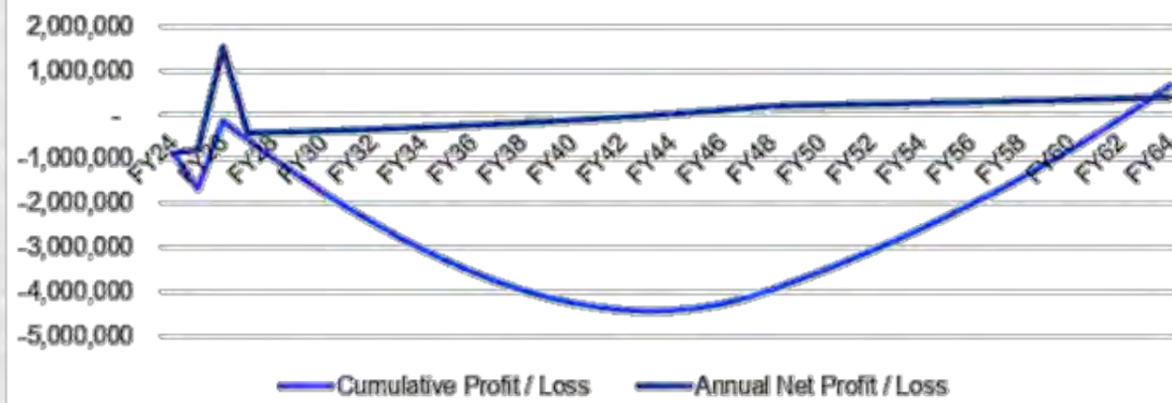
Annual and Cumulative Profit & Loss

- Income includes income from the supermarket, available for lease to tenants at the start of FY26, and income from the sale of apartments in FY26. Lease income increases annually in line with CPI.
- Expenses include demolition costs, payment of interest, commercial property manager fees, insurance, building maintenance, rates and charges and depreciation on capital expenditure. Expenses are forecasted to increase annually in line with CPI or by Council-specified increases.
- Interest payments total \$7.7m, while income across the project is forecasted to be \$21m.
- While a profit is forecasted to be made in FY44 onwards, the cumulative losses are significant, dipping to -\$4.4m in FY53, improving to \$647k in FY64. As such, Council would have to be comfortable financing the losses across the life of the project.

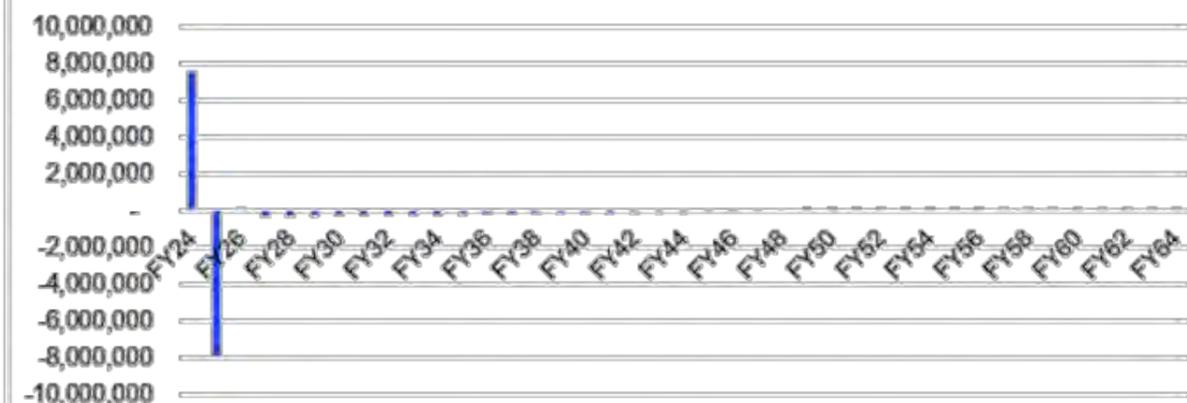
Discounted Cash Flow

- The 'Discounted Cash Flow' graph, below, illustrates the spike in cash when the loan is received in FY24, and the large cash outflow in FY25 as the construction costs are incurred.
- The DCF is consistently negative from FY27 to FY48, when the loan is fully repaid. DCF is \$144k in FY49, decreasing to \$115k in FY64.
- Income included in the cash flow forecast is lease income for the grocery store and the sale of apartments.
- Cash outflows include the purchase of the site, demolition and construction costs, principal and interest payments on the loan, commercial property manager fees, property insurance, rates and user charges and building maintenance expenses.
- A discount rate of 4% was included.

Annual and Cumulative Profit / Loss



Discounted Cash Flow



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Commercial Feasibility Recommendations



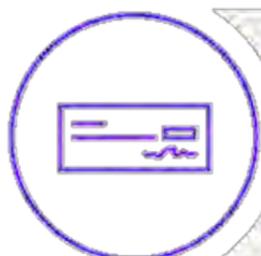
Secure investment funding from grants

Council should investigate the available opportunities for grant funding through both Local and State Government. Grants may supplement the upfront costs and lead to a quicker breakeven.



Verify tolerance for cumulative loss

Council must consider how it intends to finance the project moving forward and whether or not it can bear the burden of the cumulative commercial loss over the life of the project.



Contact relevant investors

Council could benefit from contacting investors with an interest in community-impact or regional development (e.g. not-for-profit organisations), as they may be inclined to provide financial support for a project that aligns strongly with their own mission and values.



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Next Steps

01 Validate and approve feasibility assessment study to proceed to business case

02 Expand research on the following factors to be included in the report:

Community and broad factors

Market factors

Economic factors

Financial factors (incl. council side and investors side financial models)

Risks and implementation factors

03 Schedule workshops with key stakeholders

04 Develop draft business case report and financial models



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Appendix 1: Detailed Financial Assumptions

Appendix 1: Detailed Financial Assumptions

KPMG prepared a financial model based on the below Council-prepared assumptions

No.	Category	Assumptions	Source	CSC Feedback
1	Financial Metric	A growth rate of 3.3% per annum is applied from FY2 to FY27 and 2.5% from FY28 to FY64 is applied from the second year of the project to applicable revenue and expenses to represent the consumer price index (CPI). Note, KPMG analysed CPI rates from 3 sources, and to be conservative, selected the highest CPI rate for use in the model. KPMG Leveraged Bis Oxford Economic Outlook, Australia August 2023.	KPMG proposed based on research.	Confirmed by CSC team.
2	Financial Metric	A growth rate of 3.3% per annum is applied from FY2 to FY27 and 2.5% from FY28 to FY64 is applied from the second year of the project to applicable revenue and expenses to represent the consumer price index (CPI). Note, KPMG analysed CPI rates from 3 sources, and to be conservative, selected the highest CPI rate for use in the model. KPMG Leveraged Bis Oxford Economic Outlook, Australia August 2023.	KPMG proposed based on research.	Confirmed by CSC team.
3	Financial Metric	Three scenarios were run in the financial model, with different loan terms and structure and model end dates. Baseline Scenario 1: 10 year loan term, 2 loans, 15 year model. Scenario 2: 20 year loan term, 1 loan, 20 year financial model. Scenario 3: 40 year loan term, 1 loan, 40 year financial model.	KPMG proposed based on experience.	Confirmed by CSC team.
4	Financial Metric	Council ownership is assumed to be 100%, with Council financing the investment themselves.	Coonamble Shire Council Team.	Confirmed by CSC team.
5	Financial Metric	Loan assumed to be taken out for the full cost of the development, being \$8,985,054.	KPMG proposed based on experience.	Confirmed by CSC team.
6	Financial Metric	Purchase of site assumed to be in FY24, with the construction completed by the end of FY25, and the supermarket and apartments available for lease and sale respectively, in FY26.	KPMG proposed based on experience.	Confirmed by CSC team.
7	Financial Metric	Financial discount rate of 4% over the life of the project will be applied to calculate the Net Present Value to represent the present value of future benefits and investments.	Commonwealth Government Indexed Bond rate for 10 year term.	Confirmed by CSC team.
8	Financial Metric	An interest rate of 6.4% will be used in calculating the cost of borrowings.	Shire of Coonamble Council 'Confidential Business Paper - November 2022'.	Confirmed by CSC team.
9	Financial Metric	The building will be depreciated over a term of 40 years. All costs and related depreciation for fit out is assumed to be the responsibility of the lessee.	Shire of Coonamble Council 'Confidential Business Paper - November 2022'.	Confirmed by CSC team.



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Appendix 1: Detailed Financial Assumptions cont.

No.	Category	Assumptions	Source	CSC Feedback
10	Financial Metric	Total size of the site is assumed to be 1,800m ² , the supermarket 1,254m ² the second story apartment level 1,254m ² with 1000m ² of useable space available and 582m ² of carparking, paving and lighting.	Shire of Coonamble Council 'Confidential Business Paper - November 2022'	Confirmed by CSC team.
11	Financial Metric	It is estimated there will be 10 apartments on the second story, each at 100m ² in size.	KPMG proposed based on experience.	Confirmed by CSC team.
12	Financial Metric	The investment includes a purchase price of \$750,000, demolition costs of \$290,000 and total construction costs of \$7,945,054. The cost per m2 of the supermarket is \$2,579 and for the apartments is \$3,111, which was calculated by taking the average of the cost m2 of the supermarket and original quote for the Service NSW and Library section of the building. Total construction costs for the supermarket are \$3.2m apartments \$3.9m.	'Preliminary Budget Estimate' document, Coonamble Shire Council Team.	Confirmed by CSC team.
13	Financial Metric	Lease income is assumed to be \$4.08m ² , totalling \$293k per month in year 1, increasing by CPI each year.	Estimate of 85% of average Dubbo commercial lease price per m2 of \$4.8.	Confirmed by CSC team.
14	Financial Metric	Average sale price for each apartment is assumed to be \$200,000, totalling \$2m.	Estimate of 85% of average Dubbo apartment sale of \$240k.	Confirmed by CSC team.
15	Financial Metric	Property manager fee included as 6% of rental income, per year.	Average property manager fee per KPMG research.	Confirmed by CSC team.
16	Financial Metric	Property insurance expense included of \$17,709 per year, increasing by 10% per annum for 5 years, and then by CPI.	Coonamble Shire Council Team.	Confirmed by CSC team.
17	Financial Metric	Rates and user charges expense included of \$5,500 per year, increasing by 3% per annum for 5 years, and then by CPI.	Coonamble Shire Council Team.	Confirmed by CSC team.
18	Financial Metric	Building maintenance expense included of \$10,000 per year, increasing by CPI.	Shire of Coonamble Council 'Confidential Business Paper - November 2022'	Confirmed by CSC team.



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10.4 COMMUNITY SERVICE PROGRESS REPORT

File Number: C8

Author: Raquel Pickering-Librarian

Authoriser: Phillip Perram, Acting Director Community, Planning, Development and Governance

Annexures: 1. North Western Library AGM 2023 Report

PURPOSE

The purpose of this report is to provide information on the activities within Council's Community Services section for the month of September 2023.

BACKGROUND

The Community Services section focuses on our community and our people and the support that Council offers in the delivery of positive outcomes. A short description is provided for Councillors reference for the key areas in the Community Services section as follows:

- **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 Northwestern 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

Community Strategic Plan - P1 Community Services and Wellbeing

CSP1.1 – Initiate and contribute to effective and needs-based community programs which enhance engagement, cohesion, vibrancy and liveability.

(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 month previous.

COMMUNITY SERVICES

• **COMMUNITY SERVICES MANAGER**

The Community Services Manager's position description has been reviewed with applications scheduled to be called in October.

LIBRARY SERVICES

• **NORTH WESTERN LIBRARY AGM**

Coonamble will host the North Western Library AGM on Wednesday 1 November. A report detailing the past year in review for each Council Library is submitted. This past year's highlights in Coonamble are:

- Seniors Cinema held monthly including light refreshments
- Dolly Parton's Imagination Library initiative
- Christmas Scavenger Hunt with various services in Coonamble
- Hosted State Library Exhibition "Paintings from the Library"

The full report is attached for your information.

• **STATE LIBRARY NSW**

NSW State Library Application for Subsidy 2023-2024 was completed and submitted to the SLNSW. Included was the Statement of Library Operations, the Narrative Statement and the Local Priority Grant Application. Many thanks to Council's Finance Department for their help.

ACTIVITIES AND EVENTS

The Librarian participated in the Wellbeing Day with the Tourism and Events Officer in MacDonal Park. Information was available on Animal Registration, Library

services and wellbeing activities. The Tourism and Events Officer offered lessons in weaving bracelets as a mental health activity.

- **Library Statistics (24 September 2023 – 21 October 2023)**

Service	Loans	New M/ships	Wi-Fi	Internet (hr)	Internet (ppl)	Kids Comp (children)	Junior Visits	Adult Visits
Coonamble	447	3	92	2950	52	94	115	273
Gulargambone	18	1						

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

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
321	13	38	8	7

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

Senior Craft	Pre-School Visits	Housebound	Storytime	Seniors Cinema	Other
15	26	2	13	8	21

CHILDREN AND YOUTH SERVICES

Council’s Children and Youth Services have been impacted with staff shortages. Council has 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.

(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 September 2023.

RECOMMENDATION

That Council notes the information contained in this report.

COONAMBLE SHIRE COUNCIL

USE OF TECHNOLOGY

- Coonamble Shire Library, and its satellite branch in the nearby village of Gulargambone, are the only providers of free access to public computers. Coonamble has six public access computers, four gaming computers and four touchscreen computers in the children's area that are preloaded with Magic Desktop.
- The Sensory wall in the children's area is used daily by children and their carers. The wall is one of the major attractions in the area and continues to fascinate our smallest members.
- The data projector and surround sound are used monthly for the Seniors Cinema and at most events that are held in the library. During school holidays the library will hold a movie day which is well received by members and a great reason to get inside our air-conditioned facility and beat the heat. Light refreshments are served.

INTERNET FACILITIES

- The internet facilities are used daily by a wide variety of people for a wide range of activities. Four computers specifically aimed at the 0-10 year old's with appropriate software are popular and used often in our children's area. We have been able to update our Magic Desktop software with the help of the library subsidy from the State Library of NSW.

INNOVATIVE PROJECTS

- The Senior's Cinema has been a huge success over the past year. We have from 5-15 people attend on the first Tuesday of every month. Attendees are provided with tea and coffee and light refreshments. Movies are chosen thoughtfully, and this gives our attendees a chance to mingle and talk with each other as well as the Librarian.
- Coonamble was a part of the Dolly Parton's Imagination Library initiative launched by the NSW Government as part of the Brighter Beginnings initiative. The DPIL has only grown over this past year. Working with both United Way and our local Community Health baby nurse has been a great success with over 130 children now enrolled. The funding for this that was supplied by State Government will cease in June 2024 and Council is currently looking at funding the programme in its entirety, and also looking for any partnerships that may work with them.
- Coonamble has two villages: Gulargambone and Quambone. The operation of the Quambone Library (the smallest operational library in NSW) is run by a Council staff member and overseen by the Coonamble Librarian. The Gulargambone Library Services has been awarded to the Gulargambone Rural Transaction Centre Committee who oversee the day-to-day operations with a number of volunteers under the auspice of the Coonamble Shire Library.

COMMUNITY ACCESS

- A number of external groups and organisations utilise the library for a variety of recreational, social and business purposes. The Library also serves as a meeting place for NDIS and their clients. They use the internet and watch DVDs. The Library is happy to host any meetings or events and the Librarian works with members and carers to provide the items or space needed.
- Our Senior Citizens Craft Group is going strong, meeting every Thursday at the Library. The Librarian has worked with the members to ensure that they are allowed access during the lunch period closure. The Group has recently asked the Librarian to mention

them to others that may be interested in joining. Providing a safe Luckily, this craft group is happy to use the main library until further notice. The numbers vary week to week, but we are happy to be able to offer them a welcoming and safe environment to meet. The ladies stay all day and bring their lunch and morning tea, making use of our kitchen.

LOCAL COMMUNITY PROJECTS OR DISPLAYS

- The Seniors Festival Luncheon is now an annual event and has turned into one of the biggest that Council run. The theme for 2023 was Race Day and was attended by over 130 seniors and their carers. This event is completely free to all attendees and welcomes cultural and linguistically diverse members of our local government area. Council ensured that seniors from our shire were able to attend by supplying a bus to shuttle them to the event. Young ladies from our local National Aboriginal Sporting Chance Academy attended. A representative from the young ladies did our Welcome to Country, they cut the cake and then helped to serve our seniors their meal. A number of community services and vendors also attended on the day with give aways, information and were available to questions.
- The Librarian worked with the preschools and childcare centres in Coonamble to deliver Santa Letter to the children. The schools are happy to supply names. A letter was sent back from Santa with appropriate phrases such as keep your room clean, help out around the house with chores, on them. The Librarian has found that doing this in early December is the best time as it can all be handled through the schools without having to post directly to the children. Balloons or stickers are also included in the return envelopes.
- The Coonamble Library joined Coonamble AMS, MacKillop, Mission Australia, Interrelate, Redi.e and Elephant in the Room in hosting the Coonamble Services Christmas Scavenger Hunt. 78 children and their carers popped in to start the Hunt at the Library from 10am. The Librarian handed out bags of lollies and craft along with a sheet of paper with clues on it. Then, after deciphering the clues on their sign-up sheet, they made their way to the next service where they would receive their next clue, finishing up with a free luncheon and prizes. This event also gave each service a chance to highlight what their service does for our community and helped to explain their purpose and how our community can utilise their service.
- The Librarian was invited to attend the Dubbo Street Preschool and read for NAIDOC Day. A showbag 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.
- The Coonamble Library worked with a number of services around town to celebrate Halloween. A Halloween movie, light refreshments and Halloween craft made for a great morning. 40 children and their carers attended and were given bags full of scary stuff to take home and enjoy.

PROMOTIONAL PROGRAMMES

- The Library started a Writing Competition at our annual agricultural show in Coonamble and one of our villages, Gulargambone. The competition was open to Infants, Primary and High School students and had a theme of "The River". The Coonamble Agricultural Society have now added the competition into their Schedule of Events, ensuring that schools are able to participate. The Library will do this again next year.
- Regular excursions from preschools and childcare centres come to the Library to enjoy storytime and to play. Our sensory wall is a great hit and Library staff visit preschools around Coonamble for Pre School Storytime helping to contribute to children's social and interpersonal skills.

- Due to a staff shortage, our department was unable to run any holiday activities for our community. To ensure that there was something available from us for our members and the younger people in our community, over the Christmas/Summer holidays, bags were put together with an activity book, craft and promotional information regarding how to use our ELibrary and movie streaming service. The Librarian called all the schools from K-6 and got the numbers for infants and primary. The Librarian then went online to research and choose appropriate craft and STEAM items to fill bags with. Once the bags were complete, the Librarian worked with staff at the schools in our local government area to ensure the children receive them before end of school year. Over 430 bags were given out in 2022.
- The State Library exhibition, Paintings from the Collection, was displayed in Coonamble over a three-week period. We had over 180 people come to see the exhibition. The size of the exhibition is fantastic for smaller libraries and the fact they can be freestanding means that more libraries are able to display them without having to install specialty equipment. The exhibition panels are a great way for rural communities to have access to some amazing art and exhibitions, though I would say the containers are some of the most unwieldy and heavy used – wheels on the bottoms narrow edges would help significantly.
- For Simultaneous Storytime this year, our local government area had a public holiday for our local agricultural show which meant that not only was the library closed, so too were all the schools. So we promoted the virtual Storytime extensively to our childcare centres, preschools and schools, providing packs filled with colour ins, songs, find a word and other activities that related to the featured book. The library also purchased the book for the childcare centres and preschools within our local government area and sent them along so that the schools could participate after the holiday.

SERVICES/ASSISTANCE PROVIDED FOR PEOPLE WITH A DISABILITY

- Words on Wheels, a housebound delivery service, offers fortnightly deliveries to local housebound patrons and residents of the Koonambil Aged Care Facility.
- The Library celebrated International Day of People with Disability with a movie and light refreshments.
- The Librarian compiled a number of items to go into a Senior Moments bag to be delivered to the residents of Koonambil Aged Hostel. The pack included a colouring-in book, lollies, a small torch, colouring pencils, a sharpener. As the facility still insists on doing RAT tests before anyone is allowed in, and do not allow their residents out often, they were very grateful to accept the bags.
- Tamara from Service NSW attended for two workshops on the Service NSW Savings Finder. At the first workshop we had a low attendance of 15 people, but at the second which dealt primarily with the NSW Fuel Card we had 68 people. Tamara was fantastic and not only helped with the card but with any further enquiries that people had.

Finally, we would like to thank and acknowledge all the assistance that our member branches of the North Western Library give us throughout the year. Bogan, Coonamble, Gilgandra and Warren make up the North Western Library and the staff are fantastic, knowledgeable and helpful.

10.5 RATES AND CHARGES COLLECTIONS - OCTOBER 2023**File Number: Rates - General - R4****Author: Kylie Fletcher, Revenue Officer****Authoriser: Bruce Quarmby, Director Corporate Services****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 October 2023.

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

The annual rate charges are set out within Council's 2023 / 24 Operational Plan.

(b) Financial Considerations

The annual rate charges are set out within Council's 2023 / 24 Operational Plan.

	31 October 2023	31 October 2022
Rates and Charges	\$5,676,853.62	\$5,192,778.00
Water Consumption	\$572,121.44	\$428,318.74
Total	\$6,248,975.06	\$5,621,096.74

COMMENTARY**Rates and Charges**

	31 October 2023	31 October 2022
Rates and charges in arrears as at 30 June 2023	\$1,173,804.02	\$1,020,037.33
Rates/charges levied & adjustments for 2023/24	\$7,941,687.73	\$7,522,323.32
Pension Concession	(\$102,161.69)	(\$104,406.58)
Amounts collected as at 31 October 2023	(\$3,336,476.44)	(\$3,245,176.07)
Total Rates and Charges to be Collected	\$5,676,853.62	\$5,192,778.00

The amount levied for rates and charges for 2023 / 24 includes the current year's annual rates and charges and any interest added since the date the rates notices were issued. The amount received as of 31 October 2023 includes receipts for both arrears and the current year's amounts outstanding.

It should be noted that the rates and charges 2023 / 24 levied amount is reduced by the pensioner concession of \$102,161.69; reducing the amount of income derived

from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$45,972.76.

The rates and charges as of 31 October 2023 represent 62.28% of the total annual rates and charges levied and outstanding (compared with 60.79% on 31 October 2022).

Water Consumption Charges

	31 October 2023	31 October 2022
Water Consumption Charges and arrears as at 30 June 2023	\$393,023.85	\$329,760.33
Water Consumption charges & adjustments 2023 / 24 year to date	\$606,930.27	\$219,634.92
Amounts collected as at 31 October 2023	(\$427,832.68)	(\$121,076.51)
Total Water Consumption Charges to be Collected	\$572,121.44	\$428,318.74

The water consumption charges as at 31 October 2023 represents 57.21% of the total water consumption charges outstanding (compared to 77.96% on 31 October 2022).

Debt Recovery Agency

During the month of October 2023 Council has issued new referrals to the Debt Recovery Agency that acts on behalf of Council. Council's debt recovery agency has been instructed to reinitiate contact with any debtors, who has previously been referred and legal action commenced. This action is in line with the provisions within the *Local Government Act 1993* and Council adopted Debt recovery policy.

(a) Governance/Policy Implications

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

(b) Legal Implications

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

(c) Social Implications

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

(d) Environmental Implications

There are no direct environmental implications arising from this report. However, it needs to be acknowledged that 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, 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 October 2023 represent 62.28% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 60.79% on 31 October 2022). The water consumption charges as of 31 October 2023 represent 57.21% of the total water consumption charges outstanding from previous years (compared to 77.96% on 31 October 2022).

RECOMMENDATION

That Council notes the information provided in the report.

10.6 QUARTERLY BUDGET REVIEW - SEPTEMBER 2023

File Number: Financial Quarterly Review F2-2
Author: Bruce Quarmby-Director Corporate Services
Deborah Tatton-Acting Manager Finance
Authoriser: Paul Gallagher, General Manager
Annexures: 1. September 2023 Budget Review (under separate cover)

PURPOSE

The purpose of this report is to provide Council with a quarterly budget review statement in accordance with Regulation 203 of the Local Government (General) Regulation 2005 (the Regulations). Please refer to the Annexure relating to this report.

BACKGROUND

Regulation 203 of the Regulations states that:

- (1) Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) A budget review statement must include or be accompanied by:
 - (a) a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
 - (b) if that position is unsatisfactory, recommendations for remedial action.**
- (3) A budget review statement must also include any information required by the Code to be included in such a statement.*

The Code referred to above is the Code of Accounting Practice and Financial Reporting. While earlier versions of the Code had an appendix that listed minimum requirements, these were removed a few years ago as they are of no relevance to the financial statements (which is the main purpose of the Code). In the absence of any instructions in the Code, the Quarterly Budget Review Statement publication issued in 2010 by the then Division of Local Government, NSW Department of Premier and Cabinet, details the minimum requirements and these requirements have been met in the preparation of the Quarterly Budget Review Statements (QBRs). The quarterly review should act as a barometer of Council's financial health during the year, and it is also a means by which Councillors can ensure that Council remains on track to meet its objectives, targets and outcomes as set out in its Operational Plan.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.10 Maintain long term financial viability.

(b) Financial Considerations

The September budget review as tabled for Council's consideration has a substantial number of variations to the originally adopted 2023/24 Operational Budget. Most of these variations represent the necessary accounting treatment to carry forward and revote works from the 2022/23 financial year.

COMMENTARY

Appendix A contains further detailed information in regard to Cash and Investments, Contract and Consultancy Expenses and its progression towards achieving adopted Key Performance Indicators as of 30 June 2024.

Council commenced the 2023/24 financial year with the original operational budget surplus of \$6197,597. At the completion of the September 2023 review Council's estimated budgeted result for the 2023/24 Financial Year has as expected weakened to anticipated operational deficit of \$743,976. Conversely, Council's position after non-operating expenditure has been considered has improved slightly to a \$483,664 return of surplus working funds.

Council should note that the main contributing factor to the deterioration in the anticipated Operational Budget result is the accounting treatment for the prepaid portion of the 2023/24 Financial Assistance Grant (FAG). As these grant funds were received in the 2022/2023 financial year, in accordance with the current relevant accounting standards, they are required to be recognised as income in that financial year, being 2022/2023. Should the Federal Government continue the current practise of pre-paying a portion of this grant then this prepayment will be recognised in the 2023/24 financial year.

The other significant prepaid grant that Council received prior to the 30/06/2023, was funding for the Rural Local Roads Repair Program. For Council's information the prepaid portion of this grant was \$2,469,013.

As part of the process of preparing the September Budget Review for consideration by Council, management has included both the carry forwards and revotes from the 2022/23 financial year. These works are funded by a combination of Transfers from Council's Internal Reserves or Unspent Grant Funds and represent most of the budget adjustments carried out in this review.

As in the past with the preparation of budget reviews, where increases in expenditure have been identified, management has also identified potential savings in the budget to offset these increases. Some of these adjustments are as follows:

- General Purpose Revenue – (P.2) The income vote for the FAG - General Purpose Component, has been adjusted to reflect the level of anticipated income in accordance with the formal notification received by Council. Whilst the prepayment of the grant accounted for a reduction of \$2,839,655 this was offset in part by the additional allocation to Council of \$274,064.

- Corporate Services Leave Entitlements – (P.4) The expenditure vote for leave entitlements has been increased by \$290,590. It was identified as part of the September review that additional funds would be required to cover the projected expenditure for the 2023/24 financial year.
- Solid Waste Management Expenditure – (P.7) An additional vote of \$140,000 has been added to Waste Depot Operations to ensure that Council has allocated sufficient funding to carry out the works required by the EPA.
- Town Planning Expenses – (P.9) An allocation of \$95,000 has been included to fund the development of a housing strategy for Coonamble Shire Council. This increase in expenditure is partially offset by an increase in the anticipated revenue from Development Application fees of \$25,000.
- Swimming Pool Operations – (P.13) Following Council’s decision to operate the Coonamble Pool utilising contract services the expenditure votes have been adjusted to better reflect the anticipated levels of expenditure for the 2023/2024 financial year.
- Regional Local Roads Repair Program – Roads - (P.15) Following recent clarification on the preferred accounting treatment for expenditure under this grant funded program, the budgeted expenditure of \$2,469,013, for this program has been reallocated from Non-operational works (Capital) to operational.
- Coonamble CBD Precinct Activation – (P.17) Management has included an operational expenditure vote of \$120,000 to fund the development of a masterplan for the Coonamble CBD precinct.
- Corporate Support Services – (P.19) Non-Operational income has been increased by the inclusion of Transfer from Internal Reserves - Financial Assistance Grant for \$5,446,486. This figure represents the General-Purpose Component of the 2023/24 pre-payment.
- Housing - Purchase of land - (P.19) In accordance with Council resolution 2023/197, a budget of \$500,000 has been included in Council’s non-operational budget for costs associated with the preliminary investigations and purchase of residential land. These costs have been funded by a transfer from Council Governance Reserve.

(a) Governance/Policy Implications

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

(b) Legal Implications

The September budget review has been prepared in accordance with the *Local Government Regulations 2005* – Regulation 203

(c) Social Implications

There are no social implications arising from this report.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

During the 2023/24 financial year Council has programmed asset maintenance and capital renewals in order to satisfy required Key Performance Indicators.

(f) Risk Implications

There are no risk implications arising from this report.

CONCLUSION

It is my opinion that the Quarterly Budget Review Statement for Coonamble Shire Council for the Quarter ended 30 September 2023 indicates that Council's financial position at 30 June 2024 to be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

RECOMMENDATION

- 1. That Council approves the variations to votes as listed in the budget review documents distributed under separate cover.**
- 2. That Council notes, in the opinion of the Responsible Accounting Officer based on the information as presented in the September Budget review; that Council will be in a satisfactory financial position as at 30 June 2024.**
- 3. That Council notes the classification and position of Council's estimated restricted (reserve) funds as at 30 September 2023.**

10.7 STATUS OF INVESTMENTS - OCTOBER 2023

File Number: Investments General - I5
Author: Deborah Tatton-Acting Manager Finance
Authoriser: Bruce Quarmby, Director Corporate Services
Annexures: 1. Imperium Markets Portfolio Report October 2023
2. Unrestricted and Unallocated Funds 30 June 2023

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

The format of the report has been configured to demonstrate Council's compliance with the relevant legislative requirements along with Council's own adopted Investment Policy.

The attached Investment Report was calculated on 31 October 2023 after all maturing dates for investments had passed.

The total Capital Value of investments as of 31 October 2023 is \$33,250,000. This is a decrease of \$1,500,000 from \$34,750,000 as of 30 September 2023. The decrease is attributed to additional funds required throughout the month to pay for creditor payments as they fell due and payment of plant which was delivered.

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.

As at the 30 June 2023 the balance of unrestricted and unallocated cash (working funds) was \$45,000. This has decreased significantly from \$2.6million in the previous year (attachment 2). However, it should be noted that there is a substantial amount of grant funding currently in debtors. This funding has been recognised as per the accounting standards although has not been received. The funding will need to be spent per the funding agreement.

(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 from 1 October 2023 to 31 October 2023 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.



Investment Report

01/10/2023 to 31/10/2023

Portfolio Valuation as at 31/10/2023

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
IMB Bank	A-2	TD	GENERAL	At Maturity	03/05/2023	01/11/2023	4.6400	2,500,000.00	2,500,000.00	57,841.10	9,852.05
Westpac	A-1+	TD	GENERAL	At Maturity	03/05/2023	03/11/2023	4.6400	1,000,000.00	1,000,000.00	23,136.44	3,940.82
NAB	A-1+	TD	GENERAL	At Maturity	08/05/2023	08/11/2023	4.7300	2,000,000.00	2,000,000.00	45,874.52	8,034.52
Unity Bank	Unrated	TD	GENERAL	Monthly	18/11/2022	18/11/2023	4.2000	250,000.00	250,000.00	402.74	402.74
BOQ	A-2	TD	GENERAL	At Maturity	29/05/2023	29/11/2023	4.9800	1,000,000.00	1,000,000.00	21,284.38	4,229.59
NAB	A-1+	TD	GENERAL	At Maturity	07/06/2023	07/12/2023	5.1500	1,000,000.00	1,000,000.00	20,741.10	4,373.97
NAB	A-1+	TD	GENERAL	At Maturity	13/06/2023	13/12/2023	5.2000	3,000,000.00	3,000,000.00	60,263.01	13,249.32
NAB	A-1+	TD	GENERAL	At Maturity	15/05/2023	15/01/2024	4.7500	2,000,000.00	2,000,000.00	44,246.58	8,068.49
BOQ	A-2	TD	GENERAL	At Maturity	25/05/2023	25/01/2024	4.9500	1,500,000.00	1,500,000.00	32,547.95	6,306.16
AMP Bank	A-2	TD	GENERAL	At Maturity	03/07/2023	05/02/2024	5.6000	1,000,000.00	1,000,000.00	18,564.38	4,756.16
IMB Bank	A-2	TD	GENERAL	At Maturity	30/05/2023	28/02/2024	4.9000	500,000.00	500,000.00	10,404.11	2,080.82
Westpac	A-1+	TD	GENERAL	At Maturity	02/08/2023	04/03/2024	5.0500	2,000,000.00	2,000,000.00	25,180.82	8,578.08
AMP Bank	A-2	TD	GENERAL	At Maturity	17/04/2023	16/04/2024	4.9000	1,000,000.00	1,000,000.00	26,580.82	4,161.64
BOQ	A-2	TD	GENERAL	At Maturity	02/08/2023	02/05/2024	5.3900	1,000,000.00	1,000,000.00	13,438.08	4,577.81
Commonwealth Bank	A-1+	TD	GENERAL	At Maturity	10/07/2023	11/08/2024	5.6800	1,000,000.00	1,000,000.00	17,740.27	4,824.11
NAB	A-1+	TD	GENERAL	At Maturity	21/08/2023	21/06/2024	5.1900	1,000,000.00	1,000,000.00	10,237.81	4,407.95
Commonwealth Bank	A-1+	TD	GENERAL	At Maturity	10/07/2023	10/07/2024	5.7100	2,000,000.00	2,000,000.00	35,667.95	9,699.18
Westpac	A-1+	TD	GENERAL	At Maturity	02/08/2023	30/07/2024	5.2000	2,000,000.00	2,000,000.00	25,928.77	8,832.88



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
IMB Bank	A-2	FRTD	GENERAL	Quarterly	04/08/2022	06/08/2024	4.6899	1,000,000.00	1,000,000.00	11,435.65	3,983.20
NAB	A-1+	TD	GENERAL	At Maturity	14/08/2023	14/08/2024	5.2500	1,000,000.00	1,000,000.00	11,363.01	4,458.90
NAB	A-1+	TD	GENERAL	At Maturity	11/09/2023	11/09/2024	5.2000	1,500,000.00	1,500,000.00	10,898.63	6,624.66
Westpac	A-1+	TD	GENERAL	At Maturity	16/10/2023	16/10/2024	5.1300	2,000,000.00	2,000,000.00	4,497.53	4,497.53
Westpac	A-1+	TD	GENERAL	At Maturity	24/10/2023	24/10/2024	5.3100	1,000,000.00	1,000,000.00	1,163.84	1,163.84
IMB Bank	BBB+	FRTD	GENERAL	Quarterly	17/01/2022	16/01/2025	4.7200	1,000,000.00	1,000,000.00	1,939.73	1,939.73
TOTALS								33,250,000.00	33,250,000.00	531,379.21	133,044.16

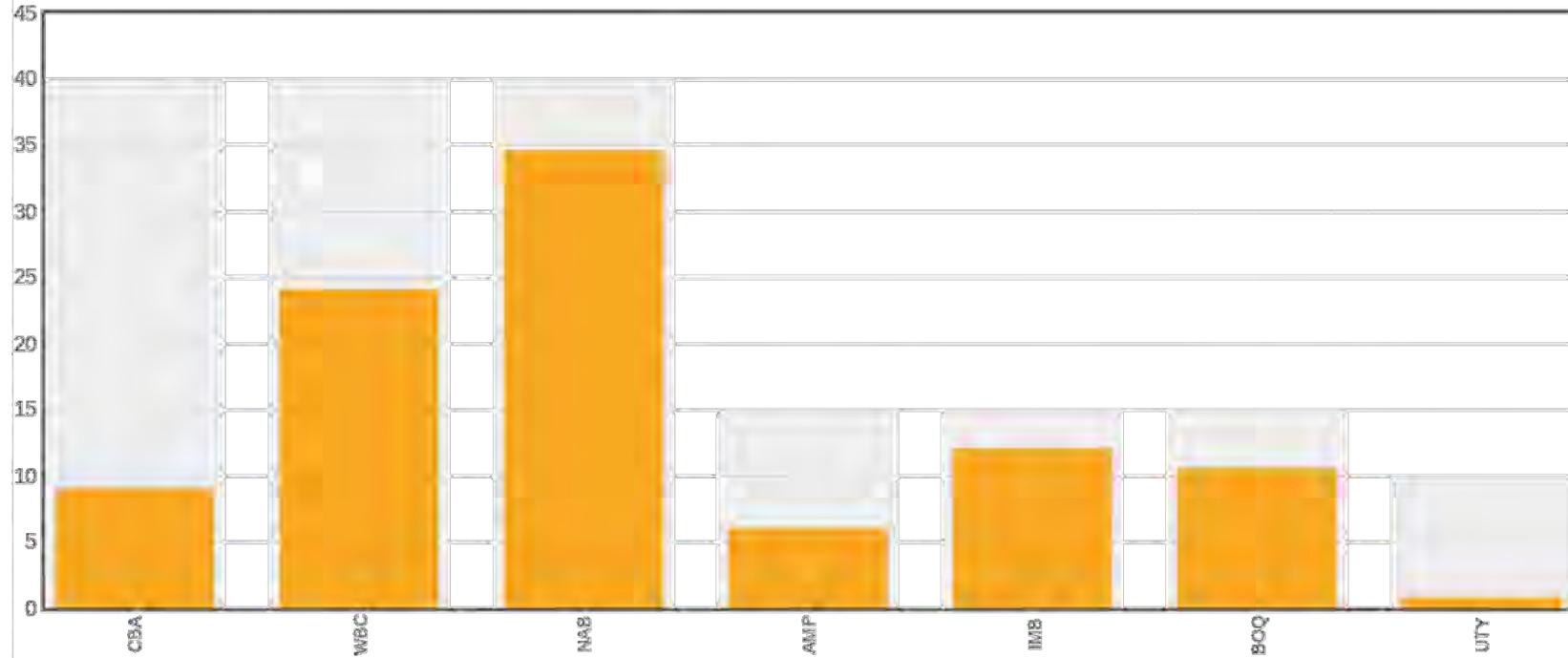


Counterparty Compliance as at 31/10/2023

Short Term Investments

Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
	Commonwealth Bank	Short	A-1+	3,000,000.00	9.02	40.00	-	10,300,000.00
	Westpac	Short	A-1+	8,000,000.00	24.06	40.00	-	5,300,000.00
	NAB	Short	A-1+	11,500,000.00	34.59	40.00	-	1,800,000.00
	AMP Bank	Short	A-2	2,000,000.00	6.01	15.00	-	2,987,500.00
	IMB Bank	Short	A-2	4,000,000.00	12.03	15.00	-	987,500.00
	BOQ	Short	A-2	3,500,000.00	10.53	15.00	-	1,487,500.00
	Unity Bank	Short	Unrated	250,000.00	0.75	10.00	-	3,075,000.00
TOTALS				32,250,000.00	96.99			

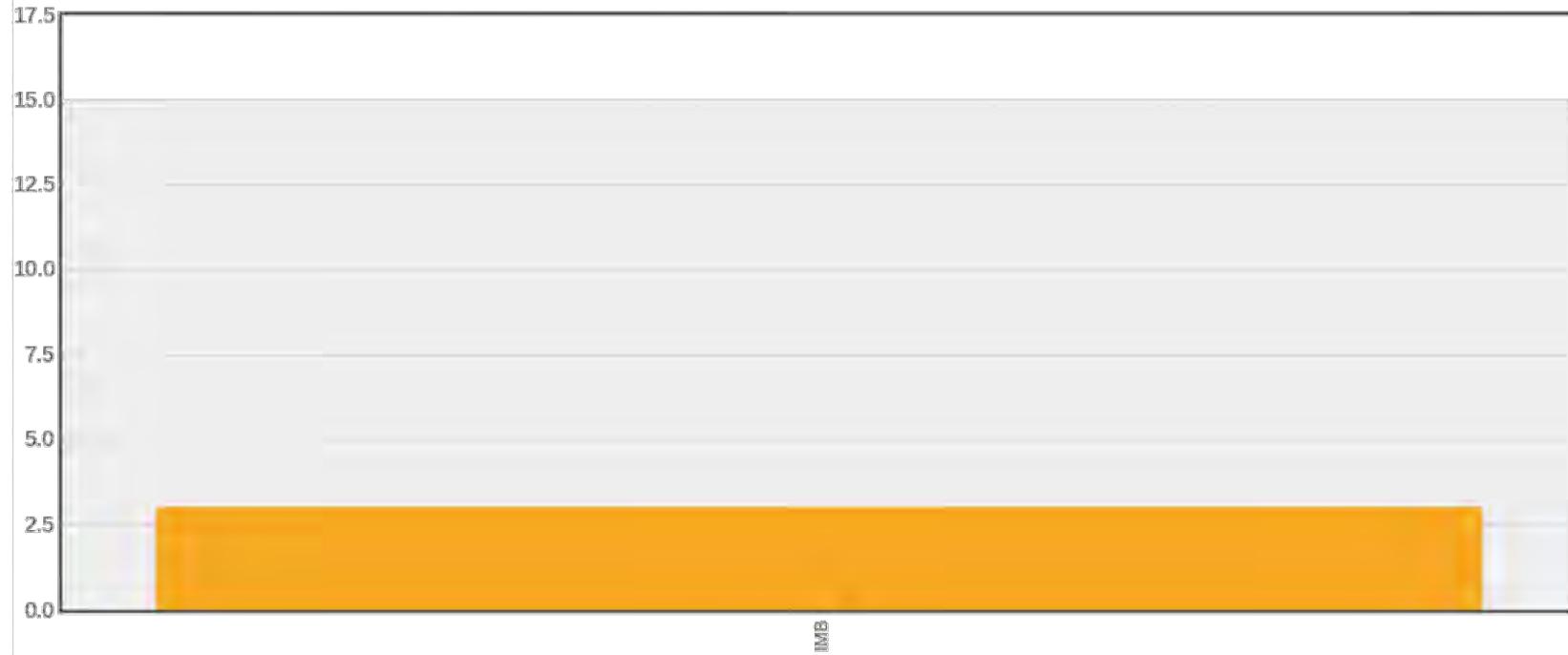
Counterparty Compliance - Short Term Investments



Long Term Investments

Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
	IMB Bank	Long	BBB+	1,000,000.00	3.01	15.00	-	3,987,500.00
TOTALS				1,000,000.00	3.01			

Counterparty Compliance - Long Term Investments

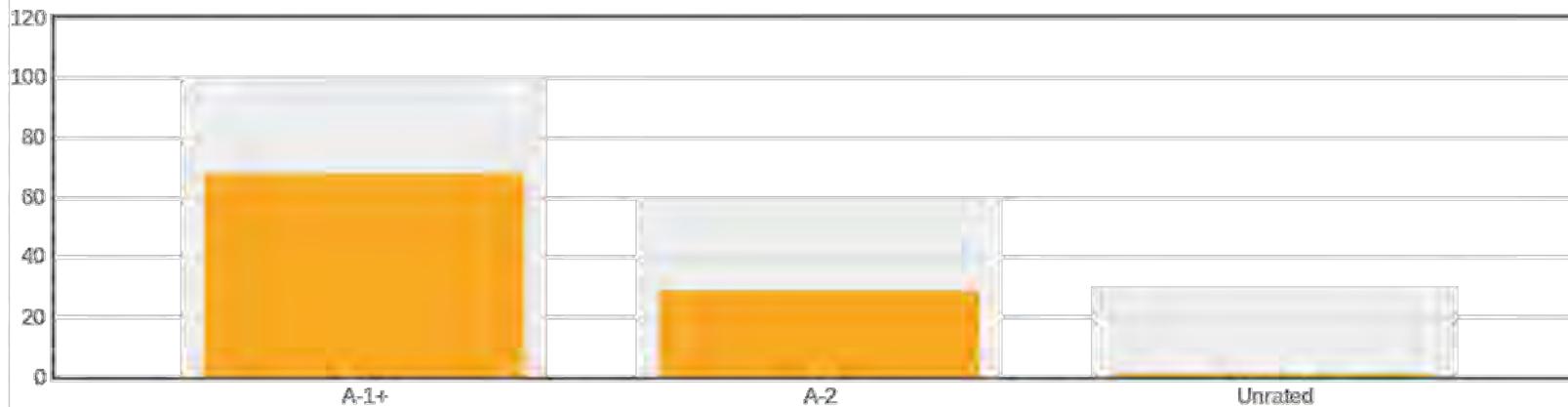


Credit Quality Compliance as at 31/10/2023

Short Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available
✓	A-1+	22,500,000.00	67.67	100.00	10,750,000.00
✓	A-2	9,500,000.00	28.57	60.00	10,450,000.00
✓	Unrated	250,000.00	0.75	30.00	9,725,000.00
TOTALS		32,250,000.00	96.99		

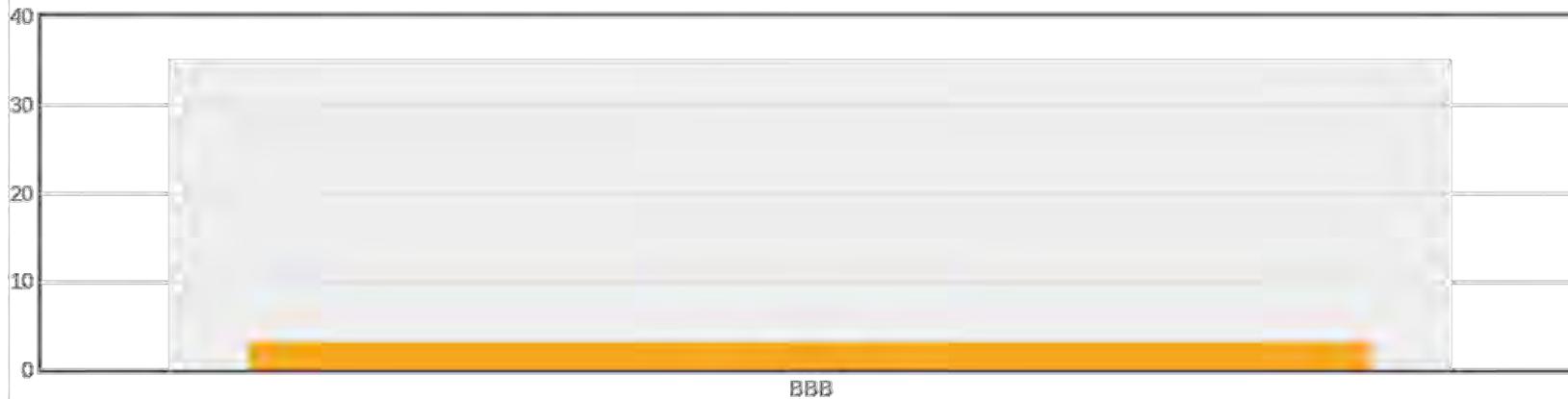
Credit Quality Compliance - Short Term Investments



Long Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available
✔	BBB	1,000,000.00	3.01	35.00	10,697,500.00
TOTALS		1,000,000.00	3.01		

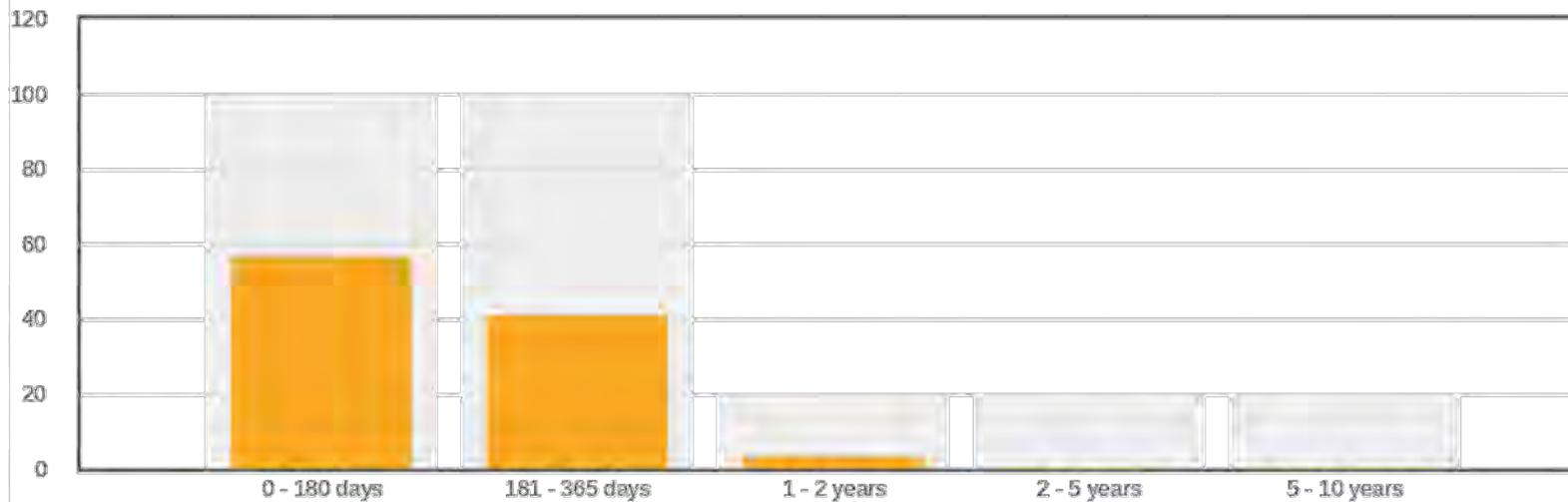
Credit Quality Compliance - Long Term Investments



Maturity Compliance as at 31/10/2023

Compliant	Term	Invested	Invested (%)	Min Limit (%)	Max Limit (%)	Available
✔	0 - 180 days	18,750,000.00	56.39	0.00	100.00	14,500,000.00
✔	181 - 365 days	13,500,000.00	40.60	0.00	100.00	19,750,000.00
✔	1 - 2 years	1,000,000.00	3.01	0.00	20.00	5,650,000.00
✔	2 - 5 years	-	0.00	0.00	20.00	6,650,000.00
✔	5 - 10 years	-	0.00	0.00	20.00	6,650,000.00
TOTALS		33,250,000.00	100.00			

Maturity Compliance



Trades in Period

From: 01/10/2023 To: 31/10/2023

New Trades

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Value	Ref
Westpac	A-1+	TD	GENERAL	At Maturity	16/10/2023	16/10/2024	5.1300	2,000,000.00	
Westpac	A-1+	TD	GENERAL	At Maturity	24/10/2023	24/10/2024	5.8100	1,000,000.00	GMI-DEAL-10818130
TOTALS								3,000,000.00	



Sell Trades

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Sell	Yield/Margin	Face Value	Gross Value	Capital Value	Ref
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No entries for this item





Matured Trades

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Value	Ref
NAB	A-1+	TD	GENERAL	At Maturity	05/04/2023	05/10/2023	4.4000	1,500,000.00	B91059.1651
AMP Bank	A-2	TD	GENERAL	At Maturity	19/04/2023	16/10/2023	4.9000	2,000,000.00	
NAB	A-1+	TD	GENERAL	At Maturity	24/04/2023	24/10/2023	4.5500	1,000,000.00	GMI-DEAL-10818130
TOTALS								4,500,000.00	



C1-3 Restricted and allocated cash, cash equivalents and investments

	2023 \$ '000	2022 \$ '000
(a) Externally restricted cash, cash equivalents and investments		
Total cash, cash equivalents and investments	37,788	33,667
Less: Externally restricted cash, cash equivalents and investments	<u>(18,701)</u>	<u>(13,955)</u>
Cash, cash equivalents and investments not subject to external restrictions	19,087	19,712
External restrictions		
External restrictions – included in liabilities		
External restrictions included in cash, cash equivalents and investments above comprise:		
Specific purpose unexpended grants – general fund	6,630	3,271
Specific purpose unexpended grants – water fund	<u>55</u>	<u>113</u>
External restrictions – included in liabilities	6,685	3,384
External restrictions – other		
External restrictions included in cash, cash equivalents and investments above comprise:		
Specific purpose unexpended grants (recognised as revenue) – general fund	3,023	1,229
Specific purpose unexpended grants (recognised as revenue) – water fund	52	61
Specific purpose unexpended grants (recognised as revenue) – sewer fund	56	–
Water fund	3,088	3,558
Sewer fund	4,955	4,597
Domestic waste management	<u>842</u>	<u>1,126</u>
External restrictions – other	12,016	10,571
Total external restrictions	18,701	13,955

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

	2023 \$ '000	2022 \$ '000
(b) Internal allocations		
Cash, cash equivalents and investments not subject to external restrictions	19,087	19,712
Less: Internally restricted cash, cash equivalents and investments	<u>(19,042)</u>	<u>(17,070)</u>
Unrestricted and unallocated cash, cash equivalents and investments	45	2,642

continued on next page

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C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

	2023 \$ '000	2022 \$ '000
Internal allocations		
At 30 June, Council has internally allocated funds to the following:		
Plant and vehicle replacement	4,654	4,873
Employees leave entitlement	895	895
Carry over works	539	525
Aerodrome	50	50
Caravan park	25	25
Cemetery	77	77
Common	75	65
Depot improvements	9	9
Development	797	297
Election expenses	13	13
Emergency services building	-	200
Financial assistance grant (in advance)	5,446	3,626
Footpath replacement	80	80
Kerb and gutter replacement	70	20
Levee reserve	87	107
Local environmental plan	25	25
Office equipment	126	126
Other community development	97	119
Premises refurbishment	1,277	1,389
Quarry	1,481	1,360
Quarry rehabilitation	180	170
Recreational facilities	192	172
Road refoaming	809	809
Road reserve sealed	619	619
Rural fire service	36	36
Showground	80	80
Single invitation contract	200	200
Strategic plan review	20	20
Street lighting	40	40
Urban streets	95	95
Weir improvement	18	18
Bore Baths Establishment Reserve	493	493
Unspent Loan Funds	437	437
Total internal allocations	19,042	17,070

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

	2023 \$ '000	2022 \$ '000
(c) Unrestricted and unallocated		
Unrestricted and unallocated cash, cash equivalents and investments	45	2,642

10.8 RETURNS DISCLOSING PECUNIARY INTEREST**File Number:** Councillors - C13**Author:** Deborah Tatton-Acting Manager Finance
Bruce Quarmby-Director Corporate Services**Authoriser:** Paul Gallagher, General Manager**Annexures:** 1. Pecuniary Interest Forms (under separate cover)
2. Related Party Forms (under separate cover)**PURPOSE**

The purpose of this report is to inform Council of the returned pecuniary interest disclosure forms submitted as part of the *Government Information (Public Access) Act 2009* (GIPA Act).

BACKGROUND

In accordance with Council's adopted Model Code of Conduct, following the completion of the financial year, being July to June, Councillors and designated persons are required to complete and lodge disclosure of interest returns by 30 September. As such, the return for the period the 1 July 2022 to the 30 June 20213 was due to be lodged with the General Manager by the end of September.

Once completed these returns, in accordance with the provisions of the *Government Information (Public Access) Act 2009* (GIPA Act), constitute an open access document and as such subject to mandatory proactive release. As previously reported to Council at its July 2023 meeting, the completed returns are now due for tabling and consideration. Following this meeting, these documents will be placed on Council's Website for the public's information.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4. Governance is open and transparent.

(b) Financial Considerations

There are no financial considerations for Council, however, the required returns deal with the pecuniary interests of all Councillors and designated persons.

COMMENTARY

As summarised above, Council's adopted Code of Conduct informs both Councillors and designated persons of their obligations regarding both the declaration of a pecuniary interest and the requirement to submit an annual return.

This information, in accordance with the provisions of the Model Code of Conduct and the GIPA Act is then made publicly available. In doing so, it seeks to ensure the ongoing openness and transparency of Council in all its actions.

Given the nature of information disclosed in the return, Council acknowledges that the returns may contain personal information about the person concerned, and, potentially, about third parties such as family members. This is information which individuals may have concerns about disclosing publicly on a website and may object to publication following consultation under the GIPA Act.

Taking this into consideration, Councillors and designated persons should note that contained within the GIPA Act is the provision for Council to protect such “personal information”. Specifically, in accordance with *Section 6(4) of the GIPA Act, in which agencies are required to “facilitate public access to open access information contained in a record by deleting matter from a copy of record to be made publicly available, if inclusion of the matter would otherwise result in there being an overriding public interest against disclosure of the record, and it is practicable to delete the matter”*.

As such, once the completed returns are received by Council, prior to their publication, the information contained within the returns will be subjected to a “Public Interest Test” and the information will be placed on display in accordance with the outcome of this test.

(a) Governance/Policy Implications

The following extract from Council’s adopted Model Coded of Conduct outlines the requirement of a Councillor or designated person to complete and lodge a disclosure of interest return.

Disclosure of interests in written returns

4.9 A councillor must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor’s interests as specified in schedule 1 to this code within 3 months after:

- (a) becoming a councillor, and
- (b) 30 June of each year, and
- (c) the councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

The adopted Model Code of Conduct, specifically clause 4.15, then further outlines Council’s obligations in the publication of these returns in accordance with the GIPA Act.

(b) Legal Implications

The obligation to submit returns is with Councillors and designated persons. Over the past number of years, emphasis has been placed on this issue by the NSW Auditor-General. It is known that the annual audit of Council’s financial statements will include an audit of Councillors compliance with this requirement. Further, it now becomes a Code of Conduct issue if the returns are not completed and lodged within a timely manner.

(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

The requirement for Councillors and designated persons to complete and lodge a disclosure of interests acts as an important risk mitigation strategy. It assists with the identification and management of potential conflicts of interest that may arise in the operations of Council.

CONCLUSION

The requirement of Councillors and designated staff to annually complete disclosure of interest returns is outlined within Council's adopted Code of Conduct. The returns, once completed in accordance with the provisions of the both the Model Code of Conduct and the GIPA Act, are to be made publicly available. In doing so, this action seeks to ensure the ongoing openness and transparency of Council.

RECOMMENDATION

- 1. That Council notes the contents of this report.**
- 2. That Council publishes the returned pecuniary interest disclosure forms of Councillors and designated persons on Council's website for public information, with personal information being redacted pursuant to the provisions of Section 6(4) of the *Government Information (Public Access) Act 2009*.**

10.9 LOBBYING OF COUNCILLORS POLICIES

File Number: C 6 - 8

Author: Phillip Perram-Acting Director Community, Planning, Development and Governance

Authoriser: Paul Gallagher, General Manager

Annexures:

1. ICAC Guidelines
2. Draft Lobbying Of Councillors Policy

PURPOSE

To review the Lobbying of Councillors Policy

EXECUTIVE SUMMARY

The Lobbying of Councillors Policy was adopted in August 2019 and is scheduled for review.

BACKGROUND

In 2006, the Independent Commission Against Corruption (ICAC) has for the first time issued guidelines for councillors on the appropriate way to handle lobbying from constituents. These Guidelines continue to apply to the lobbying of Councillors.

The ICAC issued the advice in response to difficulties experienced by Councillors in handling lobbying, particularly regarding controversial or significant local matters.

The then ICAC Commissioner the Hon Jerrold Cripps QC said in relation to controversial or significant matters Councillors need to handle lobbying in a transparent manner to avoid any perception they have been inappropriately influenced.

"Lobbying can be a minefield for Councillors, particularly when they're being petitioned by opposing groups on a controversial issue," he said.

"We recognise that appropriate lobbying of Councillors is a normal part of the democratic process. It's in the public interest that lobbying is fair and does not undermine public confidence in impartial decision-making.

"However, suspicions of inappropriate lobbying can occur when the lobbying is not open to public scrutiny," Commissioner Cripps said.

"When dealing with significant matters, Councillors should exercise judgement in deciding whether to be involved in private meetings with people that are seeking to influence a council decision," he said.

The ICAC has recognised that Councillors operate in a unique environment where it can be difficult to avoid informal discussions with constituents who may also seek to lobby them.

The Guidelines state "Inappropriate or unlawful conduct by someone lobbying a Councillor usually involves an attempt to obtain preferential treatment based on factors other than the merits of the matter".

The ICAC advises a number of ways Councillors can help ensure transparency whilst being lobbied, particularly on controversial matters. These include:

- documenting meetings with proponents;
- having other people present during meetings;
- conducting meetings in official locations, such as council premises;
- asking people who have requested a meeting to put their arguments in writing; and
- making a declaration at a council meeting about lobbying activities they have been engaged in that are not part of council's formal processes.

These have been included in the Policy.

(a) Relevance to Integrated Planning and Reporting Framework

Extraordinary care must be taken by Councillors to ensure their good stewardship of the Council's strategic planning and operational implementation. This stewardship must rise above the continuous lobbying and extend across the Framework hierarchy from the Community Strategic Plan through the Delivery Plan to the annual Operational Plan, Budget and Projects.

(b) Financial Considerations

The review of the Policy has no financial implications.

COMMENTARY

The Policy aims to set a framework and process for fair and legal lobbying of Councillors. The Policy is underpinned by the requirements of the Code of Conduct and the ICAC Guidelines.

Some Councils have established a system of registering lobbyists to ensure transparency. This variation is not proposed for Coonamble Shire Council.

The draft Policy has a number of variations including:

- A revised introduction
- Addition of Inappropriate or unlawful conduct provisions
 - Definition
 - It is in the public interest that lobbying is fair and does not undermine public confidence in impartial decision-making. The actions of Council Officials when lobbied must reduce the likelihood of perceptions of corrupt or inappropriate conduct and comply with appropriate probity principles.

- Mandatory requirement to report actions that may constitute corrupt conduct to ICAC.
 - Attempts at inappropriate or unlawful conduct on the part of someone lobbying a Councillor may constitute corrupt conduct and must be reported to ICAC.
- Rewording of the advice received at the Councillors Professional Development Weekend held in August 2019:
 - Council has been advised that, as far as developmental matters are concerned, Councillors should not act as an advocate for an applicant, as it could constitute a breach of Section 232 (the role of a Councillor) of the Local Government Act 1993.

(a) Governance/Policy Implications

Council's must comply with the regulations, the Code of Conduct and the ICAC guidelines in respect of lobbying. Significant penalties can apply to breaches.

(b) Legal Implications

Councillors are required to undertake their responsibilities in a challenging arena.

Councillors have particular responsibilities under the Code of Conduct related to lobbying.

The Ombudsman maintain ongoing scrutiny of Councillors with the Public Interest Disclosures by Councillors required to be submitted every six (6) months.

Councillors are required to comply with Guidelines issued by ICAC. This could extend to corrupt conduct reporting related to lobbying.

(c) Social Implications

Councillors have mandatory responsibilities which impacts their interaction with family, friends and members of the public. These responsibilities ranging from the use of information in the Code of Conduct to decisions made.

(d) Environmental Implications

Councillors have significant responsibilities to ensure that the environment is not harmed across a host of areas including waste, water, wastewater, worksites and developments. These responsibilities must not be impacted by lobbying.

(e) Economic/Asset Management Implications

Councillors are charged with the responsibility for good stewardship of the Council's assets and the organisation's viability. Lobbying can impact good governance and decisions.

(f) Risk Implications

Councils operate in a highly litigious environment which can expose Councillors to legal action.

Councillors are also under significant scrutiny including particularly the Office of Local Government, ICAC and Ombudsman.

CONCLUSION

The Lobbying of Councillors Policy has been reviewed and a draft is presented for Council's consideration. The draft Policy includes actions required for inappropriate and unlawful conduct.

RECOMMENDATION

- 1. That That Council place the draft Lobbying of Councillors Policy on public exhibition for 28 days.**
- 2. That Council receives a further report, together with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the Lobbying of Councillors Policy (with or without changes) at its February 2024 Ordinary Meeting.**
- 3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the Lobbying of Councillors Policy without any changes as a policy of Council.**



Introduction

In this brochure, the term “lobbying” is used to cover those types of communication between local government councillors and the community that include representations to councillors by special interest groups, by individuals with a direct interest in a council decision and by advocates acting on behalf of others.

Lobbying is common in local government. The most common form occurs when a group or individual makes direct contact with a councillor in an attempt to influence a council decision. Councillors are lobbied over such issues as:

- development matters
- the upgrading of local facilities, including playgrounds and sporting amenities
- revenue decisions, including the setting of business, mining, farming or special rates.

The Commission’s view is that appropriate lobbying of councillors is normal. In many cases lobbying is part of the democratic process and is an acceptable feature of the relationship between citizens and their elected representatives.

Section 232(2) of the *Local Government Act 1993* also makes it clear that councillors have a representative role in considering the views of constituents and communicating with them. Section 232(2) states:

- (2) *The role of a councillor is, as an elected person:*
- to represent the interests of the residents and ratepayers
 - to provide leadership and guidance to the community
 - to facilitate communication between the community and the council.

Section 79C of the *Environmental Planning and Assessment Act 1979* (EP&A Act) also makes it clear that relevant views of members of the public are applicable to the merit assessment of development applications.

Interactions with community members are also a way for councillors to obtain information that may be relevant to their decision-making. In development matters, for example, the Land and Environment Court has made it clear that where council determines a development application, councillors should not rely exclusively on council officers to consider all matters relevant to the determination but must also consider the relevant matters themselves.¹

Inappropriate lobbying

It is in the public interest that lobbying is fair and does not undermine public confidence in impartial decision-making. Lobbying is a two-way process between councillors and lobbyists. Occasionally a lobbyist can try to improperly influence a councillor’s decision-making. Councillors should take care that their duty to consider issues fairly and properly is not compromised by participating in lobbying practices that are outside the bounds of appropriate or lawful behaviour.

It is not possible to define every type of activity that could constitute inappropriate or unlawful lobbying. Generally, however, inappropriate or unlawful conduct on the part of someone lobbying a councillor usually involves an attempt to obtain preferential consideration or treatment based on factors other than the merits of a matter.

Examples of inappropriate or unlawful conduct by councillors that could occur during the lobbying process include:²

- accepting undisclosed payments or benefits whilst making a decision that affects the gift giver’s interests
- accepting a political donation in return for the favourable exercise of discretion during decision-making. Ideally, councillors should keep the lobbying and fundraising activities in which they are involved quite separate to avoid even the perception that a political donation could influence their decision-making

Lobbying local government councillors

- granting access to a particular individual or group while *unreasonably* denying similar access requested by another party. The Commission is, however, mindful of the fact that the part-time nature of councillors' work can impose time constraints on their ability to meet all requests for meetings
- fettering discretion by giving undertakings to an interested party prior to considering all the information relevant to a decision. Councillors are under a particular obligation to give real consideration to all mandated matters when dealing with statutory powers such as section 79C of the EP&A Act
- acting in a manner that exceeds the role of a councillor as defined in section 232 of the Local Government Act as a result of being lobbied. An example could be directing council staff over the content of any advice or recommendation on a council matter as a result of being lobbied by a third party³
- disclosing confidential information whilst being lobbied
- being unduly influenced by factors that are irrelevant to the merits of the matter under consideration.

Councillors who are lobbied over council matters by close friends, associates or relatives should also consider whether the nature of their relationship with the proponent and the impact of the matter on the proponent's interests give rise to a pecuniary or non-pecuniary interest. In such cases, councillors should manage the matter in accordance with the provisions of the Local Government Act (in the case of a pecuniary interest) and the DLG Model Code of Conduct (in the case of a non-pecuniary interest).

Transparency

Councillors work in a unique environment which is often characterised by:

- a lack of time during business hours to attend to council matters
- a likelihood of chance encounters with people who have an interest in council matters
- limited availability of resources such as support staff
- high community demand for accessibility.

The Commission acknowledges that this environment can make it difficult for councillors to avoid informal discussions with constituents who seek to lobby them. It would also be unnecessarily onerous and impractical to require councillors to avoid such contact, especially for routine and non-controversial matters.

Nevertheless, councillors should exercise judgement when deciding whether to be involved in private meetings with people seeking to influence a council decision. Suspicions of inappropriate lobbying can occur when lobbying is not open to public scrutiny. Regardless of whether such suspicions are justified, they still have the potential to undermine public confidence in council decision-making and adversely affect a councillor's reputation.

Transparency is a useful means of governing accountability and perceptions of fairness in lobbying processes. There are a number of ways councillors can help ensure transparency whilst being lobbied. These include:

- documenting meetings with proponents
- generally conducting meetings in official locations such as council premises
- having other people present during meetings
- inviting applicants who have approached them for a meeting to discuss a significant development to write to council seeking a meeting with all councillors and relevant staff
- providing copies of information presented during lobbying meetings to council officers for consideration and assessment (if required), distribution to other councillors and filing as part of council's records
- asking people who have requested a meeting to put their arguments in writing
- making a declaration at a council meeting about lobbying activities they have been engaged in that are not part of council's formal processes.

Councillors can consider these options in situations where it would be beneficial to have some form of record about what transpired between themselves and a proponent. Examples include matters where complaints of preferential treatment have already been made, or in matters involving individuals who have been the subject of complaints of preferential treatment in the past.

Late submissions

Most councils invite public participation, by way of lobbying, by interested parties when called upon to determine development applications. Codes and practices intended to control and manage the process vary from council to council. Some prohibit accepting submissions later than two days before the meeting at which the development application is to be determined. Others invite submissions (mostly oral) at the meeting at which the development application is to be determined.

Lobbying local government councillors

It goes without saying that councils, in the discharge of their planning discretion, are entitled to develop appropriate codes of practice. It is, however, the law that a body discharging a public function is not entitled to adopt a code or practice which has the effect of precluding receipt of relevant matters for consideration.

On the other hand, councils are entitled to regulate, in a general way, how to deal with submissions and the like and they are entitled to discourage or prohibit manipulative lobbying practices – both by those who support the development and those who oppose it.

Councils must discharge their public function fairly and impartially. But what amounts to fairness and impartiality varies according to the circumstances of the case.

When dealing with lobbying in the context of determining development applications, a council must first ask whether the received submission should be entertained (and bearing in mind that it must be relevant to the development application applied for and may not be significantly different from it). The next is to determine how it should be managed and in this regard issues of significance and fairness would need to be addressed.

Tendering

The lobbying of councillors by tenderers about the outcome of a tender process is an exception to the principle that lobbying is permissible. In other words, lobbying of councillors by tenderers is normally NOT permissible. The conditions which govern tender processes are based on a request for tender (RFT). RFTs usually contain statements prohibiting proponents from approaching councillors (and council officers not nominated as contact people) during a tender process.

RFTs also contain selection criteria for choosing a successful tenderer. Most selection criteria are based on objective technical and pricing issues and do not involve a 'political' dimension or subjective decisions. Tender processes also typically do not include mechanisms for community feedback. Community views on issues like the decision to undertake a tender process, and in what form, are typically sought prior to the issuing of an RFT.

Further information

Further information can be obtained by contacting the Commission on (02) 8281 5999 or toll free on 1800 463 909 (for callers outside metropolitan Sydney).

Further information can also be obtained from the DLG Model Code of Conduct available from the DLG website at www.dlg.nsw.gov.au.

Endnotes

- ¹ In *Centro Properties Limited v. Hurstville City Council & Anor* (2004) NSW LEC 401, McCellan CJ advised (at 55), "In the absence of the delegation of the decision-making function to an officer, the corporate body must itself consider the issues relevant to the development application before it. It may be informed about those issues by the council officer's report which may not, and often will not, disclose all of the information considered by the officer and his or her complete reasoning processes." There may be cases where councillors need to make some enquiry to discharge their obligation to consider relevant matters and this may entail communicating with affected/interested parties.
- ² Many of the examples referred to in this section also contravene the provisions of the Department of Local Government's Model Code of Conduct.
- ³ Section 352 of the Local Government Act also makes it clear that a member of staff is *not* subject to direction by council or an individual councillor as to the content of any advice or recommendation.

Caveat on use of this brochure

This publication provides readers with advice, guidance and/or recommendations regarding specific governance issues.

The advice relates to what the Commission considers at the time of publication to be best practice in relation to these issues. It does not constitute legal advice and failure to implement the advice, guidance and recommendations contained herein would not necessarily constitute corrupt conduct, which is defined in the *Independent Commission Against Corruption Act 1988*.

Councils are welcome to refer to this publication in their own publications. References to and all quotations from this brochure must be fully referenced.

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WEBSITE	www.icac.nsw.gov.au
BUSINESS HOURS	9.00am–5.00pm Monday to Friday



1. BACKGROUND

It is in the public interest that lobbying is fair and does not undermine public confidence in impartial decision-making. The actions of Councillors when lobbied must reduce the likelihood of perceptions of corrupt or inappropriate conduct and comply with appropriate probity principles.

Lobbying is common in local government. The most common form occurs when a group or individual makes direct contact with a Councillor in an attempt to influence a Council decision.

The Independent Commission Against Corruption's (ICAC) view is that appropriate lobbying of Councillors is normal. In many cases lobbying is part of the democratic process and is an acceptable feature of the relationship between citizens and their elected representatives.

2. PURPOSE

This Policy has been prepared to assist the Mayor and Councillors to manage the conflict of roles that may arise when they receive representations from special interest groups, by individuals with a direct interest in a Council decision or by advocates acting on behalf of others seeking the Councillor to represent their interests in a matter before the Council.

3. POLICY OBJECTIVE

GENERAL PROVISIONS

The roles of Councillors

The conflict of roles noted above has the potential to impede effective and impartial decision-making and is identified as a corruption risk by Council and by ICAC. Councillors can be lobbied over such issues as:

- Development matters including development applications and land zoning;
- Tenders;
- Provision of services to interest groups;
- Upgrading of local facilities, including playgrounds and sporting amenities; and
- Revenue decisions, including setting rates and charges.

A Council can be lobbied in their capacity as a Councillor representing the interests of a constituent or in their capacity as a member of the governing body of the Council.

Statutory role as a member of the governing body

When in attendance at a Council meeting, a Councillor is subject to a number of governance obligations as outlined in the *Local Government Act 1993* (the Act). Council's code of Meeting Practice and Code of Conduct guides a Councillor as a member of the governing body.

When acting as a member of Council, Councillors are subject to the overriding and predominant duty to serve the interests of Council. This duty carries with it an obligation to act honestly and impartially. In this capacity Councillors are also obliged to exercise their powers or functions in accordance with the legislative authority conferred on Council and the relevant restrictions on exercise of these powers or functions.

Statutory role as an elected representative

As an elected representative, a Councillor's role is:

- To represent the interests of the residents and ratepayers;
- To provide leadership and guidance to the community; and
- To facilitate communication between the community and the council.

Lobbying of Councillors

Appropriate lobbying of Councillors is normal. It is part of the democratic process and is an acceptable feature of the relationship between citizens and their elected representatives. However, there can be an inbuilt conflict stemming from section 232 of the Act, which accords a Councillor two roles:

- As a member of the governing body of Council; and
- As an elected representative.

This Policy is intended to protect the integrity of decision-making whilst recognising a Councillor's legitimate interest in representing the community.

It is in the public interest that lobbying is fair and does not undermine public confidence in impartial decision-making. Councillors should take care that their duty to consider issues fairly and properly is not compromised by participating in lobbying practices that are outside the bounds of appropriate or lawful behaviour.

Inappropriate or unlawful conduct on the part of someone lobbying a Councillor usually involves an attempt to obtain preferential consideration or treatment based on factors other than the merits of a matter. Examples of inappropriate or unlawful conduct by Councillors that could occur during the lobbying process include:

- Accepting undisclosed payments or benefits whilst making a decision that affects the giver's interests;
- Accepting a political donation in return for the favourable exercise of discretion during decision-making;
- Granting access to a particular individual or group while unreasonably denying similar access requested by another party;

- Fettering discretion by giving undertakings to an interested party or making public statements in support of or in opposition to a proposal prior to Council considering all the information relevant to a decision. Councillors are under a particular obligation to give true consideration to all mandated matters when dealing with statutory powers such as section 4.15 of the *Environmental Planning and Assessment Act 1979*;
- Allowing an applicant's viewpoint or issues to take precedence in decision making over the statutory provisions of section 4.15 of the *Environmental Planning and Assessment Act 1979*;
- Acting in a manner that exceeds the role of a Councillor as defined in section 232 of the Act as a result of being lobbied;
- Disclosing confidential information whilst being lobbied; and
- Being unduly influenced by factors that are irrelevant to the merits of the matter under consideration.

Councillors who are lobbied over Council matters by close friends, associates or relatives should also consider whether the nature of their relationship with the proponent and the impact of the matter on the proponent's interests give rise to a pecuniary or non-pecuniary interest. In such cases, Councillors should manage the matter in accordance with the provisions of Council's Code of Conduct.

Inappropriate or Unlawful Conduct

Attempts at inappropriate or unlawful conduct on the part of someone lobbying a Councillor may constitute corrupt conduct and must be reported to ICAC.

Transparency

Councillors should exercise judgement when deciding whether to be involved in private meetings with people seeking to influence a Council decision. These meetings have the potential to undermine public confidence in Council decision-making and adversely affect a Councillor's reputation.

Transparency provides a mechanism for accountability and fairness in lobbying processes. There are a number of ways Councillors can help ensure transparency whilst being lobbied. These include:

- Documenting meetings with proponents;
- Generally conducting meetings in official locations such as Council premises;
- Having other people present during meetings;
- Inviting applicants who have approached them for a meeting to discuss a significant development to write to Council seeking a meeting with all Councillors and relevant staff;
- Providing copies of information presented during lobbying meetings to Council officers for consideration and assessment (if required), distribution to other Councillors and filing as part of Council's records;
- Asking people who have requested a meeting to put their arguments in writing; and
- Making a declaration at a Council meeting about lobbying activities they have been engaged in that are not part of Council's formal processes.

A Councillor may, in fulfilling his or her role as an elected representative, receive and consider the views of the community, including the community's stance on draft Local Environment Plans (LEPs), draft Development Control Plans (DCPs) and Development Applications (DAs).

It can be difficult to distinguish the above representational role from advocating on behalf of particular residents or ratepayers, or a specific interest group, particularly where there are competing community interests.

There is a potential conflict between the concepts of an impartial decision making who is obliged to consider all sides to a development issue and that of an advocate for a particular individual/group.

STANDARD RESPONSE TO BE PROVIDED ON RECEIVING A COMMUNICATION

When an interested party seeks to communicate with a Councillor about a matter before, or to be taken before the Council, the Councillor must indicate the limits to what he or she can do for the person. Set out in Appendix A are examples of appropriate response statements.

CONVEYING REPRESENTATIONS TO THE GENERAL MANAGER

It is important that details of representations to Councillors by any person regarding a matter before the Council, or one which will come before the Council for decision are passed on by the Councillor, either:

- Directly to the General Manager by the Councillor for forwarding to the relevant Council officer/s; or
- Directly to Council by the applicant or interested party in the ordinary manner.

This information will then be put on the Council record and formally assessed and actioned by the Council officers.

Where practicable, the Councillor should insist that the submission be provided in writing. Where this is not practicable, the Councillor is required to take a file note of the comments made and forward this information to the General Manager as soon as possible.

MEETINGS WITH APPLICANTS OR INTERESTED PARTIES

To avoid perceptions of partial conduct, Councillors should only meet with an applicant or an interested party when:

- The applicant or interested party has put the request in writing; and
- After a development application has been lodged, any requests for meetings between Councillors and developers, lobbyists or submitters must occur by arrangement through the General Manager's office and only in circumstances where a Council officer (with adequate knowledge of the development application), is also present.

After a DA has been lodged, if a Councillor engages in telephone discussions, email or other correspondence exchange with a developer, lobbyist or submitter (whether seeking the Councillor's support or opposition to a development application), the Councillor must state:

- That any opinions expressed by the Councillor are personal to the Councillor and do not in any way represent the Council's possible attitude to the development application; and
- In relation to Council's possible decision on the application, that the Councillor's principal obligation is to serve the public interest by ensuring that his/her decision is:
 - (a) consistent with the planning legislation, Council's planning scheme and policies; and
 - (b) made after having appropriate consideration of any officer's (or council appointed consultant's) advice; and
 - (c) not influenced by any other irrelevant or inappropriate consideration.

Councillors must keep a written record of the communication. The written record should detail, as a minimum, the date and time of the exchange, the format of the exchange (i.e. telephone call, exchange of emails or exchange of correspondence), a summary of the matters raised with the Councillor and a summary of the Councillor's response. A copy of that record must be provided to the General Manager within seven (7) days of the contact taking place.

Councillors must be alert to the motives and interests of the lobbyist and need to avoid saying and doing anything which could be viewed as granting preferential treatment. The meeting should be restricted to business hours and, if possible, held in an appropriate location such as Council offices.

In the case of large scale or controversial or politically sensitive DAs a simultaneous site visit for all Councillors will be organised by staff at the appropriate time.

LIMITS ON COMMUNICATION BETWEEN COUNCILLORS AND STAFF REGARDING A DEVELOPMENT MATTER

Any other communications by the Councillor regarding a DA/draft LEP/draft DCP should be directed to the General Manager, or person/s nominated by the General Manager.

DECLARATION AT COUNCIL MEETINGS

Where Councillors have been approached as provided for in this Policy and the matter is referred to council for consideration, the Council must make a declaration that:

- He or she was approached by the applicant or interested party regarding the matter (naming the applicant or interested party concerned); and
- That he or she has followed this, Policy.

This is not a declaration of a conflict of interest but simply a declaration that Council's adopted Policy has been adhered to.

PARTICIPATION AND VOTING AT COUNCIL MEETINGS

Councillors must apply the provisions of Council's Code of Conduct and Code of Meeting Practice in determining whether they have a conflict of interests before participating in discussion and voting on a matter. If a Councillor deems that they have a conflict of interests, then such conflict must be managed in accordance with the provisions provided in Council's policies.

VOTING WHERE ADVOCATING FOR APPLICANT OR INTERESTED PARTY ON MATTERS

If a Councillor elects to advocate on behalf of an applicant or interested party at a Council meeting at which the matter is to be considered, it may be perceived that a conflict of interests exists. This is because there is a potential conflict between the concepts of an impartial decision maker who is obliged to consider all sides to a development issue and that of an advocate for a particular individual/group.

Therefore, prior to advocating or representing the position of the applicant or interested party, the Councillor must consider whether any conflict of interests exist and if such conclusion is reached, declare such interest in accordance with Council's Code of Meeting Practice, and take such appropriate action to manage any conflict in accordance with Council's Code of Conduct.

As a guideline it would be safer for a Councillor, when acting as an advocate on behalf of an applicant or interested party, to declare such situation and not partake in the voting on such an item because of the real or perceived conflict of interest that such action could create.

Council has been advised that, as far as developmental matters are concerned, Councillors not to act as an advocate for an applicant, as it could constitute a breach of Section 232 (the role of a Councillor) of the Local Government Act 1993.

BREACHES OF THE POLICY

Council's adopted Code of Conduct makes provision for dealing with breaches of the Code. It requires Councillors to comply with Council policies and administrative procedures. Should a Councillor breach the Lobbying of Councillors Policy and a complaint is lodged regarding that conduct, then the complaint may be dealt with under the provisions of the Code and Administrative Procedures.

4. APPLICATION/SCOPE

This policy applies to all elected representatives (comprising all Councillors, including the Mayor) or Coonamble Shire Council in their interactions with interested parties as advocate or individual lobbyists.

The Policy will be promoted to Councillors as a part of the Councillor induction process after each General Election. In addition, it will be included as part of the Governance implications when preparing Council reports related to planning matters and other controversial matters.

5. DEFINITION

In this Policy: Term	Definition
Councillor	Refers to all elected representatives of Council, including all Councillors and the Mayor.
Councillor as Advocate	Shall mean a Councillor, or the Mayor, who has accepted a role on behalf of a person to advocate the merits of a matter before the Council, as opposed to exercising the role of an elected representative to support the merit of the application in debate in the governing body or the Committee concerned.
Inappropriate or unlawful conduct	It is in the public interest that lobbying is fair and does not undermine public confidence in impartial decision-making. The actions of Council Officials when lobbied must reduce the likelihood of perceptions of corrupt or inappropriate conduct and comply with appropriate probity principles.
Interested Party as Advocate Lobbyist	These include professional technical experts such as planners, lawyers, architects and related experts together with representative groups who perform the negotiation process designed to match client desire with Council discretion.
Individual lobbyist	Individual property owners, self-employed developers, corporations with development or property interests in the local government area.
Lobbying	The activities undertaken by an individual or group who work or conduct a campaign to influence members of Council to support and/or vote according to the individual's or group's special interest.

Title: LOBBYING OF COUNCILLORS POLICY		
Department: Governance		
Version	Date	Author
1	2019	
2	2023	P Perram
Review Date: November 2026		
Paul Gallagher		

APPENDIX A

Examples of standard response to be provided on receiving a communication.

- I am happy to arrange for any comments you have on the matter/development application/draft LEP/draft DCP to be conveyed to the Council officer dealing with the matter. If the matter relates to development and determined by Council, your comments will also be reported to these forums. If you have not already done so, please put your comments in writing.
- If you also want to meet with me to voice your concerns, I would be happy to attend a meeting assisted by a Council officer or officers. Please make your request for a meeting in writing and I will arrange for a meeting to be held in the company of a Council officer.
- You need to realise that if the matter is referred to Council, I have to publicly declare that I have received submissions from you. You should also note that when I sit with other Councillors as the Council to assess and determine development application/draft LEP/draft DCP, I will only be able to have regard to matters considered to be relevant at law, and my determination of the application will be based on its merit.

10.10 WASTE, RECYCLING AND EMPLOYMENT OPPORTUNITIES REPORT**File Number:** G1-1**Author:** Phillip Perram-Acting Director Community, Planning, Development and Governance**Authoriser:** Phillip Perram, Acting Director Community, Planning, Development and Governance**Annexures:** Nil**PURPOSE**

To provide information on the activities within Council's Community Services Section for the Month of October.

EXECUTIVE SUMMARY

Council is aware of the significant change required in the waste and recycling arena in the Coonamble Shire. The Review aims to identify opportunities and challenges on the journey to meet the challenging NSW Government targets over the next decade.

BACKGROUND

The preliminary review of Council's waste and recycling services and operations reveal an imperative to achieve compliance and both enable opportunities and mitigate challenges for the establishment of employment generating and new "businesses" to meet the required service levels.

Council will require committed partners / contractors to progress to the new service and operation levels which is expected to comprise increased in-house Council operations with a cohort of contractors.

(a) Relevance to Integrated Planning and Reporting Framework

CSP E1.3 – Improve our strategies, plans and programs so that we successfully balance the sustainable waste expectations of our community within the resources available to us.

(b) Financial Considerations

(c) Council has responsibility for waste management and is subject to scrutiny by the EPA which can result in charges and fines.

(d) Preliminary indications from the Review are that waste charges will need to increase to meet statutory requirements.

COMMENTARY

The key activities during October have included:

Waste and Recycling Review

Councillors were provided the initial briefing which included an overview of the regulatory framework, dynamic nature, NSW Government targets to 2030 and preliminary indications of the way forward for waste and recycling.

Despite the Review continuing, identified issues and challenges are proposed to be addressed on a priority basis.

Early analysis of a Transfer Station at the entrance to the Coonamble Waste Facility is underway. The Transfer Station aims to mitigate risk and maximise reuse and recycling opportunities.

Operations and Services

Inspections have been conducted of the Coonamble Waste Facility, Gulargambone Transfer Station and Quambone Landfill.

A regular meeting regime is being established with the contractor that manages the Coonamble Waste Facility and the Gulargambone Transfer Station.

The contract for the collection and recycling of used motor oil has been renewed.

The contract for the collection and recycling of mattresses and tyres is expected to be finalised in the near future with cages planned for delivery in November.

A contract has been completed for the relocation of 1,000 tonnes of day cover.

Regulatory Framework

Council will be represented at the EPA Waste Levy Review Meeting – Zone 3 to be held online on Tuesday 21 November 2023.

NetWaste has advised that these meetings will be comprehensive and state-wide, and will include where the waste levy applies, including the criteria for its application to specified local government areas, and the price, including exemptions and concessional rates for certain types of waste.

Council's exposure could be significant. By way of example Shoalhaven City Council is subject to a levy of \$146 per tonne resulting in payments to the State Government of approximately \$10,000,000 per year.

Networks. Partners and Contractors

NetWaste – Council is exploring access to existing NetWaste contracts for green waste shredding and concrete crushing.

The NetWaste Forum will be held in Coonamble in November.

Far North West Joint Organisation (FNWJO) & the Net Zero Acceleration Project - The FNWJO Net Zero (NZ) Acceleration Project aims to build capacity and to help councils reduce their carbon emissions to achieve their part in the State's Net Zero interim targets of 50% cent reduction by 2030, 70% reduction by 2035 and net zero by 2050. Initial discussions have been held with the Project Coordinator

Return and Earn – Discussions have been held with Tomra, the NSW Return and Eran Contractor, and the Bucking Bull, the local service provider.

Outback Arts – Negotiations for participation in the 2024 Waste 2Art project has commenced.

Doorunga – Preliminary discussions have been held with Doorunga in respect of the opportunities in Coonamble Shire.

Nguumambiny Indigenous Corporation and collaboration with Joblink plus RTO and other Workforce Australia Provider(s) – Exploring the opportunity for a training program complete with traineeships being offered, funded and implemented to ensure employment outcomes for residents initially at the local waste management depots.

Grant

Community Building Partnership 2023 – A grant application has been submitted for the relocation and installation of a weighbridge and site office to the Coonamble Waste Facility.

(a) Governance/Policy Implications

The waste and recycling review and compliance with the changing regulatory environment is expected to require a suite of strategic decisions and establishment of a robust policy response.

(b) Legal Implications

Council is currently endeavouring to finalise the EPA's Prevention Notice No. 3503282.

The Council has onerous regulatory responsibilities in respect of waste management. These regulatory responsibilities are expected to increase as the implementation of the Waste and Sustainable Materials Strategy 2041: Stage 1 – 2021-2027 gains momentum.

(c) Social Implications

In New South Wales, the total waste generated per capita has risen over the past number of years from 2.43 tonnes (2015–16) to 2.65 tonnes (2020–21). Significant community change is required to embrace a reuse and recycling program.

Coonamble Shire has the lowest “waste diverted from landfill” of the NetWaste's 25 member Councils with a weighted average of 0%. The overall weighted regional average is 39%. (NetWaste Regional Waste and Sustainable Materials Strategy 2023-2027) Council will need to adopt a significant education program to promote the required change including particularly recycling opportunities and challenges.

(d) Environmental Implications

Emissions from organic waste decomposing in landfill make up more than 2% of total net annual emissions in NSW. It is estimated nearly half of global emissions arise from use and management of materials and products.

Plastics are increasingly threatening our natural environment. Hundreds of millions of plastic items are littered each year, polluting our neighbourhoods and bushland and harming our wildlife.

Additionally, FOGO to landfill is not allowed from 2030. Organic waste disposes anaerobically (without oxygen) in landfill producing lots of methane. Methane is 25 times more potent as a greenhouse gas than carbon dioxide.

(e) Economic/Asset Management Implications

The impact of waste and recycling compliance on economic and asset management is all pervasive. By way of example:

Joint Procurement (sustainable procurement)
Strategic Infrastructure, Planning, and Investment
Avoid Generation of Waste
Community Waste Awareness and Education Programs
Circular Economy (CE)
Better Waste Management and Resource Recovery
Better Hazardous Waste Management
Divert Organics from Landfill
Reduce Litter
Avoid Plastic Waste
Reduce Illegal Dumping and Waste Crime
Develop Energy from Waste.

(f) Risk Implications

Waste management has inherent risks.

CONCLUSION

The key activities of the Waste, Recycling and Employment Opportunities Section for October include the ongoing review of the waste and recycling management and operations.

RECOMMENDATION

That council note the waste, recycling and employment opportunities report.

10.11 WASTE AND RECYCLING MANAGEMENT SERVICES**File Number:** G1-1**Author:** Phillip Perram-Acting Director Community, Planning, Development and Governance**Authoriser:** Phillip Perram, Acting Director Community, Planning, Development and Governance**Annexures:** Nil**PURPOSE**

To change the Quambone landfill to a serviced waste facility from 1 January 2024.

EXECUTIVE SUMMARY

Council is unable to meet its statutory management and reporting responsibilities related to the unfettered and unlimited Quambone landfill operations.

It is proposed to provide a like service to Gulargambone from 1 January 2024. This service will enable the collection of data sufficient to meet statutory requirements and also inform both the 2024 / 25 budget and the transition of the site to a transfer station.

BACKGROUND

The Environmental Protection Authority (EPA) waste hierarchy is a set of priorities for the efficient use of resources; this underpins the objectives of the *Waste Avoidance and Resource Recovery Act 2001*.

The waste hierarchy is:

- **avoidance** including action to reduce the amount of waste generated by households, industry and all levels of government.
- **resource recovery** including re-use, recycling, reprocessing and energy recovery, consistent with the most efficient use of the recovered resources.
- **disposal** including management of all disposal options in the most environmentally responsible manner.



Coonamble Shire has the lowest “waste diverted from landfill” of the NetWaste’s 25 member Councils with a weighted average of 0%. (NetWaste Regional Waste and Sustainable Materials Strategy 2023-2027). There is nominal recycling including used motor oils, drum muster and a limited return and earn operation.

The targets under the Waste and Sustainable Materials Strategy 2041: Stage 1 – 2021-2027 and the NSW Plastics Action Plan are to reduce total waste generated in Australia by 10% per person by 2030.

- achieve an 80% average recovery rate from all waste streams by 2030.
- significantly increase the use of recycled content by governments and industry.
- phase out problematic and unnecessary plastics by 2025.
- halve the amount of organic waste sent to landfill by 2030.
- reduce litter by 60% by 2030 and plastic litter by 30% by 2025.
- triple the plastics recycling rate by 2030.

Council is required to report annually on the type and quantity of waste collected as well as the type and quantity of recycling.

(a) Relevance to Integrated Planning and Reporting Framework

CSP E1.3 – Improve our strategies, plans and programs so that we successfully balance the sustainable waste expectations of our community within the resources available to us.

(b) Financial Considerations

Council has responsibility for waste management and is subject to scrutiny by the EPA which can result in charges and fines.

Preliminary indications are that waste charges will need to increase to meet statutory requirements.

The change of the Quambone landfill to a serviced two days per week facility and subsequent transition to a transfer station will be offset in part by the fees and charges.

A review at the end of March will inform the 2024/25 budget process of the financial impact.

COMMENTARY

Council is reviewing the waste and recycling services to ensure regulatory compliance, explore opportunities and mitigate challenges. The review has identified that the Quambone landfill has unfettered access and unlimited waste disposal.

The current use represents significant risk to the community and Council staff. Council is unable to comply with Council's statutory management and reporting responsibilities.

Additionally, current operations do not allow Council to meet its mandatory Workplace Health and Safety requirements.

It is proposed to open the Quambone landfill on two days per week, one day during the week and one day during the weekend. Council's existing fees and charges will apply.

This serviced landfill is proposed to be a temporary arrangement as Council's transitions Quambone landfill to a waste and recycling transfer station. The same transition is being investigated for the currently serviced Gulargambone transfer station.

It is proposed to implement the change on 1 January 2024.

A review of the operations will be conducted at the end of March 2024:

- To assess any changes in community demand.
- To analyse the waste and recycling throughput at Quambone.
- To confirm Council's ability to meet regulatory compliance.
- To inform the 2024/25 Operational Plan.

Council is also investigating the placement of cameras to mitigate risk and collect evidence in respect of illegal dumping. These, of course, do little to reduce the risk for members of the public or staff at the uncontrolled landfill e.g. asbestos contamination could close the Quambone landfill for an extended period during an required and expensive cleanup.

(a) Governance/Policy Implications

The waste and recycling review and compliance with the changing regulatory environment is expected to require a suite of strategic decisions and establishment of a robust policy response.

(b) Legal Implications

Council is currently endeavouring to finalise the EPA's Prevention Notice No. 3503282.

The Council has onerous regulatory responsibilities in respect of waste management. These regulatory responsibilities are expected to increase as the implementation of the Waste and Sustainable Materials Strategy 2041: Stage 1 – 2021-2027 gains momentum.

Council is unable to meet waste management and reporting regulations under the existing Quambone landfill operations.

(c) Social Implications

Residents and ratepayers at Quambone will be required to pay the adopted fees and charges. These apply to both Coonamble and Gulargambone residents and ratepayers.

Council has commenced preliminary discussions with members of the Quambone Community.

(d) Environmental Implications

Emissions from organic waste decomposing in landfill make up more than 2% of total net annual emissions in NSW. It is estimated nearly half of global emissions arise from use and management of materials and products.

Plastics are increasingly threatening our natural environment. Hundreds of millions of plastic items are littered each year, polluting our neighbourhoods and bushland and harming our wildlife.

Additionally, FOGO to landfill is not allowed from 2030. Organic waste disposes anaerobically (without oxygen) in landfill producing lots of methane. Methane is 25 times more potent as a greenhouse gas than carbon dioxide.

Control of waste and implementation of recycling at Quambone will mitigate environment damage.

(e) Economic/Asset Management Implications

The Quambone landfill is non-compliant and does not support the NSW waste and recycling targets.

Council is responsible for the good stewardship of this asset.

(f) Risk Implications

An unlimited access landfill has significant risk for members of the public.

Similarly, Workplace Health and Safety Waste requires that Council ensure a safe workplace for both staff and the public. This cannot be achieved in an uncontrolled landfill.

Management of waste and recycling has inherent risks. Uncontrolled and unlimited waste exponentially increases this risk.

CONCLUSION

The Quambone landfill is an uncontrolled waste disposal facility. Council is unable to meet its statutory responsibilities in respect of waste management and reporting if the unfettered access continues.

It is proposed to open the Quambone landfill on two days per week, one day during the week and one day during the weekend. Council's existing fees and charges will apply.

This serviced landfill is proposed to be a temporary arrangement as Council's transitions Quambone landfill to a waste and recycling transfer station. The same transition is proposed for Gulargambone transfer station.

It is proposed to implement the change on 1 January 2024 and conduct an initial review at the end of March.

RECOMMENDATION**That Council:**

- 1. Service the Quambone landfill for two days per week and apply the existing fees and charges.**
- 2. A compliance and operational review be conducted at the end of March 2024.**

10.12 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT**File Number: D5****Author: David Levick-Manager Economic Development and Growth****Authoriser: Phillip Perram, Acting Director Community, Planning, Development and Governance****Annexures: Nil****PURPOSE**

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

BACKGROUND

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

(a) Relevance to Integrated Planning and Reporting Framework

ED1.2 Develop our economy, including the visitor economy.

I1.5 Adopt successful strategies which maximise our community's access to quality infrastructure and assets (I1.5.2 – Coonamble Livestock Regional Market).

(b) Financial Considerations

Activities undertaken as described by this report are within approved operational budget allocations for tourism and economic development activities and capital projects or are funded through grant monies.

COMMENTARY**Small Business Month**

Coonamble Shire Council secured a \$2,500 grant from the NSW Small Business Commission to host a workshop during Small Business Month (October).

Working with the Coonamble Chamber of Commerce to promote the event, 21 business people attended, with Kirsty Wiggins presenting. Kirsty Wiggins, founder and owner of the Dumble Collective, shared her knowledge of using social media to build a successful business. Kirsty also made herself available to visit business owners the following day to offer advice to improve their online and social media interactions with their customer base.



Kirsty Wiggins (top right) shared her knowledge of online engagement with local businesspeople during the Small Business Month workshop.

Grant delivery progress

Mrs Rachell Foodey (Project Coordinator) and Mr Tim Wark (Senior Project Engineer) are progressing the following grants:

- Limerick Street Footpath (under construction).
- Gulargambone Youth Centre upgrades (final components being completed).
- Coonamble Riverside Caravan Park camp kitchen and internal road upgrade (detailed scope being prepared).
- Women's Changerooms at Coonamble Sportsground; upgrades to the current facilities at Coonamble Sportsground; and planning of new amenities and canteen at Gulargambone Sportsground (designs being prepared).
- Coonamble Artesian and Cultural Experience (land contract exchanged and soil testing underway).
- Coonamble Youth Empowerment Project (team onsite and consulting with community stakeholders and individual youth).
- Mosquito Management Plan (bug 'zappers' in delivery).
- Coonamble Showground Link Path (extended to the site of the Coonamble Artesian and Cultural Experience, with detailed design of the path being prepared).

Grants

Overview:

Status	This Month	Last Month	Year to Date
Grant-funded projects completed	0	0	1
Grants to be acquitted	6	6	
Grants in progress	18	18	
Grant submissions awaiting decision	6	2	
Successful grant applications	0	0	1

Detailed Status:

Grants completed & awaiting acquittal	Responsibility	Comment
Coonamble Community Recycling Centre	CPDG	
Town Entrance Public Art (DSP)	CPDG	
Leaps & Bounds at Coonamble Sportsground	CPDG	
TARP41 Coming to Coonamble (TfNSW)	CPDG	
TARP39 Community Resource (TfNSW)	CPDG	
TARP38 Coonamble Kids (TfNSW)	CPDG	

Grants in progress	Responsibility	Comment
Gulargambone Youth Centre external upgrades	CPDG	Final stages underway.
Restore Trooper Stables at Museum	CPDG	DA submission
Riverside Caravan Park Development	CPDG	Ongoing
Youth Council re-establishment	CPDG	Variation being drafted
Women's Change Rooms at Sportsground	CPDG	Detailed design stage
Walking Loop around Sportsground	CPDG	Nearing completion
Coonamble Family and Youth Fest	CPDG	In progress
Limerick Street Footpath	INF	Contract in preparation
Coonamble Artesian Bathing Experience	CPDG	Land acquisition
Coonamble Youth Empowerment Program	CPDG	Contract prepared
Business Cases for Tourism Infrastructure	CPDG	In progress
Gulargambone Sportsground Amenities	CPDG	Detailed design stage
Coonamble Region Art Trail	CPDG	Funding Deed signed
Wanderers Tennis Club court upgrades	CPDG	Funding Deed signed
Female Friendly Community Facilities	CPDG	Detailed design stage
Mosquito Management Plan	INF	In progress
Footpath design to Cble Showground	CPDG	Detailed design stage
Small Business Month workshop	CPDG	In progress

Submitted Grant Applications

Council has submitted applications for the following grants:

- Summer and Autumn Holiday Break Program – \$22,000 to hold a holiday program for children and youth in the January 2024 and April 2024 school holidays.

- Public Library Infrastructure Grant – \$89,398 to fence around the library, to install a circular seat under the pine tree in front of the library and to install a new security system.
- Australia Day 2024 Community Grant – \$15,000 to conduct Australia Day gatherings in Coonamble Local Government Area.
- Regional Housing Strategic Planning Fund – \$72,183 to prepare a Regional Housing Strategic Plan for Coonamble Local Government Area.
- Community Building Partnership – \$47,000 to move the unused weighbridge from the airport to the Coonamble Waste Management Facility to streamline services at there.

Communications

Council continues to maintain its communication with the community through:

- 1 x weekly half-page advertisement, *Weekly Connect* in *The Coonamble Times*, with unique content – advertising Requests for Quotations, Tenders and Expressions of Interest, policies and other reports currently on public exhibition and upcoming events for the community.
- Paid classified advertising for current tenders, requests for quotations, expressions of interest and positions vacant.
- Posts in the News column on the homepage of Council's website, on various topics as required.
- Posts in the Events Calendar hosted on Council's website.
- Posts on Council's Facebook page, on various topics as required.
- Council's website – sharing all policies, plans and procedures, fees and charges, and documents for public exhibition, in the spirit of open and transparent governance.
- Media releases as required – on road conditions, water supply interruptions, etc.

The Facebook posts that achieved the greatest reach during October related to the Christmas Street Party, with one post announcing the concert performers reaching 9,508 people, another reaching 3,770 and a recent post reaching 1,275 people. Other posts with significant reach included the announcement of the Small Business Month workshop (reaching 2101 people); the opening of the Pool season (reaching 1,972 people); the Service NSW Agency resuming regular hours (reaching 1,333 people); and the closure of the Skillmans Lane Public Toilets due to two attempts to set them on fire (reaching 1,314 people).

The responsiveness of Council's Facebook followers to relevant posts demonstrates the effectiveness of this social media platform to engage with residents and ratepayers, both those currently living within the shire and who have left but who still wish to maintain a connection with the area.

Social Media (Facebook) Summary

Measure (in FY23-24)	This Month	Last Month	Year to Date
Number of posts	20	12	72
Increase in number of followers	+21	+23	+124
Total number of followers	2,950	2,929	
Reach	6,209	23,773	

Building the Tourism Economy

Conference Report: Australian Regional Tourism Convention 2023, Newcastle NSW, 10 to 12 October 2023. Australian Regional Tourism (ART) is the peak national body representing regional tourism practitioners.

Attending: Maddison Ward, Tourism and Events Officer

Sessions of Conference/Seminar attended:

- Thrive 2030 – meeting the Regional Targets: Speaker, Sam Palmer, Austrade
- Keynote: Helicopter View of the Economy: Speaker, Luke Jeffress, Senior Economist, Regional Australia Institute.
- Panel: Sustainable Tourism, If Not Now When? Speakers, Elissa Keenan, CEO – Ecotourism Australia and Stewart Moore, CEO – Earthcheck
- Part 1: Aligning with the National Agritourism Strategy Framework (NASF): Speaker: Tanya Jarman, Executive Officer, Adelaide Hills Tourism and ART Board Director.
- NASF: Strategy 6: Provide leadership to support inclusive growth: Why a national strategy is worth aligning to – A South Australian perspective: Speaker: Dylan Beach, Business Manager Experience Development, South Australian Tourism Commission
- Achieving the Regional Visitor Economy of the Future through Digital Transformation, Innovation & Artificial Intelligence: Speaker: Bruno Pisano, Founder & CEO, Elafent.
- Panel: Indigenous Truth Telling: Moderator: Phil Lockyer, Head of Indigenous Affairs, Tourism Australia Panel Speakers: Tracey Diddams, TRC Tourism (multiple locations) Andrew Smith, CEO, Sand Dune Adventures Victor Cooper, Owner, Ayal Aboriginal Tours Kakadu Sarah Gorst, Co-founder, South Coast Seaweed.
- Ask an Ambassador roundtable; sustainable and regenerative tourism, latest in digital marketing, agritourism developments, grants and grant submissions, destination development and management.
- ATDW Enters a New Era: Speaker: Jan Hutton, CEO, Australian Tourism Data Warehouse (ATDW).
- Crisis Planning for Tourism is More Important Than Ever, But Where We Start and What are We Planning For? Speaker: Renae Hanvin, CEO + Founder, Resilient Ready.

- Interactive Session: Good Conversations - Co-creating Solutions and Challenging the Status Quo Moderators: Jaclyn Thorne, Paige Rowett, Rebecca White, Tourism Collective.
- Building a Bold Destination Brand: Speaker: Hannah Statham, CEO & Founder, Media Mortar.
- Developing and Delivering your Destination Proposition - it's more than Marketing: Speaker: Laura McGrath, Destination Marketing Officer, City of Newcastle
- Wellness Tourism and Vitamin N in Regional Australia: Speakers: Katherine Droga, Founder, Well Traveller and Droga & co and Tanya Jarman, Executive Officer, Adelaide Hills Tourism and ART Board Director.
- Good Conversations and Ambassador Sessions - Key Takeouts: Speakers: Jaclyn Thorne, Paige Rowett, Rebecca White, Tourism Collective Carolyn Childs, CEO, MyTravelResearch and ART Board Director.
- Panel: Ask ART – Panel Discussion Hamish Fell, Deputy Chair Joel Chadwick, Treasurer Lori Modde, Director Carolyn Childs, Director Tanya Jarman, Director Sarah Gardiner, Director Lauren Douglass, Chief Executive Officer.
- Panel: Regional Success Stories – Showcase: Moderator: Michael Stamboulidis - General Manager QT Newcastle & Chair of the Newcastle Tourism Industry Group (NTIG) Panel: Speakers: Dominic May, Founder, CoastXP Ben Ogden, Founder, Newy Rides Cameron Burns, Operating Manager, Earp Distilling Co.

Relevance of conference material to the Coonamble Shire Council's Plans and Strategies and learnings that could influence Council's future direction:

a) Operational Plan 2023-24

Strategy 1: Initiate and contribute to effective and needs-based community programs which enhance engagement, cohesion, vibrancy, and liveability.

Strategy 3: Create safe places, spaces, and feelings.

Strategy 4: Deliver and support cultural initiatives which strengthen connection to Country and tradition and unique identities.

- As Aboriginal Culture becomes more popular, the "Indigenous Truth Telling" panel discussed strategies to support our Aboriginal community, organisations, and businesses through this. The key takeaway was to walk together, not for and not without and highlighted the value of interaction before transaction. This panel also challenged what Aboriginal Cultural tourism means. For example, 'Sand Dune Adventures' is an adventure tourism experience that holds cultural significance being Aboriginal-owned and came about in an endeavour to protect and raise awareness of sacred sites locally, which developed into a tourism market. "They come for the adrenalin experience and leave with cultural awareness and increased respect for Country".
- The panellists brought attention to the value of empowering all Australians to be custodians of the land in their own capacity and to walk carefully and deliberately.

Strategy 5: Plan, support and deliver an exciting and diverse community events scene where our community and our visitors can celebrate engage and connect.

- Local collaboration was a regular ingredient for success in the case studies presented across several sessions. Increasing connection and collaboration

between our local event organisers would be very beneficial. One way this was achieved was by holding an event where businesses or event organisers could network and connect.

Strategy 7: Improve the quality of our parks, open spaces, and sporting and recreational facilities, including the MacDonald Park Masterplan Precinct.

- Although it often takes time, the importance of conveying to businesses how infrastructure can provide a tourism product, that will benefit them, was highlighted. The same can also be said for passionate residents. An example provided was the construction of new mountain bike trails in Mackay. It has had a huge flow-on effect on businesses and increased visitation to the area, an outcome that took time and education to help businesses to appreciate.

Strategy 8: Grow our reputation as an LGA of choice to live, work and invest.

- As demonstrated by the outcomes achieved by the City of Newcastle, generating strong liveability is proven to drive tourism. It provides the opportunity to drive the lifestyle and benefits all stakeholders.

Strategy 9: Develop our economy including the visitor economy.

- Steve Cox, the Chief Executive Officer of Destination NSW highlighted that Australians are spending more on tourism overseas than we have coming in, causing a substantial deficit. Partnership relationships like Real Country we regularly highlighted as best practice.
- Luke Jeffress, Senior Economist, Regional Australia Institute

Taking a long-term economic view, the COVID-19 pandemic has been one of the best things to happen to the regional tourism industry. As we have noticed in Coonamble Shire, domestic tourism post-COVID-19 has increased greatly. However, housing, accommodation, childcare, and other limiting factors have been identified nationally.

- Sustainable tourism encompasses more than environmental sustainability: it includes the level of positive impact on the local economy and community. Tourists like to know that their contribution supports locals.

Strategy 17: Support environmental initiatives which grow our contribution to broader environmental outcomes for future generations.

- Germany was highlighted as a leading example of sustainability practice. As sustainable tourism grows in importance for travellers and organisations/businesses, certifications such as EarthCheck and Ecotourism Australia will become more important and part of the decision-making process for potential visitors as the carbon economy grows.
- At the Product and Experience development round table, the value of community consultation and engagement was amplified along with the sustainable benefits of mentoring programs.

b) Coonamble Shire Council Masterplan

4.5 Artesian Baths Experience

- The session 'Wellness Tourism and Vitamin N in Regional Australia' was particularly appealing as Coonamble is taking steps towards the development of the Coonamble Artesian and Cultural Experience.

Wellness tourism is defined as anything that is associated with intentionally enhancing, maintaining or kickstarting your well-being. Coonamble Shire can potentially provide a primary wellness experience through facilities at the Coonamble Artesian and Cultural Experience in addition to secondary opportunities for visitors to add a wellness component to their trip by for example taking a walk by the Castlereagh River. Other potential offerings suited to Coonamble Shire include highlighting participation in local walking culture, equine therapy, art workshops and engagement with local artists.

- Wellness-focused travellers tend to stay longer and spend more, with an average stay of 5-7 nights, and a 40%-50% likelihood of visiting again. This highlights this demographic as a valuable target audience for product development and marketing.
- A notable case study came out of the Adelaide Hills, where many existing businesses contributed a small wellness experience, some without realising and when coordinated together created a very strong visitor experience. Additional benefits include strong community engagement and increased understanding of the customer journey for operators.

c) Destination Management Plan – adopted December 2020

There were several insights that will be valuable when considering our Destination Management Plan. Key areas of understanding include:

- The City of Newcastle presented their case study in the session “Developing and Delivering your Destination Proposition.”

Surprisingly, the City of Newcastle holds similar market positioning challenges as Coonamble Shire. Newcastle is “out of the way” and not automatically recognised as a visitor's destination. Similarly, Coonamble Shire predominantly serves as a gateway for travellers passing through to more developed destinations. The City of Newcastle provided an excellent example of how in a relatively short time they have achieved their goals of increased stays, increased visitor spend and improved positive sentiment. They did this by developing their experience pillars, ensuring they could deliver these and clarifying their brand and marketing accordingly. The concept is that like Newcastle, Coonamble Shire isn't a “stop and flop” getaway, it's a place to explore. This is a positive and provides visitors with a depth of choice.

- Build on our destination pillars; Celebrating Culture on Country, Unlimited Horizons, Exploring our Nature, Revealing our Heritage, Little Places, Big Stories and Events in an authentic and versatile way, while supporting our operators along the journey.
- Don't be afraid to attach bold and strong messaging to our promotional material for example, “the opportunity to create core memories that last forever”.
- Coonamble Shire Council is engaged with the Elafent product which is being applied to create itinerary presentation/planning and directory capabilities. It was exciting to learn more about the future development plans and review strong examples of similar uses that will be implemented. These support the identified General Marketing and Promotional Actions and KPI's.
- The need to develop more easily bookable sites, experiences, and accommodation.
- During the Ambassador roundtable session, Hannah Statham, CEO and Founder of Media Mortar spoke of the pitfalls and challenges of marketing to Gen Z.

Although this isn't a current target market for Coonamble Shire, it provided valuable insights for future consideration and marketing points that should be applied across all target audiences. The need for marketing material to be organic and authentic was a common theme. Today, consumers are skilled at seeing through overly polished and ingenuine marketing, especially when it comes to experience-based destinations.

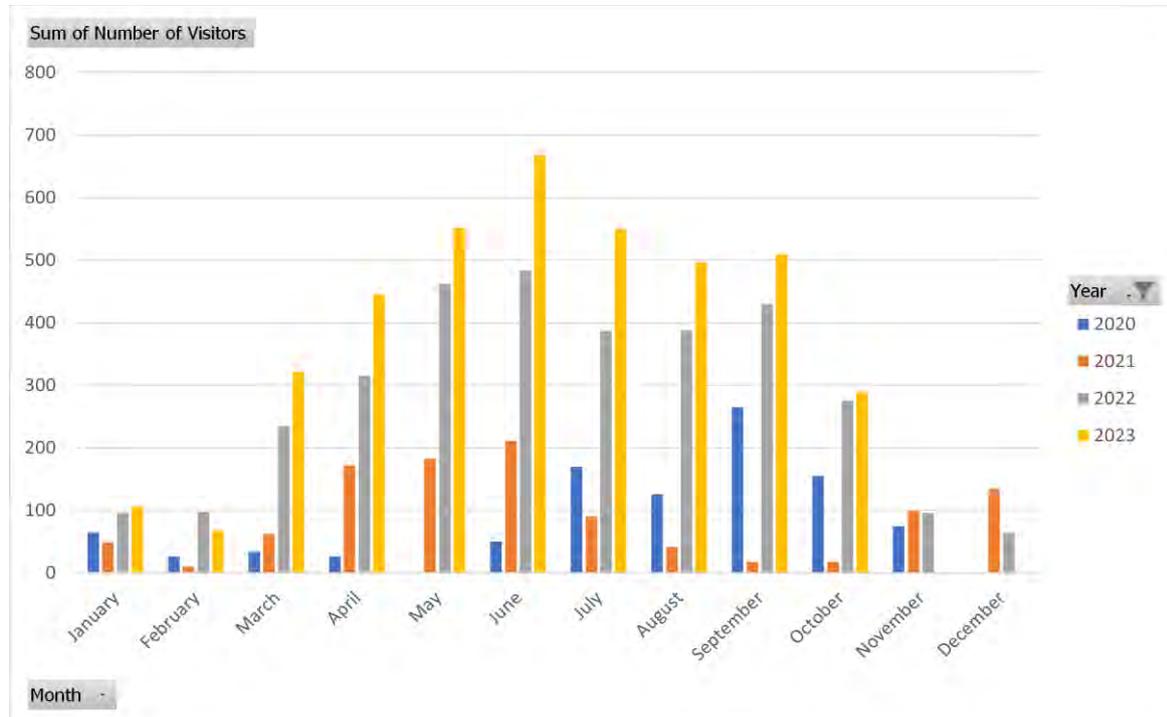
- It was explained that 90% of all marketing is awareness and brand is the power behind it. There is a great opportunity for awareness of Coonamble Shire to grow, providing a platform to build our destination messaging by following the path of awareness, consideration, salience, trust, and loyalty.

Recommended actions:

- Create bookable travel packages along with our itineraries.
- Strengthen our sustainable tourism offering by promoting our EV charging station more effectively, considering carbon reduction goals/policy and, greater supply of public drinking water fountains for reusable bottle refills.
- Consider the development of a Reconciliation Action Plan
- Deliver disaster awareness and preparation workshops and resources.
- Deliver a local events summit. An opportunity for event organisers to get together, collaborate and coordinate.
- Ensure Destination Management Plans include carbon neutrality targets, accommodate for the impact of global warming, and include natural disaster measures.
- Promote more effectively to tourists, the positive impact they have by choosing to visit Coonamble Shire.
- Inform local existing and emerging ecotourism operators, of the resources available to them by Australian Regional Tourism.
- Continue to prioritise valuable and positive interactions with visitors and support our current and emerging operators to do the same. The value of interaction before transaction.
- Explore meaningful avenues and opportunities to raise awareness of Coonamble Shire. For example, bold and authentic public art installations.

Tourism Statistics

As of 27 October 2023, the Information and Exhibition Centre attracted 289 visitors. This is marginally higher than engagement during 2022, which can be attributed to the slowing tourist season and staffing limitations. However, during the month there was a noticeable rise in residents visiting the space, with visiting family and friends and new colleagues.



Museum Statistics

Throughout October, less than 10 people toured the Museum Under the Bridge. This includes those by appointment.

Events

- 19 October - Coonamble Wellbeing Day – Interrelate

A collaborative event supported by more than 25 community groups, service providers and businesses. Coonamble Shire Council supported the event by: waiving facility fees, facilities cleaning, provision of marquees, tables and chairs, promotion through Council’s communication channels, sound equipment, food sponsorship and prize donation, staffed stall with activities and Council information. Coonamble Shire Council’s Librarian and the Tourism and Events Officer staffed the stall, providing valuable mindfulness activities, information on responsible pet ownership and a weaving activity. More than 100 information bags were distributed.

- 21 October – ‘Burrima’ Boardwalk Official opening

Despite the weather conditions, attendees from across adjoining Shires attended to celebrate the achievements of the site in an environmental capacity and as a tourism drawcard. In addition to those who drove this

significant project, other notable attendees included The Hon. Sarah Mitchell MLC and Mr Roy Butler MP, who officially cut the ribbon.

The Tourism and Events Officer attended the opening, which provided a valuable opportunity to connect with accommodation and tourism experience providers in the region and build positive relationships with neighbouring Councils.



- 25 October, Small Business Month special event

Presented by Kirsty Wiggins, founder and owner of the Dumble Collective. This event was highly successful with excellent attendance and positive feedback from participants. Topics covered ranged from how to market yourself, how to set up your business, how to establish a work-life balance and more.

Local business owners also took advantage of the opportunity of one-on-one sessions with the presenter.

Upcoming events

- 11 November, Remembrance Day
- 15 November, White Ribbon Day
- 25 November, Coonamble Jockey Club Christmas Race Meeting & Christmas Party
- 2 December, Christmas Street Party and Concert

This event will include food and market stalls, Buy Local Draw by the Chamber of Commerce and all the usual festive fun, leading into the late evening, there will be a concert featuring a lineup of musicians, including Kylie Gale, Castlereagh Connection and Max Jackson.

- 6 January, Festival of Small Halls (proposed for Combara Hall)
- 26 January, Australia Day gatherings

(a) Governance/Policy Implications

Policies relevant to activities reported here include the Community Consultation Policy.

(b) Legal Implications

There are no legal implications directly associated to this report.

(c) Social Implications

Projects and initiatives described in this report are undertaken with the objective of delivering social benefits to the Coonamble LGA.

(d) Environmental Implications

There are no environmental implications directly associated to this report.

(e) Economic/Asset Management Implications

Development of the projects proposed for funding through available grants are initiatives to meet objectives of the Community Strategic Plan 2022-32, Delivery Program 2022-2026, Coonamble Shire Masterplan 2020, the Economic Development Strategy 2021 and the Coonamble Destination Management Plan 2020.

(f) Risk Implications

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

CONCLUSION

Economic Development and Growth activities continue to progress according to the Economic Development Strategy 2021. Tourism activities and projects continue to progress according to the Economic Development Strategy 2021, and work towards achieving the goals of the Coonamble Destination Management Plan 2020.

Overall, it can be seen that grant funding from State and Federal Government sources are being offered less frequently than in past years.

The number of events in which Council is involved as a direct or indirect stakeholder is increasing significantly, which is placing greater pressure on staff and resources of the Parks and Urban Services team and Economic Development and Growth team. These events contribute to the growth of the Tourism Economy, and Council may need to increase the budgets of these two teams in the future to facilitate this growth.

RECOMMENDATION

That Council note the information in the report.

10.13 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**File Number: E5****Author: Lesley Duncan, Building & Compliance Manager****Authoriser: Phillip Perram, Acting Director Community, Planning, Development and Governance****Annexures: Nil****PURPOSE**

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.

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 October 2023.

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.

- 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.

- 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.

(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

Development Control Orders, Public Health Orders and Infringements

Since the last reporting period no public health orders have been issued.

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 October 2023.

October 2023			
Application Number	Description of Works	Address of Proposed Works	Approved Date
DA029/2023	New Dwelling	302 Carinda Road, Coonamble	25/10/2023

Legislation Updates

As of 1 November 2023, section 19 of the Public Spaces (Unattended Property) Act 2021 will commence. Authorised officers under the Act will be able to place one or more unattended stock animals on any practicable premises in the vicinity, without taking possession of the animal, in certain emergency situations, if the authorised officer has made a reasonable attempt to obtain the relevant landowner's or occupier's consent. More information can be found in Appendix B of the Public Spaces (Unattended Property) Act Guidelines which is available at <https://www.dpie.nsw.gov.au/unattendedproperty>.

Events Guideline

An Events Guideline has been developed for the Coonamble community to assist with planning an event. The guide will provide information on the use of council facilities, serving food and alcohol as well as development consent requirements. It is anticipated that the guide will be ready for launch in mid-November.

Ranger's Report

The Ranger's report is provided for October 2023. The following is a summary of companion animal statistics.

CORRESPONDENCE	October	Year to Date 2023/2024 Total
Infringements (Animals)	0	0
Infringements (Other)	0	0
Change of Details	2	19
Microchipped dogs	6	43
Registrations	0	24
Nuisance dog declaration	0	0
Dangerous dog declaration	0	5
Menace dog declaration	0	0
Seized Dogs	0	5
Notice of Possession	0	3

Impounded animals

During the month of October 2023, a total of 20 dogs one (1) cats were impounded. The following provides a breakdown:

October	Dogs	Cats
Returned to owners	0	0
Rehomed	17	1
Euthanised	3	0
Still in Pound	0	1
Impounded*	20	1

*Of the total impounded during October, 20 dogs and one (1) cats were surrendered in Coonamble.

Dog attacks

Three (3) dog attacks were reported during the reporting period. Investigations are continuing.

(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, compliance and regulation, and environmental management and health since the last meeting.

RECOMMENDATION

That the Environment and Strategic Planning Progress Report be received and noted.

10.14 SWIMMING POOL BARRIER INSPECTION PROGRAM**File Number: S13****Author: Lesley Duncan-Building & Compliance Manager****Authoriser: Phillip Perram, Acting Director Community, Planning, Development and Governance****Annexures: 1. Draft Swimming Pool Barrier Inspection Program****PURPOSE**

To seek Council's approval to place the draft Swimming Pool Barrier Inspection Program on public exhibition for 28 days to invite comments / submissions from the community.

EXECUTIVE SUMMARY

In 2012 the *Swimming Pool Act 1992* was amended, and Councils in New South Wales were required to implement Swimming Pool Barrier Inspection Programs during 2013. It is uncertain whether there was an inspection program implemented by Coonamble Shire, however it is apparent that inspections were being undertaken.

The draft program has a preliminary six (6) month program to undertake community consultation and education to ensure that all swimming pools in the Coonamble Local Government Area are registered on the NSW Swimming Pool Register. During this period, it is intended that relevant staff will have undertaken sufficient training to successfully implement the program.

After this initial period Council will commence inspections as required by the *Swimming Pool Act 1992*.

BACKGROUND

Under the *Swimming Pool Act 1992*, Council is required to:

- Develop and implement a swimming pool barrier inspection program in consultation with their communities;
- Report annually on the number of pool inspections undertaken and the level of compliance with the requirements;
- Inspect pools associated with tourist and visitor accommodation and multi-occupancy development at three (3) year intervals;
- At the request of the pool owner, inspect pools prior to sale or lease;
- Issue compliance certificates after an inspection which finds a pool barrier compliant with the requirements of the legislation. Compliance certificates are valid for three (3) years;
- Council may inspect any swimming pool that is the subject of a complaint to the Council.

(a) Relevance to Integrated Planning and Reporting Framework

The draft program relates to Goal 3 of the Community Strategic Plan to ensure that our community feels safe, secure and supported.

(b) Financial Considerations

This mandatory program will require new fees that are not currently listed in Council’s Fees and Charges Policy. The fees are proposed to partially offset the cost of inspections and administration.

Table 1: Phase One – Registration, Compliance and Promotion	
Type of Service	Fee Amount
Certification and First Inspection	\$150
Subsequent Inspections	\$100

Table 2: Phase Two – Mandatory Inspections and Phase Three – High Risk Pool Inspections	
Type of Service	Fee Amount
Certification and First Inspection	\$150
Subsequent Inspections	\$100

The fines for non-compliance are outlined in the Program.

COMMENTARY

It is mandatory in NSW for all Councils to have a formal Swimming Pool Barrier Inspection Program. It is unclear whether Council has previously adopted the required Program. To avoid uncertainty and meet statutory requirements, it is recommended that Council adopts the draft program attached.

The implementation of this Program will require swimming pool owners to:

1. Register their swimming pool on the NSW Swimming Pool Register within six (6) months from the date of adoption of this policy.
2. Ensure other development does not impact the effectiveness of their pool barrier.
3. Maintain an effective and compliant pool barrier.
4. Have a valid Certificate for all premises with a swimming pool on which there is tourist and visitor accommodation or more than two (2) dwellings.
5. Have a valid Certificate to sell or lease their property if there is a swimming pool situated on the property.

The program will be implemented in three phases, based on legislative requirements, resourcing and perceived risk to the community. This staged process will ensure priority tasks are completed while also identifying future resource requirements



Once the program is implemented it should be reviewed within 12 months of a Council election, and thereafter at four yearly intervals to ensure that it meets all statutory requirements and the needs of the Council and the community. It may also be reviewed at other times as determined by Council.

(a) Governance/Policy Implications

It is non-discretionary; Council must have swimming pool barrier inspection program.

The Fees and Charges variation is not significant and does not require public exhibition, however, the Program is recommended for public exhibition.

(b) Legal Implications

It is mandatory under the *Swimming Pools Act 1992* for Council's to implement a swimming pool barrier inspection program.

(c) Social Implications

Nil to this report

(d) Environmental Implications

Nil to this report

(e) Economic/Asset Management Implications

Nil to this report

(f) Risk Implications

Swimming Pool Barrier Inspection Programs are a mandatory requirement for NSW Councils. There is considerable risk to Council if a program is not implemented.

CONCLUSION

The draft Swimming Pool Barrier Inspection Program applies to all pools regulated under the *Swimming Pool Act 1992*. A significant component of the Program is based on the inspection of premises with pools to ensure that pool barrier complies with relevant standards.

The draft Program should be placed on public exhibition for a period of twenty-eight days.

RECOMMENDATION

- 1. That the draft Swimming Pool Barrier Inspection Program be place on public exhibition for a period of twenty-eight (28) days.**
- 2. That Council receives a further report, together with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the Swimming Pool Barrier Inspection Program.**
- 3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the Swimming Pool Barrier Inspection Program without any changes as a policy of Council.**

COONAMBLE SHIRE COUNCIL

SWIMMING POOL BARRIER INSPECTION PROGRAM

DRAFT

Coonamble Shire Council Swimming Pool Barrier Inspection Program

1.0 Introduction

The NSW Division of Local Government has recognised swimming pool safety as an important issue and in doing so has made significant amendments to the *Swimming Pools Act 1992* (the Act). These amendments include inspection fees and penalties, pool registrations and certification and a requirement for local councils to develop an inspection program. The aim of these changes is to reduce drowning and near drowning instances of children under the age of five.

In response to the amendments to the Act, a draft Swimming Pool Barrier Inspection Program has been developed and is proposed to be placed on public exhibition. The Program that has been developed will be implemented in three phases based on legislative requirements, resourcing and perceived risk to the community. The purpose of the Coonamble Shire Council Swimming Pool Barrier Inspection Program is to develop an affordable and effective pool barrier safety program. The Program will also place an emphasis on providing relevant, up to date information to residents to assist in improving the safety of all swimming pools within the Local Government Area.

A significant portion of the Program is based around the inspection of premises with pools and to ensure the pool barrier complies with the relevant standard. Once a barrier complies with the standard a Certificate of Compliance – Swimming Pool Certificate will be issued to the property owner. The Certificate is valid for three years.

To assist financing the Program and ensuring required safety standards are achieved an array of fees and fines have been included in the recent amendment to the Act.

1.1 Certificate of Compliance – Swimming Pool

A Certificate is issued by an Authorised Officer of Council (or a Registered Certifier) in accordance with the Act. This Certificate is valid for three years and certifies that the swimming pool barrier complies with the requirements of the Act, Regulations and Standard at the time of inspection.

A Certificate ceases to be valid if a subsequent Direction is issued under the Act because the pool barrier is later found to be defective and requires rectification works.

2.0 Legislative Requirements for Pool Owners

The implementation of this Program to the Act will require swimming pool owners to:

- 1) Register their swimming pool on the NSW Swimming Pool Register within six (6) months from the date of adoption of this policy.
- 2) Ensure other development does not impact the effectiveness of their pool barrier.
- 3) Maintain an effective and compliant pool barrier.
- 4) Have a valid Certificate for all premises with a swimming pool on which there is tourist and visitor accommodation or more than two (2) dwellings.
- 5) Have a valid Certificate to sell or lease their property if there is a swimming pool situated on the property.

3.0 Program Implementation

The program will be implemented in three phases, based on legislative requirements, resourcing and perceived risk to the community. This staged process will ensure priority tasks are completed while also identifying future resource requirements.



3.1 Phase One – Registration, Compliance and Promotion

Phase One of the Program will be carried out following adoption for a period of six (6) months. In this phase, Program activities will focus on:

- Registration of Pools on behalf of residents;
- Certificates requested by residents;
- Investigation of complaints reported to Council of alleged defective pool barriers;
- Promotion of the Program to raise community awareness and education in relation to pool safety.

3.2 Phase Two – Mandatory Inspections

Phase Two of the Program will run in parallel to Phase One and will include mandatory inspections of pool barriers at premises on which there is tourist and visitor accommodation or more than two (2) dwellings and properties that are to be sold or leased. These inspections are required to be carried out within ten (10) days of the customer's application and the payment of fees.

3.3 Phase Three – High Risk Pool Inspections

Phase Three of the Program will include proactive inspections of high-risk private pools across the LGA. This phase will only be operational when mandatory requirements of Phases One and Two are being met. This phase will focus on pool barriers in high-risk areas:

- Premises identified as having an unauthorized pool
- Pools that have not been registered.

3.4 Ongoing Investigation of Complaints

As well as implementing Phases 1, 2 and 3, Council Officers will continue to respond to and investigate complaints received regarding swimming pools/swimming pool barriers.

3.5 Non-compliant Barriers

When an inspection has been undertaken and a swimming pool barrier is found to not comply with relevant legislative requirements the owner will be notified through the issuing of a Notice of Proposed Direction (Notice).

After a period of fifteen (15) days from the date of the Notice, a Direction to Comply (Direction) will be served. The Direction will require the owner to undertake measures to ensure that the swimming pool or premises comply with the requirements of the Act. Reasonable timeframes will be set out in the Direction.

In the event that Council deems a swimming pool to be of high risk and considers the safety of the community may be at risk if measures are not carried out as soon as possible. Council may issue a Direction in the first instance.

After the time period for compliance with the Direction has expired, a reinspection of the swimming pool will be carried out by Council to determine if compliance has been achieved, given the potential safety issues, any significant failures to comply may result in Council issuing a Penalty Notice or seeking legal enforcement of the Direction through an application to the Land and Environment Court.

4.0 Fees

The Act enables Council to charge inspection fees in relation to the Program. These fees are designed to offset the substantial costs associated with the Program.

4.1 Registration of Pools on Behalf of Residents (\$10 Fee)

If swimming pool owners are unable to register their pools on the NSW Office of Local Government's online swimming pool register Council can complete this on their behalf. This requires the swimming pool owner to attend the Customer Service Counter of Council's Administration Building, complete the required information form and pay a \$10 fee that has been prescribed in the Act.

4.2 Program Inspection Fees

The fees to be approved under the program are prescribed by the Act.

The fees outlined in Table 1 below relate to Certificates that have been requested by swimming pool owners as part of Phase 1 of the Program. These fees are payable before any inspections are carried out. In addition, the Certificate will not be released until all required rectification works have been carried out.

Table 1: Phase One – Registration, Compliance and Promotion	
Type of Service	Fee Amount
Certification and First Inspection	\$150
Subsequent Inspections	\$100

The fees outlined in Table 2 below relate to Phase 2 and Phase 3 inspections of properties. These properties include:

- Premises on which there is tourist and visitor accommodation or more than two (2) dwelling (Phase Two);
- Properties with swimming pools that are to be sold or leased (Phase 2);
- Proactive inspection of high-risk pool barriers (Phase 3);

Inspection fees will be paid by the swimming pool owner before any inspections are carried out.

Phase 3 inspection fees will be charged to the swimming pool owner once the final inspection has been carried out. Certificates will not be released until all inspection fees have been paid and all rectification works have been carried out.

Type of Service	Fee Amount
Certification and First Inspection	\$150
Subsequent Inspections	\$100

5.0 Fines

There are a range of fines that can be issued by Council for non-compliance with the requirements of the Act. Any income collected through this process will be directed towards the funding of the program.

5.1 Failure to Register Swimming Pool

Failing to register a swimming pool, is predicted to be a common breach of the Act within our community. Council can issue a \$220 fine to property owners who fail to register their swimming pool.

If Council becomes aware of a property owner who has failed to register their swimming pool or spa, the owner will be given 7 days written notice to register. Property owners who fail to register their swimming pool after the seven (7) day period may be issued with a \$220 fine. Council will then register the swimming pool or spa on their behalf.

5.2 Other

Table 3 outlines the range of fines that can be issued by Council for non-compliance with the requirements of the Act. Such penalties will not be issued as an initial response to minor offences and are only considered appropriate to issue for significant non-compliances and to ensure required safety upgrades are carried out in a timely manner.

Offence	Penalty	Maximum Court Penalty
Section 7 (1): Failure to comply with general requirements for outdoor pools associated with dwelling	\$550	50 penalty units = \$5,500
Section 12: Failure to comply with general requirements for outdoor pools associated with moveable dwelling and	\$550	50 penalty units = \$5,500

tourist and visitor accommodation		
Section 14: Failure to comply with general requirements for indoor pools	\$550	50 penalty units = \$5,500
Section 15 (1): Failure to maintain child resistant barrier	\$550	50 penalty units = \$5,500
Section 16: Failure of Occupier to keep access to pool securely closed	\$550	50 penalty units = \$5,500
Section 17 (1): Failure to display or maintain prescribed warning notice near pool	\$550	5 penalty units = \$550
Section 23 (3): Not comply with written direction – owner	\$550	50 penalty units = \$5,500

DRAFT

10.15 TOORAWEEENAH ROAD UPGRADE - MONTHLY STATUS UPDATE**File Number: R-8-32-1****Author: Kerrie Murphy-Director Infrastructure Services****Authoriser: Paul Gallagher, General Manager****Annexures: Nil****PURPOSE**

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

EXECUTIVE SUMMARY

Work over the last month has primarily focused on setting and agreeing on the design scope and parameters to allow the redesign works to move forward. This included producing a number of typical cross sections for the different scenarios (straight, curved with super elevation, constrained width areas, small culverts without barrier, large culverts with barrier), additional 6:1 batters have been adopted where space allows. These changes address the core concerns raised in the independent review of the previous design. From here, the design will move into verifying the hydrology including culvert sizes and locations.

The second round of culvert deliveries is complete, with the suppliers being unwilling to attend site at a later date to repair minor defects. They have, however, provided Megapoxy sheets for the final culverts that were not repaired on site.

The addendum REF has been accepted by Council. There is potential a further addendum REF may be required following finalisation of culvert locations if additional work areas are required.

Federal Milestone PDLM5 was rejected with the Federal Team requiring additional supporting information for the engagement of the replacement design contractor. This issue has been resolved and the claim resubmitted as PDLM13. There is no change to the dollars and payment of \$602,000 is expected in the coming month. The Federal Team has advised that a Tender exemption will need to be sought for Council to self-deliver sections of the project.

BACKGROUND

Tooraweenah Road is the most direct route from the town of Coonamble to the Warrumbungle's.

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 existing sealed length requires rehabilitation or heavy patching, however, some of the sections of the 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 sealed 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 funded by the Federal Government's Roads of Strategic Importance (ROSI) Program. The funded budget is \$22.96M.

COMMENTARY

An amended Review of Environmental Factors (REF) has been completed this was done to increase the road corridor from what was originally assessed, which will allow construction works to proceed without risk to flora or fauna. The addendum REF has been accepted by Council. There is potential a further addendum REF may be required following finalisation of culvert locations if additional work areas are required.

There were a several additional scar trees identified along with two archaeological significant survey marks. These will be protected with construction fencing during the project. Dependent on the redesign it's anticipated that a second Addendum REF may be required to cover additional work areas where culverts have been relocated.

Council is co-ordinating internally on the project delivery. Discussions have also commenced with the funding bodies for a potential extension of time to allow for the delays that have been experienced to date with the weather and design.

RECOMMENDATION

That the report be received and noted.

10.16 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS

File Number: R6
Author: Kerrie Murphy-Director Infrastructure Services
Authoriser: Paul Gallagher, General Manager
Annexures: 1. Monthly Works Progress Report

PURPOSE

The purpose of this report is to provide Councillors with information on the works in progress within Council's Infrastructure 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 2023 / 2024 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 Directorate. Updates are provided for each Departmental area which includes Roads, Water and Sewer and Urban Services. Please note that the attachment is in an updated format with a view to provide additional information to that provided previously. The projects in this report will increase as time goes on, and more valuable information will be provided at that time.

The rehabilitation work on McCullough Street has been completed between the Highway and Dubbo Street. There has been a variation to the design, being that there will still be centre parking and trees planted in the middle of the road, as opposed to full concrete medians. This will address the feedback received regarding

the concrete medians in the middle of the road and will allow residents to use reverse caravans into their driveway.

(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 2023 / 24 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 the information be received and noted.



MONTHLY WORKS REPORT

27 October, 2023

Infrastructure Services
 Coonamble Shire Council
 Phone: 02 6827 1900
 Fax: 02 6822 1626
council@coonambleshire.nsw.gov.au

Road and recreational area users are to proceed with caution at all work sites and observe signage to ensure safety.
 Speed zones are enforceable with possible short delays.
 For all enquiries, please contact Council's Infrastructure Services Department on 6827 1900.

CAPITAL WORKS

ROADS - URBAN – COONAMBLE, GULARGAMBONE AND QUAMBONE

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Bertram Street Reconstruction	Loan	350,000	-	350,000	113,808.21	-	113,808.21	45	Open drain to be cleaned out. Contractor being engaged to finalise the work

ROADS - RURAL – UNSEALED ROAD NETWORK

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Rural Resheeting	Council	150,000	-	150,000	67,308.55	5786.19	73,094.74	65	Carinda, Walla Walla, Merri Merri

ROADS - RURAL – SEALED ROAD NETWORK

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Warren Road Upgrade	ROSI/FCR/Council	3,161,943	-	3,161,943	-	-	-	-	Milestone development underway
Box Ridge Road Reconstruction	LRCI	1,859,636	-	1,225,140	70,736	-	70,736	10	Not yet commenced
Carinda Road Heavy Patching and Culvert upgrades	FLR	2,265,840	-	2,265,840	258,021.03	2,520.00	260,541.03	11	Works will recommence after RLRRP work complete.
Carinda Road Heavy Patches	RLRRP	709,155	151,000	860,155	359,405.17	149,136.18	859,858.78	100	Complete – budget increased in accordance with increase in grant funding
Billeroy Road	RLRRP	45,876	-	45,876	-	-	-	-	Not yet commenced
Quambone Road	RLRRP	738,957	-	738,957	-	-	-	-	Not yet commenced
Pilliga Road	RLRRP	588,750	100,000	688,750	558,644.75	93,208.00	651,852.75	95	Work in progress – budget increased in accordance with increase in grant funding
Baradine Road	RLRRP	481,307.84	-	481,307.84	2,962.14	159,675.93	250,232.87	60	Work in progress
Warren Road	RLRRP	-	-	-	11,115.03	-	11,115.03	-	Not yet commenced
Gulargambone Road	RLRRP	311,406.16	-	311,406.16	-	-	-	-	Not yet commenced
Flood Damage – REPA AGRN987	DRFA	≈7,800,000	-	≈7,800,000	811,241.24	662,055.94	1,473,297.18	19	Work to date includes Nelgowrie, Gulargambone, Beanbah, Quabathoo, Emby, Pilliga, Merri Merri, Goorianawa, Bramble, Gilgooma, Mungery, Yarranville, Conimbia, West Point, Walla Walla, Keewong, Tooloon South, Quandong, Sandy Camp, Back Gular, Talegar and Wattle Creek Roads
Tooraweenah Road Upgrade	ROSI	-	-	-	1,689,408.13	647,095.75	2,336,503.88	8	Culvert delivery completed. Refer to Report.

	<p>MONTHLY WORKS REPORT</p> <p>27 October, 2023</p>	<p>Infrastructure Services Coonamble Shire Council Phone: 02 6827 1900 Fax: 02 6822 1626 council@coonambleshire.nsw.gov.au</p>
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WATER

Project	Funding Source	Budget (\$) (2023-24)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Coonamble Mains Replacement	Council	618,113*	-	618,113	139,515	-	139,515	15	* - included Broad street budget from 22/23. Broad street complete, Tooloon street – Inspection done, project reviewed, parts to be requoted. RFQ docs corrected and prepared.
Gulargambone Mains Replacements	Council	119,000	-	119,000	-	3,016	3,016	5	Planning underway
Quambone Mains Replacement	Council	90,000	-	90,000	-	-	-	5	Planning underway
SSWP244-Integrated Water Cycle Management Strategy (IWCM)	Grant/Council	199,165	-	303,900	-	178,562.80	178,562.80	35	Draft Issues paper under review with stakeholders and will be released again for comments and suggestions. Meetings with stakeholders every fortnight continues
Coonamble Bulk Flowmeter – Reservoir 5	Grant/Council	84,750	-	84,750	65,096.52	-	65,096.52	85	Meter installed and fully operational. Quote received for connection to SCADA. Timeframe 4-6 weeks depending on equipment/contractor availability
Gulargambone Reservoir Bulk Flowmeter	Grant/Council	84,750	-	84,750	44,214.39	-	44,214.39	85	Meter installed and fully operational. Quote received for connection to SCADA. Timeframe 4-6 weeks depending on equipment/contractor availability
Advanced Operational Support Program	DPE	Free for Council	-	-	-	-	-	15	Initial meetings conducted, stakeholder (engaged contractor from DPE) visited site 3 times to assess WTP Operations. Scope of investigations being established. Main focus on WTP operations with goal to increase WTP operational reliability and water supply reliability and address pressure issues in Coonamble.

SEWER

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Coonamble Mains Relining	Council	250,000	-	250,000	-	-	-	5	Options and estimates for relining received. Planning underway. Discussions with potential contractors and methods to implement.
Gulargambone Mains Relining	Council	100,000	-	100,000	-	-	-	5	Options and estimates for relining received. Planning underway. Discussions with potential contractors and methods to implement.
Coonamble STP Upgrade – Concept Design	Council	250,000	-	250,000	-	182,704.50	182,704.50	15	Concept study is progressing. Contractor provides monthly report. Expected visit of irrigation specialist in early November.
Coonamble SPS1 Convert to wet well configuration	Council	300,000	-	300,000	-	236,363.64	236,363.64	10	PO issued and approved. Components delivery has started. Works delayed from contractor side. Expected to commence November-December 2023
Coonamble SPS2 Convert to wet well configuration	Council	300,000	-	300,000	-	220,668.80	220,668.80	10	PO issued and approved. Components delivery has started. Works delayed from contractor side. Expected to commence November-December 2023



MONTHLY WORKS REPORT
27 October, 2023

Infrastructure Services
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URBAN SPACES

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Footpaths Reconstruction	Council	75,000	-	75,000	-	-	-	-	Condition Assessment complete. Program being drafted from this information.
Street Tree Replacement Program	Council	50,000	-	50,000	-	6,651.96	6,651.96	40	Planter boxes and Bougainvillea have been ordered for placement at the main street corners and out the front of the Gymnasium. Replacement trees for Memorial drive have been ordered. Irrigation line has been installed in McCullough Street and trees have been ordered. Concrete has been repaired in front of the Gym and trellis is to be installed for the Bougainvillea. Plants and materials have been ordered for Mungie Street in Quambone (School to Pool)
Coonamble Showground Upgrades	Council	25,000	-	25,000	27,343.68		27,343.68	80	New grandstand has arrived waiting on assembly
Brigidine Nuns garden area Main Street	Council	40,000	-	40,000	18,053.43	19,234.76	37,288.16	85	Garden is complete including automatic watering system, waiting on delivery of stone benches and screens, wall to still be painted.

SWIMMING POOLS

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Coonamble Pool Upgrade Program	Council	466,957	-	466,957	231,051.60	42,832.40	273,884	58	Surface work on the Gulargambone and Quambone Pool has been booked in to be completed April, 2024
					20,592	-	20,592	100	Repairs to the chemical dosing shed have been completed

AERODROME

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
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CEMETERIES

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Cemetery Improvement Program	Council	20,000	52,000	72,000.00	32,971.29	38,428.00	71,399.29	95	Waiting on connection of pump and tank.
New Columbarium	LRCI	52,632	-	52,632	-	-	-	-	Design done, sourcing bricklayer to construct

**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 Closed (Public Excluded) Council Meeting of the Coonamble Shire Council - 17 October 2023

12.2 Tender T252324OROC Supply and Delivery of Tyres for Passenger, Truck and Earthmoving

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 Tender T272324OROC Provision of Traffic Control

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 Tender T262324OROC Supply and Delivery of Bitumen Emulsion

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.

12.5 Tender T282324OROC Provision of Linemarking

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.

12.6 Tender T412324OROC Provision of Surveying Services

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.

12.7 Tender T402324OROC Provision of Design Services

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.

13 Conclusion of the Meeting