



## **BUSINESS PAPER**

### **Ordinary Council Meeting Wednesday, 13 March 2024**

**Date: Wednesday, 13 March 2024**

**Time: 3.00 PM**

**Location: Council Chambers  
Coonamble**

**Tim Horan  
Mayor**

**Notice is hereby given that an Ordinary Meeting of Council will be held in the Council Chambers, Coonamble on Wednesday, 13 March 2024 at 3.00 PM.**

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**1 OPENING MEETING****2 ACKNOWLEDGEMENT OF COUNTRY**

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

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

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 14 February 2024 be confirmed as a correct record of the proceedings of the meeting.



# **MINUTES**

**Ordinary Council Meeting  
Wednesday, 14 February 2024**

**MINUTES OF COONAMBLE SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE SHIRE CHAMBER, COONAMBLE  
ON WEDNESDAY, 14 FEBRUARY 2024 AT 3.00 PM**

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

**IN ATTENDANCE:** Paul Gallagher (General Manager), Bruce Quarmby (Director Corporate Services), Marina Colwell (Executive Support Officer), Phillip Perram (Acting Director Community, Planning, Development & Governance), Lesley Duncan (Manager Planning, Regulatory & Compliance), Mick Bell (Manager Parks & Urban Services), Deborah Tatton (Manager Finance & Procurement), Kylie Kerr (Manager Roads), David Levick (Manager Economic Development & Growth)

Apology – Kerrie Murphy (Director Infrastructure)

## **1 OPENING MEETING**

The Mayor opened the meeting at 3.32 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;
- 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.

**RESOLUTION 2024/1**

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Barbara Deans

That Item 10.7 Quarterly Budget Review be brought forward to allow Mr Cooper to talk to the report.

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

Against: Nil

**CARRIED 7/0**

**3 COMMUNITY CONSULTATION**

Mr John Cooper – Item 10.7 Quarterly Budget Review

Mr Cooper began to speak to item 10.7 on the Sons of the Soil (SOTS) development – he was advised by the Mayor that he could only speak to the section with in the report being the “building purchase” and not the development which will be a separate report to council. He will be able to speak on the item then. Council deferred the report for consideration to coincide with its sequence with in the business paper.

**4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS****5 DEPUTATION/DELEGATIONS**

NIL

**6 CONFIRMATION OF MINUTES****RESOLUTION 2024/2**

Moved: Cr Pat Cullen

Seconded: Cr Terence Lees

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

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

Against: Nil

**CARRIED 7/0**

**7 DISCLOSURES OF CONFLICTS OF INTEREST**

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

Item 10.20 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 Terry Lees declared a non-pecuniary conflict of interest with the following Items:

10.13 – Waste and Recycling Review; and

10.14 – Waste, Recycling & Employment Opportunities; and

10.15 – Waste and Recycling – Old Landfill Site; and

10.16 – Waste, Recycling and Employment Opportunities – Community Recycling Centre - as he drives trucks for the Contractor.

As he works part-time for the contractor that is engaged at the Waste depot, he indicated that he would remain in the room and participate in the discussion on the items.

## **8 MAYORAL MINUTE**

### **MAYORAL MINUTE**

#### **RESOLUTION 2024/3**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

**That the report be received and noted.**

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

Against: Nil

**CARRIED 7/0**

#### **RESOLUTION 2024/4**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

**That Council thank Mr Phillip Perram who for his contributions during his time at council and wishes him well in his retirement.**

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

Against: Nil

**CARRIED 7/0**

## **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 2024/5

Moved: Cr Brian Sommerville

Seconded: Deputy Mayor Bill Fisher

**That the report be received and noted.**

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

Against: Nil

**CARRIED 7/0**

### 10.2 COUNCIL RESOLUTIONS UPDATE

#### RESOLUTION 2024/6

Moved: Cr Terence Lees

Seconded: Cr Brian Sommerville

**That Council notes the Council Resolution status (Annexure 1).**

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

Against: Nil

**CARRIED 7/0**

### 10.3 APRIL AND JUNE 2024 MEETINGS - CHANGE OF DATE

#### RESOLUTION 2024/7

Moved: Cr Barbara Deans

Seconded: Deputy Mayor Adam Cohen

**1. That Council notes the information contained in this report.**

**2. That Council changes by one week the date of the April Meeting from Wednesday 10 to Wednesday 17 April 2024 and the June Meeting from Wednesday 12 to Wednesday 19 June 2024 and requests the General Manager to ensure that these changes are communicated to the community through its usual media and communications avenues.**

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

Against: Nil

**CARRIED 7/0**

**10.4 STATUS OF INVESTMENTS - DECEMBER 2023 AND JANUARY 2024****RESOLUTION 2024/8**

Moved: Cr Barbara Deans

Seconded: Deputy Mayor Adam Cohen

**That Council notes the list of investments from 1 December 2023 to 31 January 2024 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, Bill Fisher, Pat Cullen, Barbara Deans, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 7/0**

**10.5 RATES AND CHARGES COLLECTIONS - JANUARY 2024****RESOLUTION 2024/9**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

**That Council note the information provided in the report.**

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

Against: Nil

**CARRIED 7/0**

**10.6 COUNCILLOR REQUESTS FOR INCLUSION IN THE DRAFT 2024/25 OPERATIONAL BUDGET.****RESOLUTION 2024/10**

Moved: Deputy Mayor Adam Cohen

Seconded: Cr Barbara Deans

- 1. That Council note the contents of this report.**
- 2. That Councillor requests for items to be considered for inclusion in the draft 2024/25 Operational Plan and Budget be returned to Council's Corporate Services Department by 29 February 2024.**

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

Against: Nil

**CARRIED 7/0**

**10.7 QUARTERLY BUDGET REVIEW - DECEMBER 2023****RESOLUTION 2024/11**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

- 1. That Council approves the variations to votes as listed in the budget review documents distributed under separate cover.**
- 2. That Council resolves to reallocate the unspent loan funds of \$237,256 previously obtained for the Bertram Street reconstruction to fund the completion of the construction of the Coonamble SES Headquarters.**
- 3. That Council notes, in the opinion of the Responsible Accounting Officer based on the information as presented in the December Budget review; that Council will be in a satisfactory financial position as at 30 June 2024.**
- 4. That Council notes the classification and position of Council's estimated restricted (reserve) funds as at 31 December 2023.**

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

Against: Nil

**CARRIED 7/0**

**10.8 COMMUNITY SERVICE PROGRESS REPORT****RESOLUTION 2024/12**

Moved: Cr Terence Lees

Seconded: Cr Barbara Deans

**That Council notes the information contained in this report.**

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

Against: Nil

**CARRIED 7/0**

**10.9 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT****RESOLUTION 2024/13**

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Barbara Deans

**That Council note the information in the report.**

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

Against: Nil

**CARRIED 7/0**

**10.10 CODE OF CONDUCT TRAINING****RESOLUTION 2024/14**

Moved: Deputy Mayor Bill Fisher

Seconded: Deputy Mayor Adam Cohen

**That Council note:**

- 1. The deferral of Code of Conduct training for Councillors until November 2024 after the Council elections, and**
- 2. The inclusion of the training for Code of Conduct in the mandatory Councillors' Induction and Professional Development Program.**

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

Against: Nil

**CARRIED 7/0**

**10.11 COMMUNITY SERVICES HIGH LEVEL REVIEW****RESOLUTION 2024/15**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

**That Council note the focus on the creation of a Community Development Plan.**

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

Against: Nil

**CARRIED 7/0**

**10.12 AUDIT, RISK & IMPROVEMENT COMMITTEE****RESOLUTION 2024/16**

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Pat Cullen

**That Council:**

- 1. Appoint Councillor Barbara Deans to ARIC as a non-voting member.**
- 2. Note that:**
  - a. The statutory force given to key elements of the OLG Guidelines for Risk Management and Internal Audit for Local government in NSW.**
  - b. The proactive participation required by Councillors.**
  - c. The ARIC meeting scheduled for 22 February 2024.**

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

Against: Nil

**CARRIED 7/0**

**10.13 WASTE AND RECYCLING - REVIEW****RESOLUTION 2024/17**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

**That Council:**

- 1. Adopt the 24 waste and recycling Strategies, and**
- 2. Note that significant additional resources will be required to achieve compliance and sustainability.**

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

Against: Nil

**CARRIED 7/0**

**10.14 WASTE, RECYCLING AND EMPLOYMENT OPPORTUNITIES REPORT****RESOLUTION 2024/18**

Moved: Cr Barbara Deans

Seconded: Cr Brian Sommerville

**That Council note:**

- 1. The December and January waste, recycling and employment initiatives report.**
- 2. Note the Quambone Waste Management Facility will be a managed site from 6 February 2024.**

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

Against: Nil

**CARRIED 7/0****10.15 WASTE AND RECYCLING - OLD COONAMBLE LANDFILL****RESOLUTION 2024/19**

Moved: Cr Barbara Deans

Seconded: Deputy Mayor Adam Cohen

**That Council note that:**

- 1. Clean-up Notice 1585791 is required to be finalised.**
- 2. Options in respect of the implementation of the phased remediation are being developed.**

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

Against: Nil

**CARRIED 7/0**

## 10.16 WASTE, RECYCLING AND EMPLOYMENT OPPORTUNITIES REPORT - COMMUNITY RECYCLING CENTRE

### RESOLUTION 2024/20

Moved: Cr Barbara Deans

Seconded: Cr Brian Sommerville

**That Council note:**

1. The status of the Community Recycling Centre, and
2. The completion of the CRC Operational Deed 2023-2027.

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

Against: Nil

**CARRIED 7/0**

## 10.17 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT

### RESOLUTION 2024/21

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Barbara Deans

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

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

Against: Nil

**CARRIED 7/0**

**10.18 DRAFT RURAL LANDS STRATEGY****RESOLUTION 2024/22**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

- 1. That the draft Rural Lands Strategy be placed on public exhibition for a period of twenty-eight days and consultation be undertaken with relevant State agencies.**
- 2. That Council receive 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 Rural Lands Strategy.**

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

Against: Nil

**CARRIED 7/0**

**10.19 DRAFT SECTION 7.11 DEVELOPER CONTRIBUTIONS PLAN****RESOLUTION 2024/23**

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Terence Lees

- 1. That the draft Section 7.11 Developer Contributions Plan be placed on public exhibition for a period of 28 days**

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

Against: Nil

**CARRIED 7/0**

**10.20 TOORAWEEAH ROAD UPGRADE - MONTHLY STATUS UPDATE****RESOLUTION 2024/24**

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Barbara Deans

**That the report be received and noted.**

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

Against: Nil

**CARRIED 7/0**

## 10.21 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS

### RESOLUTION 2024/25

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Terence Lees

**That the information be received and noted.**

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

Against: Nil

**CARRIED 7/0**

## **10.22 SUPPLEMENTARY BUSINESS - ENDORSEMENT OF 'REAL COUNTRY' TOURISM DESTINATION STRATEGIC PLAN AND SUITE OF BUSINESS CASES**

### **RESOLUTION 2024/26**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

**That Council accepts the following late report being item, 10.22 - Endorsement of 'Real Country' Tourism Destination Strategic Plan and Suite of Business Cases, as Supplementary Business.**

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

Against: Nil

**CARRIED 7/0**

### **RESOLUTION 2024/27**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

**That Council:**

- 1. Note the community submissions received, along with the commentary provided by the consultant, *People, Place and Partnership*.**
- 2. Formally endorse the Real Country Destination Strategic Plan and the Business Case for the Warrena Creek Reserve, incorporating any amendments following consideration of relevant submissions.**
- 3. Note the learning captured in the Community Engagement Report, from *People, Place and Partnership* and incorporate this into future community engagement initiatives where appropriate.**
- 4. Authorise the General Manager to pursue opportunities to fund the implementation of the endorsed business case for the Warrena Creek Reserve development and the marketing initiatives detailed in the Real Country Destination Strategic Plan.**
- 5. Consider allocating funding in the 2024-25 Budget to begin implementation of marketing strategies identified in the Real Country Destination Strategic Plan.**
- 6. Finalise the draft Plan of Management of the Warrena Creek Reserve to guide future development at the site.**

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

Against: Nil

**CARRIED 7/0**

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

Nil

At 5.12pm Council breaks for afternoon tea.

At 5.20pm Council resumes the meeting.

**12 CONFIDENTIAL MATTERS****RESOLUTION 2024/28**

Moved: Deputy Mayor Bill Fisher

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 Coonamble Aerodrome Operational Matters**

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 SPT33223COO - Aggregate and Road Base Crushing Campaign - Option to Renew**

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.

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

Against: Nil

**CARRIED 7/0**

**12.1 COONAMBLE AERODROME OPERATIONAL MATTERS****RESOLUTION 2024/29**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

**That Council receive and note the information in this report.**

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

Against: Nil

**CARRIED 7/0**

**12.2 SPT33223COO - AGGREGATE AND ROAD BASE CRUSHING CAMPAIGN - OPTION TO RENEW****RESOLUTION 2024/30**

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Barbara Deans

**That Council:**

1. **Extend the existing contract for SPT33223COO - Aggregate and Road Base Crushing Campaign for a period of 12 months in accordance with the General Conditions of Contract; and**
2. **Accept the reviewed Schedule of Fees received from Glendun Group Pty Limited for SPT33223COO - Aggregate and Road Base Crushing Campaign.**

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

Against: Nil

**CARRIED 7/0**

**RESOLUTION 2024/31**

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Pat Cullen

**That Council moves out of Closed Session into Open Council.**

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

Against: Nil

**CARRIED 7/0**

Following an omission for inclusion to Item 10.7 Quarterly Budget Review, Council discussed the establishment of additional soccer fields whilst current works are in progress.

**RESOLUTION 2024/32**

Moved: Deputy Mayor Adam Cohen

Seconded: Cr Barbara Deans

**That Council resolve to allocate a further \$45,000 towards the completion of the establishment of the additional playing fields at the Coonamble sportsground.**

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

Against: Nil

**CARRIED 7/0**

**13 CONCLUSION OF THE MEETING**

**The Meeting closed at 5.59pm.**

**The minutes of this meeting were confirmed at the Council held on 13 March 2024.**

.....  
**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

I am pleased to present to you the mayoral report for March 2024.

#### *Coonamble's Main Street Enhancement*

A contractor has been engaged to determine the weight/load capacity for awnings in Coonamble's main street. Letters to building owners for access and subsequent letters of outcomes from report are to be drafted and sent, advising of the weigh load capacity assessment work. The owners of buildings whose awnings are found to lack structural integrity will be advised and required to undertake corrective work.

Funds are available to paint the above-awning façade of buildings in the main street, provided the owner agrees and pays for the painting of the awning and street-level shopfront. David Scobie Architects has been engaged to suggest a paint scheme for consistency across the CBD precinct, with a report due by mid-April. It is proposed to launch this project by April 2024.

Once painted, it is planned to install lighting to highlight the mostly Art Deco façades and the aesthetic of the streetscape, depending on the load-bearing capacity of the awnings. Quotations for suitable lighting (solar, non-solar) are to be sought. Dark Sky planning guidelines will inform the configuration of the proposed lighting.

Essential Energy have been contacted to provide a power supply map in order to determine the feasibility of installing lockable power outlets in the gardens of the main street to increase convenience for stall holders during events held on this site.

A masterplan for the Coonamble's main street will also proceed once Council has committed to a plan of action for the Sons of the Soil Hotel structure.

#### *Staff Health & Wellbeing day*

Last Thursday, staff attended the Health & Wellbeing day held in the Pavilion at the Showground. Speakers included Ashley Whitehead from EQ Minds who presented to staff on their Nutrition and Gut Health in the workplace. Also, Vicki Worland Gotcha 4 Life presenter from Sydney talking on the subject of Mental Health. Both presenters interacted with the staff who enjoyed team building activities.

#### *Saleyards Committee*

The Saleyards committee along with members of the Associated Agents met on site on Tuesday 27 February to discuss maintenance and management of the facility. The scales have been audited by an independent contractor in readiness for today's sale.

*Welcome to Coonamble Dinner*

New members of the community enjoyed an informative evening with local businesses and community groups, unfortunately I was an apology, however the General Manager plus other Council staff attended the evening. It is promising to see so many new faces coming to Coonamble. Thank you to the organisers of the event.

*Rodeo & Campdraft Association*

The Rodeo & Campdraft Committee have expressed interest in using the recently purchased land intended for the site of the Artesian Bathing Experience, for extra camping on the June long weekend to cater for any overflow of campers on the weekend.

*Staff Nominated for Major Awards*

Two of Councils staff were nominated for major awards and named as finalists.

Mrs Kerrie Murphy (Director Infrastructure Services) and Ms Darcie Holmes-Smith (RMCC Technical Officer) were both nominated by the General Manager for the IPWEA NSW and ACT Women in Leadership Commendation. The Hon David Elliott has advised that both Darcie and Kerrie are finalist for the Women in Leadership Commendation, and they will be attending the IPWEA NSW & ACT International Women's Day Lunch in Sydney on March 8. I would like to wish them both congratulations for being finalists, this is a huge achievement.

**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 SONS OF THE SOIL REDEVELOPMENT - DISPOSAL OF INTERNAL ASSETS AND PROCESS FOR DEVELOPMENT/DEMOLITION

**File Number:** P 10-7

**Author:** Paul Gallagher-General Manager

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** Nil

#### PURPOSE

This report has been prepared to seek Council direction on the disposal of the internal contents of the Sons of the Soil Hotel (SOTS) and advise on the process to be followed for the development being either the demolition, partial demolition, or retention of the building.

#### EXECUTIVE SUMMARY

Council recognises the concerns of our community and believes that all should be able to express their opinion and in doing so acknowledge that there is a lot of speculation and or potential mis-communication emanating through the community. There have been a number of articles in the paper and the Mayor has endeavoured to respond accordingly.

The Council has established its strategic direction through the Local Strategic Planning Statement (2020), Economic Development Strategy (2021) and Coonamble Shire Masterplan (2020). Consistent with these plans, Council has recognised the need to develop housing initiatives, create employment opportunities which will create economic growth in the shire and part of this is to also make the main street more vibrant and bring people into the main street of Coonamble which prompted Council to begin investigations into the purchase of the non-operational Sons of the Soil Hotel as the site for an anchor development.

***Council does not presume to be the developer*** but rather to capture this critical site for the future integrity of the Main Street. At this point in time there is no firm decision on the configuration and Council recognise it will need to work with external partners and rely on grant funding.

Over the next 12 to 18 months Council will be developing concepts and engaging with government and potential funding partners. In Councils determination to purchase the site, Council resolved to make every endeavour to maintain the façade if it is economically feasible to retain, if it isn't practicable, the frontage will be designed to complement the building.

The main street and CBD precinct of Coonamble has long been a priority area for the community, following a continued period of decline and a history of vacant shopfronts.

Council is committed to the enhancement of the main street. The redevelopment of the site presents an opportunity to rejuvenate the precinct in accordance with the community's desire.

There has been some angst expressed about the development, and it is prudent to advise that Council has made the investment to reinvigorate the main street with the purchase of the SOTS.

There have been theories of decisions being made behind closed doors. However, there are still confidential investigations in progress with staff investigating opportunities with respect to developing a Public-private partnership to deliver the objective for the enhancement of the main street and development of the SOTS.

Regardless of anyone's express desire, there has not been any community identity coming forward to take the lead to invest or rebuild the property.

Sadly, since its closure, the SOTS has been subject to vandalism, theft of contents and there is substantial damage to the existing assets within the building with little to no maintenance undertaken on the building by its owner.

## **BACKGROUND**

Council is making considerable investment to reinvigorate and diversify the economy of the Shire, including but not limited to land purchase for residential development, the purchase of land for the artesian bore bath experience. Further, Council has recognised that integral to the success of any economic/ community development strategy is the presence of a vibrant main street and CBD precinct that is filled with operating businesses and people buying from them.

Council has begun to kick-start this revitalisation of the main street by investing in a key 'anchor' being the SOTS, that will draw people to the main street, which will have the flow-on effect of drawing businesses to fill the smaller shops.

As part of its due diligence Council engaged KPMG to prepare a Redevelopment Feasibility Assessment. This Assessment includes various scenarios which included a single-story supermarket, a supermarket with a suite of apartments above and a supermarket with second floor apartments and offices on the third floor.

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

11.5.3 Develop and implement strategies and operations which deliver quality and well managed Council assets and infrastructure to the community.

### **(b) Financial Considerations**

Previous confidential reports have discussed the merit of the purchase of the site and provided preliminary investigation into the costings associated with the redevelopment of the Sons of the Soil Hotel. Basic core assumptions were utilised for the modelling of costs associated with the project in the short and long term. The core assumptions relate to the proposed funding model, estimated operational costs and the projected useful life of the asset.

The KMPG report whilst highlighting the potential benefits for the community in terms of economic development stimulus, also highlighted the average anticipated impact on Council's financial position over the next ten (10) years. In refreshing Council's memory, based on the scenarios provided to KPMG, the average additional drawdown on Council funds would be approximately \$540,000. This is on the premise that Council funds the entire project without external funding.

Should the purchase of the SOTS and the proposed demolition costs be identified as exceeding the capitalisation review threshold, Council is obliged to carry out a Capital Expenditure Review in accordance with the guidelines issued to Council in 2010 for further development of the site. Council should note that the Office of Local Government assessment of the information provided will focus on whether Council has completed its due diligence. The findings from the assessment will neither approve nor disapprove the project.

## COMMENTARY

The subject site is **not** identified as a heritage item within Schedule 5 of the Coonamble LEP 2011. The heritage schedule includes only 8 items:

- Coonamble Museum (former Police Station)
- Coonamble Church of England Church
- Coonamble Post Office
- Coonamble Commercial Hotel
- Coonamble Shire Chamber
- Coonamble Macquarie Marshes—marshes and areas subject to inundation (approximately 148,000ha) 10 km south-west of Carinda—between Warwick Farm and Yanganbul
- Coonamble Railway Station and yard group
- Coonamble Sexton's Hut (Coonamble Cemetery)

By way of background investigation on the history, the date of construction of the original timber hotel is unknown, the current building was erected in 1929 following the destruction of the original hotel by fire. The current building was built in steel reinforced concrete and included two wings. The main wing faced Castlereagh Street and included the verandah supported by open web columns.



### ***Disposal of internal assets.***

Sadly, since its closure, the SOTS has been subject to vandalism, theft of contents and there is substantial damage to the existing assets within the building with little to no maintenance undertaken on the building by its former owner.

Council's direction is sought on the disposal of the internal contents of the SOTS. A draft inventory of the contents has been completed and there are several options that Council may wish to consider. These options include:

- A community auction of all the contents with the proceeds being dispersed to community groups via a donation or a community project.
- Offering the white goods (fridge and freezers) to sporting groups within the LGA. This may also include the kitchen cutlery, crockery and glasses.
- Offering the bed frames, cupboard, and dressers to a local charity for disbursement to the those that may require assistance with furniture. This may also include the plates and cutlery.
- The TV monitors have been smashed by vandals and would be disposed of through the waste facility.
- Sale of the commercial kitchen and its contents. This would include the kitchen cutlery, crockery and glasses.
- There are basins, baths, and plumbing fixtures that maybe retrieved for repurpose.
- There are numerous other items that include but not limited to tables, chairs and bar area.

The single bed mattresses are not able to be repurposed and would be disposed of through the waste facility.

***The path forward.***

When considering the most appropriate course of action in developing the SOTS location, Council will need to bear in mind the decision-making principles outlined in *Section 8A(2) of the NSW Local Government Act 1993*. These principles for Council's information are.

Council should:

- recognise diverse local community needs and interests,
- consider social justice principles,
- consider the long-term and cumulative effects of actions on future generations,
- consider the principles of ecologically sustainable development, and
- are to be accountable for decisions.

Once Council has agreed on the course of action to progress the development of the SOTS site, Council will then begin to manage expectations for the development of the SOTS site with updates on progress as work is completed.

Council will comply with the regulatory requirements through the planning process for the SOTS to ensure that the community understand that due process is implemented.

Based on the assumptions in the preliminary plans and discussions with Council, following is an outline of the process that is required to move forward with the development of the SOTS:

*Request for Quotation* – the RFQ is currently advertised. It was intended to have something presented to the March Council meeting for discussion and an understanding of the cost for three options comprising.

- Demolition of the building
- Demolition of the building and retaining the front façade with the verandah and wall along the laneway.
- Demolition of the building and retaining the front façade verandah and front rooms and the wall along the lane.

Demolition contractors have requested a time extension for the RFQ and this will be subject to a further report to Council. Once this information has been received, Council will be required to comply with the following regulatory requirements as outlined below.

1. *Development Application* lodgement (Project Manager) through the NSW Planning Portal will require inclusion of the following:
  - Statement of Environmental Effects – this should also address the impact the demolition will have on the streetscape. *This is currently in progress via an external provider.*
  - Site Plan – showing parts of the building to be demolished. *This is currently in progress via an external provider.*
  - Waste Management Plan – detailing the types of waste and the proposed method of disposal or recycling. *This will be completed in house with the approved contractor involvement.*
  - Traffic Management Plan – detailing how traffic impacts will be managed during demolition works. *This will be completed in house with the approved contractor involvement.*
  - Sediment and Erosion Control Plan – during and after demolition. *This will be completed in house with the approved contractor involvement.*
  - Heritage Management Plan (Coonamble LEP) *This is currently in progress via an external provider.*
2. *Development Application* consideration will include:
  - Advertisement for 14 days (as per Community Participation Plan)
  - In house assessment of DA
  - Independent Peer Review of Assessment of DA
  - Report to Council
  - Determination
  - Council consideration of recommendations and determination
3. *The Development Assessment* will include consideration of the Statement of Environmental Effects components particularly:
  - The local heritage significance of the building.
  - Any detrimental impact on the character of the streetscape.
  - The potential for the site to be left vacant for some time if there is no agreement for a future use.
  - The potential for the land to become an eyesore.
  - The potential for the future use of the site to detract from the character of the streetscape e.g. industrial style buildings or lack complementary design features.

As mentioned in the earlier body of this report, Council has undertaken some considerable preliminary investigations and discussions with regards to several models/options being considered for the development of the SOTS site.

Whilst Council has been provided the findings from these investigations in a confidential report, it should be noted that for commercial reasons, these have not been made available to the public. To provide the readers of this report with some context regarding the options being considered, following is a summary of these options and assumptions which underpin them:

- a) Council embarking on the full development of the site, purchase and construct a new a new building and seek a long-term tenant.
  - b) Council entering into a public private partnership to fund the entire project. A Public-private partnership involve collaboration between a government agency and a private-sector company that can be used to finance, build, and operate projects, such as public buildings, transportation networks, parks etc.
  - c) Council purchase and demolish the site and seek a third party to construct a building and pay council a long-term lease for the land itself.
  - d) Council seeking external grant funding to complete the entire project.
  - e) Council taking a loan to fund the project.
  - f) Business opportunities.
  - g) Options for a third party to renovate and reuse the second-floor accommodation.
  - h) Options which have included creating a community Co-Op.
  - i) Local supermarket proprietors who had expressed an interest in moving to larger more modern premise, (noting that there was no appetite in providing funds to build a new supermarket rather than to only lease the site)
  - j) Funding options from potential Philanthropic opportunities that support social enterprises, Indigenous businesses and social benefit objectives.
- Provide a range of retail, business, commercial, entertainment and community use that serve the needs of our community who live in, work in and visit the area.
  - To encourage employment opportunities and maximise patronage in the CBD.
  - To reinforce the role of Coonamble Township as the main commercial centre for Coonamble.
  - Staff added the concept of shop top housing and office space.

There was community feedback received on the style and extent that community would prefer with some themes identified being:






- There was a preference for the retention / preservation of the front façade of the building including the verandah if it is feasible.
- The redevelopment to be a mixed development most notably including a supermarket.
- Council has also considered the relocation of the library and TfNSW service centre.

The snapshots from the KPMG report provide support toward the qualitative benefits of the development.

Community benefit in developing the SOTS.

## Community Benefits to 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 have been validated through community consultation performed by the Council.

Expected Community Benefits	Description	Impact
 <b>Community Pride</b>	Consultation with Coonamble residents and Council indicates that community pride is an important element of life for those living in rural small towns. Strong community spirit can create a sense of belonging in an otherwise relatively isolated environment and encourage loyalty toward individuals and local businesses alike.	Updating the SOTS 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. Residents may be less likely to leave if they feel proud of the community in which they live.
 <b>Community Gathering Space</b>	Community consultation conducted during the development of the Coonamble Masterplan revealed that residents recognise the value of public open spaces and the amenity it provides. A core component of this is the connection and interaction with their community that comes from these places existing within the town.	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.
 <b>Shopping Practicality and Experience Uplift</b>	Community consultation indicated that many residents frequently travel long distances in order to access essential goods and services, highlighting the extent of the inconvenience currently associated with shopping in Coonamble. Long travel distances to major supermarkets represent a significant time investment for time-poor families who may require frequent shopping trips.	Overhauling the SOTS with an updated supermarket will elevate the practicality and experience of shopping in Coonamble. It will encourage a more concentrated cluster of retail shops, increasing the accessibility and walkability of the area, enabling residents to save time and get more of their shopping done in one place.
 <b>Increased Housing Availability</b>	Constructing more affordable housing has been identified by Council as a high-priority initiative in order to combat the current housing crisis in Coonamble. Building a set of apartments atop the supermarket will provide invaluable access to centralised housing for existing and prospective residents.	Constructing additional housing in the town centre will provide much needed accommodation for workers in Coonamble. As such, Council, State Service Providers and other businesses will be able to fill important job vacancies. The result is better service provision and more money circulating Coonamble, leading to better economic outcomes for the Town.
 <b>Improved Quality of Life</b>	Updated amenities are especially instrumental in ensuring that the more vulnerable members of the community, such as low-income families, the elderly, those with disabilities, and Indigenous Australians are able to access essential goods and services without the burden of travelling long distances to do so.	By developing a supermarket in-line with community wants and needs, residents will have improved food security and access to medicine. The main street location will also mean shopping trips are safer and more walkable. These aspects are key markers of health and stability and as such, improve the quality of life for vulnerable populations.



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Market benefit to develop the SOTS.

## Market Benefits to Redeveloping the SOTS





The expected market benefits of redeveloping the SOTS are outlined below.

Expected Market Benefits	Description	Impact
 <b>More Money Spent in Coonamble</b>	As highlighted during recent community consultation, a modern, centralised supermarket will encourage local residents to do more of their shopping in Coonamble. Council is also confident that people visiting Coonamble for sporting events will be more inclined to spend their money locally if shopping amenities are improved.	With more residents and visitors shopping locally in Coonamble, the Town will be able to capture a larger portion of the retail expenditure. The Town can therefore expect increased economic stimulation as a result of more money circulating local businesses.
 <b>Main Street Anchor Point</b>	Due to its size, position and historical importance, the SOTS is a main street anchor point. Anchor stores bring attention and drive pedestrian traffic to a specific location, which is a key objective of constructing a supermarket on the main street.	By capitalising on the significance of the SOTS site, the supermarket will drive increased visibility and engagement from shoppers toward other small business located nearby. This can improve trading outcomes for these businesses and encourage other shopfronts to open, creating a centralised retail hub in the heart of the Town.
 <b>Addresses a Market Gap</b>	Community consultation confirmed that there is significant demand for a large, centralised supermarket located on the main street. In the survey, the majority of respondents indicated that the proposed location would be "very convenient" for them. As such, the redevelopment would address a market gap in the Town.	Redeveloping the SOTS into a supermarket will answer the requests of many residents and provide them with the shopping experience uplift that has been a significant want and need for a long time. Investing in a community need illustrates dedication to Coonamble and will encourage satisfaction and engagement within the Township.
 <b>Job Creation</b>	The supermarket redevelopment will lead to an increase in the number of jobs in Coonamble, a key consideration given the Town's high unemployment rate. The project will generate employment opportunities during the demolition, construction, and most importantly, during the ongoing operational stage of the supermarket.	More jobs and 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.
 <b>Leverage Local Producers</b>	Depending on the ownership structure and layout of the proposed supermarket, once operational, the store could potentially provide a platform for local suppliers to showcase their fresh goods and produce.	Showcasing fresh produce from regional suppliers supports local farms and promotes entrepreneurship within the Town, helping to strengthen the Town's existing reputation and brand image as a regional powerhouse in agriculture and farming. It also provides shoppers with the opportunity to "shop local", a popular sentiment in close-knit communities.

Economic benefits to develop the SOTS.

## Economic Benefits to Redeveloping the SOTS

The expected economic benefits of redeveloping the SOTS are outlined below.

Expected Economic Benefits	Description	Impact
 <b>Strengthen Local Economy</b>	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. Furthermore, the increased pedestrian traffic on the main street means more businesses are likely to open nearby.	As increased trading takes place on the main street, Coonamble will see additional economic stimulation. Local workers and residents will look to spend their money at other nearby food, retail and service-based businesses, incentivising new businesses to open, which may create additional jobs. The flow of money from person to person creates a multiplier effect on the economy which, when sustained, leads to long-term economic growth.
 <b>Decrease Shopping Expenses</b>	As highlighted by community consultation, a local supermarket on the main street will reduce the need for residents to travel outside of Coonamble for essential goods and services. Further, an additional supermarket will increase competition within the town by providing residents an alternative shopping location, likely leading to a decrease in grocery prices.	The closer proximity to essential goods and services means that residents can benefit from reduced travel time and fuel costs, while increased competition between the existing supermarkets may reduce average grocery prices. By considering the number of residents currently shopping for groceries outside of the Shire each month and the responses from community consultation indicating that they would prefer shopping locally if another supermarket was available, it is estimated that opening a new supermarket in Coonamble could lead to monthly savings of \$400k in travel costs for residents.
 <b>Boost Investor Attention</b>	Should Council be able to demonstrate a successful redevelopment project and well-performing supermarket, the Town may potentially attract future investment and business development in the Town's CBD; a key strategic objective for Council.	Further investment into Town infrastructure may foster greater economic participation, driving productivity and subsequently economic inclusion; through employment, more people will have a better opportunity for equitable distribution of income. Surrounding property prices may also rise due to the increased demand as a result of their proximity to essential infrastructure and amenities.
 <b>Capitalise on Tourism Spend</b>	Coonamble attracts visitors to the Town through its various tourism activities, such as the Coonamble Rodeo and Campdraft. It also sees significant visitor turnover when it hosts sporting events, attracting players and spectators from neighbouring towns. Having a modern supermarket may enable Coonamble to capitalise on these visitors by giving them a place to spend their money when they're in town.	By giving visitors a place to spend their money, Coonamble will benefit from increased tourism expenditure being retained within the Town. If just 10% of the annual visitors to Coonamble spend \$150 at the supermarket (the approx. average household spend per supermarket transaction), an estimated \$1.1m will be retained within Coonamble each year. It will also drive additional foot traffic to the main street, potentially improving trading outcomes of nearby businesses.



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### (a) Governance/Policy Implications

Council has a responsibility to comply with all legislative requirements.

### (b) Legal Implications

In accordance with Section 23A of the Local Government Act 1993, Council should undertake a Capital Expenditure review of this project as it exceeds the \$1,000,000 threshold. Council should note that the Office of Local Government assessment of the information provided will focus on whether Council has completed its due diligence. The findings from the assessment will neither approve nor disapprove the project.

This threshold is not relevant in the event that council enters into a private partnership.

### (c) Social Implications

The possible redevelopment of the Sons of the Soil site could serve as an anchor to commence the redevelopment / invigoration of the Coonamble CBD precinct. A revigorated CBD precinct would have a positive effect on the wider community.

Some businesses have verbally indicated a desire to move back to the CBD if the site is redeveloped.

KPMG report on the cost of groceries withing the Coonamble LGA, residents buying from outside the LGA.

### (d) Environmental Implications

There are environmental implications surrounding the disposal of assets and management of waste, potential asbestos implications within the

building itself. A Hygienist has been commissioned to provide a report on the asbestos management.

**(e) Economic/Asset Management Implications**

When considering increasing its building asset portfolio, Council needs to remain mindful of the financial impact that the assets will have on Council and its ability to service and maintain its existing assets.

There would appear to be little scope to redevelop the main CBD while the hotel – one of the most significant buildings in the main street – is in its current idle and dilapidated state.

**(f) Risk Implications**

The project will need to be managed to reduce potential adverse public perception. If Council can obtain grant funding for the project or have a third-party involvement, the purchase price and cost to refurbish the building would form part of the grant or capital expenditure. Either way, Council will need to manage public perception that there is true value being delivered from the cost of the social investment.

**CONCLUSION**

**RECOMMENDATION**

**That Council;**

1. a) Hold a community auction of all the contents with the proceeds being dispersed to community groups via a donation or a community project.
  - Offer the white goods (fridge and freezers) to sporting groups within the LGA. This may also include the kitchen cutlery, crockery and glasses.
  - Offer the bed frames, cupboard, and dressers to a local charity for disbursement to the those that may require assistance with furniture. This may also include the plates and cutlery.
2. Receive and note the information on the development process.
3. Receive a further report on the demolition, partial demolition, or retention of the building costs once the RFQ has closed.
4. Council advise the OLG on the progress of the development of the SOTS.

**10.2 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.

<b>Date</b>	<b>Information Sent</b>	<b>Author</b>	<b>In</b>	<b>Out</b>	<b>Sent</b>
12/02/24	Coulton's Catch Up – M Coulton MP 5 February 24	M Coulton	✓	✓	✓
09/02/24	Confidential Email	P Perram		✓	✓
12/02/24	Coulton's Catch Up – M Coulton MP 12 February 24	M Coulton	✓	✓	✓
16/02/24	Housekeeping Matters	P Gallagher		✓	✓
19/02/24	Coulton's Catch Up – M Coulton MP 19 February 24	M Coulton	✓	✓	✓
26/02/24	Coulton's Catch Up – M Coulton MP 26 February 24	M Coulton	✓	✓	✓
26/02/24	Information regarding Project status	P Gallagher		✓	✓
27/02/24	March Meeting venue reminder	M Colwell		✓	✓
28/02/24	OLG Circular 24-03 Performance and suspension orders	OLG	✓	✓	✓
28/02/24	March Meeting venue change	M Colwell		✓	✓
04/02/24	Coulton's Catch Up – M Coulton MP 04 February 24	M Coulton	✓	✓	✓

**RECOMMENDATION**

**That the report be received and noted.**

### 10.3 COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT

**File Number:** c13/16

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

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** Nil

#### PURPOSE

To establish a framework for the pre-election candidate information sessions, Councillor induction program and professional development program

#### EXECUTIVE SUMMARY

The *Local Government Act 1993* prescribes in the role of Councillors under section 232 a responsibility “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor”.

In support of this, regulations have been made requiring Councils to provide induction training and ongoing professional development for Mayors and Councillors.

The Office of Local Government has issued guidelines under section 23A of the Act to assist councils to develop and deliver induction training and ongoing professional development activities for their Mayor and Councillors in compliance with the regulations.

#### BACKGROUND

The Act prescribes the roles and responsibilities of Mayors and Councillors both collectively as the governing body of the Council, and as individual members of the governing body. It also places a responsibility on each Mayor and Councillor to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles.

To assist Mayors and Councillors to meet this obligation, the Regulation requires General Managers to deliver induction and ongoing professional development programs that will help Mayors and Councillors to acquire and maintain the skills necessary to perform their roles. Mayors and councillors have a reciprocal obligation to participate in these programs.

Each council is required to publicly report on participation in the council’s induction and professional development program.

Under the Guidelines, Councils’ induction and professional development programs are to consist of three elements:

- Pre-election candidate sessions – these are to ensure prospective candidates are aware of what will be expected of them if elected (these are not mandatory but are encouraged).

- Induction program – this aims to equip Mayors and Councillors with the information they need to perform their role effectively over the first few months and has a particular focus on building positive, collaborative relationships between councillors and with staff.

*Councillor induction programs are mandatory in NSW under the Regulation*

Professional development program – this is to be developed in consultation with all Councillors and delivered over the term of the Council to build the skills, knowledge and personal attributes necessary to be an effective Mayor or Councillor.

*Ongoing professional development programs for Mayors and Councillors are mandatory in NSW under the Regulation.*

Councils are required to apply the five sets of guiding principles prescribed under the Act in exercising their functions. These principles seek to ensure that each council carries out its functions in a way that facilitates the creation of a strong, healthy and prosperous local community. Mayors and councillors must understand these principles and be able to apply them when exercising their functions.

### **General principles (section 8A(1))**

Councils should:

- provide strong and effective representation, leadership, planning and decision-making,
- carry out functions in a way that provides the best possible value for residents and ratepayers,
- plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community,
- apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements work cooperatively with other councils and the state government to achieve desired outcomes for the local community,
- manage lands and other assets so that current and future local community needs can be met in an affordable way,
- work with others to secure appropriate services for local community needs,

- act fairly, ethically and without bias in the interests of the local community, and
- be responsible employers and provide a consultative and supportive working environment for staff.

**Decision-making principles (section 8A(2))**

Councils should:

- recognise diverse local community needs and interests,
- consider social justice principles ,
- consider the long-term and cumulative effects of actions on future generations, and
- consider the principles of ecologically sustainable development.

Council decision-making should be transparent, and decision-makers are to be accountable for decisions and omissions.

**Community participation principle (section 8A(3))**

Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

**Principles of sound financial management (section 8B)**

Council spending should be responsible and sustainable, aligning general revenue and expenses.

Councils should:

- invest in responsible and sustainable infrastructure for the benefit of the local community.
- have effective financial and asset management, including sound policies and processes for:
  - performance management and reporting,
  - asset maintenance and enhancement,
  - funding decisions, and
  - risk management practices.
- have regard to achieving intergenerational equity, including by ensuring that policy decisions are made after considering their financial effects on future generations, and by ensuring that the current generation funds the cost of its services.

**Integrated planning and reporting principles (section 8C)**

Councils should:

- identify and prioritise key local community needs and aspirations and consider regional priorities,

- identify strategic goals to meet those needs and aspirations,
- develop activities, and prioritise actions, to work towards the strategic goals ,
- ensure that the strategic goals, and the activities developed to work towards them, may be achieved within council resources,
- regularly review and evaluate progress towards achieving strategic goals,
- maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals,
- collaborate with others to maximise the achievement of strategic goals,
- manage risks to the local community or area or to the Council effectively and proactively, and
- make appropriate evidence-based adaptations to meet changing needs and circumstances.

The Act also prescribes the roles and responsibilities of Mayors and Councillors, both collectively as the governing body of the Council, and individually as members of the governing body. Mayors and Councillors must have a strong understanding of their prescribed roles and responsibilities under the Act in order to be able to fulfil them.

### **Governing body of a Council (section 223)**

The Mayor and Councillors collectively comprise the governing body of a Council. The role of the governing body is to:

- direct and control the affairs of the council in consultation with the General Manager,
- provide effective civic leadership to the local community,
- ensure as far as possible the financial sustainability of the Council,
- ensure as far as possible that the Council acts in accordance with the principles prescribed under the Act and the Council's plans, programs, strategies and policies,
- develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the Council,
- determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the Council's resources to implement the Council's strategic plans and for the benefit of the local area,

- keep the performance of the Council under review, including service delivery,
- make decisions necessary for the proper exercise of the Council's regulatory functions,
- determine the process for the appointment of the General Manager and for monitoring their performance,
- determine the senior staff positions within the organisation structure of the Council,
- consult regularly with community organisations and other key stakeholders and keep them informed of the council's decisions and activities, and
- ensure that the council acts honestly, efficiently and appropriately.

The governing body is to consult with the general manager in directing and controlling the affairs of the Council.

### **Individual councillors (section 232)**

Councillors are individually and collectively accountable to the local community for the performance of the Council. Each councillor has a responsibility to:

- be an active and contributing member of the governing body,
- make considered and well-informed decisions as a member of the governing body,
- participate in the development of the Council's integrated planning and reporting framework,
- represent the collective interests of residents, ratepayers and the local community,
- facilitate communication between the local community and the governing body,
- uphold and represent accurately the policies and decisions of the governing body, and
- make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

### **The Mayor (section 226)**

The Mayor is often considered the voice of the council and the leader of the community. While the mayor has the same roles and responsibilities as councillors, the mayor is essentially the "first among equals" and is expected to exercise a leadership role within a Council. This leadership role is reflected in the Mayor's extra responsibilities.

**The role of the Mayor is to:**

- be the leader of the Council and a leader in the local community ,
- advance community cohesion and promote civic awareness,
- be the principal member and spokesperson of the governing body, including representing the views of the Council in regard to its local priorities,
- exercise, in cases of necessity, the policy making functions of the governing body of the Council between meetings of the Council,
- preside at meetings of the council and ensure that meetings of the Council are conducted efficiently, effectively and in accordance with the Act,
- ensure the timely development and adoption of the Council's strategic plans, programs and policies,
- promote the effective and consistent implementation of the Council's strategic plans, programs and policies,
- promote partnerships between the Council and key stakeholders,
- advise, consult with and provide strategic direction to the General Manager in relation to the implementation of the Council's strategic plans and policies,
- in conjunction with the general manager, ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- carry out the civic and ceremonial functions of the Mayoral office,
- represent the Council on regional organisations and at inter-governmental forums at the regional, state and commonwealth levels,
- in consultation with the Councillors, lead performance appraisals of the General Manager, and
- exercise any other functions of the Council that the Council determines.

Councils must design their induction and professional development programs to ensure that mayors and councillors have the capabilities (ie the knowledge, skills and attributes) needed to apply the guiding principles and to effectively undertake their prescribed roles and responsibilities.

Councils are required under the Regulation to report each year in their annual reports on the participation of the mayor and each councillor in the induction and professional development program during that year.

The information to be reported includes:

- the name of the Mayor and each individual Councillor that completed Council's induction program (where an induction program has been delivered during the relevant year),
- the name of the Mayor and each Councillor who participated in any ongoing professional development program during the year,
- the number of training and other activities provided to the Mayor and Councillors during the year as part of a professional development program, and
- the total cost of induction and professional development activities and any other training provided to the Mayor and Councillors during the relevant year.

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

Community Strategic Plan Goal 15

Our community believes in the integrity of Council's decisions.

Community Strategic Plan L1.3

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

**(b) Financial Considerations**

Councillors must ensure as far as possible the financial sustainability of the Council including specifically:

- develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the Council.
- determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the Council's resources to implement the Council's strategic plans and for the benefit of the local area.

**COMMENTARY**

*Pre-election Candidate Information Sessions*

It is vital that people who are considering nominating for election to a council have a solid understanding of the role before they nominate. This includes an understanding of what will be expected of them should they be elected, and the legislative boundaries they must work within.

The benefits of a pre-election information session/s include:

- candidates being fully informed about the:
  - roles and responsibilities of a Mayor and/ or Councillor,

- legislation and council policies they are expected to comply with
- time commitment required, and
- skills, knowledge and personal attributes needed.
- candidates being given the opportunity to ask Council any questions about the role,
- candidates being aware of the financial and other support available to them to fulfil the role of a Mayor and/or Councillor,
- candidates understanding that their behaviour as a Mayor and/or Councillor will be governed by Council's code of conduct and that there are penalties for breaches,
- Council being able to provide potential candidates ahead of time the key dates of any known events that they will be required to participate in during Council's term if they are elected so they can make tentative arrangements to attend (for example, council meetings, induction),
- the community benefiting from each candidate seeking election based on a platform that reflects what they can and cannot do or achieve as councillor, and
- reduced tension and conflict due to newly elected mayors and councillors having a better understanding of their roles and what can be achieved by a unified governing body.

It is recommended that Council produce a candidate information pack, in conjunction with the Joint Organisation to provide a regionally consistent contemporary document.

### *Induction Program*

Because local government is complex and subject to change, the Mayor and all Councillors, both new and experienced, are expected to participate in the Councillor induction program at the commencement of each Council term.

The mandatory induction program will benefit mayors and councillors by:

- providing them with access to essential information in a structured and consistent way that will assist them to function well in their role and to make informed and effective decisions from the start of their term in office,
- enabling more active and rapid participation in the business of the Council,
- enabling them to meet, build rapport, share knowledge and experiences, and form positive working relationships with each other,
- identifying common goals and a shared vision as a governing body
- introducing Councillors to staff to help break down any 'us and them' divide and create one team working for the community whilst still recognising the legislated separation between the two groups,
- helping them to understand key legislation,

- helping them to understand their prescribed roles and responsibilities,
- briefing them on the 'big picture', and providing them with a clear understanding of council's health and performance,
- enabling them to understand and agree on the key issues and tasks for the new Council, and to build a vision for the governing body's term,
- enabling them to understand key Council information, policies and procedures,
- enabling them to understand the Council and the local government area,
- enabling them to feel empowered with key information about the integrated planning and reporting processes and their opportunities for influence, and
- increasing their self-confidence in their ability to perform their roles.

The induction program is proposed to include:

- an orientation to Council facilities and the local government area
- an overview of the key issues and tasks for the new council including Council's community strategic plan, delivery program, operational plan, resourcing strategy and community engagement plan,
- the legislation, rules, principles and political context under which Councils operate,
- the roles and responsibilities of councillors and the mayor • Council's organisational structure, workforce management strategy and the roles and responsibilities of the general manager and council staff,
- what Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council,
- key Council policies and procedures Councillors must comply with including the code of conduct and Code of Meeting Practice,
- the role of Council meetings and how to participate effectively in them ,
- the support available to the Mayor and Councillors and where they can go to get more information or assistance, and
- information on the process for taking the oath of office and electing the Mayor at the first Council meeting.

Induction may include the Local Government NSW 'Executive Certificate for Elected Members'.

*Ongoing Professional Development*

An individual ongoing professional development plan will be developed for the Mayor and each Councillor to address any gaps in the capabilities (ie the knowledge, skills and attributes) needed to effectively fulfil their role.

Each professional development plan will span the Council's term, and identify professional development activities that the Mayor or Councillor will participate in. Professional development activities will be prioritised according to need and approved by the General Manager where Council funds are required in accordance with Council's Councillor and expenses and facilities policy. The Mayor and councillors are expected to complete all the activities included in their professional development plan.

There are critical outcomes that require alignment for professional development e.g. the development of the Community Strategic Plan in conjunction with the community and the subsequent delivery and operational plans.

The Professional Development Program is proposed to include:

- Integrated Planning and Reporting,
- Community and Stakeholder Engagement,
- Understanding Local Government Finance,
- Audit, Risk and Improvement Committee Training,
- Social Media for Councillors,
- Professional Ethics: Navigating the grey zone as a Councillor,
- Planning, Development and Compliance,
- Waste and Recycling legislation and compliance,
- Managing Media for Councillors,
- Water and Wastewater legislation and compliance,
- Code of Meeting Practice,
- Code of Conduct,
- Workplace Health and Safety including Bullying and Harassment Prevention,
- Bereavement Services legislation and compliance.

**(a) Governance/Policy Implications**

Councillor's Induction and Professional Development is critical to the effective and efficient operation of the Council.

**(b) Legal Implications**

The *Local Government Act 1993* prescribes in the role of Councillors under section 232 a responsibility "to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor".

In support of this, regulations have been made requiring Councils to provide induction training and ongoing professional development for Mayors and Councillors.

The Office of Local Government has issued guidelines under section 23A of the Act to assist councils to develop and deliver induction training and ongoing professional development activities for their Mayor and Councillors in compliance with the regulations.

**(c) Social Implications**

Councillors must recognise diverse local community needs and interests and consider in all decisions social justice principles.

**(d) Environmental Implications**

Council has significant environmental responsibilities particularly in respect of waste, sewerage and chemicals.

**(e) Economic/Asset Management Implications**

Councillors through strategic planning must manage lands and other assets so that current and future local community needs can be met in an affordable way.

**(f) Risk Implications**

Council operates in a high-risk environment requiring an understanding of risk management and risk mitigation.

## **CONCLUSION**

The Mayor and each Councillor are responsible for making themselves available to attend any development activities identified in the professional development plan. The Mayor and all Councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the council.

Executive Manager Corporate Governance is responsible for planning, scheduling and facilitating induction and professional development activities for the mayor and councillors in consultation with the general manager.

The General Manager has overall responsibility for Council's induction and professional development program.

## **RECOMMENDATION**

### **That Council**

- 1. Hold candidate information sessions commencing in June 2024, and**
- 2. Engage with the Far North West Joint Organisation to prepare a common candidate information pack for member Councils, and**
- 3. Note the preliminary concepts related to the mandatory Councillor Induction, and**

- 4. Note the preliminary concepts related to the mandatory Councillor Professional Development Program, and  
Request individual Councillors to refer any further suggestions to the General Manager.**

**10.4 COUNCIL RESOLUTIONS UPDATE****File Number:** C17; C20**Author:** Marina Colwell-Executive Support Officer**Authoriser:** Paul Gallagher, General Manager**Annexures:** 1. Resolutions Update Table  **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 Council Resolution status (Annexure 1).**

## 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) DIR.CS	Progressing 05/02/24 – Ongoing, Approvals & Orders Policy Review will continue in 2024
11.1.22	2022/11	Priority Items to be Pursued	Review of Delegations – within 12 months	GM	Ongoing - GM to review delegations to staff in September 2023 3/12/2023 - Council is establishing a foundational document for Delegations in Pulse. This is expected to have all delegations reviewed by 31 March 2024.
9.2.22	2022/21	Youth Services in LGA	Determine current services, coordination and possible duplication and gaps analysis	ELESPC	3/12/2023 - A Council community services review will be conducted on the successful appointment of the Community Services Manager and Officer. A gap analysis could be included in the 2024/25 budget to inform the new Community Development Strategy. 13/01/2024 - A high level Review report will be presented to the February Meeting
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.

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
					<p>26/10/2023 Draft Rural Strategy is being finalised prior to presentation to Councillors at the December Meeting.</p> <p>6/12/2023 - A draft strategy has been completed and is currently being reviewed and will be presented to February Meeting.</p> <p>13/01/2024 - Report to the February Meeting.</p> <p>5/3/2024 - The draft Rural Lands Strategy is on public exhibition until 21 March 2024.</p>
9.2.22	2022/30	CDEP-like community employment and training program	Discussions with Federal MP and other stakeholders	Mayor/GM	<p>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.</p> <p>04.07.2023 - 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.</p> <p>01/02/24 – Council is making representation in respect of employment and training opportunities. An MOU with Nuumbinny Indigenous corporation; a meeting is scheduled with Minister of</p>

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
					Employment John Graeme on Wednesday 7 Feb.
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. 29/11/23 - Workshop arranged 25/01/24 - Workshop held and report presented to Council, further report to follow on the options for the public facilities building
15.6.22		2. Fence – Tully Park & Preschool	Meet with representatives to discuss the possibility of a new fence, prepare a report to be bought back to Council with estimated costs	DIR.CS	On Hold – meeting to be arranged between Council and Committee 05/02/24 – Nil progress, issue around existing use and Crown Land management, meeting to scheduled with committee to discuss the issue around the Crown Land.
15.6.22		3. Coonamble Men's Shed	Prepare a report to be bought 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. 05/12/23- Quotes have been obtained for fencing, works will progress in the new calendar year. The installation of Solar Panels will not be progressing as the building is not suitable to

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
					facilitate the installation of the panels.  25/01/24 - Order has been raised for the installation of a security fence
09.11.22	2022/264	Cemeteries Maintenance	Staff to develop a Plan of Management for the Cemeteries within the Shire	MP&US	4/10/23 - Consultants engaged to carry out ground proofing of available data and on the ground acquisition of grave plots. 29/11/23 - Project is progressing 25/01/24 - Project is continuing
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 13/01/2024 - Awaiting advice on grant application.
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. 13/01/2024 - Given the Real Country initiatives the POM will be varied to enable all stages of the proposed development.

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 03/12/2023 - SOTS purchased <b>13/01/2024 - Completed – the SOTS development options will inform future development. Business and Economic will continue as business as usual.</b>
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 3/12/2023 - Report to December Meeting <b>06/02/24 The signs have been reviewed and community consultations continue.</b>
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 <b>05/02/24 – Waiting Minister's approval</b>
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 13/01/2024 - Closed included in report to the February meeting. <b>06/02/24 Council has been advised that the proposed Caricature does not meet the criteria adopted by initiators of the projects and no further action will be taken.</b>

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
08.02.23	2023/71	Waste Collection	Staff to investigate the possibility of operating the collection in-house	ADCPDG (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. <b>13/01/2024 - Completed see Council Resolution 2023/59</b>
10.05.23	2023/61	Visual Improvements – Entrance CBD	Replanting Bougainvillea on trellis, investigate options for wall on council's vacant block	MP&US	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 29/11/23 - Progressing. Some planters and plants have been installed on the Western side of the main street, meeting held and options for banner installations have been agreed upon Council now chasing cost for implementation. <b>25/01/24 - Continues to progress as resources allow, all support wires have been replaced in the arms.</b>
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

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
			Budget report for Pioneer Cemetery project		included as part of construction of additional columbarium. 29/11/23 - Waiting on quotations for new columbarium this work will occur in the new year. 4/10/23 - Report to be submitted for November meeting. 29/11/23 - Still scoping this project and will report back to Council once finalised. 25/01/24 - Obtaining quotations for work to commence and will be programmed into works program for completion by 30 June 24 to include turnstile, plaque and fence.
12.07.23	2023/167	Rotunda	Report back to Council regarding the possible installation of a rotunda or similar in Macdonald Park.	MP&US 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 25/01/24 - Gazebo has been ordered and will be installed by end of March
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 and to be included in the 24/25 draft budget.
13.09.23	2023/34	Possible Tourist Attraction	Grain silo art	MED&G	4/10/2023 - Options being considered for grain silo art

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
					26/10/23 - Meetings sought with Graincorp to discuss options. 13/01/2024 - Meetings scheduled for February
13.09.23	2023/35	Weir Wall – ext	Seek government support to raise the Weir wall	GM	04/10/23 – Letter sent - waiting on response 05/02/24 – Nil response to date
13.09.23	2023/36	Electronic Fire Risk sign	Installation of two (2) fire signs to the entrance to Coonamble (north & south).	DI	25.01.24 - will be raised at February LEMC meeting 27.02.2024 - Matter raised at LEMC. Four (4) signboards (not electronic) allocated for entire North West region. Locations being determined - <b>COMPLETE</b>
13.09.23	2023/37	Town Fire station	Seek government support to build a new fire station	GM	04/10/23 – Letter sent – waiting on response 05/02/24 – Nil response to date however GM & Mayor held discussions with Roy Butler – advised that it is listed for funding as a priority.
13.09.23	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 05/02/24 – Nil response received
13.09.23	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 13/01/2024 - Business Case to be presented to Council



Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
13.09.23	2023/55	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 MP&US	Inspection scheduled with Parks and Urban Services to determine budget requirements. <b>05/02/24 – report to the March Meeting. Exhibition of the Real Country proposal is reported to the February meeting.</b>
13.09.23	2023/59	Waste Management services	Report to be submitted upon the completion of the review	ADCPDG (Phil)	26/10/2023 - Review continuing site inspections completed. Contractor discussions scheduled for week commencing November 30 <b>13/01/2024 - Completed – Review report to February meeting</b>
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	ADCPDG (Phil)	26/10/2023 - Application being prepared 3/12/2023 - Sign being ordered <b>05/02/2024 - Awaiting sign and plaque</b>
17/10/23	2023/91	Waste & Recycling Management	Advertise for EOI for recycling	ADCPDG	26/10/23 - EOI is being conducted in conjunction with Review. Currently scheduled for mid-November following discussions with the Contractor. <b>13/01/2024 – Plant included in Council's Plant Hire tender. Completed</b>
17/10/23	2023/98	Substitute Areas for Local Sporting Clubs	Upgrade existing sportsground – investigate further options for another facility	MP&US	26/10/23 - Planning of work has commenced 29/11/23 - Works have commenced with the removal of trees and fencing, drainage, and irrigation to be improved and turf has been ordered.

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
					25/01/24 - Works continue with levelling and Irrigation upgrades completed, new turf to be laid beginning 12/2, with new fields being plotted as well
17/10/23	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. 13/01/2024 - Discussions ongoing with suite of information requested for MOU from Mob Built.
08/11/23	2023/122	Waste & recycling Management Services	Service Quambone land fill 2 days/wk Compliance & operational review	ADCPDG/MW REI	3/12/2023 - On track for operations to commence in January 13/01/2024 - Opening deferred until community meeting on 24 January 2023 as a consequence of an inability to complete staff employment and training over the Christmas period. An update will be provided in the Waste, Recycling and Employment Opportunities Report. <b>Completed</b>
08/11/23	2023/125	Swimming Pool Barrier Inspection Program	On public exhibition	MPRC	3/12/2023 - on public exhibition 13/01/2024 - A further report will be prepared for Council if required. If no submissions are received Regulatory Services staff will commence inspections. 5/3/2024- No submissions have been received. The policy is now adopted and inspections in

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
					accordance with the policy will commence.
13/12/23	2023/150	Draft Social Media Policy	Policy to be placed on public exhibition – inviting submissions	MED&G	13/01/2024 - A further report will be prepared for Council if required. If no submissions are received the Policy will be placed in Council's Policy Register and website.
13/12/23	2023/151	Draft Onsite Sewage Management Policy	Policy to be placed on public exhibition – inviting submissions	MMPRC & MEG&G	13/01/2024 - A further report will be prepared for Council if required. If no submissions are received Regulatory Services staff will commence inspections. 5/3/2024- No submissions have been received. The policy is now adopted and inspections in accordance with the policy will commence.
13/12/23	2023/158	Letter to Transport Minister	A letter to be sent to the Federal Minister for Transport requesting extra funds for the Tooraweenah Rd project	GM & DI	25.01.24 - awaiting design to determine final estimate so that request for funding is adequate
14/02/23	2024/10	Councillor Requests	Councillor requests for items to be considered for budget inclusion	DCS	14.02.24 - Projects raised at the meeting have been listed awaiting further submission
14/02/23	2024/11	QBR	Reallocate the unspent loan funds of \$237,256 from the Betram St recon, to SES Headquarters completion	DCS	29.02.24 - Completed Unspent loan funding reallocated
14/02/24	2024/14	Code of Conduct Training	Training to be deferred to November 24	GM	
14/02/24	2024/22	Draft Rural Lands Strategy	Draft Rural Lands Strategy – for public exhibition	MPR&C	5/3/2024 - The draft Rural Lands Strategy is on public exhibition until 25 March 2024.

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
14/02/24	2024/23	Draft Section 7.11 Developer Contributions Plan	Draft Section 7.11 Developer contributions plan – for public exhibition	MPR&C	5/3/2024 - The draft 7.11 Developer Contributions Plan is on public exhibition until 25/3/2024.
14/02/24	2024/26	Real Country	Tourism Destination Strategic Plan – endorsement	MED&G	
14/02/24	2024/32	Coonamble Sports Ground	Additional funds for playing fields extension	MP&US	

**10.5 STATUS OF INVESTMENTS - FEBRUARY 2024**

**File Number:** Investments General - I5  
**Author:** Deborah Tatton-Manager Finance & Procurement  
Imogen Pawley-Finance Assistant  
**Authoriser:** Bruce Quarmby, Director Corporate Services  
**Annexures:** 1. Imperium Portfolio Report February 2024  

**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 1 February 2024 after all maturing dates for investments had passed.

The total Capital Value of investments as of 29 February 2024 is \$30,750,000. This is a decrease of \$500,000 from \$31,250,000 as of 31 January 2024.

It has been identified in the report to Council for February 2024 that the Unity bank term deposit of \$250,000 had been excluded from the report. The issue in the reporting module has been rectified and now appears in the portfolio report.

**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. However, it should be noted that Council is awaiting reimbursement of a substantial amount of grant funded expenditure that is currently recognised as a debtor. Once these funds have been received, Council's balance of working funds should return to a more favourable level.

**(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 December 2023 to 31 January 2024 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

01/02/2024 to 29/02/2024

## Portfolio Valuation as at 29/02/2024

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
Westpac	A-1+	TD	GENERAL	At Maturity	02/08/2023	04/03/2024	5.0500	2,000,000.00	2,000,000.00	58,663.01	8,024.66
BOQ	A-2	TD	GENERAL	At Maturity	13/12/2023	13/03/2024	5.1000	1,500,000.00	1,500,000.00	16,557.53	6,078.08
NAB	A-1+	TD	GENERAL	At Maturity	06/12/2023	08/04/2024	5.0500	2,000,000.00	2,000,000.00	23,797.26	8,024.66
AMP Bank	A-2	TD	GENERAL	At Maturity	17/04/2023	16/04/2024	4.9000	1,000,000.00	1,000,000.00	42,824.66	3,893.15
BOQ	A-2	TD	GENERAL	At Maturity	02/08/2023	02/05/2024	5.3900	1,000,000.00	1,000,000.00	31,306.30	4,282.47
Unity Bank	Unrated	TD	GENERAL	At Maturity	18/11/2023	20/05/2024	4.9500	250,000.00	250,000.00	3,526.03	983.22
IMB Bank	A-2	TD	GENERAL	At Maturity	05/12/2023	05/06/2024	5.2600	2,000,000.00	2,000,000.00	25,075.07	8,358.36
Commonwealth Bank	A-1+	TD	GENERAL	At Maturity	10/07/2023	11/06/2024	5.6800	1,000,000.00	1,000,000.00	36,569.86	4,512.88
NAB	A-1+	TD	GENERAL	At Maturity	21/08/2023	21/06/2024	5.1900	1,000,000.00	1,000,000.00	27,443.01	4,123.56
Commonwealth Bank	A-1+	TD	GENERAL	At Maturity	10/07/2023	10/07/2024	5.7100	2,000,000.00	2,000,000.00	73,526.03	9,073.42
Westpac	A-1+	TD	GENERAL	At Maturity	02/08/2023	30/07/2024	5.2000	2,000,000.00	2,000,000.00	60,405.48	8,263.01
IMB Bank	A-2	FRTD	GENERAL	Quarterly	04/08/2022	06/08/2024	4.8492	1,000,000.00	1,000,000.00	3,321.37	3,321.37
NAB	A-1+	TD	GENERAL	At Maturity	05/02/2024	06/08/2024	5.1400	1,000,000.00	1,000,000.00	3,520.55	3,520.55
NAB	A-1+	TD	GENERAL	At Maturity	14/08/2023	14/08/2024	5.2500	1,000,000.00	1,000,000.00	28,767.12	4,171.23
NAB	A-1+	TD	GENERAL	At Maturity	08/11/2023	11/09/2024	5.3200	2,000,000.00	2,000,000.00	33,231.78	8,453.70
NAB	A-1+	TD	GENERAL	At Maturity	11/09/2023	11/09/2024	5.2000	1,500,000.00	1,500,000.00	36,756.16	6,197.26
Westpac	A-1+	TD	GENERAL	At Maturity	16/10/2023	16/10/2024	5.1300	2,000,000.00	2,000,000.00	38,510.14	8,151.78
Westpac	A-1+	TD	GENERAL	At Maturity	24/10/2023	24/10/2024	5.3100	1,000,000.00	1,000,000.00	18,766.85	4,218.90



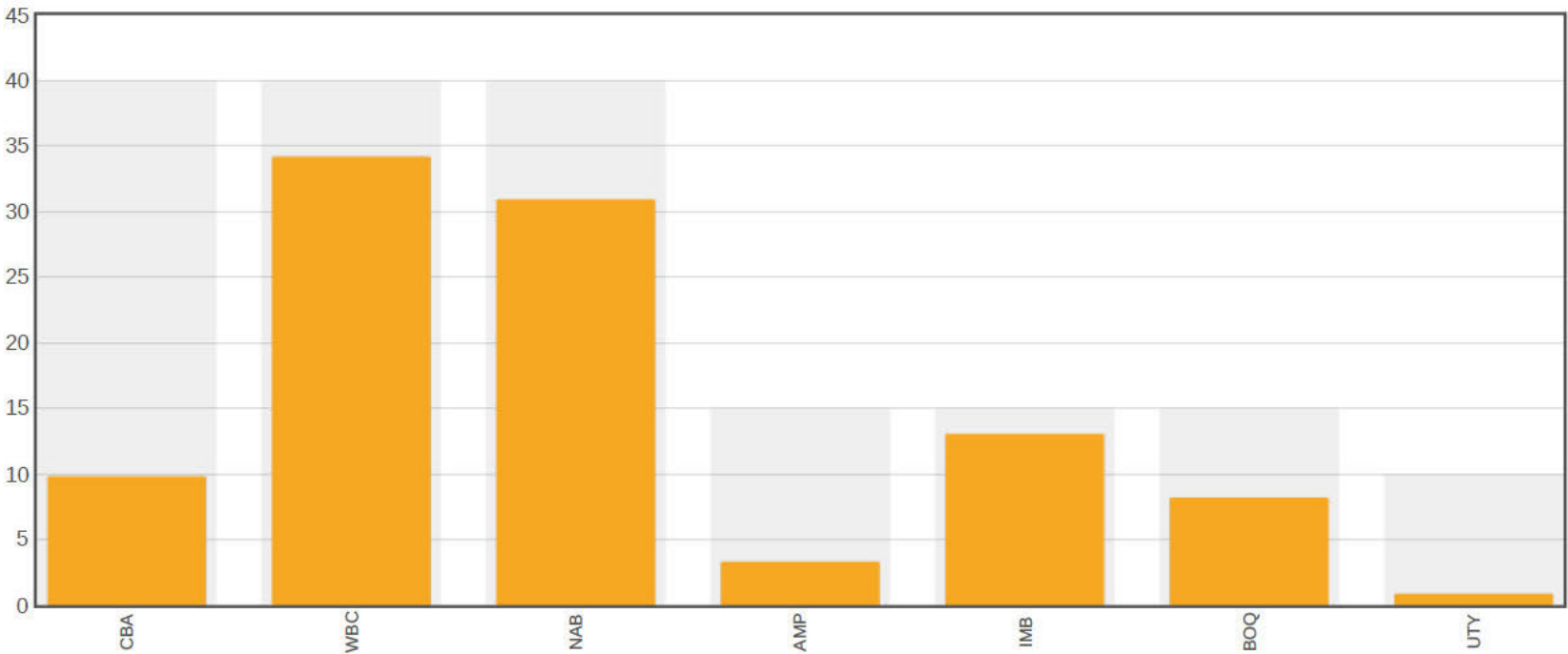
Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
Westpac	A-1+	TD	GENERAL	At Maturity	03/11/2023	04/11/2024	5.4600	1,000,000.00	1,000,000.00	17,801.10	4,338.08
Westpac	A-1+	TD	GENERAL	At Maturity	01/11/2023	06/11/2024	5.5400	2,500,000.00	2,500,000.00	45,913.70	11,004.11
NAB	A-1+	TD	GENERAL	At Maturity	07/12/2023	09/12/2024	5.2500	1,000,000.00	1,000,000.00	12,226.03	4,171.23
IMB Bank	A-2	FRTD	GENERAL	Quarterly	17/01/2022	16/01/2025	4.8500	1,000,000.00	1,000,000.00	5,846.58	3,853.42
TOTALS								30,750,000.00	30,750,000.00	644,355.62	127,019.11

## Counterparty Compliance as at 29/02/2024

### Short Term Investments

Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
✓	Commonwealth Bank	Short	A-1+	3,000,000.00	9.76	40.00	-	9,300,000.00
✓	Westpac	Short	A-1+	10,500,000.00	34.15	40.00	-	1,800,000.00
✓	NAB	Short	A-1+	9,500,000.00	30.89	40.00	-	2,800,000.00
✓	AMP Bank	Short	A-2	1,000,000.00	3.25	15.00	-	3,612,500.00
✓	IMB Bank	Short	A-2	4,000,000.00	13.01	15.00	-	612,500.00
✓	BOQ	Short	A-2	2,500,000.00	8.13	15.00	-	2,112,500.00
✓	Unity Bank	Short	Unrated	250,000.00	0.81	10.00	-	2,825,000.00
TOTALS				30,750,000.00	100.00			

Counterparty Compliance - Short Term Investments



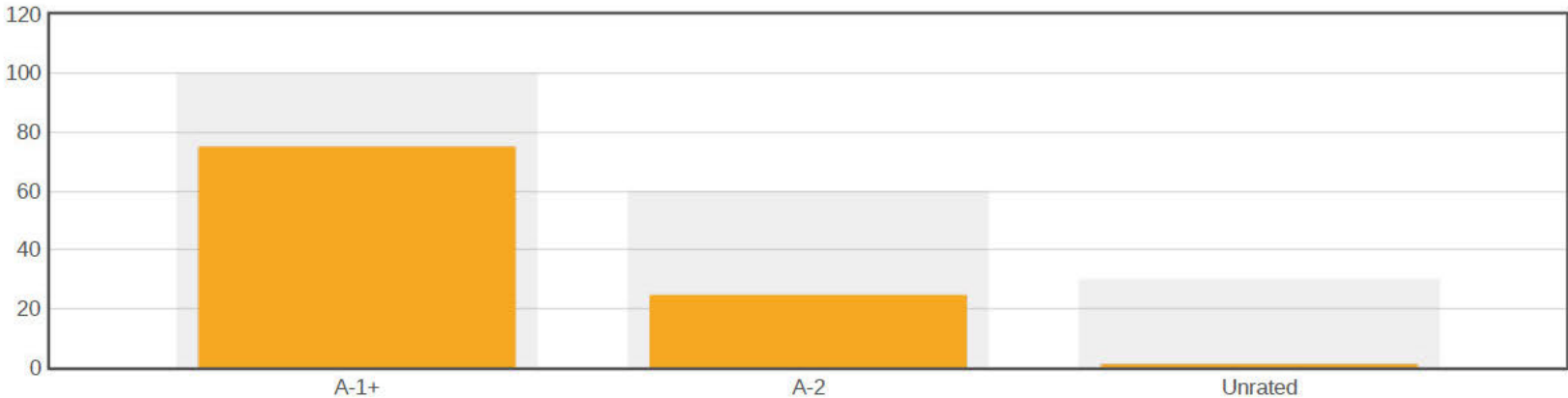


Credit Quality Compliance as at 29/02/2024

Short Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available
✓	A-1+	23,000,000.00	74.80	100.00	7,750,000.00
✓	A-2	7,500,000.00	24.39	60.00	10,950,000.00
✓	Unrated	250,000.00	0.81	30.00	8,975,000.00
TOTALS		30,750,000.00	100.00		

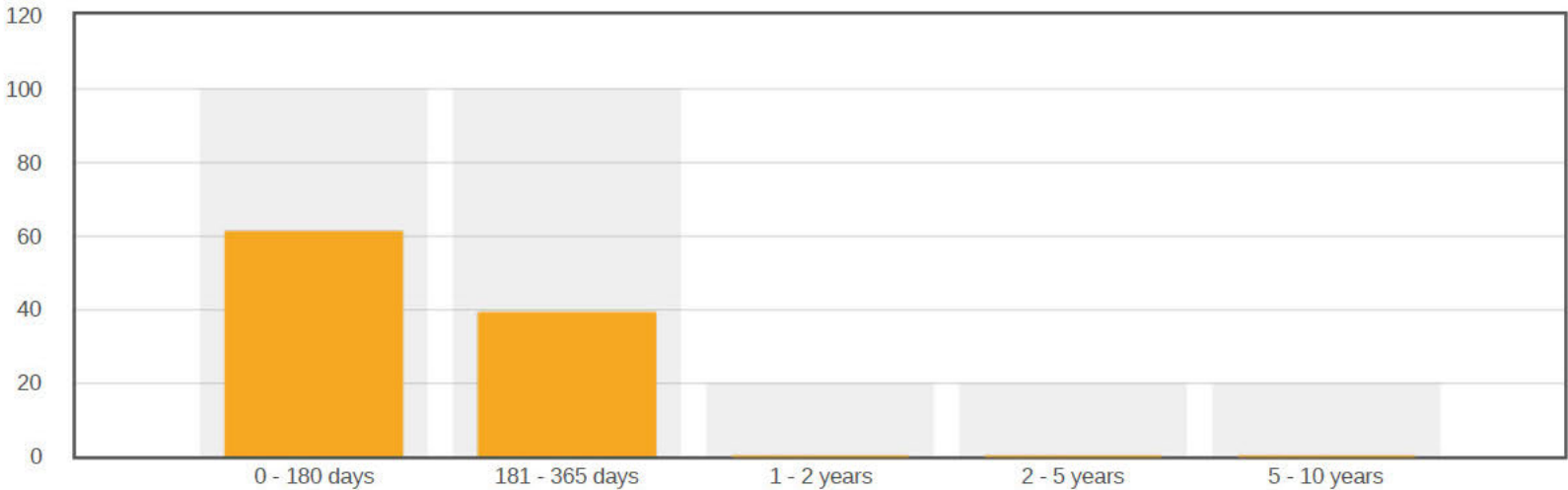
Credit Quality Compliance - Short Term Investments



Maturity Compliance as at 29/02/2024

Compliant	Term	Invested	Invested (%)	Min Limit (%)	Max Limit (%)	Available
✓	0 - 180 days	18,750,000.00	60.98	0.00	100.00	12,000,000.00
✓	181 - 365 days	12,000,000.00	39.02	0.00	100.00	18,750,000.00
✓	1 - 2 years	-	0.00	0.00	20.00	6,150,000.00
✓	2 - 5 years	-	0.00	0.00	20.00	6,150,000.00
✓	5 - 10 years	-	0.00	0.00	20.00	6,150,000.00
TOTALS		30,750,000.00	100.00			

Maturity Compliance



**10.6 RATES AND CHARGES COLLECTIONS - FEBRUARY 2024****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 February 2024.

**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.

	29 February 2024	28 February 2023
Rates and Charges	\$3,000,787.17	\$3,245,006.87
Water Consumption	\$475,514.42	\$416,594.01
<b>Total</b>	<b>\$3,476,301.59</b>	<b>\$3,661,600.88</b>

**COMMENTARY****Rates and Charges**

	29 February 2024	28 February 2023
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	\$8,008,175.31	\$7,466,497.20
Pension Concession	-\$103,781.25	-\$105,319.77
Amounts collected as at 30 November 2023	-\$5,811,550.37	-\$5,136,207.89
<b>Total Rates and Charges to be Collected</b>	<b>\$3,266,647.71</b>	<b>\$3,245,006.87</b>

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 29 February 2024 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 \$103,781.25; reducing the amount of income derived

from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$46,701.56.

The rates and charges as of 29 February 2024 represent 35.58% of the total annual rates and charges levied and outstanding (compared with 38.24% on 28 February 2023).

### **Water Consumption Charges**

	29 February 2024	28 February 2023
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	\$780,244.12	\$431,374.69
Amounts collected as at 30 November 2023	-\$697,753.55	-\$344,541.01
<b>Total Water Consumption Charges to be Collected</b>	<b>\$475,514.42</b>	<b>\$416,594.01</b>

The water consumption charges as at 29 February 2024 represents 40.53% of the total water consumption charges outstanding (compared to 54.73% on 28 February 2023).

Council will note that the main factor contributing to the variation when comparing the two percentages is the Water consumption charges levied year to date for each of the respective years.

### **Debt Recovery Agency**

During February 2024 Council staff have continued to liaise with Council's debt recovery agency with a view to continuing Council's process outlined within 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 29 February 2024 represent 35.58% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 38.24% on 28 February 2023). The water consumption charges as of 29 February 2024 represent 40.53% of the total water consumption charges outstanding from previous years (compared to 54.73% on 28 February 2023).

**RECOMMENDATION**

**That Council receive and note the information provided in the report.**

## 10.7 COMMUNITY DEVELOPMENT

**File Number:** C8

**Author:** Azita Sobhani-Community Services Manager  
Raquel Pickering-Librarian  
Nina Sands-Youth & Community Officer

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

**Annexures:** Nil

### PURPOSE

The purpose of this report is to provide information on the activities within Council's Community Services section for the months of December 2023 and January 2024.

### BACKGROUND

The Community Development 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:

- **Youth & Community Services**

Council provides 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.

- **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 Council staff.

- **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 Development 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 2023 / 24 Operational Plan, this report presents a summary of community service progress and activities for the month previous.

**COONAMBLE SHIRE PROVIDES THE FOLLOWING COMMUNITY SERVICES**

- Holiday Program – Coonamble & Gulargambone
- Youth Centre Gulargambone (After School & Holiday Activity)
- After School Care Quambone
- Library Services (Coonamble, Gulargambone, Quambone)
- Running events e.g. Seniors Week Luncheon
- Funding events e.g. the Interagency Resilience Day, October Wellbeing Day
- Youth Empowerment Program (First Light) – Edraak Insights

**FROM COMMUNITY SERVICES TO COMMUNITY DEVELOPMENT**

Working under the banner of *one vibrant community*, the Council's Community Services section has successfully trialled a new approach with a new naming convention this last month that was approved by the Council in its February meeting namely "Community Development" and it has been extraordinarily well received.

The Community development lens offers a clear direction – a shift from Council delivering community services to fostering community involvement and development where all protagonists cohere to progress initiatives, and services. This is the beginning of the journey of a process of community development where Council is not solely seen as a service provider but rather a facilitator, partner, venue provider, promotor, on occasion seed fund provider, participator or contributor (depending on the service or event) to the development of the community with the host of other players and acts as part of the team. The new direction aims at unifying the lens through which we work for the betterment of the community.

**Stakeholder Engagements**

Community development team met with the primary school principal, vice principal and indigenous education officer at Council premises and at the interagency meeting where the shift in its workings was shared and was extremely well received. This was followed with newspaper article sharing this forward thinking to the community.

The team is at the early stage of engaging and consulting with service agencies, service clubs, educational institutions and more; to see how it can best contribute and what are some of the ways that Council can help progress / facilitate initiatives.

The community development perspective allows local organisations, clubs, agencies, schools and families to identify pressing issues and the direction of the solution to these issues. Council may then be engaged to consult with for the next steps forward, e.g. inviting a local agency's core service to assist or (b) facilitate the training of local people to deliver the solution among themselves or implement both strategies.

### **Audit of Current Services**

The team has also conducted an audit of all local services to provide a bird's eye view of the state of play, to establish areas of collaborations, need & duplications in what is on offer for Coonamble populations. This intelligence will inform the community development plan and strategy paper. In practice, it will be followed by regular engagement with all stakeholders within the community to highlight what are the targets for the community as seen by the community and what Council can do to coordinate measures.

The team has been planning to ensure that all program delivery under the newly elected Council will be cohesive and centre around community development or supporting the capacity of community members.

The Community Development Team plans to visit the Gulargambone Youth Centre and Quambone After School Care within the next month. Additionally, an audit of resources needs to be conducted to ensure that these sites are fully stocked and supported.

Gulargambone and Quambone staff will be consulted around training needs, the potential casual employee pool, and service needs within their respective communities.

### **The Community Development Team & Recruitment**

Now that the Community Development (CD) Team has its full complement of staff, recruitment of Casual staff to support full-time employees is considered a top priority.

We are seeking people with customer service skills to work the Visitor Information Centre (VIC) and the Coonamble Shire Library, while casual youth workers with developmental skills are sought to support the running of the Gulargambone Youth Centre, Quambone After School Care, Coonamble Youth Holiday activities and the official Holiday Program.

Ongoing advertisement of this position may be necessary to fill this staffing vacancy.

### **Interagency Meeting**

The Community Services Team attended the February Coonamble Interagency meeting. The team was introduced to attendees and discussions centred on the long-term goals of the team.

### **PROGRAMS / EVENTS:**

***First Light - Youth Empowerment Program*** successfully launched its first group of intakes last month with the sessions well attended regularly by young people and their families twice each week.

REDI.e has kindly offered their venue to host these sessions in their Railway Street building, and Council provides light refreshments for attendees.

Planning for ***Youth Week*** and the ***Holiday Program*** will commence this month. Council will approach all local services to encourage participation in the planning of events culminating in the creation of a program that will be released by Council.

***Clean Up Australia Day*** - The full Community Development team, is working in partnership with other sections of the Council to organise and progress the first Council Clean Up Australia Day. The date is Sunday 3 March, and we hope that it will be well attended by our community and invite Councillors to attend.

### **LIBRARY SERVICES**

- **STORYTIME**

Storytime has begun for 2024. The weekly programme is attended by between 3-15 children and their parents/carers, and we are working cooperatively with Treen Ellis from McKillop and Heidi Hodgson from Coonamble Preschool, both of whom expressed an interest in being readers. Stories and craft are offered to the children, and it is hoped that the parents/carers are able to meet new friends and old and connect.

- **SENIORS LUNCHEON**

The 2024 Seniors Luncheon will be held on Thursday 14 March at the Coonamble Bowling Club. Both the Coonamble Public School and the Coonamble High School have agreed to attend with the NASCAR and GROW ladies in attendance and engaging with the seniors attending the luncheon. The ladies will also do the Welcome to Country in both English and Language. Invitations were distributed to all Councillors at the February meeting. If Councillors could please RSVP before 7 March with numbers, that would be much appreciated. Please drop in to the front office or call 68271900 to put your name down. A great meal and fantastic entertainment.

- **BOOK EXCHANGE**

The Librarian completed the Gulargambone quarterly book exchange, ensuring that new books are sent to the Gulargambone Library for their community to borrow. The Gulargambone Library currently has a giant jigsaw on the table and anyone entering is encouraged to have a go.

- **TRULY TRIVIAL**

Just a little library trivia for your information:

- Most borrowed picture book of 2023 was Where's Wally: The Fantastic Journey
- Most borrowed DVD of 2023 was A Man Called Otto with Tom Hanks
- Top borrower was an adult and they borrowed 308 books. That's just shy of 26 books a month!

- **Library Statistics (26 January – 24 February 2024)**

Service	Loans	New M/ships	Wi-Fi	Internet (people)	Internet (hours)	Kids Comp (children)	Junior Visits	Adult Visits
Coonamble	421	115	78	54	245	81	118	32
Gulargambone	28	1						

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

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
	16	56	2	4

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

Senior Craft	Pre-School Visits	Housebound	Storytime	Seniors Cinema	Other
12	0	1	17	8	

**(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 February 2024.

**RECOMMENDATION**

**That Council receives and notes the information contained in this report.**

10.8 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT

**File Number:** D5  
**Author:** David Levick-Manager Economic Development and Growth  
**Authoriser:** Paul Gallagher, General Manager  
**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

Economic Development and Growth

This year is the year in which many seasons of infrastructure, program and event planning by Council are yielding their harvest. The following summarise key highlights.

**Infrastructure Projects**

*Coonamble Riverside Holiday Park*

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The public dump point has been moved and a concrete access drive to and from it has been installed.

A tank at the back of the amenities block has been moved, creating another four powered sites.

Geotech work and service location has been carried out for the construction of a new internal loop road. This work will be scheduled to minimise disturbance to patrons.

Construction is due to begin on a grant-funded camp kitchen as a communal space, to be completed by the end of March.

#### *Coonamble's Main Street Enhancement*

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A contractor has been engaged to determine the weight/load capacity for awnings in Coonamble's main street. A report from the contractor is due by the end of March. Letters to building owners for access and subsequent letters of outcomes from report are to be drafted and sent, advising of the weigh load capacity assessment work. The owners of buildings whose awnings are found to lack structural integrity will be advised and required to undertake corrective work.

Funds are available to paint the above-awning façade of buildings in the main street, provided the owner agrees and pays for the painting of the awning and street-level shopfront. David Scobie Architects has been engaged to suggest a paint scheme for consistency across the CBD precinct, with a report due by mid-April. It is proposed to launch this project by April 2024.

Once painted, it is planned to install lighting to highlight the mostly Art Deco façades and the aesthetic of the streetscape, depending on the load-bearing capacity of the awnings. Quotations for suitable lighting (solar, non-solar) are to be sought. Dark Sky planning guidelines will inform the configuration of the proposed lighting.

Essential Energy have been contacted to power supply map in order to determine the feasibility of installing lockable power outlets in the gardens of the main street to increase convenience for stall holders during events held on this site. Currently, electricity for stalls is provided courtesy of the goodwill of nearby business owners.

A masterplan for the Coonamble's main street will also proceed once Council has committed to a plan of action for the Sons of the Soil Hotel structure.

#### *Footpath projects*

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Seating for the walking loop around the Coonamble Sportsground has been delivered after an extensive delay, allowing the installation of seating on the McCullough, Dubbo and King Street sides of the footpath; funded from a Stronger Country Communities Fund grant. It is proposed to complete this work by the end of the current Financial Year.

The contractor is nearing completion of the footpath along the length of Limerick Street, Coonamble, with the installation of seating and lighting to follow; funded from a Transport for NSW Get NSW Active grant.

The design for a footpath from the Coonamble Hospital to the showground entrance, then along to the entrance to the proposed Coonamble Artesian and Cultural Experience site is proceeding; funded from a Transport for NSW Get NSW Active grant.

*Coonamble and Gulargambone Sportsground amenities*

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Preliminary designs have been drawn up and costed for a new amenities block and canteen for Gulargambone Sportsground, with another option being explored to extend and modify the current building; this work is funded from a Stronger Country Communities Fund grant.

At Coonamble Sportsground, renovations to the changerooms under the grandstand, the accessible toilet and the public amenities are expected to be completed by April 2024; work is funded from a Female Friendly Community Sport Facilities and Lighting Upgrades grant.

Detailed design for a women's changeroom to be built at the Coonamble Sportsground have been completed, and quotations are now being sourced; this work is funded from a Stronger Country Communities Fund grant.

*Housing Development*

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Council was unsuccessful in its application for funding under the Regional Housing Strategic Planning Fund to develop a housing strategy.

Council has previously identified that the availability of socially affordable housing and housing for newcomers to Coonamble Shire are constraints to the Shire's growth and development and has moved forward in acquiring and identifying Council-owned land for development, with negotiations for an extensive building program continuing.

Council is exploring the development of two sites: Gray's Estate, Coonamble (between Limerick Street, Hickey Street and the Castlereagh River), and the old sawmill site (at the corner of Yarran and Reid Streets, Coonamble).

The Yarran Street site requires the installation of an in-ground sewage pumping station to service the proposed housing project.

*Zoning of more Employment (Industrial) Land*

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Steps continue into the rezoning of the large triangular block north of the truck wash at Coonamble, bounded by the truck wash, Quambone Road and Back Gular Road (the site of the old sheepyards) with the view of shifting it from Primary Production to Industrial/Employment.

There is already an inquiry to establish a manufacturing plant at the site, offering six jobs initially, with this possibly building to 12 jobs, depending on the responsiveness of the regional market.

It is proposed to establish several industrial lots at this location to allow for the establishment of other businesses.

A small lot will be set aside for a proposed Council-operated Animal Pound.

*Clean up of Industrial Land in Hooper Drive, Coonamble*

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Three blocks of Council-owned industrial land at the end of Hooper Drive, Coonamble, remain to be sold. A skillion-type structure and other materials have remained on one block since it was developed. These are to be removed and the

three blocks slashed to improve their presentation. Quotations are being sought to undertake the clean-up work.

#### *Youth Crisis Accommodation*

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Quotations for both design-only and design-and-construct of the youth crisis accommodation units at Coonamble and Gulargambone will be called in March.

Sites for the youth crisis accommodation have been finalised to allow this design work to progress, with two units for Gulargambone and two units at Coonamble funded from a Regional Youth Investment Program grant.

Orana Support Service proposes the building of a core-and-cluster style women's refuge in Coonamble to address the demand for accommodation for women and children to escape situations of domestic violence, with negotiations continuing into Council's supplying of land for such a venture, while Orana Support Services would fund its construction.

#### *Coonamble Artesian and Cultural Experience*

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Site handover will be completed in February, with Geotech studies scheduled in March to determine the most suitable foundations for buildings.

Regional Development Australia–Orana is taking an interest in the development, with an offer to assist with design.

A comprehensive scoping document is being prepared to ensure all potential future development at the site is captured and can be incorporated in a staged and complementary way.

#### *Geotech Studies*

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Macquarie GeoTech is being contracted to undertake soil analysis and contamination tests for all the proposed sites for housing, the crisis accommodation and women's refuge and the Coonamble Artesian and Cultural Experience, both to identify any hazards and to help determine the best type of foundations to use for the proposed buildings.

#### *'Real Country' Regional Tourism Collaboration*

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Coonamble, Gilgandra and Warrumbungle Shires have all accepted continue their shared 'Real Country' regional tourism initiative, with a draft 'Real Country' Strategy document and a business case prepared for the development of an infrastructure project in each locality. For Coonamble Shire, the proposed infrastructure project is for the enhancement of the Warrena Weir Reserve, making it more attractive for use by both tourists and locals alike.

The draft Real Country Business Cases and Strategy documents have been on exhibition throughout January and early February. The Chamber of Commerce and the Coonamble Aquatic Club, as key stakeholders, were formally invited to make submissions.

A summary of submissions will be tabled as a separate report, as the date for receiving submissions closed after the preparation of this agenda for Council.

Each member-Council of this project will similarly consider the submissions. The decisions of each Council will be forwarded to the contracted consultant for incorporation into the finalised documentation.

For Coonamble Shire and the future of the Warrena Weir Reserve, the infrastructure and operations proposed for the Business Plan will need to be incorporated into the current draft Plan of Management. This draft Plan of Management, once ratified by the community, is subject to the approval of Crown Lands, who will use it to guide its decisions regarding future use of the site. As many future operations likely to be proposed in the future, such as commercial ventures like a café or canoe hire, need to be included now, otherwise Crown Lands may determine that such operations are outside the approved Plan of Management and reject them if they are suggested at a later date.

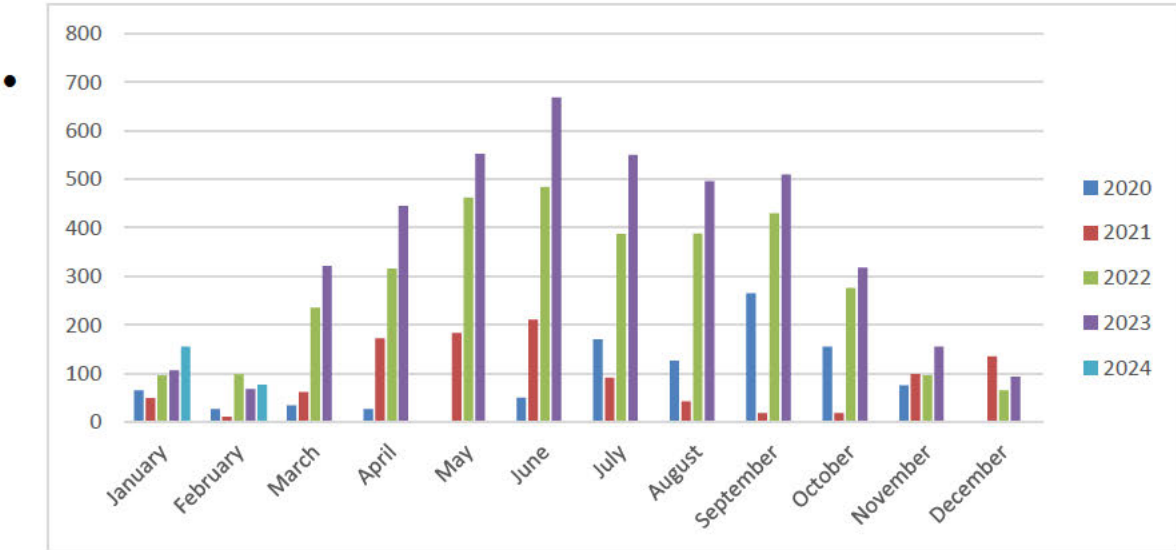
Community Strategic Plan Survey

The Economic Development and Growth team offer to lead and coordinate a Community Strategic Plan Survey to determine the Shire community's perceptions in relation to the aspirations captured in the current Community Strategic Plan 2022-2032 and their delivery during the past term of Council. This feedback will be used to guide the development of the Community Strategic Plan 2024-2034 from which will be developed the Delivery Program for the next term of Council (2024-2028) and the four annual Operational Plans and their priorities during that four-year term.

Tourism and Visitation

- Coonamble Information and Exhibition Centre

Between 23 January and 28 February 2024, the Information and Exhibition Centre welcomed 90 visitors. This number of visitors is marginally higher than last year but less than in 2022. Staff are preparing for a significant increase in visitors in March, in keeping with recorded trends.



Museum Under the Bridge

Since last report, there have been no requests to visit the Museum. This can be attributed to the season of low visitor numbers and the return to school following the summer holidays.

- Tourism Marketing and Promotion

1. Elafent – digital application

The implementation of this new software, which will be embedded on the tourism pages of Council's current website will provide several benefits, including:

- Event listings will be automatically imported to the Australian Tourism Data Warehouse (ATDW), Australia's national platform for digital tourism marketing in Australia which feeds content on major promotion platforms.
- Walking itineraries, including the Coonamble Herriage Walk, Pave the Way to Gular Art Trail and more. These itineraries, provide the optimum route, time frame and difficulty level.
- Day trip itineraries to neighbouring attractions, such as Burrima Boardwalk. This highlights Coonamble Shire as a primary location for overnight stays and an ideal "home base" for tourists exploring the region.
- Endless capabilities to provide tailored maps organising points of interest, for example, maps of wheelchair-accessible facilities.

Staff have been working on additional information for attractions, particularly determining the coordinates of attractions and working with local businesses to organise current images for listings.

2. Visitor guide updates

Stock levels of the current printed visitor guide are becoming depleted. Since there have been several changes to accommodation options and business outlets, Tourism staff will be taking the opportunity to make updates in-house.

## Events

### Completed events:

- 24 February, Welcome to Coonamble Dinner

Each year this event is hosted by a cohort of local community groups, which in 2024 led by the Coonamble Lion's Club. Council supported the event through various areas of promotion, including an interview with ABC Western Plains, and the donation of the lucky door prize which included locally produced products and merchandise from the Information and Exhibition Centre, District Store.

- 3 March, Clean Up Australia

The local Clean Up Australia project, which was initiated by a member of the community is an example of a new attitude to 'country' and the environment that Council seeks to develop and foster within the community.

Residents interested in contributing to the community-driven Clean Up Australia project were invited to meet in Coonamble, on Quambone Road,

near the Back Gular Road intersection. The event was followed by a catered lunch and refreshments at Smith Park.

Community members reaped the benefits of making a positive impact and enjoyed the opportunity to socialise. Support provided for the initiative came from several departments within Council, including Parks and Urban Services, Waste Management and Community Services which involved families as part of the Youth and Empowerment Program.

This event attracted the attention of 2WEB Outback Radio. The interview provided an excellent opportunity to highlight our Shire's community spirit and proactive nature.

#### Upcoming events:

- 18 March, Tour de OROC

The Toyota Tour de OROC is a challenging six-day biennial bicycle ride created in 2013 to raise funds for Macquarie Home Stay.

Macquarie Home Stay is based in Dubbo but services people throughout the entire Orana Region, including Coonamble Shire. The facility provides affordable accommodation for people in the region while they are in Dubbo for medical care, experiencing a range of circumstances. After many years of community fundraising, the first stage of Macquarie Home Stay was opened on 29 January 2019. More funds are needed to develop the next stage of development, increasing capacity.

The estimated 30 riders and their support crew travel through the region, raising money for this worthy cause. Joining the ranks in 2024, are 2004 Olympic gold medallists Sara Carrigan and Brad McGee.

Tourism and Events staff are supporting the event through advertising and promotion, including designing, and printing posters, managing the online ticket sales for the fundraising dinner, and providing an afternoon itinerary for the visitors after the official welcoming to town at the Information and Exhibition Centre.

- 22 March, Coonamble Shire Events Summit

The Coonamble Shire boasts an impressive range and number of events each year. Residents who are involved in organising events of any kind are invited to come together for an upcoming Events Summit. This includes businesses, community groups, committees and service organisations.

The key aims are to; increase opportunities for collaboration between events, improve coordination of the annual events calendar, provide resources, improve communication with Council, improve local event planning and marketing, update contact lists for community groups, organisations and businesses, identify gaps in event delivery in the Coonamble Shire, and capture data on key challenges event organisers are facing.

This gathering will provide valuable feedback and input into a more detailed resource package that will be made available at a later date, to support local

event organisers. This is a collaboration between Tourism and Events staff, the Planning, Regulatory & Compliance team and Parks and Urban Services. This initiative has been promoted in the Coonamble Times, on Council's Facebook page and by direct email to service clubs, events, venues, community organisations and businesses. Feedback was requested to determine the most suitable date to ensure excellent attendance.

#### Upcoming events

- 17 March, Country Championships, Coonamble Jockey Club
- 18 March, Tour de OROC – fundraising for Macquarie Home Stay
- 22 March, Coonamble Shire Events Summit

#### **(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.

### **RECOMMENDATION**

**That Council note the information in the report.**

## 10.9 APPLICATIONS FOR FINANCIAL ASSISTANCE UNDER COUNCIL'S DONATIONS POLICY

**File Number:** D7

**Author:** Deborah Tatton-Manager Finance & Procurement

**Authoriser:** Bruce Quarmby, Director Corporate Services

**Annexures:** 1. Applications  

### PURPOSE

The purpose of this report is for Council to consider the applications for financial assistance received from community organisations under Council's Donations Policy.

### BACKGROUND

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

Initially, applications were invited twice annually however, at the August 2022 meeting, Council adopted the revised Donations Policy (Resolution 2022/191) which provides for applications to be invited quarterly for consideration and determination by the whole Council.

The Donations Policy sets out guidelines to be followed and includes an acquittal form to be completed by each recipient of funding prior to 30 June in which the funds are granted.

#### (a) Relevance to Integrated Planning and Reporting Framework

L1.4.4 Governance is open and transparent.

#### (b) Financial Considerations

An amount of \$76,100.00 has been included in the donations vote for the 2023 / 24 financial year.

Following is a summary of the expenditure that Council has committed to fund from its 2023 / 24 donations vote. It should be noted that the following amount includes all pre-approved donation commitments, in line with Council's adopted donation policy, along with any further amounts that Council has resolved to fund from this vote during the 2023 / 24 financial year.

- |                                |             |
|--------------------------------|-------------|
| • Mayoral Donations Vote       | \$ 5,000.00 |
| • Pre-Approved                 | \$27,600.00 |
| • Donations approved 2023/2024 | \$43,500.00 |

Based on the current budget allocation, an amount of \$22,815.36 remains available for distribution in the 2023 / 24 financial year. This includes the balance of funding available in the Mayoral Donation Vote is \$2,920.36.

**COMMENTARY**

In accordance with Council's adopted Donation Policy, recently Council staff invited applications for the second round of funding applications from Community groups. A total of two (2) applications were received by Council. Copies of the application forms received, have been attached as an annexure to this report.

A summary of the two (2) applications received are as follows:

- **Quambone Polocrosse** – seeking a \$3,000 contribution towards the cost of the annual carnival 3<sup>rd</sup> and 4<sup>th</sup> July 2024 to help cover costs associated with preparing the rounds and facilities at the sportsground.

The application addressed that this carnival provides a substantial benefit to the Quambone businesses and in turn the residents that these businesses provide for. It provides an economic boost and a flow on to tourism in the area.

- **Marthaguy Picnic Race Club** – seeking a \$5,000 contribution towards general costs associated with running the event and to also provide a free luncheon for patrons on the day.

In addressing how the outcome benefits the people of the Coonamble Local Government area the application sites that by providing social events in the community it helps to foster positive mental health. Holding the event also will attract tourism to the area.

**(a) Governance/Policy Implications**

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

**(b) Legal Implications**

No legal implications are associated with this report.

**(c) Social Implications**

The financial assistance offered under Council's donation policy provides Council with the opportunity to assist various organisations in delivering programs designed to have a positive social impact on the community.

**(d) Environmental Implications**

No environmental implications are associated with this report.

**(e) Economic/Asset Management Implications**

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

**(f) Risk Implications**

Risk mitigation provisions have been included in Council's adopted Donations Policy. These include the requirement that successful applicants are required to complete a community donation report for funds provided by Council.

**CONCLUSION**

Two (2) applications were received under the third round of the 2023 / 24 financial year funding in accordance with Council's Donations Policy and has been tabled for consideration by Council. If Council agrees to providing the recommended donations it will leave the remaining funds available for the fourth round of donations to be considered at its June 2024 meeting.

- Mayoral Donation Vote \$ 2,920.36
- Unallocated/Minor Donation Vote \$13,895.00

**RECOMMENDATION**

1. That Council notes the information contained within this report.
2. That Council provides the following financial assistance from the Unallocated Donation vote.
  - a. Quambone Polocrosse \$2,000.00
  - b. Marthaguy Picnic Race Club \$4,000.00

# COONAMBLE SHIRE COUNCIL

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

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

### ORGANISATION DETAILS:

Name of organisation/community group: Quambone Polocrosse

Address: PO Box 1 Quambone NSW 2831

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

President's Name: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

ABN: 94 632 562 786

### ELIGIBILITY:

In relation to your organisation/community group:

(please tick)

Is it registered for GST?

☒ Yes

☐ No

Is it community-based and non-for-profit?

☒ Yes

☐ No

Is it based in or affiliated with the Coonamble Local Government Area?

☒ Yes

☐ No

Has it received any previous donation under the Donations Policy?

☒ Yes

☐ No

### PURPOSE:

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

To conduct the Annual Polocrosse Carnival that is held at the Quambone Sportsground/racecourse. The funding will help the club offset all general expenditure in running the event, preparing the grounds including ploughing, dragging & marking out all the fields, slashing & mowing around all the facilities, cleaning the toilets & showers etc to present the Sportsground in top condition for all players & spectators.

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

The Quambone Polocrosse club has built a reputation for presenting a top grade Polocrosse carnival. We had 38 teams (228 players & 350 horses) last year with International, National & State players attending.

We wish to continue to provide this quality event.

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

Quambone is a remote village with few local social events through the year. The Annual Polocrosse carnival attracts spectators from across the Western region & Hunter Valley areas. Both players & spectators need to travel with fuel, groceries & accommodation some of their expenditure. This provides an economic boost for the Coonamble Shire & in particular for the Quambone businesses.



Who—and how many people—do you foresee benefiting from your project/activity both directly and indirectly?

There is a substantial & direct benefit for the Quambone businesses & the families that are supported by them. The Quambone community receives a strong economic boost & flow on Tourism potential as spectators have returned to experience the Macquarie Marshes environment. We had trucks & caravans camped for a full week after the carnival with overseas guests in awe of the native wildlife & outback life style.

**FINANCIAL CONSIDERATIONS:**

What is the amount of the donation you are requesting? \$3,000.00

If you do not receive the full amount requested, will you still be able to complete your project/activity by the end of the current financial year? If not, what alternative course of action have you planned?

Our carnival is planned to be held on the 3rd & 4th July, 2024. We will still continue with the carnival if we do not receive any funding or if only part funding is received. However, as we maintain the grounds with voluntary labour & donated equipment regular assistance to maintain the grounds will need to be requested from CSC in the future.

If applicable, does your requested amount include the value of general-purpose rates? ☐ Yes ☒ No  
(If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.)

**Financial Statements:** Please include a copy of your organisation's most recent financial statements.

**Sign and Date:** \_\_\_\_\_ 01 / 03 / 2024  
(Chairperson, Secretary or Treasurer's signature + date)

Please return to: **By Post:** The General Manager  
Coonamble Shire Council  
PO Box 249  
COONAMBLE NSW 2829  
(02) 6822 1626  
[council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)  
**By Fax:**  
**By Email:**  
**By Hand:** 80 Castlereagh Street, Coonamble

For further information regarding the Application Process please contact Council on 02 6827 1900 or email [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au).



**Quambone**  
POLOCROSSE CLUB INC

### **Treasurer's Report 25<sup>th</sup> February, 2024**

1<sup>st</sup> January, 2023 – 30<sup>th</sup> December, 2023

#### **Income & Expenditure**

##### **Income**

<b><u>Category</u></b>	<b><u>Current (\$)</u></b>
1 Cash Float Banking	3,000.00
7 Carnival - Ambulance Fees	5,447.00
9 Carnival - Bar Sales	8,309.82
11 Carnival - Canteen	5,613.14
13 Carnival - Dinner Sales	1,900.00
15 Carnival - BBQ Friday	78.00
19 Carnival - Electricity Levy	350.00
21 Carnival - Sponsorship	0.00
25 Club General Sponsorships	0.00
40 Sundry Income	700.00
	<b><u>25,397.96</u></b>

##### **Expense**

<b><u>Category</u></b>	<b><u>Current (\$)</u></b>
46 Administration Expenses	366.72
58 Cash Float Withdrawal	3,000.00
60 Carnival - Ambulance	5,150.00
62 Carnival - Bar Supplies	4,582.63
64 Carnival - Canteen Costs	3,291.72
66 Carnival - Dinner Costs	615.36
74 Carnival - Supplies	258.35
78 Carnival - Trophy/Prize Costs	4,070.20
82 After Party Expenses	0.00
86 Equipment Purchases	3,740.10
95 Grounds Annual Fee	1,050.00
96 Memberships	0.00
100 Other Carnival Ambulance Fee	850.00
104 Registrations - Club Zone	1,187.00
106 Repairs & Maintenance	696.83
	<b><u>28,858.91</u></b>

Total Income	25,397.96
Total Expenditure	28,858.91
NET	(3,460.95)

**\*\*\* End of Report \*\*\***

## National Australia Bank Cheque Account

<u>Cashbook Reconciliation</u>			
Opening Bank Balance as at 01.01.2023		\$	11,478.68
Plus Income		\$	25,397.96
	Total	\$	<u>36,876.64</u>
Less Expenditure		- \$	28,858.91
	<b>Bank Balance as at 31.12.2023</b>	<b>\$</b>	<b><u>10,013.93</u></b>

This year the club spent \$ 3,740.00 purchasing playing shirts, saddlecloths & club jackets.

Club Jackets are to be invoiced to club members at \$ 100.00 each.

Our 2023 carnival saw 38 teams compete with an International Junior team from New Zealand. The NZ players & spectators camped for a week after the carnival at our grounds before travelling on to Narrabri for the NSW Junior Challenge.

We also had a Junior team from Western Australia also travelling with supporters stay on before travelling over to Narrabri along with players from Victoria, South Australia & Queensland.

Many of the visitors enjoyed kayaking in the Macquarie Marshes & pig chasing.

The NZ crew were in awe of the kangaroos, emus & echidnas that they were able to see just driving around & when taken into the paddocks.

Thank you to all members that provided the after-carnival entertainment!!

A great success for our small club to provide such top quality, safe & very playable grounds with clean facilities. Many positive comments were received & lots of players & spectators hope to return in 2024.

Great Job everyone 😊



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

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

**ORGANISATION DETAILS:**

Name of organisation/community group: Marthaguy Picnic Race Club

Address: PO Box 1 Quambone NSW 2831

Contact Phone: [REDACTED]

Contact Email: [REDACTED]

President's Name: [REDACTED]

Secretary's Name: [REDACTED]

Treasurer's Name: [REDACTED]

ABN: 14 743 751 063

**ELIGIBILITY:**

In relation to your organisation/community group:

(please tick)

Is it registered for GST?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is it community-based and non-for-profit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is it based in or affiliated with the Coonamble Local Government Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Has it received any previous donation under the Donations Policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**PURPOSE:**

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

To conduct the Annual Picnic Races held at the Quambone Sportsground / Racecourse. The funding will help the club offset all general expenditure in the running of this event & will also help provide a free community luncheon for patrons on the day. This allows more families and locals to attend the day. Social functions are crucial to the survival of our smaller communities providing much needed entertainment.

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

To provide an affordable social outing for the everyone in the Quambone community to enjoy whilst also contributing an economic boost for the Sundowner Hotel, the Quambone Store & the IOR Fuel facility.

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

Social activities are essential to maintain the resilience of a community & to foster good mental health. MPRC's event attracts more & more visitors every year which assists in generating tourism & interest in the Quambone village. Some of the visitors choose to camp at the primitive campsite, at the pub paddock or even on the grounds & they tour the district gaining a Macquarie Marsh experience.

**COONAMBLE**  
 SHIRE COUNCIL

Who—and how many people—do you foresee benefiting from your project/activity both directly and indirectly?

The Quambone community will benefit as will Coonamble with accommodation bookings, grocery purchases & fuel purchases. There are local racehorses trainers in Coonamble who participate at our Picnic Race Day. It is difficult to predict the actual direct or indirect benefit but it is all of a positive nature.

**FINANCIAL CONSIDERATIONS:**

What is the amount of the donation you are requesting? \$ 5,000.00

If you do not receive the full amount requested, will you still be able to complete your project/activity by the end of the current financial year? If not, what alternative course of action have you planned?

The Marthaguy Picnic Race day is on the 11.05.2024. Without this funding we will still run but we would have to reassess expenditure such as the free community luncheon. We have to maintain the track all year round & we would need to request assistance from CSC in to be able to continue to do this.

If applicable, does your requested amount include the value of general-purpose rates? ☐ Yes ☒ No  
 (If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.)

**Financial Statements:** Please include a copy of your organisation's most recent financial statements.

Sign and Date:  01 / 03 / 2024  
 (Chairperson, Secretary or Treasurer's signature + date)

Please return to:

**By Post:** The General Manager  
 Coonamble Shire Council  
 PO Box 249  
 COONAMBLE NSW 2829  
 (02) 6822 1626  
[council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)

**By Fax:**  
**By Email:**  
**By Hand:** 80 Castlereagh Street, Coonamble

For further information regarding the Application Process please contact Council on 02 6827 1900 or email [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au).



### **Treasurer's Report – 24 / 02 / 24**

#### **Payments made since last treasurer's report 29 / 10 / 23**

<i>Date</i>	<i>Method</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
16.10.2023	EFT	Fantastic Flowers	Mona Andrews Funeral	105.00
26.10.2023	EFT	Fantastic Flowers	John Dent Funeral	105.00
01.11.2023	EFT	Quambone Store	AGM Hors d'oeuvres, soft drink etc	100.00
02.11.2023	EFT	Sundowner Hotel	AGM Drinks	76.00
31.12.2023	BNK	National Bank	Bank Charges	10.00
30.01.2024	EFT	Simmo's Signs	Road Sign Dates	145.00
01.02.2024	EFT	Spotlight	Material for Bunting repairs	45.80
01.02.2024	EFT	Bunnings	Flowers punnets	36.96
07.02.2024	EFT	Ag n Vet	2 x Gladiator CT 450 20 litre	277.96
22.02.2024	EFT	Joes Quality Meats	Working Bee Sausages	35.50
23.02.2024	EFT	Quambone Store	Working Bee Bread	20.00
23.02.2024	EFT	Supa IGA	Working Bee Drinks, Cordial, Kebab	112.89
<b>TOTAL</b>				<b>1,070.11</b>

#### **Nil Deposits since last treasurer's report 29 / 10 / 23**

#### **National Australia Bank Reconciliation**

Opening Bank Balance as at 29.10.2023		\$ 71,410.44
	Plus Income	0.00
Total		\$ 71,410.11
	Less Expenditure	1,070.11
Closing Cashbook Balance as at 24.02.2024		<u>\$ 70,340.33</u>

#### **Racing NSW Stakes Payment Account**

30.06.2023	<b>UNPAID</b>	RacingNSW	Conference expenses	440.00
30.06.2023	<b>UNPAID</b>	RacingNSW	General insurance	75.50
30.06.2023	<b>UNPAID</b>	RacingNSW	Public Liability Insurance	393.28
30.06.2023	<b>UNPAID</b>	RacingNSW	Workers Compensation 1 <sup>st</sup> Instalment	366.66
30.06.2023	<b>UNPAID</b>	RacingNSW	Workers Compensation 2 <sup>nd</sup> Instalment	366.66
31.08.2023	<b>UNPAID</b>	RacingNSW	Workers Compensation 3 <sup>rd</sup> Instalment	366.66
<b>TOTAL</b>				<b>2,008.76</b>

**10.10 DRAFT LEGISLATIVE COMPLIANCE POLICY****File Number: Policies - P15****Author: Bruce Quarmby-Director Corporate Services****Authoriser: Paul Gallagher, General Manager****Annexures: 1. Draft Legislative Compliance Policy**  **PURPOSE**

The purpose of this report is to provide Council with a draft Legislative Compliance Policy for consideration and adoption.

**BACKGROUND**

The Audit Office of NSW, in their 2022 Audit Report on Local Government identified that twenty-one (21) Councils did not have a sufficient legislative compliance policy or register. Their recommendation infers that having a legislative compliance policy and register can improve the monitoring of compliance with key laws and regulations.

For Council's information, the lack of the documented legislative compliance policy and legislative compliance register was first identified as an issue in the Council's 2019 Audit Management letter and has raised it annually since. In the Interim Management Letter for 2023, the auditors have identified the issue as part of Issue 4 *that Council does not have a documented legislative compliance policy and legislative compliance register.*

The implications are stated as: *Council may be exposed to a greater risk of non-compliance and issues with governance processes.*

The Recommendation is: *Management should assess the risks arising from the observations above and prioritise the implementation of relevant policies and procedures.*

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

L1.4.4 Governance is open and transparent.

**(b) Financial Considerations**

Whilst there are no financial considerations in the adoption of this policy Council will incur additional costs in complying with the requirements of the policy in the future.

**COMMENTARY**

The draft Legislative Compliance Policy as tabled for Council's consideration has been formulated taking into consideration the current needs of the organisation.

The key purpose of the policy is to:

- Ensure that Coonamble Shire Council complies with its legislative and regulatory requirements.

- Ensure that its legislative and regulatory requirements are complied with by all Council Officers.
- Ensure that if breaches of the law are committed by Council, Council Officers, or Councillors, it is dealt with appropriately and in accordance with the law.

Underpinning this policy, once adopted, will be the legislative compliance register and procedure. Once implemented, these items will provide the mechanisms for effecting the policy.

**(a) Governance/Policy Implications**

The draft policy, once adopted by Council, will become a policy of Council.

**(b) Legal Implications**

The draft Policy has been designed to ensure Council maintains its legislative compliance with the various Acts and Regulations that govern this function of Council.

**(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**

Legislative non-compliance is a risk for Council. The adoption of the legislative compliance policy and the implementation of the legislative compliance register will serve as risk management control tools for Council.

## **CONCLUSION**

The purpose of the Draft Legislative Compliance Policy is to provide a framework for the General Manager, staff and public regarding the responsibilities of monitoring and maintaining Council legislative compliance.

## **RECOMMENDATION**

- 1. That Council places the draft Legislative Compliance 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 Legislative Compliance Policy (with or without changes) at its May 2024 Ordinary Meeting.**

3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the Legislative Compliance Policy without any changes as a policy of Council.



## DRAFT LEGISLATIVE COMPLIANCE POLICY

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### 1. BACKGROUND

Coonamble Shire Council, in its role as a local government authority, is committed to compliance with all statutory and common law requirements relating to operations and governance of Council.

Council maintains the highest standards of diligence in all areas of public accountability, through its policies, in meeting its legal obligations and in the promotion of a compliance culture.

In particular, Council recognises its obligations to its stakeholders, its staff and the wider community to provide an environment that is safe, a culture that promotes equity and an administration that adopts the highest standards of probity, transparency and accountability in all its operations.

### 2. PURPOSE

Council, in its role as a Local Government Authority, has an obligation to ensure that its legislative requirements are complied with. The community and those working at council have a high expectation that Council will comply with applicable legislation and Council should take all appropriate measures to ensure that that expectation is met.

### 3. POLICY OBJECTIVE

This policy, and the principles set out in this policy, aim to:

1. identify and respond to breaches of laws, regulations, codes or organisational standards occurring in the organisation.
2. promote a culture of compliance within the organisation; and
3. assist Council in achieving the highest standards of governance.

### 4. LEGISLATION

This Policy is to be read in conjunction with the following:

- Local Government (General) Regulation 2021.
- Local Government Act 1993.

- Good Conduct and Administrative Practice – Guidelines for State and Local Government – Third Edition (NSW Ombudsman published March 2017)
- Governance Health Check – Self audit guide to good governance in Local Government (Local Government Managers Australia (LGMA) and Independent Commission Against Corruption (ICAC) published 2004), and
- Australian Standard AS3806-2006: Compliance Programs.

## **5. APPLICATION/SCOPE**

### **5.1 APPLICATION**

This policy is issued under the authority of the General Manager and will be reviewed and amended as required in consultation with the Councillors, Directors and staff of the Coonamble Shire Council.

#### ***Councillors and Committee Members***

Councillors and Committee members have a responsibility to be aware of and abide by legislation applicable to their role. To facilitate the development of this knowledge and to strive to ensure compliance with *Section 23A of the Local Government Act 1993*, appropriate training will be included and provided as part of Council's Councillor Induction and Professional Development program.

#### ***Senior Management (General Manager and Directors)***

Senior management should ensure that directions relating to compliance are clear and unambiguous and that legal requirements which apply to each activity for which they are responsible are identified. Senior management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

#### ***Employees***

Employees shall report through their supervisors to senior management any areas of non-compliance that they become aware of.

### **5.2 SCOPE**

This policy applies to all areas of Council's operations, and covers compliance with Commonwealth and State legislation, Council codes and policies, contracts, funding agreements, and relevant standards.

## **6. POLICY**

### **6.1 POLICY STATEMENT**

Council shall have appropriate processes and structures to ensure that legislative requirements are achievable and are integrated into the everyday running of the Council.

These processes and structures will aim to:

- Develop and maintain a system for identifying the legislation that applies to Council's activities.
- Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented in Council.
- Provide training for relevant staff, Councillors, volunteers and other relevant people in the legislative requirements that affect them.
- Provide people with the resources to identify and remain up to date with new legislation.
- Conduct of audits to ensure there is compliance.
- Establish a mechanism for reporting non-compliance.
- Review accidents, incidents and other situations where there may have been non-compliance.
- Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

## 6.2 GENERAL PRINCIPLES

Council has adopted the following principles based on the Australian Standards AS 3806-2006 *Compliance Programs*.

- a) Council is committed to achieving compliance in all areas of its operations.
- b) Council will maintain a Legislative Compliance Policy that sets out its commitment to compliance with applicable laws, regulations, codes and Council standards.
- c) Council will provide sufficient resources to ensure that its Compliance Program can be implemented, maintained and improved.
- d) Council will ensure that all managers, supervisors and staff generally understand, promote and be responsible for compliance with relevant laws, regulations, codes and Council standards that apply to activities within their day-to-day responsibilities.
- e) Council will use its established Enterprise Risk Management Framework to accurately identify, rate and treat compliance risks.

- f) Council will ensure that compliance requirements are integrated into day-to-day operating procedures as appropriate.
- g) Council will maintain an effective complaints management system, including the coverage of compliance failures.
- h) Council will maintain a Compliance Register in association with its Risk Register.
- i) Council will investigate, rectify and report all compliance failures.
- j) Council will allocate appropriate responsibility for managing compliance at various levels.
- k) Council will provide appropriate practical education and training of staff in order for them to meet their compliance obligations.
- l) Council will actively promote the importance of compliance to staff, contractors and other relevant third parties.
- m) Council will monitor its Legislative Compliance Program through a three-year Audit Plan, and
- n) Council will review its Legislative Compliance Program regularly to ensure its effectiveness.

### **6.3 IMPLEMENTATION OF LEGISLATION**

Council will have a system in place to ensure that when legislation changes, steps are taken to ensure that actions comply with the amended legislation.

A legislative compliance procedure to assist and inform staff of individual and organisational legislation responsibilities supports this policy.

### **6.4 REVIEW**

Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.

The standard review period will be every three (3) years from the effective date. The Director Corporate Services will be responsible for the review of this policy.

**7. DEFINITION**

Term	Definition
Codes	Mandatory industry codes and voluntary industry codes with which the Council chooses and/or is required to comply.
Compliance	Ensuring that the requirements of laws, regulations, industry codes and Council standards are met.
Compliance failure	A breach, of applicable laws, regulations, codes and Council standards.
Compliance culture	The promotion of a positive attitude to compliance within the Council.
Legislation	Effective control of legal risks in order to ensure that the law is complied with.
Council standards	Any codes of ethics, codes of conduct, policies, procedures and charters that Council may deem to be appropriate standards for its day-to-day operations.

<b>Title: Draft Legislative Compliance Policy</b>		
<b>Department: Corporate Services</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
Draft	27 February 2024	Director Corporate Services
<b>Review Date: 2027</b>		
<b>Amendments in the release:</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
<b>Annexure Attached:</b>		
<b>Paul Gallagher General Manager</b>		

**10.11 REVISED FRAUD AND CORRUPTION CONTROL POLICY****File Number:** P 15**Author:** Bruce Quarmby-Director Corporate Services**Authoriser:** Paul Gallagher, General Manager**Annexures:** 1. Revised Fraud and Corruption Control Policy  **PURPOSE**

The purpose of this report is to provide Council with the revised draft Fraud and Corruption Control Policy for consideration and adoption.

**BACKGROUND**

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

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

The last formal review and adoption of Council's Fraud Policy occurred in 2021 and based on the policy review schedule is due for review in 2024. The revised draft Fraud and Corruption Control Policy is attached for Council's consideration.

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

L1.4.4 Governance is open and transparent.

**(b) Financial Considerations**

There are no financial considerations attached to this report.

**COMMENTARY**

The revised draft Fraud and Corruption Policy as tabled for Council's consideration has been formulated taking into consideration the current needs of the organisation.

The key purpose of the policy is to:

- Ensure that Coonamble Shire Council complies with its legislative and regulatory requirements.
- To document Council's commitment preventing fraud and corruption in the workplace.
- To document where the policy sits in Council's overall Fraud and Corruption prevention framework.

Following completion of the review, several minor changes have been identified as being required to ensure the policy remains current. These changes include the

change of position title from Executive Leader to Director and the inclusion of the internal Audit Function.

**(a) Governance/Policy Implications**

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

**(b) Legal Implications**

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

**(c) Social Implications**

There are no Social Implications attached to this report.

**(d) Environmental Implications**

There are no Environmental Implications attached to this report.

**(e) Economic/Asset Management Implications**

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

**(f) Risk Implications**

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

## **CONCLUSION**

Council's Fraud and Corruption Control Policy has been reviewed and updated to ensure compliance with legislative, relevance to operational requirements.

## **RECOMMENDATION**

- 1. That Council places the revised draft Fraud and Corruption Control Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting suggestions from the community.**
- 2. That Council 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 Fraud and Corruption Control Policy (with or without changes) at its May 2024 Ordinary Meeting.**
- 3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the Fraud and Corruption Control Policy without any changes as a policy of Council.**

# COONAMBLE FRAUD AND CORRUPTION SHIRE COUNCIL CONTROL POLICY

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## 1. BACKGROUND

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

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

## 2. PURPOSE

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

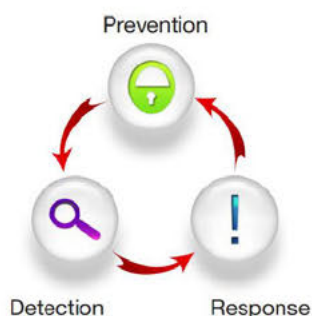
A vital aspect of best practice governance is the development of an effective fraud control framework and corruption prevention strategy, because the public and all stakeholders have an expectation that Council will have in place appropriate systems to reduce the risk of fraud and corrupt conduct against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

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

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

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

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



*Figure 1: The Fraud Control Framework*

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

### 3. POLICY OBJECTIVE

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

### 4. LEGISLATION

- *Independent Commission Against Corruption Act 1988 (NSW);*
- *Local Government Act 1993;*
- *Crimes Act 1900 (NSW);*
- *Protected Interest Disclosures Act 2022 (NSW);*
- *Public Finance and Audit Act 1983 (PF&A Act);*
- *Local Government Amendment (Governance and Planning) Act 2016;*
- *Australian Standard: AS 8001-2003/AMDT 1-2-004 Corporate Governance – Fraud and Corruption Control.*

### 5. APPLICATION/SCOPE

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

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

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

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

11. Management will conduct spot audits, use phone usage reports, computer usage reports, dry hire records and any other reports considered relevant in the process of monitoring and detecting corruption and fraudulent behaviour.
12. Fraud and Corruption Prevention will also be included in any Risk Management Strategies developed by Council.

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

#### **Fraud Control Framework**

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

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

##### **Attribute 1: Leadership**

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

##### **Attribute 2: Ethical Framework**

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

##### **Attribute 3: Responsibility Structures**

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

##### **Attribute 4: Fraud Control Policy**

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

##### **Attribute 5: Prevention Systems**

- Proactive and integrated fraud risk assessment

- Planning, follow up and accountability
- Internal Audit Function
- Analysis of reporting on suspected and actual frauds
- Ethical workforce
- IT security strategy

Attribute 6: Fraud Awareness

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

Attribute 7: Third party management systems

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

Attribute 8: Notification System

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

Attribute 9: Detection System

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

Attribute 10: Investigation Systems

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

## 6. POLICY

### REPORTING SUSPECTED CORRUPTION / FRAUD

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

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

out in the Internal Reporting Policy, Guidelines and Procedures. These form part of the Fraud Control Framework.

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

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

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

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

#### **Risks**

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

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

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

## 7. DEFINITION

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

(1) *Corrupt conduct is:*

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

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

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

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

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

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

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

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

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

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

<b>Title: Fraud and Corruption Control Policy</b>		
<b>Department: General Manager</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
Version: 2	16 June 2021	Hein Basson
Version: 3	29 February 2024	Bruce Quarmby
<b>Related Documents:</b> Code of Conduct; Procurement Policy; Privacy Policy; Internal Reporting Policy; Risk Management Policy; Audit Office of New South Wales – Fraud Control Improvement Kit – February 2015.		
This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.		
<b>Review Date: June 2027</b>		
<b>Amendments in the release:</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Details</b>
Adopted by Council	16 June 2021	Resolution 2021/116
<b>Annexure Attached: Fraud Control Improvement Kit</b>		
<b>Paul Gallagher</b> <b>General Manager</b>		

**10.12 DRAFT CYBER SECURITY FRAMEWORK****File Number:** Policies - P15**Author:** Bruce Quarmby-Director Corporate Services**Authoriser:** Paul Gallagher, General Manager**Annexures:** 1. Draft Cyber Security Framework  **PURPOSE**

The purpose of this report is to provide Council with a draft Cyber Security Framework for consideration and adoption.

**BACKGROUND**

The Audit Office of NSW, in their 2022 Audit Report on Local Government identified that 47% of Councils did not have a formal cyber security plan. Audit Office recommends that *all council's should create a cyber security plan to ensure cyber security risks over key data and IT assets are appropriately managed and key data is safeguarded.*

For Council's information, the lack of the documented cyber security framework was first identified as an issue in the Council's 2019 Audit Management letter and has raised it annually since. In the Interim Management Letter for 2023, the auditors have identified the issue as part of Issue 3 *that Council does not have a cyber risk policy or framework.*

The implications are stated as: *Council may be exposed to a greater risk of non-compliance and issues with governance processes cybersecurity.*

The Recommendation is: *Management should assess the risks arising from the observations above and prioritise the implementation of relevant policies and procedures.*

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

L1.4.4 Governance is open and transparent.

**(b) Financial Considerations**

Whilst there are no financial considerations in the adoption of this policy, Council has for the past number of years allocated funding towards Cyber Security with the 2023/2024 allocation being \$22,743.00.

**COMMENTARY**

The draft Cyber Security Framework as tabled for Council's consideration has been formulated taking into consideration the current needs of the organisation.

The key purpose of the framework is to:

- Ensure that Coonamble Shire Council complies with its legislative and regulatory requirements.
- Ensure that the framework incorporates the Australian Cyber Security Centre Essential 8 Security Mitigation Strategies.

- Act as a is a risk-based framework developed to assist with preserving the confidentiality, integrity and availability of information by applying risk management processes, with increasing control measures to be implemented based on increased likelihood or impact.

Further the draft Cyber Security Framework outlines the mandatory requirements to which all staff must adhere as well as a set of supporting expectations. This document is designed to be used by all personnel within Council.

Given the nature of the proposed draft Framework, prior to formal adoption by Council, the draft framework will be tabled to an Audit, Risk and Improvement Committee meeting of Council for endorsement.

**(a) Governance/Policy Implications**

The draft framework, once adopted by Council, will become a framework of Council.

**(b) Legal Implications**

The draft framework has been designed to ensure compliance with the *NSW Local Government Act 1993* and *Local Government (General) Regulation 2021*.

**(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**

Poor management of cyber security can expose Council to a broad range of risks. The formal adoption of the Cyber Security Framework seeks to assure Council that the cyber security risks are appropriately mitigated.

## CONCLUSION

The purpose of the Draft Cyber Security Framework is to provide a framework for the Council to address and mitigate the risk posed to Council by Cyber threats. It also provides Council with a standardised approach for maintaining and continually improving the cyber security controls and measures in use at Council

## RECOMMENDATION

1. That Council places the draft Cyber Security Framework, 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 Cyber Security Framework (with or without changes) at its May 2024 Ordinary Meeting.
3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the Cyber Security Framework without any changes as a policy of Council.

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## **1. INTRODUCTION**

Coonamble Shire Council depends up on reliable critical technology infrastructure to deliver services to the community and to facilitate business and governance functions. Cyber security threatexploit the complexity and connectivity of critical infrastructure systems, placing the organization and the public at risk. These threats can result in financial and reputational risks, create legal challenges and result in non-compliance of the law.

At council, the Cyber Security Framework is underpinned by ICT Standards Library which outline the rules and guidelines around system management, operation and use.

## **2. FRAMEWORK OBJECTIVE**

The Cyber Security Framework has been developed to standardise and guide the approach forestablishing, implementing, maintaining and continually improving the cyber security posture ofCouncil.

For the purposes of this document “Cyber Security” refers to the measures relating to the defence ofCouncil systems from attack and “Information Security” refers to measures relating to the confidentiality, availability and integrity of information that is processed, stored and communicated by electronic or similar means.

The Cyber Security Framework is a risk-based framework developed to assist with preserving the confidentiality, integrity and availability of information by applying risk management processes, withincreasing control measures to be implemented based on increased likelihood or impact. A risk- based approach to cyber security management provides flexibility to implement controls based onrisk profile, as opposed to a one-size-fits-all approach.

The framework outlines the mandatory requirements to which all staff must adhere as well as a set ofsupporting expectations. This document is designed to be used by all personnel within Council including senior leadership, managers, information services staff, audit and risk teams.

## **3. FRAMEWORK SCOPE**

Relevant sections of the Cyber Security Framework will also apply to contractors working for/withCouncil as well as suppliers that provide goods to Council.

## **4. FRAMEWORK STATEMENT**

The Cyber Security Framework is supported by a significant suite of supporting documentation, guidance and templates from the ICT Standards library to help employees implement the framework based on their risk profile and in line with an existing IT policies and procedures.

### **4.1 Council Policies**

- Email, Internet and Computer Systems Usage Policy.
- Mobile Telephone Policy.

### **4.2 Operational Policies**

- ICT Standards Policies

### **4.3 International Standards**

- ISO27001 – Information Security Management System.
- ISO27002 – Code of practice for information security controls.

#### **4.4 Australian Strategies**

- Australian Cyber Security Centre Essential 8 Security Mitigation Strategies.

### **5. IMPLEMENTATION**

#### **5.1 Roles and Responsibilities**

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

- General Manager
- Director – Corporate Services
- System & Network Administrator
- Council Staffs, Contractors, Suppliers and Volunteers

#### **5.2 Communication**

This framework will be communicated to all staff and available electronically.

All Council employees will have access to Operational policies via Council's Intranet and Council policies via Council's website. The community will have access to Council policies via Council's website. Access to procedures and processes will be available via Council's electronic information management system (Content Manager).

#### **5.3 Associated Documents**

- Email, Internet and Computer Systems Usage Policy- Coonamble Shire Council
- D21/9990 – Australian Cyber Security Centre - Essential Eight Explained (June 2020)
- D21/9991 – Australian Cyber Security Centre - Essential Eight Maturity Model (June 2020)
- D21/9994 – Australian Government Information Security Manual (March 2021)

## 6. PRINCIPLES AND POLICIES

The Cyber Security Framework consists of 20 policy statements underpinning the principles of Governance, Information, Personnel and Physical.

Principle: Governance		
Manage security risks and support a positive security culture, ensuring clear lines of accountability, strategic planning, assurance and review, and proportionate reporting.		
Leadership	Staff Responsibilities	Risk Management
Policies, Procedures and Compliance	Audit (Internal and External)	
Principle: Information		
Maintain the confidentiality, integrity and availability of all information and systems to an appropriate level, depending on the information classification.		
Information Asset Identification and Classification	Incident Management	Resilience and Service Continuity
Access to Information	Administrative Access	Vulnerability Management
System and Software Acquisition	Cloud Computing	Network Communications
Mobile Device Management	Teleworking	Robust ICT Systems and Operations
Principle: Personnel		
Ensure employees and contractors are suitable to access Council resources and meet an appropriate standard of integrity and honesty.		
Awareness	Personnel Security Lifecycle	
Principle: Physical		
Provide a safe and secure physical environment for people, information and assets.		
Physical Security		

**6.1 Policy and Expectation Statements**

POLICY STATEMENT	EXPECTATIONS
<p><b>6.1.1 - Leadership</b></p> <p>Senior leadership is ultimately accountable for the implementation and effectiveness of the council's cyber security program. Senior leadership must be actively engaged in cyber security initiatives and champion cultural change.</p>	<ul style="list-style-type: none"> <li>• Cyber security is regularly included in the agenda of an appropriate senior leadership body, ensuring discussion is focused on the progress of the cyber security program and cyber security risks to the council, both existing and emerging.</li> <li>• Senior leadership allocates roles, responsibilities and resources to support and enable the Council's Cyber Security Program.</li> </ul>
<p><b>6.1.2 - Staff Responsibilities</b></p> <p>Roles and responsibilities for cyber security must be formally assigned by senior leadership, demonstrating commitment to providing suitable resources to manage the council's cyber security program.</p> <p>Personnel and contractors must be provided with information and training to support awareness of their collective responsibility to foster a positive security culture.</p>	<ul style="list-style-type: none"> <li>• Council has appointed a leader accountable for cyber security to provide strategic level guidance for the council's cyber security program and ensure compliance with cyber security policy, standards, regulations and legislation.</li> <li>• Responsibility for day-to-day cyber security operations is assigned and documented in policy and relevant position descriptions.</li> <li>• Cyber security education and awareness training is provided to all personnel and contractors during induction and at least annually thereafter, ensuring they are aware of their responsibilities regarding the appropriate use of council information assets.</li> <li>• Skills gap assessments are performed for cyber security and IT personnel responsible for implementing or managing technical security controls. Targeted training is provided for these personnel specific to the technologies in use within the organisation. Where contractors or third parties are used in place of internal resources, contract staff are held to the same standards as staff.</li> </ul>
<p><b>6.1.3 - Risk Management</b></p> <p>The council must take steps to identify, understand, assess and manage cyber security risks to its critical processes and information assets.</p> <p>Cyber security risk management processes must be embedded within the council's risk management framework and align to the risk appetite of the council.</p> <p>Senior leadership must be aware of current and emerging cyber security risks to the organisation.</p>	<ul style="list-style-type: none"> <li>• Cyber security risks are documented in a cyber security risk management matrix maintained by IT and Risk personnel and periodically reviewed by the Audit Committee.</li> </ul>

<p><b>6.1.4 - Audit (Internal and External)</b></p> <p>Cyber security is regularly assessed by both internal and external audits.</p> <p>A program of cyber security assurance activities must be in place to evaluate the effectiveness of the council's cyber security program and ensure cyber security controls are implemented and operated in accordance with the council's policies and procedures, relevant laws, regulations and contractual requirements and this framework.</p>	<ul style="list-style-type: none"> <li>Independent reviews are performed periodically in line with council requirements.</li> <li>Technical security reviews of critical systems are planned and carried out using a risk-based approach.</li> </ul>
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## 6.2 Principle: Information

POLICY STATEMENT	EXPECTATIONS
<p><b>6.2.1 - Information Asset Identification and Classification</b></p> <p>Information assets supporting critical processes must be identified, recorded and classified.</p> <p>Processes must be in place for labelling, storing, handling and disposing of information assets in alignment with their classification.</p>	<ul style="list-style-type: none"> <li>Information assets supporting critical processes are identified and recorded in an information asset register.</li> <li>Information assets are formally assigned an owner.</li> </ul>
<p><b>6.2.2 - Incident Management</b></p> <p>Cyber security incident response plans must be in place and aligned with an overarching incident management process to enable a consistent approach to the management of cyber security incidents.</p>	<ul style="list-style-type: none"> <li>Cyber security incident response is included in the Council's BCP, documenting responsibility for cyber security incident management.</li> <li>Testing of incident response plans is included in assurance activities.</li> <li>Post-incident reviews are performed and evidence relevant to cyber security incidents is recorded and retained.</li> <li>Reporting of breaches that fall under the federal Notifiable Data Breaches (NDB) legislation occurs.</li> </ul>
<p><b>6.2.4 - Access to Information</b></p> <p>Access to council systems, applications and information must be based on business need, authorised by the information owner or delegated custodian and be limited to the minimum required for personnel to undertake their duties.</p> <p>Secure authentication mechanisms must be in place to control access to council systems, applications and information.</p>	<p><b>Access Provisioning:</b></p> <ul style="list-style-type: none"> <li>Physical or logical access to council information assets is provided based on business need and least-privilege principles.</li> <li>The processes to provision access to systems and applications in use within the council are documented.</li> <li>Authentication and Traceability.</li> <li>All users have unique accounts providing traceability of actions within critical systems and applications.</li> </ul>

	<ul style="list-style-type: none"> <li>Secure encrypted remote access technologies are used to remotely access the council's IT environment.</li> <li>User password standards (complexity, minimum length, maximum age) are documented and implemented on all systems and applications.</li> <li>Multi-factor authentication is required to authenticate users to systems supporting this technology when not accessed from regular workstations and/or locations.</li> </ul> <p><b>Access Reviews:</b></p> <ul style="list-style-type: none"> <li>Reviews of user access are performed at least annually for the network and all critical applications.</li> <li>Termination of Access.</li> </ul>
<p><b>6.2.5 - Administrative Access</b></p> <p>Administrative access to council systems, applications and information must be restricted to personnel with a specific business need which is validated on a periodic basis.</p>	<p><b>Access Provisioning:</b></p> <ul style="list-style-type: none"> <li>IT users are assigned a dedicated privileged account to be used solely for tasks requiring privileged access.</li> <li>Technical controls are in place to restrict the use of privileged accounts from reading emails, accessing the internet and obtaining files via online services.</li> <li>Everyday use accounts do not have local administrative privileges on workstations and servers.</li> </ul> <p><b>Access Reviews:</b></p> <ul style="list-style-type: none"> <li>Reviews of privileged user access are performed at least every six months.</li> </ul> <p><b>Authentication and Traceability:</b></p> <ul style="list-style-type: none"> <li>Privileged account actions deemed high risk by the council are logged and monitored for unusual activity.</li> <li>Password standards (complexity, minimum length, maximum age) for privileged accounts are documented and implemented on all systems and applications.</li> <li>Multi-factor authentication is required to authenticate privileged users in all systems supporting the functionality.</li> </ul> <p><b>Termination of Access:</b></p> <ul style="list-style-type: none"> <li>Privileged access is revoked immediately once there is no longer a specific business need for it.</li> </ul>

<p><b>6.2.6 - Vulnerability Management</b></p> <p>Security vulnerabilities in council ICT equipment, systems and applications must be identified and managed.</p>	<ul style="list-style-type: none"> <li>• Security vulnerabilities in applications and operating systems are patched or mitigated within one month of fix release for all workstations and servers.</li> <li>• Security vulnerabilities in applications and operating systems that are assessed as 'extreme' are patched or mitigated within 48 hours of release for all workstations and servers.</li> <li>• A mechanism is in place to ensure compliance to patching requirements.</li> <li>• Malware detection and prevention tools are in place on all workstations and servers.</li> <li>• A vulnerability management process is in place that includes: <ul style="list-style-type: none"> <li>○ Conducting vulnerability assessments and network penetration tests for key systems throughout their lifecycle to identify security vulnerabilities.</li> <li>○ Analysing identified security vulnerabilities to determine their potential impact and appropriate mitigations or treatments based on effectiveness, cost and existing security controls.</li> <li>○ Using a risk-based approach to prioritise the implementation of identified mitigations or treatments.</li> <li>○ Monitoring information on new or updated security vulnerabilities in operating systems, software and ICT equipment as well as other elements which may adversely impact the security of a system.</li> </ul> </li> </ul>
<p><b>6.2.7 - System and Software Acquisition</b></p> <p>Cyber security requirements must be considered throughout the acquisition lifecycle for acquiring new systems and software.</p>	<ul style="list-style-type: none"> <li>• Security risks associated with system and software acquisition or significant system enhancements are identified, documented and managed as per the council's risk management framework before the system and/or software is implemented into production.</li> </ul>
<p><b>6.2.8 - Cloud Computing</b></p> <p>Risk assessments must be performed by the council prior to implementing any cloud computing service in order to assess the benefits of the service balanced with the additional jurisdictional, governance,</p>	<ul style="list-style-type: none"> <li>• A risk assessment is performed before implementing any cloud service.</li> <li>• Security risks associated with a cloud service are identified, documented and managed as per the council's risk management framework before the cloud service is implemented.</li> </ul>

<p>privacy and security risks associated with the use of such services</p>	
<p><b>6.2.9 - Network Communications</b></p> <p>Network communications must be secured, ensuring council information traversing internal and external networks can only be accessed by authorised parties.</p>	<ul style="list-style-type: none"> <li>• The council's network architecture is documented showing the internal network structure and incoming/outgoing egress points.</li> <li>• Information flows associated with critical processes are documented listing: <ul style="list-style-type: none"> <li>○ The type of information,</li> <li>○ The classification of the information,</li> <li>○ Who the information is being exchanged with?</li> <li>○ The controls in place to protect the information.</li> <li>○ Network segregation is implemented throughout the council's network.</li> </ul> </li> </ul>
<p><b>6.2.10 - Mobile Device Management</b></p> <p>Technical and procedural controls must be in place to address the risks associated with the use of mobile devices including mobile phones, smartphones, tablets, laptops, portable electronic devices, portable storage and other portable internet connected devices.</p>	<ul style="list-style-type: none"> <li>• Procedural controls have been established, outlining the mechanisms for protecting council information stored on or accessed from laptops, mobile phones and removable storage devices.</li> <li>• Passphrases and/or PIN codes are in place on laptops and mobile phones used for accessing council information.</li> <li>• Encryption of storage is enabled for all laptops, mobile phones, and removable storage devices</li> <li>• A mobile device management solution is in place to ensure that appropriate controls are applied to all mobile phones, including personal phones used for work.</li> <li>• Remote wipe functionality is enabled for all council laptops and mobile phones, including personal phones used for work.</li> </ul>
<p><b>6.2.11 - Teleworking</b></p> <p>Secure practices for teleworking must be established and understood by council personnel, with technical controls implemented to enable secure remote access to council information.</p>	<ul style="list-style-type: none"> <li>• Teleworking procedures are established and socialised with council personnel working offsite.</li> <li>• Technical controls are implemented to enable secure remote access to council information assets.</li> </ul>
<p><b>6.2.12 - Robust ICT Systems and Operations</b></p> <p>Standard operating procedures and technical controls must be in place to provide a consistent and secure approach</p>	<p><b>Standard Operating Procedures:</b></p> <ul style="list-style-type: none"> <li>• Standard operating procedures have been developed for all primary cyber security functions performed by council personnel.</li> </ul>

<p>to system administration, maintenance and configuration activities.</p>	<p><b>Change management:</b></p> <ul style="list-style-type: none"> <li>• A change management process is developed and implemented that includes:</li> <li>• Identification and documentation of changes to be made,</li> <li>• Approval required for changes to be made,</li> <li>• Implementation and testing of approved changes, and</li> <li>• Any actions to be taken before and after approved changes are made.</li> </ul> <p><b>Backups:</b></p> <ul style="list-style-type: none"> <li>• Backup, restoration and preservation strategies are developed and implemented as part of business continuity, disaster recovery and information preservation planning.</li> <li>• Backups of important information, software and configuration settings are performed at least daily and stored for at least three months.</li> <li>• Backup and restoration processes are tested annually.</li> <li>• Backups are stored offline, or online in a non-rewritable and non-erasable manner.</li> <li>• Full back up and restoration processes are tested when fundamental IT infrastructure changes occur.</li> </ul> <p><b>System Configuration and Hardening:</b></p> <ul style="list-style-type: none"> <li>• Macro settings within Microsoft Office are as follows: <ul style="list-style-type: none"> <li>○ Only signed Microsoft Office macros can execute.</li> <li>○ Microsoft Office macros in documents originating from the Internet are blocked.</li> <li>○ Microsoft Office macro security settings cannot be changed by users.</li> <li>○ Web browsers are configured to block or disable support for Flash content, web advertisements and Java from the Internet.</li> <li>○ Technical controls are in place to restrict non-privileged users from installing software.</li> </ul> </li> <li>• Application whitelisting is implemented on all workstations and servers to restrict the execution of executables and software libraries to an approved set.</li> </ul> <p><b>Event Logging and Monitoring:</b></p> <ul style="list-style-type: none"> <li>• An event logging strategy is developed and implemented covering events to be logged, logging facilities to be used, event log retention periods and how event logs will be protected.</li> </ul>
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	<ul style="list-style-type: none"> <li>• A centralised logging facility is implemented, and systems are configured to save event logs to the centralised logging facility as soon as possible after each event occurs.</li> <li>• An accurate time source is established and used consistently across systems and network devices to assist with the correlation of events.</li> </ul>
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### 6.3 Principle: Personnel

POLICY STATEMENT	EXPECTATIONS
<b>6.3.1 - Personnel Security Lifecycle</b> Current/Separating personnel must be made aware of their ongoing cyber security obligations.	<ul style="list-style-type: none"> <li>• New/Current staff are offered cyber security awareness training.</li> </ul>

### 6.4 Principle: Physical

POLICY STATEMENT	EXPECTATIONS
<b>6.4.1 - Physical Protection</b> Protective security must be integrated in the process of planning, selecting, designing, and modifying council facilities for the protection of people, information and physical assets.	<ul style="list-style-type: none"> <li>• Physical security measures are in place to protect council physical assets including people, information and facilities based on the classification of the information that they are approved for processing, storing or communicating.</li> </ul>

## 7. REVIEW

The review of this framework shall be undertaken within three (3) years and will incorporate consideration of relevant legislation and best practice guidelines. The responsible Council officer will be notified of the review requirements three months prior to the expiry of the Framework.

Council's System and Network Administrator is responsible for the review of this Framework.

## 8. DEFINITIONS

Term	Definition
Classification	The process by which information assets are labelled according to their business importance and sensitivity. Classification ratings are used to indicate the value of the information.
Council	Coonamble Shire Council.

Council Policies	The policies regarding specific statutory, strategic or administrative direction and adopted, amended and reviewed by Council with a minute number recorded.
Critical Processes	Council processes that, if not performed, would eventuate in the highest level of risk to the organisation. This could include meeting critical needs of the organisation or satisfying mandatory regulations and requirements.
Critical Service	The services that, if compromised, would result in significant damage to the physical, social or economic wellbeing of the LGA. Critical Services are not typically ICT services, they are services that an agency delivers to the community.
Cyber Security	The measures relating to the confidentiality, availability and integrity of information that is processed, stored and communicated by electronic or similar means.
Delegation	The delegated authority from the General Manager to Council officers
Encryption	The process of converting information or data into a code, especially to prevent unauthorized access.
Extreme Vulnerability	Defined as: <ul style="list-style-type: none"> <li>the security vulnerability facilitates remote code execution,</li> <li>critical business systems are affected,</li> <li>an exploit exists in the public domain and is being actively used, and/or</li> <li>the system is internet-connected with no mitigating controls in place.</li> </ul>
Framework	The basic conceptual structure used to solve or address complex issues.
LGA	Local Government Area
Governance	The exercising of authority or decision-making processes.
ICT	Information and Communication Technology.
Operational Policies	The policies regarding operational and employment matters and approved by the General Manager.
Policy	A high-level statement that establishes the basis and framework for conduct and practice by and at Coonamble Shire Council. It is the 'what' and 'why' of Council decision-making. Policies will typically be brief and rely on other means to give effect to their direction.

Policy, Procedure and Process Statements	The communication of the specific detail and course of action that will be adhered to by Council and its employees.
Policy Type	either "Council Policy" or "Operational Policy".
Procedure	The document written to support a "policy or organisational directive" and designed to describe who, what, when and why in order to establish corporate accountability.
Process	The documentation of the "how" to steps for the completion of a task or function.
Security Incident	A security incident is an event that may indicate that an organization's systems or data have been compromised or that measures put in place to protect them have failed. Loss/degradation of service, corruption of data or breach of privacy are likely outcomes.
Information Assets	Any information or asset supporting the use of the information that has value to the organisation, such as collections of data, processes, ICT, people and physical documents.
Information Custodian	The individual or group assigned responsibility for managing a set of information.
Information Owner	The individual or group responsible and accountable for a set of information. The information owner may, at their discretion, assign responsibility for management of the information to another person or group, also known as an information custodian.
Mobile Device	Shall mean mobile phones, smartphones, tablets, laptops, portable electronic devices, portable storage and other portable internet-connected devices.
Multi-factor	A method of authentication using separate mutually dependent credentials, typically, "something you have" and "something you know".

<b>Title: Draft Cyber Security Framework</b>		
<b>Department: Corporate Services</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
Draft	28 February 2024	System & Network Administrator
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director Corporate services along with the System &amp; Network Administrator will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p> <p><b>Review Date:</b></p>		
<b>Amendments in the release:</b>		
<b>Section Title</b>	<b>Section Number</b>	<b>Amendment History</b>
<b>Annexure Attached:</b>		
Paul Gallagher		

### **10.13 NETWASTE TENDER FOR COLLECTION AND RECYCLING OF WASTE TYRES**

**File Number:** G 1-2

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

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

**Annexures:** Nil

#### **PURPOSE**

To seek council endorsement for the regional tender coordinated by NetWaste on behalf of participating NetWaste Councils and endorse the contractual costs associated with collection and processing of used tyres, recycling options for improved management of the waste stream.

#### **EXECUTIVE SUMMARY**

Council is a member of NetWaste which is part of the NSW Environment Protection Authority (EPA) funded Regional Networks for Effective Waste Management (RENEW) voluntary groups of Councils.

NetWaste is a voluntary regional waste group comprised of 25 Member Councils covering almost 40% of the state, stretching from Lithgow in the East, West to Broken Hill, and north up to the Queensland border.

The organisation provides a platform for member Councils to collectively pursue regional benefits and improve outcomes related to waste management for its members. This includes facilitating close regional cooperation, operational and kerbside services contracting, resource and knowledge sharing, and cultivating shared investment and planning infrastructure development opportunities.

Tyres are a problematic waste stream for Councils to manage, with many currently stock piling / shredding, and landfilling as general waste. JLW Services have submitted a collection and processing of used tyres, recycling options for improved management of the waste stream.

Landfill space is becoming a more valuable commodity, and landfill/cell life and waste diversion strategies should be taken into consideration when considering the tendered option. On site tyre volume also forms part of EPA landfill licencing requirements and needs to be periodically managed to avoid excessive stockpiles. Tyres (whilst inert) also pose a large fire risk if left unmanaged.

#### **BACKGROUND**

A regional tender was coordinated by NetWaste in December 2019 on behalf of participating NetWaste Councils.

The objectives of the NetWaste Collection and Recycling of Waste Tyres contract are to:

1. Provide a collaborative approach to management of used tyres across the NetWaste regions through recovery and recycling

2. Provide a cost effective, efficient and quality service to NetWaste Councils
3. Encourage where possible the recovery and recycling of valued components of used tyres and diversion of waste from landfill.

Tenders closed on 2:00PM Tuesday 3 March 2020 with one (1) submission received from JLW Services Pty Ltd.

The term of the Contract is two (2) years. Each participating Council may extend the Contract by mutual agreement with the Contractor for an additional twelve (12) months (the extension period) which can occur on two (2) successive occasions.

Fifteen (15) NetWaste Councils committed to participating in the tender process, including:

Bathurst Regional Council	Gilgandra Shire Council
Blayney Shire Council	Lithgow City Council
Bogan Shire Council	Mid-Western Regional Council
Bourke Shire Council	Narromine Shire Council
Brewarrina Shire Council	Orange City Council
Cabonne Council	Parkes Shire Council
Dubbo Regional Council	Walgett Shire Council
Forbes Shire Council	

An Evaluation Panel of two people being the NetWaste Projects Coordinator, and Orange City Council's Manager of Waste Services and Technical Support was established due to only one tender submission.

Tender evaluation criteria included:

- (a) Tender Price(s)
- (b) Past experience in carrying out the Works or similar works
- (c) Capability and experience to meet contract requirements, including nominated recycling or reprocessing systems, and final product end use and destination
- (d) Capability to provide backup resources and service
- (e) Environmental Management Systems (EMS) and Work health and safety (WHS) requirements
- (f) Insurance – pass / fail

## SCORING THE SUBMISSION

Given there was only one submission received, the evaluation identified key points of how the submission addressed each criterion, seeking additional information from the tenderer if required. Evaluation comments are as follows:

### **(a) Tender Price (s) as tendered by JLW Services**

**OPTION 1 – COLLECT AND RECYCLE WASTE TYRES**

The tendered rate shall be inclusive of on-site collection of waste tyres, transport of waste tyres, recycling and disposal of any waste material if required.

Collect and recycle Waste Tyres from the nominated Waste Facilities at each Participating Council:	Unit cost (per tyre)	GST	Total Unit Cost
Car tyre <i>with</i> wheel hub/rim	\$10.00	\$1.00	\$11.00
Car tyre <i>without</i> wheel hub/rim	\$3.00	\$0.30	\$3.30
Truck tyre <i>with</i> wheel hub/rim	\$30.00	\$3.00	\$33.00
Truck tyre <i>without</i> wheel hub/rim	\$14.85	\$1.65	\$16.50
Tractor tyre <i>with</i> wheel hub/rim	\$100.00	\$10.00	\$110.00
Tractor tyre <i>without</i> wheel hub/rim	\$50.00	\$5.00	\$55.00
Mining tyre <i>with</i> wheel hub/rim	\$114.30	\$12.70	\$127.00
Mining tyre <i>without</i> wheel hub/rim	\$70.00	\$7.00	\$77.00
Other (if appropriate) please specify	\$	\$	\$
Other pricing options – please outline and attach additional pages where necessary	\$350.00 per tonne	\$35.00	\$385.00
Tonnage rate			
Cage Rate			
25 cubic metre bin	\$1,650.00 TUC		
38 cubic metre bin	\$2,475.00 TUC		
50 cubic metre bin	\$3,300.00 TUC		

**Commentary**

Clarification was requested from the tenderer regarding a tonnage rate in other pricing options above via email on 5 March 2020

1. The tenderer was asked to clarify when the \$350 (ex GST) per tonne costing is utilised - If tyre numbers exceeded the cage limit (over 600) then would the per tonnage rate of \$350 per tonne apply? – JLW reply: \$350 is the stockpile rate if you do not choose the cage option and have excessive waste tyre volumes on site.

**In most circumstances Councils would be recommended to accept the Cage Rate as the most cost-effective rate for the collection and recycling of waste tyres.**

**(b) Past experience in carrying out the Works or similar works**

Four current projects/referees were outlined by the tenderer. An estimated contract value of \$1.7 million over 4 years include servicing the NetWaste area, Town of Port Headland, Shellharbour City Council, and Mildura Council. Referee check undertaken via telephone revealed JLW Services provide a high quality, reliable and responsive service. They are considered a safe operator who complies with on-site requirements and have comprehensive internal systems. There is no history of disputes with referees contacted.

**(c) Capability and experience to meet contract requirements, including nominated recycling or reprocessing systems, and final product end use and destination**

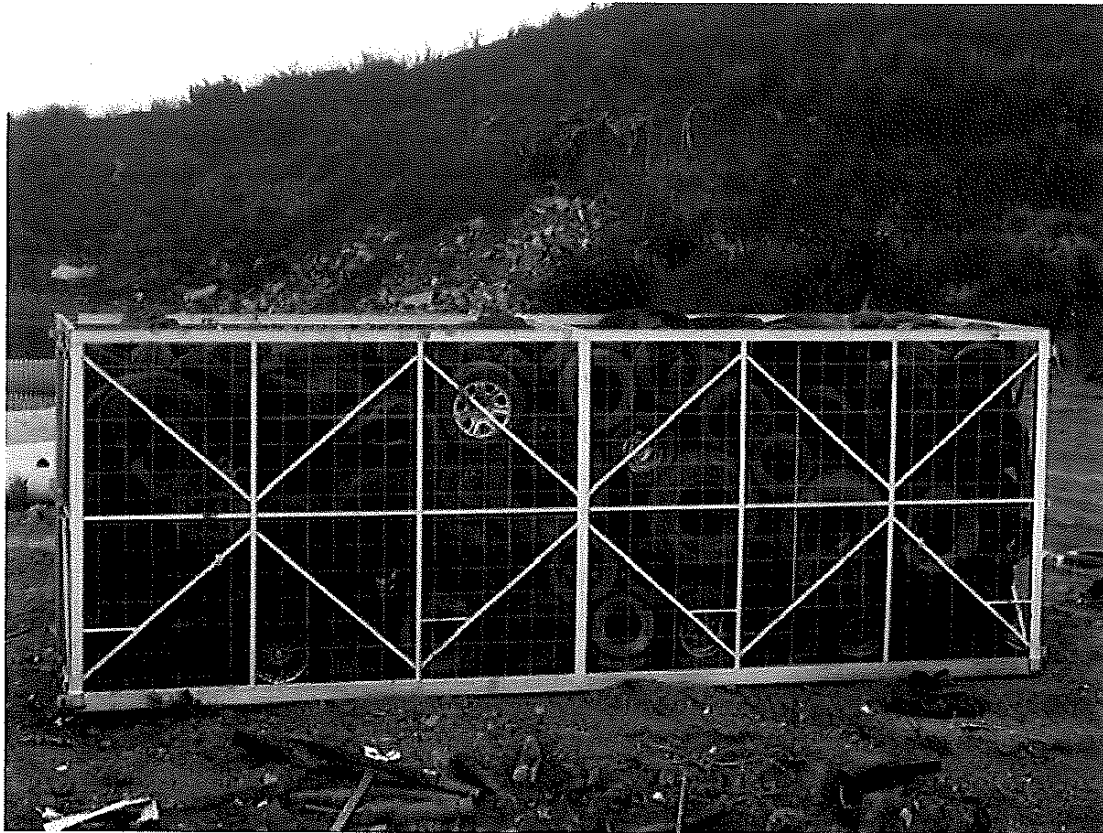
A number of current contracts in place centred on tyre recycling including the Netwaste Region, with JLW Services owning all machinery and equipment to be used under a contract, operated by their own staff, with no sub-contractors proposed. They also fabricate all their own cages at Cootamundra, supporting local employment.

Tyres collected from Council sites will be processed at the new facility site in Cootamundra, which is now complete, and EPA licensed. JLW Services can recycle all tyres stated in their pricing schedule. Tyres can be loaded with machinery through the top of the cage minimising manual handling, Cages are loaded and unloaded using a tilt tray truck arrangement, taking approximately 5 – 10 minutes to change over and unload an empty cage and pick up a full cage. \*Mattress cage featured in below photo (typical servicing arrangement).



Minimum volume of tyres required on site to warrant visit:  
Full cage

Capacity of collection vehicles and/or any storage structures:  
8m cage holds approx. 600 passenger and 4x4 tyres.



### Commentary

Clarification was requested from the tenderer and asked to provide the following documents via email on 5 March 2020:

1. Chain of Responsibility Management Plan (CoRMP),
2. Fatigue Risk Management System (FRMS),
3. Supply evidence that your workers have completed a CNSWJO (Central NSW Joint Organisation) induction procedure.

JLW reply:

1. CoRMP has been supplied on request,
2. FRMS (contained within the CoRMP),
3. CNSWJO induction not completed by current JLW staff – NetWaste have clarified with JLW that it is required to conduct most contract work at Central Western NSW Councils.  
They are now undertaking these inductions.

### **(d) Capability to provide backup resources and service**

This was not specifically outlined, however a comprehensive suite of equipment and plant available for use under the contract terms was listed (including slow speed

shredders, excavators, prime mover and float, tilt tray trucks, balers, etc), with the primary operational base in Cootamundra, with all vehicles owned by JLW with no lease agreements in place.

See list below regarding depot, mobile, storage, plant, and equipment.

JLW Services will when required travel to Councils sites to remove tyres and have the following plant and equipment ready to deploy. These costs are included in the pricing supplied.

Make/Model	Description	Production Year	Owned or Leased
1). Tana DT440 Shark	Diesel Tracked Slow Speed Shredder	2018	Owned
2). Tana DT440 Shark	Diesel Tracked Slow Speed Shredder	2016	Owned
3). Kobelco SK225	Excavator with grab	2018	Owned
4). Q81/T-200DA	3-stage automatic steel baler	2013	Owned
5). Drake	Quad axel equipment float	2015	Owned
6). Kenworth 908T	Prime mover	2008	Owned
7).Kobelco sk14	Excavator with grab	2019	Owned
8).Kobelco sk13.5	Excavator with grab	2013	Owned
9).4 x Kenworth Tilt Tray	Tilt tray trucks	2013 - 2019	Owned
10).1 x Kenworth Hook lift	Hook lift truck	2018	Owned
11).Kenworth 904	Prime mover with 75M <sup>3</sup> Longhorn scrap tipper	2004 2015	Owned
12). 100 x Tyre cages	Tyre storage cages with closing lids	2015 - 2019	Owned

#### **(e) Environmental Management Systems (EMS) and Work health and safety (WHS) requirements**

The tenderer outlined comprehensive safety, environmental and performance standards and procedures which were included with the submission, including:

Tenderers shall provide documentary evidence to prove they have the necessary competence, resources, industrial relations, quality and safety, management and financial capacity to carry out the Works.

JLW Services has a proven record of accomplishment in delivering recycling services to regional Local Government Authorities throughout Australia. JLW Services provides the following documents as evidence of our capability to deliver the contract.

- JLW Services 2018 Capability Statement
- JLW Services Employee Handbook
- JLW Services Health & Safety Manual
- JLW Services Organisational Chart 2018
- JLW Services Quality Assurance Policy 2018
- JLW Services Continuous Quality Improvement Calendar 2018
- JLW Services Project Management Plan 2018 (Sample Contents Page)
- JLW Services Environment Policy 2017
- JLW Services Contractor Safety Management checklist 2018

**(f) Insurance – Pass / Fail**

Insurance coverage details up to 20 million dollars for Public Liability (Elders) and Workers Compensation (Icare) were provided – Pass.

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

The tender will facilitate Council meeting the recently adopted strategies for waste management.

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) Financial Considerations**

Many Councils in the NetWaste area charge on a per unit basis for tyres so this will enable costs to be recovered when using the service. Collection and recycling of waste tyres from the landfill site enables Council to endorse a full 100% off site diversion from landfill when reporting to the EPA.

**COMMENTARY**

Fifteen (15) NetWaste Councils have committed to participating in the tender and the acceptance of the tender will facilitate Council meeting the recently adopted strategies for waste management for land fill avoidance.

**(a) Governance/Policy Implications**

By diverting this problematic waste stream from landfill, Council will be actively increasing its waste diversion initiatives and fulfilling its obligations to attempt to meet Local and State Government targets to reduce waste to landfill by 75%. Options for recycled raw product include sustainable

markets in steel, rubber crumb, soft fall products, and road and retaining stabilisation end uses.

**(b) Legal Implications**

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**

Council will need to adopt a significant education program to promote the recycling opportunities and challenges.

**(d) Environmental Implications**

The service aims to provide an environmentally appropriate method of disposal for tyres and mitigate illegal dumping of tyres.

Council will need to comply with the NSW Government Targets which include:

- 10% reduction of total waste generated per person by 2030;
- 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 overall litter by 60% by 2030;
- net zero emissions from organic waste to landfill by 2030.
- reduce plastic litter by 30% by 2025;
- triple the plastics recycling rate by 2030.

**(e) Economic/Asset Management Implications**

Council has significant responsibilities in the management of waste.

**(f) Risk Implications**

Waste management has inherent risks.

**CONCLUSION**

The other Fourteen (14) NetWaste Councils have committed to participating in the collection and recycling of tyres tender.

Council is requested to commit to participating in the tender to contribute to Council meeting waste management for land fill avoidance strategies.

**RECOMMENDATION**

**That Council endorse the participation in the NetWaste collection and recycling of tyres contract.**

**10.14 DRAFT LOCAL ORDERS POLICY NO 21****File Number:** T-4**Author:** Lesley Duncan-Building & Compliance Manager**Authoriser:** Phillip Perram, Acting Director Community, Planning, Development and Governance**Annexures:** 1. Draft Local Orders Policy No 21  **PURPOSE**

To seek Council's approval to place the draft Local Orders Policy No 21 on public exhibition for 28 days to invite comments/submissions from the community.

**EXECUTIVE SUMMARY**

The aim of the draft Local Orders Policy No 21 is to ensure consistency and fairness when Council staff are dealing with issuing orders. The Policy, once adopted, will provide a regulatory framework which will allow Council staff to prioritise workloads and establish a system to effectively resolve disputes and conflicts as they arise.

**BACKGROUND**

Section 159 of the *Local Government Act 1993* (the Act) allows Council to prepare local order policies to deal with specific orders that are listed in the Table to section 124 of the Act, with the exception of Order No 22A.

A Local Orders Policy specifies the criteria that must be taken into consideration when determining whether or not to issue an order under section 124 of the Act.

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

The draft Local Orders Policy No. 21 aligns with the 2023-2024 Operational Plan Action P1.1.2 – Enhance safer regulatory and compliance strategies and operations.

**(b) Financial Considerations**

Nil to this report

**COMMENTARY**

The draft Local Orders Policy No 21 relates to land or premises that are not in safe or healthy condition. Order No 21 can be issued on the owner or occupier of land or premises and requires the owner or occupier *to do or refrain from doing such things as are specified in the order to ensure that land is, or premises are, placed or kept in a safe or healthy condition.*

The policy specifically relates to the following matters:

- Overgrown vegetation
- Accumulation of materials, refuse, manure or other hazardous materials
- Breeding and/or infestation of disease vectors or noxious pests
- Inappropriate handling of sewage
- Unsafe or unhealthy conditions in a building or structure

**(a) Governance/Policy Implications**

The Policy will provide a clear regulatory framework when dealing with complaints relating to unsafe and unhealthy land.

**(b) Legal Implications**

The issuing of orders requires strict adherence to the requirements of *Local Government Act 1993*, this policy sets out the steps required to be undertaken to ensure compliance.

**(c) Social Implications**

There are no social implications arising directly from this report.

**(d) Environmental Implications**

The draft Local Orders Policy No 21 aims to ensure that land or premises are kept in a safe and healthy condition to safeguard the amenity of community members.

**(e) Economic/Asset Management Implications**

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

**(f) Risk Implications**

There is a risk that by not adopting the draft Local Orders Policy No 21 that the enforcement action may not be carried out in the required manner.

**CONCLUSION**

The draft Local Orders Policy No 21 has been prepared to provide a clear regulatory framework for dealing with unsafe and unhealthy land.

**RECOMMENDATION**

- 1. That the draft Local Orders Policy No. 21 be placed on public exhibitions for a period of 28 days and that submissions may be received for a period of 42 days.**
- 2. That Council receives a further report, together with all submissions received at the conclusion of the submission period for Council's further consideration and adoption of the draft Local Orders Policy No 21.**
- 3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the draft Local Orders Policy No. 21 without any changes as a policy of Council.**

# COONAMBLE

## SHIRE COUNCIL



Premises or Land not in a  
Safe or Healthy Condition

*Section 159 Local Government Act 1993*



## 1. PURPOSE

This Local Order Policy has been written in accordance with s159 of the Local Government Act 1993. Local Order Policy No. 21 deals specifically with premises or land which is not in a safe and healthy condition. Under this provision an Order can be issued to require an owner or occupier of land, to do, or refrain from doing, certain things to ensure the land or premises are placed or kept in a safe or healthy condition.

## 2. SCOPE

The Local Orders Policy shall apply to:

- (a) All premises and all areas associated with those premises
- (b) All land within the following planning zones:
  - R1 General Residential and R5 Large Lot Residential zones in Coonamble;
  - RU5 Village zone in Gulargambone and Quambone.

Except where otherwise provided or indicated, the Director Community, Planning & Development Services shall be responsible for the enforcement of the provisions of this Policy.

## 3. OBJECTIVE

This Local Orders Policy has been prepared to specify the criteria that Council will consider when determining whether or not safe and healthy conditions exist and whether the issue of an Order is warranted.

The policy aims to:

- Ensure consistency and fairness in the manner in which Council deals with issuing orders;
- Make the Council's policies and requirements for orders readily accessible and understandable to the public;
- Establish a system which can effectively resolve disputes and conflicts as they arise;
- Provide a framework which will allow Council to prioritise workload.

The Policy will be automatically revoked at the expiration of 12 months after the declaration of the poll for the next general election, unless Council revokes it sooner.

*Note: Automatic revocation of the Policy is provided for by section 165(4) of the Local Government Act 1993.*

*Note: Section 163 of the Local Government Act 1993 requires that the policy is void if it is inconsistent with the Act or the Regulations.*

## 4. CIRCUMSTANCE

Council may serve an order when the land or premises are not in a safe or healthy condition.

## 5. CRITERIA

The circumstances of unsafe or unhealthy land may be considered to exist when an authorised Council officer observes any or all of the following:

### 5.1 Overgrown Vegetation

Land may be considered to be not in a safe or healthy condition when it is located in a built up urban area and vegetation on the land:

- is harbourage for vermin (evidence can include sightings, faeces, nests, runs, eggs etc); or
- is likely to be harbourage for vermin (such vegetation should be consistently thick to an average height of 300mm covering vacant land or the unbuilt portion of land). It does not follow from this that an uncleared or regenerated bush block comprising of mainly indigenous vegetation would be considered likely to be harbourage for vermin);
- is determined by the relevant fire authority as posing a high fire hazard (Council will not consider vegetation to be a fire hazard if it has been determined not to be a fire hazard by the NSW Fire and Rescue or the Rural Fire Service).

*Note: For the purpose of this order:*

*Overgrown vegetation does not include any vegetation that is protected by the Biodiversity Conservation Act 2016 and does not include a commercial crop.*

*Vermin does not include any native fauna.*

The Local Orders Policy shall apply to:

- (a) All premises and all areas associated with those premises
- (b) All land in the Coonamble Local Government Area:
  - R1 General Residential and R5 Large Lot Residential zones in Coonamble
  - RU5 Village zone in Gulargambone and Quambone.

### 5.2 Accumulation of Materials, Refuse, Manure, or Other Hazardous Materials

Land or premises may be considered not in a safe or healthy condition when materials accumulated thereon or in:

- Provide harbourage for vermin (evidence may include faeces, sightings, nests, runs, eggs etc) ;or
- Are likely to attract, or provide harbourage for vermin. (Council will not consider inert items that are stacked in a safe, tidy manner, at least 300 mm off the ground and at least 600 mm from a boundary to allow adequate mowing around the items, as being likely to attract, or provide harbourage to vermin) ;or
- Aid the breed of flies, mosquitoes, or other potentially disease carrying insects or animals; or
- Are likely to be releasing gas/dust/vapour/liquid or other emission which could be considered harmful to humans and/or the environment; or

- Are suspected to contain asbestos and are being handled (including, but not limited to, cutting, sanding, breaking, removing), or stored in a manner inconsistent with SafeWork NSW and/or the Environmental Protection Authority guidelines and is considered likely to lead to the release of fibres and/or dust to present a threat to health (material suspected as being asbestos is assumed to be asbestos, unless the recipient or proposed recipient, of an Order can prove otherwise); or
- The material is considered to be hazardous.

*Note: For the purpose of this order:*

*Vermin does not include any native fauna.*

### 5.3 Breeding and/or infestation of Disease Vectors or Noxious Pests

Land or premises may be considered not to be in a safe or healthy condition when:

- They are infested with vermin, flies, mosquitoes or other insects or animals that are recognised as potentially carrying human diseases; or
- Conditions are aiding the breeding of vermin, flies, mosquitoes or other insects; or animals that are recognised as potentially carrying human diseases; or
- Noxious pests are breeding on or infesting a premises.

*Note: For the purpose of this order:*

*Vermin does not include any native fauna.*

*Noxious pests include European wasps, fire ants or any other pest determined by the Director Community, Planning & Development Services*

### 5.4 Inappropriate Handling of Sewage

Land or premises may be considered not to be in a safe or healthy condition when:

- The plumbing on the premises is failing, leading to discharge of sewage/inappropriate handling of sewage; or
- The premises is currently serviced by an onsite sewage management system (OSMS) and that system is failing to meet the requirements of:
  - The conditions of consent/approval in any approval to install or operate the OSMS; or
  - The requirements of the Environmental Health Protection Guidelines: Onsite Sewage Management for Single Households.

*Note: For the purpose of this order:*

*Sewage is taken to be either grey water or black water*

### 5.5 Unsafe or Unhealthy Conditions in a Building or Structure

Land or premises may be considered not to be in a safe or healthy condition when:

- A building contravenes the structural or health and amenity provisions of the Building Code of Australia to an extent which causes it to be unsafe or unhealthy; or
- A wall or structure is considered dangerous by an authorised Council officer;
- Overcrowded sleeping conditions prevail (as determined by the Public Health Regulation, 2022; or
- A designated drinking water supply is contaminated or is unfit for human consumption;
- A food premises contravenes health and safety requirements of Chapter 3 of the Australia New Zealand Food Standards Code.

*Note: Building issues of a trivial nature will not be enforced through the Local Government Act orders process. Conditions must pose a danger to public or tenants. Allegations of effects of unhealthy conditions may need to be verified by a medical doctor's report.*

### 5.6 Other

Any other situation which is deemed by the Director Community, Planning & Development Services as being likely to pose an immediate danger to health or safety of the greater public.

## 6. REMEDIAL ACTION

An order may specify certain works that need to be undertaken in order to place a property in a safe and healthy condition. These works may include, but are not limited to, any of the following:

- Remove, cut, slash, mow, prune, trim, or thin out overgrown vegetation on the property;
- Removal of waste material, and any unwanted material, and dispose of at a suitably licensed waste facility;
- Store materials in a safe and tidy manner at least 300mm above ground level and 600mm from boundary fences to allow mowing to be undertaken;
- Eradicate disease vectors or noxious pests that are harbouring on the property;
- Remove items or materials which are aiding the harbourage and/or breeding of disease vectors or noxious pests;
- Engage a pest controller to manage disease vectors or noxious pests that may be present on the site, and remove the potential for harbourage;
- Clean the premises, or aspects of the premises, to place it in a healthy condition.

*Note: Remedial action will not cover any vegetation that is protected by Biodiversity Conservation Act 2016.*

Prior to the issue of an order, Council must give the owner or occupier of the land or premises a notice of intent to give an order. The need for a notice of intent to give an order does not apply in emergency situations in accordance with section 129 of the *Local Government Act 1993*.

#### **7. MAKING REPRESENTATIONS**

Any person in receipt of a notice of intent may make written representations on the proposed order within 14 days. This date does not apply in emergency situations (section 129 of the *Local Government Act 1993*).

#### **8. HEARING AND CONSIDERATION OF REPRESENTATIONS**

Depending on the circumstances, the Director Community, Planning & Development Services, or any other delegated officer, shall be the officer to determine the representations in respect of the issue of an order. This does not apply in emergency situations (section 129 of the *Local Government Act 1993*).

#### **9. ISSUING OF AN ORDER**

Should it be necessary to issue an order, a reasonable period will be given so that the terms of the order can be complied with.

The order will be issued by the Director Community, Planning & Development Services or any other delegated officer, on the owner or occupier of the land or premises.

#### **10. RIGHT OF APPEAL**

The person affected by the order has the right of appeal to the Land and Environment Court within 28 days after the service of the order on the person.

#### **11. PENALTY**

Any person not complying with an order is guilty of an offence in accordance with the *Local Government Act 1993*, and may be subject to prosecution or fine.





A penalty notice (on the spot fine) may be issued for failure to comply with the terms of Order No. 21. After issuing a penalty notice, Council may proceed to issue a new order and/or a new penalty notice for any ongoing offence(s).

If a person fails to comply with the terms of an order, Council may commence proceedings in either the Land and Environment Court or Local Court, or do such things as necessary or convenient to give effect to the terms of the order, in accordance with section 678 of the *Local Government Act 1993*.

<b>Title:</b> Local Orders Policy No. 21		
<b>Department:</b> Planning, Regulatory & Compliance		
<b>Version</b>	<b>Date</b>	<b>Author</b>
1	13 March 2024	L. Duncan
<b>Review Date:</b> 12 months after Council Election		
<b>Amendments in the release:</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
<b>Annexure Attached:</b>		
<b>Paul Gallagher</b> <b>General Manager</b>		

**10.15 DA040/2023 - ALTERATIONS AND ADDITIONS TO EXISTING FEEDLOT****File Number:** DA040/2023**Author:** Lesley Duncan-Building & Compliance Manager**Authoriser:** Paul Gallagher, General Manager

**Annexures:**

1. DA040/2023 Development Assessment Report (under separate cover) 
2. Statement of Environmental Effects (under separate cover) 
3. Plans (under separate cover) 
4. Effluent Management System (under separate cover) 

**PURPOSE**

The purpose of this report is to present Council with the Development Assessment Report for Development Application DA040/2023 for Alterations and Additions to an Existing Feedlot at Lot 113 DP754199.

**EXECUTIVE SUMMARY**

Development Application 040/2023 relates to an existing feedlot location at 701 Quambone Road, Coonamble. This application seeks consent to construct an additional 26 pens to allow for the movement of cattle to facilitate the rehabilitation of existing pens. This application does not seek to increase stock numbers.

The application was placed on public exhibition between 20 December 2023 and 29 January 2024 in accordance with the Community Participation Plan. No formal submissions were received in relation to the proposal.

The assessment of the proposal concludes the development documentation has been completed to a standard that allows assessment of the proposal. The proposed development is assessed to be consistent with the *Coonamble Local Environmental Plan 2011* and all relevant State Environmental Planning Policies.

Preliminary discussions have been held with the proponent of the feed lot with a regard to future development of the site.

**BACKGROUND**

Council is in receipt of a development application submitted on 16 November 2023. DA040/2023 proposes the construction of 26 new feedlot pens, an extension to the existing manure pad and ancillary works including infrastructure and earthworks.

The proposed additional 26 pens are required to allow for the rehabilitation and ongoing repairs to the existing feedlot infrastructure. The existing feedlot operates under Development Application 14/97 that was issued by Council on 16 March 1998. The feedlot has an approved capacity of 10,000 head of cattle. This application does not seek any increase in stock numbers.

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

This report relates to the 2023-2024 Operational Plan Action E.1.3 – Implement planning and development approvals process which enhances operational efficiencies.

**(b) Financial Considerations**

The fees for this application were \$10,160 which includes a NSW Planning Reform Levy of \$2560. All fees have been paid in full.

**COMMENTARY**

The development application has been assessed in accordance with section 4.15 of the *Environmental Planning and Assessment Act 1979*.

**(a) Governance/Policy Implications**

Section 375A of the *Local Government Act 1993* states the following:

*Recording of Voting on Planning Matters'*

(1) *In this section,*

*"planning decision" means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979 –*

(a) *including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but*

(b) *not including the making of an order under Division 2A of Part 6 of that Act*

(2) *The general manager is required to keep a register of containing, for each planning decision made at a meeting of the council or a council committee, the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.*

(5) *This section extends to a meeting that is closed to the public.*

**(b) Legal Implications**

The approval of the development application for the alteration and additions to an existing feedlot is permissible under the *Environmental Planning and Assessment Act 1979* and the *Coonamble Local Environmental Plan 2011*.

**(c) Social Implications**

There are no direct social implications arising from this report that has not been addressed in the development assessment report and through the proposed conditions to be adopted by Council.

**(d) Environmental Implications**

There are no direct environmental implications arising from this report that has not been addressed in the development assessment report and through the proposed conditions to be adopted by Council.

**(e) Economic/Asset Management Implications**

There are no direct economic/asset management implications arising from this report that has not been addressed in the development assessment report and through the proposed conditions to be adopted by Council.

**(f) Risk Implications**

There are no direct risk implications arising from this report.

**CONCLUSION**

It is recommended that Coonamble Shire Council approve DA040/2023 for Alterations and Additions to an Existing Feedlot on Lot 113 DP754199, 701 Quambone Road, Coonamble.

**RECOMMENDATION**

**That Council approves DA040/2023 for Alterations and Additions to an Existing Feedlot (construction of 26 new pens, extension of manure pad, ancillary infrastructure works and earthworks on Lot 113 DP754199, 701 Quambone Road subject to the following conditions:**

**Approved Plans and Documents**

- The development being carried out in accordance with the development application and Statement of Environmental Effects except where amended by the following conditions:**

<b>Plan Title</b>	<b>Drawing No.</b>	<b>Rev.</b>	<b>Date</b>
<b>Development Application Plans prepared by Premise</b>			
<b>Title Sheet &amp; Schedule of Drawings</b>	<b>C001</b>	<b>C</b>	<b>01/11/2023</b>
<b>Existing Layout Plan</b>	<b>C002</b>	<b>C</b>	<b>01/11/2023</b>
<b>Proposed Layout Plan</b>	<b>C003</b>	<b>C</b>	<b>01/11/2023</b>
<b>Bulk Earthworks Proposed Feedlot Pens Layout</b>	<b>C004</b>	<b>C</b>	<b>01/11/2023</b>
<b>Bulk Earthworks Proposed Manure Pad Extension Layout Plan</b>	<b>C005</b>	<b>C</b>	<b>01/11/2023</b>
<b>Bulk Earthworks Cut-Fill Plan</b>	<b>C006</b>	<b>C</b>	<b>01/11/2023</b>

			<b>3</b>
<b>Bulk Earthworks Typical Sections</b>	<b>C007</b>	<b>C</b>	<b>01/11/2023</b>
<b>Effluent Management System</b>	<b>-</b>	<b>B</b>	<b>2/11/2023</b>
<b>Statement of Environmental Effects</b>	<b>-</b>	<b>001B</b>	<b>2/11/2023</b>

### Capacity

- The approved capacity of the feedlot is limited to 10,000 head of cattle as approved by DA 14/97 issued by Coonamble Shire Council on 16 March 1998.

### Prior to Issue of a Construction Certificate

- Construction work with a value greater than \$25,000 or more requires payment of the NSW Governments Long Service Levy prior to release of any construction certificate. Evidence of payment must be provided to the registered certifier to allow release of any construction certificate. Payments should be made direct to the corporation at the following website <https://www.longservice.nsw.gov.au/>

### Prior to Commencement of Works

- Prior to the commencement of construction works, the Applicant is to obtain a Construction Certificate from either Council or Registered Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Standards prior to any building works commencing.

**Note:** It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable Council Standards in the case of building work. This may entail alterations to the proposal so that it complies with these standards.

- The applicant is to submit to Coonamble Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works' and 'Appointment of Principal Certifier'.

## During Construction

6. No nuisance or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any polluted discharge whatsoever.
7. Construction work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.
8. Throughout the course of construction operations on the land, toilet facilities are to be provided, at or in the vicinity of the work site. Toilet facilities are to be provided at a rate of one toilet for every 20 persons or part of 20 persons employed at the site.
9. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Coonamble Shire Council Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project.

**Note:** No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road.

**Note:** The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.

## Protection of Aboriginal relics

10. Should Aboriginal relics be discovered work shall cease immediately and application be made for an Aboriginal Heritage Impact Permit under the provisions of the NSW National Parks and Wildlife Act 1974.

## Siding Springs Observatory – Maintaining Dark Sky

11. The development shall not contain:

Outside light fittings other than shielded light fittings, or

More than 7 shielded light fittings or more than 5 such light fittings that are not automatic light fittings, and

Be likely to result in the emission of light of 50,000 lumens or more.

**Outside light fitting** means a light fitting that is attached or fixed outside, including on the exterior of a building.

**Shielded light fitting** means a light fitting that does not permit light to shine above the horizontal plane.

### **Prior to Occupation or Commencement of Use**

- 12. Prior to the occupation or use of the development, an Occupation Certificate must be obtained from the Principal Certifier for the subject development and all conditions of development consent fully complied with.**

### **Prescribed Conditions under the Environmental Planning and Assessment Regulation 2000**

- 13. A development consent for development that involves any building work must be issued subject to the following conditions:**

- (a) that the work must be carried out in accordance with the requirements of the Building Code of Australia, in force on the date of the application.**
- (b) in the case of residential building work for which the Home Building Act 1989 requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.**

**Note:** This condition does not limit any other conditions to which a complying development certificate may be subject, as referred to in section 85A (6) (a) of the Act.

**Note:** This condition does not apply:

- (a) to the extent to which an exemption is in force under clause 187 or 188, subject to the terms of any condition or requirement referred to in clause 187 (6) or 188 (4), of the Environmental Planning and Assessment Regulation 2000, or**
- (b) to the erection of a temporary building, other than a temporary structure that is used as an entertainment venue.**

**Note:** In this condition, a reference to the Building Code of Australia is a reference to that Code as in force on the date the

application for the relevant complying development certificate is made.

14. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:

(a) showing the name, address and telephone number of the principal certifying authority for the work, and

(b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and

(c) stating that unauthorised entry to the site is prohibited.

15. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

**Note:** This condition does not apply in relation to building work, subdivision work or demolition work that is carried out inside an existing building, that does not affect the external walls of the building.

**Note:** This condition does not apply in relation to Crown building work that is certified, in accordance with section 109R of the Act, to comply with the technical provisions of the State's building laws.

**Note:** This condition applies to a complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.

**Note:** Principal certifying authorities and principal contractors must also ensure that signs required by this clause are erected and maintained (see clause 227A which currently imposes a maximum penalty of \$1,100).

16. Residential building work within the meaning of the Home Building Act 1989 must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:

(a) in the case of work for which a principal contractor is required to be appointed:

(i) the name and licence number of the principal contractor, and

- (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
- (b) in the case of work to be done by an owner-builder:
  - (i) the name of the owner-builder, and
  - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

**10.16 DRAFT COUNCIL-RELATED DEVELOPMENT APPLICATIONS POLICY****File Number:** T-4**Author:** Lesley Duncan-Building & Compliance Manager**Authoriser:** Paul Gallagher, General Manager**Annexures:** 1. Draft Council-related Development Applications Policy **PURPOSE**

To seek Council's approval to place the Draft Council-related Development Applications Policy on public exhibition for a period of 28 days to invite comments/submissions from the community.

**EXECUTIVE SUMMARY**

Councils must adopt and have a policy that specifies how conflicts of interest in connection with council-related development applications will be handled. The policy must comply with the guidelines set out in the Council-related Development Application Conflict of Interest Guidelines published by the NSW Department of Planning in 2022.

Council-related development applications are defined as:

*A development application for which the council is the consent authority, that is:*

- (a) made by or on behalf of the council, or*
- (b) development on the land:*
  - (i) of which the council is an owner, a lessee or a licensee, or*
  - (ii) otherwise vested in or under the control of the council.*

Council-related development applications must now be accompanied by either a management strategy statement, which explains how the Council will manage potential conflicts of interest, or a statement that Council has no management strategy for the application.

Councils must record conflicts of interest in connection with each council-related development application, and the measures taken to manage the conflicts, in their existing DA register.

Council-related development applications must be exhibited for a minimum of 28 days to ensure transparency during the assessment process.

**BACKGROUND**

The NSW Department of Planning (DPE) issued an email to all councils in September 2022 in response to recommendations made by the NSW Ombudsman advising of changes made to the *Environmental Planning and Assessment Regulation 2021* to strengthen transparency and accountability in the planning system. Part of these requirements is that Council must adopt a policy that specifies how conflicts of interest in connection with Council-related development applications will be handled.

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

The draft Policy is relevant to Goal 15 of the Community Strategic Plan: *Our community believes in the integrity of Council's decisions.*

**(b) Financial Considerations**

There are no financial considerations directly relating to this report.

**COMMENTARY**

Where Council is a developer, landowner or holds a commercial interest in the land they regulate and they are also the development regulators, an inherent conflict can arise.

**(a) Governance/Policy Implications**

The draft policy is required to be exhibited for a period of 28 days. When implemented, Council will be required to complete either a management strategy statement or a statement that there is no management strategy for the application. Any measures undertaken will be required to be recorded in the existing DA register. Council-related development applications must be exhibited for a period of 28 days.

**(b) Legal Implications**

There are no legal implications directly relating to this report.

**(c) Social Implications**

There are no social implications directly relating to this report.

**(d) Environmental Implications**

There are no environmental implications directly relating to this report.

**(e) Economic/Asset Management Implications**

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

**(f) Risk Implications**

There are no risk implications directly relating to this report.

**CONCLUSION**

The purpose of this report is to seek Council's endorsement to place the draft Council-related Development Applications Policy on public exhibition to seek comment from the community.

The draft policy should be placed on exhibition for a period of 28 days.

**RECOMMENDATION**

- 1. That the draft Council-related Development Applications Policy be placed 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 Council-related Development Applications Policy.
3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the Council-related Development Applications Policy without any changes as a policy of Council.



## COUNCIL-RELATED DEVELOPMENT APPLICATIONS POLICY

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### PART 1 PRELIMINARY

#### 1. NAME OF POLICY

The name of this policy is the Coonamble Shire Council-Related Development Applications Policy.

#### 2. AIM OF POLICY

The policy aims to manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development.

#### 3. SCOPE

The policy applies to council-related development.

#### 4. DEFINITIONS

(1) In this policy:

**application** means an application for consent under Part 4 of the Act to carry out development and includes an application to modify a development consent. It does not include an application for a complying development certificate.

**council** means Coonamble Shire Council.

**council-related development** means development for which the council is the applicant developer (whether lodged by or on behalf of council), landowner, or has a commercial interest in the land the subject of the application, where it will also be the regulator or consent authority.

**development process** means application, assessment, determination and enforcement

**the Act** means the *Environmental Planning and Assessment Act 1979*.

(2) A word or expression used in this policy has the same meaning as it has in the Act, and any instruments made under the Act, unless it is otherwise defined in this policy.

(3) Notes included in this policy do not form part of the policy.

## **PART 2      PROCESS FOR IDENTIFYING AND MANAGING POTENTIAL CONFLICTS OF INTEREST**

### **5. MANAGEMENT CONTROLS AND STRATEGIES**

- (1) The following management controls may be applied to:
- a. The assessment of an applicant for council-related development
    - All Council-related development with a construction value exceeding \$2M shall be assessed by Council staff and referred to an external body (consultant or adjoining Council) for peer review. Note – All Council-related development with a construction value exceeding \$5M shall be assessed by Council staff and referred to the Western Regional Planning Panel.
    - Communication between the applicant and Council's assessment staff is to be made via public avenues, for example the NSW Planning Portal or email ([council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)).
    - Council development assessment staff not involved in preparing the application will assess the Development Application. The staff will remain separated from the project team.
  - b. The determination of an application for council-related development
    - All Council-related development with construction works shall be reported to the General Manager for determination.
    - All Council-related development with a construction value exceeding \$1M shall be reported to Council for determination. Note – All Council-related development with a construction value exceeding \$5M shall be referred to the Western Regional Planning Panel for determination – and is not subject to this policy.
  - c. The regulation and enforcement of approved council-related development.
    - Publication of certificates issued under Part 6 of the Act on Council's website and NSW Planning Portal
    - Engagement of a Private Certifier.
    - Peer review by a neighbouring council and/or entering into a shared services arrangement with a neighbouring council.
    - Reporting of key milestones to the full council.
- (2) The management strategy for the following kinds of development is that no management controls need to be applied:
- a. Commercial fit outs and minor changes to the building façade.
  - b. Internal alterations or additions to buildings that are not a heritage item
  - c. Advertising signage

- d. Minor building structures projecting from a building façade over public land (such as awnings, verandas, bay windows, flagpoles, pipes, and services)
- e. Development where Council might receive a small fee for the use of their land.

**6. IDENTIFYING WHETHER A POTENTIAL CONFLICT OF INTEREST EXISTS, ASSESSMENT OF LEVEL RISK AND DETERMINATION OF APPROPRIATE MANAGEMENT CONTROLS**

- (1) Development applications lodged with the council that are council-related development are to be referred to the General Manager (or a delegate) for a conflict-of-interest risk assessment.
- (2) The General Manager is to:
  - Assess whether the application is one in which a potential conflict of interest exists,
  - Identify the phase(s) of the development process at which the identified conflict of interest arises,
  - Assess the level of risk involved at each phase of the development process,
  - Determine what (if any) management controls should be implemented to address the identified conflict of interest (in each phase of the development process if necessary) having regard to any controls and strategies outlined in clause 5 of the policy and the outcome of the General Manager's assessment of the level of risk involved as set out in clause 6(2)(c) of the policy,
  - Document the proposed management approach for the proposal in a statement that is published on the NSW Planning Portal.

<b>Title: Council-related Development Applications</b>		
<b>Department: Planning, Regulatory &amp; Compliance</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
1	13 March 2024	L.Duncan
<b>Review Date:</b> March 2028		
<b>Amendments in the release:</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
<b>Annexure Attached:</b>		

**Paul Gallagher**  
**General Manager**

DRAFT

**10.17 DRAFT INFANT AND FERAL ANIMAL POLICY****File Number: C-3****Author: Lesley Duncan-Building & Compliance Manager****Authoriser: Paul Gallagher, General Manager****Annexures: 1. Draft Infant and Feral Animal Policy**  **PURPOSE**

The purpose of this report is to seek Council's approval to place the draft Infant and Feral Animal Policy on public exhibition for 28 days to invite comments/submissions from the community.

**EXECUTIVE SUMMARY**

This policy provides a mechanism to manage animals which are feral and pose a danger to staff and infant animals which need constant intensive care. The draft policy provides the framework for consistent decision making on the management of feral and/or infant animals.

**BACKGROUND**

The *Companion Animals Act 1993* (the Act), allows Council to sell or euthanise a seized or surrendered companion animal not claimed by its owner after the following holding periods have lapsed:

- 7 days for unidentified animals,
- 14 days for identified animals.

However, Section 64(2) of the Act, allows a council, in accordance with any policy that has been adopted by the Council in relation to the management of feral or infant companion animals to euthanise the seized or surrendered animal before the end of the above holding periods. Such a policy would also consider alternatives to euthanasia in accordance with 64(5) of the Act through the use of rehoming organisations approved under section 88B of the Act who will be given the opportunity to rehome animals.

This provision in the Act acknowledges that it is often not humane or practical to detain feral or infant animals at Council's impounding facility for various reasons. These may include biosecurity risk (i.e. transmission of disease), animal welfare or behavioural issues (e.g. feral cats), humane reasons or care requirements (i.e. infant animals which need an intense level of 'round the clock' care particularly in terms of warmth and feeding).

In many circumstances it is known at the time when the animal is seized or surrendered that the animal is not suitable for rehoming (i.e. feral cat). However, without a policy in place the animal is required to be kept for the minimum holding period often only to be euthanised once the holding period ends.

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

This policy relates to Action Item No: P1.3.4 of the 2023-2024 Operational Plan – *Authorise domestic animal control initiatives which are successful in reducing issues for our community.*

**(b) Financial Considerations**

There are no financial considerations arising directly from this report.

**COMMENTARY**

In 2022/2023, a total of 118 cats were impounded, of these 96 were euthanised as they were considered unsuitable for rehoming. Without a policy in place addressing feral and/or infant animals the majority of these cats would have been required to be kept at Council's impounding facility for a minimum of 7 days.

**(a) Governance/Policy Implications**

Council is required to hold companion animals at its impounding facility for the minimum holding periods. The adoption of this policy would allow the movement of feral and/or infant animals out of the facility via euthanasia or rehoming prior to the lapsing of the minimum holding period.

**(b) Legal Implications**

There are no legal implications directly arising from this report.

**(c) Social Implications**

There are no social implications directly arising from this report.

**(d) Environmental Implications**

There are no environmental implications directly arising from this report.

**(e) Economic/Asset Management Implications**

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

**(f) Risk Implications**

There are no risk implications directly arising from this report.

**CONCLUSION**

This policy authorised the euthanasia of feral and/or infant companion animals provided that the framework and processes included in the policy are followed. Euthanasia must only be considered after reasonable consideration has been given to alternatives and must be carried out in accordance with industry standards.

**RECOMMENDATION**

- 1. That the draft Infant and Feral Animal Policy be placed 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 Infant and Feral Animal Policy.**
- 3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the Infant**

**and Feral Animal Policy without any changes as a policy of Council.**

## **1. BACKGROUND**

It is a requirement of the Companion Animals Act 1998 ('the Act'), that a person who seizes a Companion Animal under the provisions of the Act, must cause the seized animal to be returned to its owner, delivered to the Council pound, or surrender the animal to an Authorised Officer within a reasonable timeframe. The Act then provides for procedures in dealing with animals including statutory holding periods.

In some cases the animals which have been seized are feral, and in other cases an infant animal is of such a young age that it cannot support its own life. In these cases, Section 64(2) requires Council to have a policy which provides clear direction on how these animals are to be dealt with, including alternatives to euthanasia, and euthanasia where alternatives are not available, or where it is considered cruel to keep the animal caged for any nominated statutory period as defined in Section 64(1) of the Act. The standard holding period currently stands at seven (7) days for unidentified animals and 14 days for identified animals.

## **2. PURPOSE**

The policy outlines the management of feral or infant companion animals, which have been lawfully seized or surrendered.

## **3. POLICY OBJECTIVE**

The objective of the policy is to establish guidelines for dealing with infant or feral animals and aim to safeguard staff from the risk associated with dealing with feral animals.

## **4. LEGISLATION**

*Companion Animals Act 1998*

*Companion Animals Regulation 2018*

## **5. APPLICATION/SCOPE**

This policy applies to the assessment and management of any feral or infant companion animal which has been lawfully seized or surrendered within the local government area of Coonamble Shire Council that is not suitable for re-homing, or able to be housed at Council's Impounding Facility.

## **6. POLICY**

### **6.1 Infant Animals**

Animals accepted into Council's pound facility identified as being infant animals will be assessed by a Regulatory Officer and the results documented and signed off by the Manager Planning, Regulatory and Compliance.

Should the infant animal be of such a size and age that survival in the long term would be remote, then Council will authorise the euthanasia of the animal under this policy.

Should the infant animal be of such a size and age that survival is possible through intensive care external of the pound, or it is in the best interest of the infant animal to warrant early release, the Council will authorise the release of the infant animal as an alternative to euthanasia, subject to the early release conditions as outlined within this policy. If suitable alternatives to euthanasia are not available at the time then Council authorises the euthanasia of the infant companion animal.

#### **6.1.1 Early Release as an Alternative to Euthanasia**

Companion animals identified as being an infant may be released on a permanent basis prior to the expiration of the statutory holding period as an alternative to euthanasia, or on the basis that such action is in the best interest of the infant companion animal's welfare.

#### **6.2 Feral Animals**

Animals accepted into Council's pound facility that are suspected of being feral will be assessed by a Regulatory Officer and the results documented and signed off by the Manager Planning, Regulatory and Compliance to validate that the animal is 'feral'.

A companion animal that is wearing a collar, identification tag or is microchipped will not be deemed feral.

Should the animal be deemed as feral and reasonable investigations into its identification have been made, and it considered cruel to keep the animal caged for the statutory holding period, the Council authorises that the animal may be euthanised prior to the standard statutory holding period.

#### **7. DEFINITIONS**

**Authorised Officer** – an employee of Coonamble Shire Council with delegated authority under the *Companion Animals Act 1998*.

**Companion animal** – a dog or cat.

**Council** – Coonamble Shire Council

**Feral Animal** – means a dog or cat whose owner is unidentified and has been living as a wild animal in undomesticated circumstances and, demonstrates such wild behaviour that handling the animal would pose a risk to staff and be seen as cruel to keep the animal caged for any length of time than deemed necessary.

**Infant Animal** – means a dog or cat in the first stage of existence and refers to an animal that is not able to feed and fend for itself or is of such age that keeping it within a pound facility would place the animal's welfare at risk.

**Statutory Holding Period** – a period seven days (7) days for unidentified animals and period of 14 days for identified animals.

**Unidentified animal** – means a dog or cat that has no form of identification contained on its being, such as a microchip or collar and tag containing owner's details.

<b>Title: Infant and Feral Animal Policy</b>		
<b>Department: Planning, Regulatory &amp; Compliance</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
1	March 2023	L. Duncan
<b>Review Date: March 2027</b>		
<b>Amendments in the release: N/A</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
<b>Annexure Attached:</b>		
<b>Paul Gallagher General Manager</b>		

**10.18 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT****File Number: E5****Author: Lesley Duncan, Building & Compliance Manager****Authoriser: Paul Gallagher, General Manager****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 December 2023 and January 2024.

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**

### **Development Applications Issued 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 February 2024.

<b>February 2024</b>			
Application Number	Description of Works	Address of Proposed Works	Approved Date
DA001/2024	Subdivison	243 Quambone Rd, Coonamble	13/2/2024
DA041/2023	Change of Use	70 Aberford St, Coonamble	7/2/2024

### **Update on Activities – Planning and Regulatory Matters**

#### **Overgrown Vegetation**

One (1) property was inspected regarding overgrown vegetation during February 2024.

#### **Emergency Orders**

Two (2) Emergency Orders for demolition were issued to fire damaged houses during February 2024.

#### **Saleyards**

The first cattle sale for the year was held on 14 February 2024. A total of 1324 head of cattle were sold.

The financial report for February 2024 is provided below:

#### **SALEYARDS ACCOUNT 01/02/2024-29/02/2024**

##### **Saleyards Operations:**

Income	37,320
Expenditure	69,372
Deficit	(32,052)

##### **Truck wash:**

Income	23,119
Expenditure	12,642
Surplus	10,477

##### **Summary:**

Income	60,439
Expenditure	82,014
Deficit	(21,575)

### **Companion Animals**

The Ranger's report is provided for December 2023 and January 2024. The following is a summary of companion animal statistics.

CORRESPONDENCE		Year to Date 2023/2024 Total
Infringements (Animals)	0	0
Infringements (Other)	0	0
Change of Details	5	24
Microchipped dogs	24	73
Registrations	2	48
Nuisance dog declaration	0	0
Dangerous dog declaration	0	5
Menace dog declaration	0	0
Notice of Possession	0	8

#### Impounded animals

During the month of February 2024, a total of 25 dogs and 13 cats were impounded.

The following provides a breakdown:

February	Dogs	Cats
Returned to owners	6	0
Rehomed	14	1
Euthanised	0	0
Still in Pound	5	12

#### Dog attacks

One (1) dog attack was reported during February 2024 in Gulargambone. 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.**

**10.19 QUAMBONE RESOURCES COMMITTEE - SECTION 355****File Number:** C-6-12**Author:** Phillip Perram-Acting Director Community, Planning, Development and Governance**Authoriser:** Paul Gallagher, General Manager**Annexures:**  
1. Quambone Resources Letter    
2. Quambone Resources Treasurers Report  **PURPOSE**

To consider the Quambone Resources Committee's request to no longer be a Section 355 Committee of Council.

**EXECUTIVE SUMMARY**

Quambone Resources Committee has been in breach of mandatory requirements under the Local Government Act since its re-creation in 2019.

**BACKGROUND**

The responsibilities and accountabilities of a Section 355 Committee are onerous and mandatory.

These are captured in the Regulations as well as a Manual and include:

- *2.1 Responsibility*
  - *Major expenditure and / or maintenance requirements letters to Council for approval*
  - *Approvals for applications for grants*
- *2.2 Code of Conduct*
  - *Committee members familiarity with the Code of Conduct*
  - *Annual Written Report to each September Council Meeting including full membership of the committee, the executive officers of the committee, all activities undertaken and a full financial report.*
- *2.4 Pecuniary Interest Disclosures*
  - *Under Section 441 of the Local Government Act, "designated persons" are required to lodge a Pecuniary Interest Disclosure each year. This includes Councillors, certain Council staff and members of community committees.*
- *3.2 Committee Membership - Vacancies*
  - *The office of any member or office bearer of the committee will become vacant in the following circumstances:*
    - (a) upon the death of the member; or*
    - (b) if the member becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent*

*debtors, compounds with his or her creditors or make an assignment of his or her remuneration for their benefit; or*  
*(c) if the member becomes a mentally incapacitated person; or*  
*or*  
*(d) if the member resigns membership by notice in writing to the committee; or*  
*(e) if the member is absent for more than three consecutive meetings without apology; or*  
*(f) if the member ceases to be a member of the organisation which he/she represents (representatives of organisations will be given preference) unless the committee otherwise resolves; or*  
*(g) while serving a sentence (whether or not by way of periodic detention) for a felony or any other offence, except a sentence imposed for failure to pay a fine.*

- 3.4 Committee Positions – Office Bearers
  - *Particulars of all appointments, i.e. committee position, name, address, contact number and the user group represented, must be notified in writing to Council as soon as possible after appointment is made.*
- 4.2.1 Records of Committee
  - *Committee records, including minutes, financial statements and correspondence need to be kept in line with the State Records Act 1998.*
- 4.3.1 Accounting
  - *Any funds raised, received or spent are subject to public scrutiny, just the same as Council. Public accountability involves a responsibility to ensure that committee funds are used in the manner for which they were intended, and that a clear and full disclosure of the committee's financial activities is available.*
  - *All records and books will be made available for inspection whenever required by any inspector of local government accounts, Council's auditor or any authorised officer of Council.*

Council has held a number of meetings with representatives of the Quambone Resources Committee including a recent acrimonious meeting where Council outlined:

1. The options:
  - a. Continuation as a Section 355 Committee,

- b. Transition to a Community Committee operating as an Association under the Fair Trading legislation,
  - c. Cease to exist and requesting Council to undertake works currently completed by the Committee's volunteers.
2. The process in respect of the future of the Committee:
- a. A resolution of Council is required to terminate a section 355 Committee.
  - b. The responsibilities and requirements of a Section 355 Committee are onerous and non-discretionary.
  - c. Records are to be maintained in accordance with the State Records Act 1998.
  - d. The funds of a Section 355 Committee are public funds.
  - e. Volunteers registered with Council, listed on a Council pre-approved activity will be insured. A confirmation of attending volunteers will be required.
  - f. Should the Committee progress to an Association from a Section 355 Committee, I would recommend the Association obtain insurance.
3. Council's understanding of the Committees suggested way forward:
- a. Request to terminate the Section 355 Committee
    - i. A report will be prepared for Council.
  - b. Details of what the Committee would like to be involved with in Quambone.
    - i. This operational matter will be determined by the General Manager.
  - c. Confirmation that volunteers will be insured.
    - i. This operational matter will be determined by the General Manager.
  - d. Seeking retention of the public funds by the Committee
    - i. This will be included in the report to Council. The legislative requirements may require an equivalent donation under Section 356.
  - e. Seeking the provision of all AGM, lists of members and office bearers, minutes and financial statements records for two years rather than since October 2019.
    - i. This operational matter will be determined by the General Manager.
    - ii. Any determination will not remove the Committee's responsibilities to keep all records in accordance with the State Records Act 1998 requirements.

The Committee has advised of funds of \$24,011.02 as at 31 January 2024 (Treasurer's Report) comprising:

- \$19,763.55 Unexpended grants
  - \$8,159.85 FRRR Grant
  - \$1,603.70 Tree Planting Grant
  - \$10,000 GrainCorp
- \$4,613.05 Funds available for general expenditure
- \$1,290.73 Tennis Club Account

Additionally, Council after numerous previous requests, has provided formal advice to the Committee that commitment of expenditure of Council's funds is unlawful and will no longer be accepted. Should the Committee wish to engage contractors without Council's approval and a requisition order the cost will be required to be borne by the Committee.

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

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

**(b) Financial Considerations**

Funds held by a Section 355 Committee are public funds and Council's funds. These funds must be managed in accordance with the regulations and can be subject to audit by the Auditor General.

The Committee has requested Council to donate the funds to the community committee.

**COMMENTARY**

The Quambone Resources Committee has recommended to Council that the Section 355 Committee be dissolved.

The requirements, roles and responsibilities of a Section 355 Committee are significant and not necessary for a successful community committee.

Additionally, the Committee has requested that the current funds be donated to the community committee "Quambone Resources Committee".

Council is unable to reconcile the funds currently held by the Committee and should seek a full reconciliation of the funds. It is appropriate that funds raised in the community remain in the community and that grants received be expended in a timely manner and acquitted judiciously.

The Committee has not advised of its intention to continue with the management of the community hall. Clarification will be sought.

The Committee has provided two years records rather than the suite of records required. The Committee will be responsible for the maintenance of all records in perpetuity in accordance with the Records Act.

**(a) Governance/Policy Implications**

The Committee remains in breach of the Policies and Procedures.

**(b) Legal Implications**

The Committee remains in breach of the Regulations.

**(c) Social Implications**

Connected and inclusive community committees can be critical for the wellbeing and growth of communities.

**(d) Environmental Implications**

Nil

**(e) Economic/Asset Management Implications**

The members of the Committee have contributed to the Quambone community in the longer term.

**(f) Risk Implications**

The community committee has been recommended to get insurance.

The Committee does not register volunteers for activities which results in significant exposure for office bearers and volunteers alike.

**CONCLUSION**

The Quambone Resources Committee members and volunteers have contributed to the community for many years.

The sustained and considerable noncompliance cannot continue.

**RECOMMENDATION****That Council**

- 1. Note the provision of Committee records for the last two years.**
- 2. Dissolve the Section 355 Committee and donate funds equivalent to the Committee funds subject to:**
  - (a) Provision of reconciled financial statements,**
  - (b) Review of the funds held and commitments,**
  - (c) Provision of the public funds to Council.**
- 3. Delegate to the General Manager to power to affect this decision after his analysis and satisfaction with the Committee's financial statements.**
- 4. Note that the Section 355 Committee records will be kept in perpetuity and in accordance with the Records Act by the Committee.**



Quambone

COONAMBLE SHIRE COUNCIL

FILE NO: C-6-12

12 FEB 2024

DOC NO: 105289

ASSIGNED: Gallagher

OPENED: Y ACTION: Y

Paul Gallagher  
General Manager  
Coonamble Shire Council  
PO Box 249  
Coonamble NSW 2829

11<sup>th</sup> February, 2024

### Quambone Resources Committee

- The Quambone Resources Committee would like to recommend to the Coonamble Shire Council that the Section 355 status currently held with the Coonamble Shire Council be dissolved.
- The Quambone Resources Committee would like to request that the funds currently in the Quambone Resources Committee account be allowed to stay with the committee as the funds were raised by the committee & are for expenditure on local Quambone community projects. This will allow us to meet our commitments and spend the funds on projects beneficial to the Quambone community.

The Quambone community has always worked diligently to repair, restore & maintain the local facilities often having to do extensive fundraising and always donating substantial hours of voluntary labour and local materials to achieve these outcomes.

Our Committee works as the umbrella organisation for the Quambone district. This has alleviated the need for multiple bodies within the community, allowed for greater interaction across the community, avoided duplication of bank fees, incorporation fees & allows for easier filing of the executive positions as we have only the one major committee.

The Quambone Resources Committee has previously adapted, evolved, & changed, as required.

We are a very resilient community & we are very proud of what the committee has accomplished over the last 48 years & hope to continue to work with Coonamble Shire Council.

Yours sincerely

Margaret Garnsey

#### President

Glenn Jones  
'Redcliffe'

Quambone NSW 2831  
0428 833 860

#### Secretary

Katrina Walker  
'Messines Cottage'

Warren NSW 2824  
0407 991 997

#### Treasurer

Margaret Garnsey  
'Moblar'

Quambone NSW 2831  
0428 242 117



## Quambone Resources Committee Minutes

• 16 March, 2022	General Meeting	Financial Report 30.01.2022 – 16.03.2022
• 18 May, 2022	General Meeting	Financial Report 16.03.2022 – 18.05.2022
• 20 July, 2022	Annual General Meeting	Financial Report - Annual Report 2021 / 2022
• 20 July, 2022	General Meeting	Financial Report 18.05.2022 – 20.07.2022
• 7 <sup>th</sup> February, 2024	Annual General Meeting	Financial Report - Annual Report 2021 / 2022
		Financial Report 20.07.2022 – 30.06.2022
		Financial Report 30.06.2022 – 31.01.2024

• Letter to Coonamble Shire Council requesting that our Section 355 committee be terminated and that all funds remain with the Quambone Resources Committee for expenditure on local Quambone community projects.

- We are already a fully registered & compliant community not for profit association.
- **Incorporated number is:- INC/Y 9881959**
- **ABN is:-90 692 594 768 - we are not registered for GST**
- **TFN is:- 842 593 420**
- **All details are current on the Australian Business Register**

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President

Quambone Resources Committee  
AGM Memberships 27.07.21  
Page 1 of 1



## Treasurer's Report

### Financial Statement 01.07.2023 – 31.01.2024

**Quambone Resources Committee – General Cheque Account # 0090 1281**

#### Income

Date	Description	Total
18.07.23	Inv 2023127 - 2023 Grounds Hire & Electricity costs Quambone Polocrosse Inv	700.00
18.07.23	Inv 2023128 - 2022 & 2023 Grounds Hire Marthaguy Picnic Races	700.00
05.11.23	Inv 2023129 - Hire of the Hall for The Voice Referendum 14.10.2023	150.00
<b>Total Income</b>		<b>\$ 1,550.00</b>

#### Expenditure

Date	Type	Description	Amount
14.07.23	DD	Origin Energy Hall Electricity – Quambone Sportsground/Racecourse	344.90
14.07.23	DD	Origin Energy Hall Electricity – Quambone Hall	235.11
20.07.23	DD	Origin Energy Hall Electricity – Quambone Fuel Site	223.71
03.08.23	BPAY	Coonamble Shire Council – Lot 6 Rates	260.34
03.08.23	BPAY	Coonamble Shire Council – Lot 5 Rates	136.25
16.10.23	DD	Origin Energy Hall Electricity – Quambone Sportsground/Racecourse	806.20
16.10.23	DD	Origin Energy Hall Electricity – Quambone Hall	185.36
20.10.23	DD	Origin Energy Hall Electricity – Quambone Fuel Site	212.57
30.11.23	BPAY	Department of Fair-Trading Annual Return	96.42
30.11.23	BPAY	Department of Fair-Trading Extension to hold AGM	38.17
13.12.23	CASH	Cash Float withdrawal for Christmas Tree 16.12.2023	500.00
14.12.23	EFT	Groceries for Christmas Tree 16.12.2023	182.17
17.01.24	DD	Origin Energy Hall Electricity – Quambone Sportsground/Racecourse	124.63
17.01.24	DD	Origin Energy Hall Electricity – Quambone Hall	321.79
22.01.24	DD	Origin Energy Hall Electricity – Quambone Fuel Site	239.72
<b>Total Expenses</b>			<b>\$ 3,907.34</b>

#### Cashbook Reconciliation

	Opening Bank Balance as at 01.07.2023	\$ 26,368.36
Plus Income		\$ 1,150.00
	<b>Total</b>	<b>\$ 27,518.36</b>
Less Expenditure		- \$ 3,907.34
	<b>Closing Cashbook Balance &amp; Bank Balance as at 31.01.2024</b>	<b>\$ 24,011.02</b>
[ \$ 8,159.85 – FRRR Grant for Hall unspent; \$ 1,603.70 – LLS Tree Planting grant unspent, Graincorp \$10,000.00 unspent]		
	<b>Total of Grant Funds unspent - \$ 19,763.55</b>	
	<b>Available funds for general expenditure</b>	<b>\$ 4,613.05</b>

**Quambone Resources Committee – Tennis Club Account # 0090 0318 - \$ 1,290.73**

**Category Review**

Moblar Partnership

Quambone Resources Committee

Months : Jul 2021 to Feb 2024

Cashflow accounts only : Quambone Resources Committee, Quambone Tennis Club

Categories : Grant Income, Grant Expenditure

Sub-Categories : FRRR, FRRR

<u>Tr #</u>	<u>Reference</u>	<u>Date</u>	<u>From/Paid To</u>	<u>C/S</u>	<u>Ent</u>	<u>Comment</u>	<u>\$ Amount</u>
<b>Grant Income</b>							
<u>December 2021</u>							
120003	...Suncorp	06/12/21	Quambone Resources Committee Foundation Rural Regional Rem	28A		FRRR Suncorp Renewal Fund - Q	12,500.00
						<u>\$12,500.00 Cr</u>	<u>\$12,500.00</u>
						<u>\$0.00Dr</u>	
<b>Total for Grant Income</b>							<b>\$12,500.00</b>
<b>Grant Expenditure</b>							
<u>July 2022</u>							
70004	INET	19/07/22	Quambone Resources Committee Murray's Floor Coverings	55A		FRRR Suncorp Renewal Fund - Q	4,106.00
						<u>\$0.00 Cr</u>	<u>\$4,106.00</u>
						<u>\$4,106.00Dr</u>	
<u>August 2022</u>							
80001	BPAY	16/08/22	Quambone Resources Committee Quambone Resources Committ	55A		FRRR - Reconnection of stove fo	140.25
						<u>\$0.00 Cr</u>	<u>\$140.25</u>
						<u>\$140.25Dr</u>	
<u>February 2023</u>							
20003	...RSEMENT	10/02/23	Quambone Resources Committee Margaret Garnsey	55A		FRRR - Glue & consumables Qua	93.90
						<u>\$0.00 Cr</u>	<u>\$93.90</u>
						<u>\$93.90Dr</u>	
<b>Total for Grant Expenditure</b>							<b>\$4,340.15</b>
<b>Report Total</b>							<b>\$8,159.85</b>
						<u>\$12,500.00 Cr</u>	<u>\$4,340.15Dr</u>

\*\*\* End of Report \*\*\*

**Category Review**

Moblar Partnership

Quambone Resources Committee

Months : Jul 2020 to Feb 2024

Cashflow accounts only : Quambone Resources Committee, Quambone Tennis Club

Categories : Grant Income, Grant Expenditure

Sub-Categories : CWLLS, CWLLS

<u>Tr #</u>	<u>Reference</u>	<u>Date</u>	<u>From/Paid To</u>	<u>C/S</u>	<u>Ent</u>	<u>Comment</u>	<u>\$ Amount</u>
<b>Grant Income</b>							
<u>July 2021</u>							
70001	GRANT	02/07/21	Quambone Resources Committee Local Land Services Grant	28C		2020 - LLS Grant to plant trees	5,000.00
						<u>\$5,000.00 Cr</u>	<u>\$5,000.00</u>
						<u>\$0.00Dr</u>	<u>\$5,000.00</u>
<b>Total for Grant Income</b>							<b>\$5,000.00</b>
<b>Grant Expenditure</b>							
<u>August 2021</u>							
30002	NETBNK	12/08/21	Quambone Resources Committee Delta Agriculture	55C		Fencing material for tree enclos	2,896.30
						<u>\$0.00 Cr</u>	<u>\$2,896.30</u>
						<u>\$2,896.30Dr</u>	<u>\$2,896.30</u>
<u>February 2022</u>							
20002	NETBNK	12/02/22	Quambone Resources Committee Linwood Trees	55C		LLS Tree planting grant - Trees	500.00
						<u>\$0.00 Cr</u>	<u>\$500.00</u>
						<u>\$500.00Dr</u>	<u>\$500.00</u>
<b>Total for Grant Expenditure</b>							<b>\$3,396.30</b>
<b>Report Total</b>							<b>\$1,603.70</b>

\*\*\* End of Report \*\*\*

## **10.20 OFFICE OF LOCAL GOVERNMENT PERFORMANCE AND SUSPENSION ORDERS**

**File Number:** G9-1

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

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** Nil

### **PURPOSE**

To advise Council of the publication of a revised framework for issuing performance and suspension orders.

### **EXECUTIVE SUMMARY**

The Minister for Local Government or his/her delegate has powers under the Local Government Act to intervene in Councils when they are dysfunctional or failing to meet their legal obligations. To help councils achieve the necessary improvement, the Minister can:

- Issue a Performance Improvement Order to encourage councils to drive their own improvement,
- Suspend a council for up to 3 months, with a possible extension of a further three months in more serious cases. This power can be characterised as a 'time out'.

Such action is aimed at preventing the need for more serious action such as a public inquiry which could result in the dismissal of all Councillors.

### **BACKGROUND**

Councils are responsible for their own performance. Where councils are not performing satisfactorily, the Minister for Local Government (the Minister) and the Office of Local Government (OLG) encourage and support councils to voluntarily take actions to improve.

Where this fails, performance improvement, compliance, and suspension orders may be used to ensure Councils and individual Councillors take the actions required to address the performance issues identified. Interim administrators, temporary advisers and financial controllers can be appointed to assist a Council. The decision regarding what action should be taken will be based on the nature and seriousness of the performance issue and the response of the Council.

The OLG has published the "Performance and Suspension Orders – Procedural Framework". This document provides information on the processes for issuing orders, monitoring compliance, and for taking further action in the case of non-compliance.

This document underpins the relevant sections of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation). The provisions of these instruments will prevail in the case of any inconsistency with this document.

There are two sections:

Section 1: Performance improvement orders (including the appointment of temporary advisers and financial controllers)

Section 2: Suspension orders (including the appointment of interim administrators)

There are also two appendices.

Appendix 1 provides additional information on interim administrators, including criteria for appointment and how they are to exercise their functions.

Appendix 2 provides information on the recovery of costs of public inquiries, where a Council has failed to address concerns about its performance.

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

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

**(b) Financial Considerations**

The Minister and OLG review the stewardship and governance of Council's funds, resources and operations.

**COMMENTARY**

*Performance improvement orders*

**Purpose**

*Section 438A of the Local Government Act 1993 (the Act) enables the Minister (or their delegate) to issue a performance improvement order.*

*A performance improvement order can be used to require a Council, or individual Councillors, or both, to improve the Council's performance, within a specified time.*

*A performance improvement order can also be used to change the quorum for a Council's meeting where this is considered necessary to facilitate decision making.*

**Initiation of the process**

*The OLG monitors the performance of Councils and that may identify the potential need for a performance improvement order.*

*A Council or any person can ask the Minister to issue a performance improvement order. Such requests, which may be referred to the OLG, should be accompanied by information and evidence demonstrating why an order is necessary to improve the performance of a Council.*

*The OLG may recommend to the Minister that an order is necessary to improve the performance of a Council or the Minister can act on their own to initiate the process.*

*The Minister is not obliged to act on a request or recommendation to issue a performance improvement order.*

**Criteria to be considered:**

Section 438A of the Act provides that a performance improvement order may be issued if the Minister or their delegate "reasonably considers" action must be taken to

improve the performance of the Council. The issues or conduct in question should be sufficiently serious to warrant the order.

Section 413D of Local Government (General) Regulation 2021 (Regulation) stipulates the criteria that must be considered before issuing a performance improvement order.

Examples of where a performance improvement order may be issued include:

- a Council has consistently failed to implement required legislation or consider mandatory guidelines such as those related to Integrated Planning and Reporting
- a Council has failed to heed advice from OLG and/or declined offers of assistance
- the conduct of an individual or a group of Councillors is having an adverse impact on the Council's performance and/or is disrupting the ability of the council to function
- a Council has failed to follow proper process in making a decision that will impose significant costs on the community
- a Council has immediate and ongoing financial sustainability issues
- a Council has failed to address an auditor's concerns
- a Council is not following the required processes to appoint or manage its General Manager.

If the Minister considers a performance improvement order may be necessary, or may need to be varied, a notice of intention will be prepared and served on the Council.

If the Minister determines a performance improvement order will be issued, OLG will serve the order on behalf of the Minister.

If the Minister issues a performance improvement order to a Council, they may appoint one or more persons as a temporary adviser or financial controller to the Council.

Councillors and Council staff are required to co-operate with the temporary adviser and provide any information or assistance necessary for the temporary adviser or financial controller to exercise their functions.

The Act specifies the functions and powers of financial controllers, including that no payment may be made from any funds of the Council unless it is authorised by the financial controller.

### *Suspension orders*

*Section 438I of the Act provides the Minister with a power to suspend all Councillors as the governing body of Council for three months. This period may be extended once for up to a further three months. The purpose of a suspension is to allow an interim administrator to be appointed to restore the proper or effective functioning of a Council.*

*The appointment of an interim administrator may be necessary to enable prompt action to be taken to correct a problem, provide time to build or restore*

*relationships, allow effective business to resume, and/or to remedy a failure by a Council to do something required of it.*

*The issuing of a performance improvement order is not a pre-requisite for the suspension of a Council, but a failure to comply with such an order will generally lead to consideration of suspension.*

*Additionally, section 438W provides the Minister with a power to suspend all Councillors during a public inquiry relating to that Council.*

*Requests to the Minister for Local Government to issue a suspension order may be made by any person including the Departmental Chief Executive, or others, such as council officials, members of the public, other Ministers and other Members of Parliament.*

*The Minister is not obliged to act on every request to issue a suspension order.*

Criteria to be considered:

Sections 438I and 438J of the Act and section 413E of the Regulation specify the criteria.

*Section 438I of the Act provides that a suspension order may be issued if the Minister “reasonably believes” the appointment of an interim administrator is necessary to restore the proper or effective functioning of the Council. Therefore, the issues or conduct in question should be sufficiently serious to warrant the order.*

*Section 438J of the Act makes provision for criteria to be considered when deciding whether a Council should be suspended. The criteria to be considered are prescribed by section 413E of the Regulation.*

*Examples where it may be appropriate to issue an order include:*

- a Council is continually unable to function because of the inability to achieve or maintain a quorum*
- a Council is unwilling, or lacks the capacity to improve performance in a timely manner*
- the appointment of an interim administrator is necessary because the relationships between members of the elected body have broken down*
- a Council’s poor performance is having a significant negative impact on its reputation and/or local government generally*

Process for issuing an initial suspension order:

*OLG may conduct preliminary enquiries and review available information to assist the Minister in considering the suspension criteria and deciding whether a suspension order may be warranted.*

*The Minister must issue a notice of intention to the Council if they form a preliminary view that suspension may be warranted. The requirements for this notice are specified in section 438K of the Act.*

*The notice of intention to issue a suspension order will contain the following information:*

- the reasons why it is proposed to issue a suspension order*
- the duration of the proposed suspension*

The Minister must appoint one or more interim administrators to fulfil the functions of the governing body (including the functions of mayor) during the period of suspension.

**(a) Governance/Policy Implications**

Council must maintain good governance and comply with the regulatory and policy framework in the implementation of the Community Strategic Plan, delivery program and strategies, service reviews and consideration performance measurement data.

**(b) Legal Implications**

Section 438A of the Local Government Act 1993 (the Act) enables the Minister (or their delegate) to issue a performance improvement order.

**(c) Social Implications**

Nil

**(d) Environmental Implications**

Nil

**(e) Economic/Asset Management Implications**

Good governance is critical for economic development and optimisation of assets.

**(f) Risk Implications**

Noncompliance results in significant risk to Council and Councillors.

## **CONCLUSION**

The Minister for Local Government has powers under the Local Government Act to intervene in Councils when they are dysfunctional or failing to meet their legal obligations.

To help Councils achieve the necessary improvement, the Minister can:

- Issue a Performance Improvement Order to encourage councils to drive their own improvement.
- Suspend a council for up to 3 months, with a possible extension of a further three months in more serious cases. This power can be characterised as a 'time out'.

## **RECOMMENDATION**

**That Council note the Office of Local Government's publication of the Performance and Suspension Orders – Procedural Framework and the Minister's (and Office of Local Government's) powers.**

**10.21 AUDIT, RISK & IMPROVEMENT COMMITTEE****File Number: C6-19****Author: Phillip Perram-Acting Director Community, Planning, Development and Governance****Authoriser: Paul Gallagher, General Manager****Annexures: Nil****PURPOSE**

To advise of Council of the status of Audit, Risk and Improvement Committee (ARIC) and the outcomes of the February ARIC Meeting.

**EXECUTIVE SUMMARY**

Together with Gilgandra Shire Council, Council has called Expressions of Interest for independent members of ARIC.

ARIC met in Coonamble on 22 February 2024.

**BACKGROUND**

The *Local Government Act 1993* (Act), the Local Government (General) Regulation 2021 (Regulation) and the Risk Management and Internal Audit for Local Government in NSW Guidelines require each Council in NSW to have:

- an audit, risk and improvement committee that continuously reviews and provides independent advice to the council on how it is functioning and managing risk.
- a robust risk management framework that accurately identifies and mitigates the risks facing the council and its operations, and
- an effective internal audit function that provides independent advice as to whether the council is functioning effectively and the council's internal controls to manage risk are working.

ARIC must keep under review the following aspects of the Council's operations —

- (a) compliance,
- (b) risk management,
- (c) fraud control,
- (d) financial management,
- (e) governance,
- (f) implementation of the strategic plan, delivery program and strategies,
- (g) service reviews,
- (h) collection of performance measurement data by the council,
- (i) any other matters prescribed by the regulations.

ARIC is also to provide information to the Council for the purpose of improving the Council's performance of its functions.

From 1 July 2024, all Councils are required to have a risk management framework and an internal audit function.

Council has commenced this significant body of work but will not be completed before 30 June 2024.

#### Membership

Council has appointed a joint Chair with Gilgandra Shire Council but is yet to appoint two independent members.

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

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

#### **(b) Financial Considerations**

ARIC has been created to review the stewardship and governance of Council's funds, resources and operations. ARIC must keep under review Council's financial management.

### **COMMENTARY**

#### *Membership*

Gilgandra and Coonamble Shires have called Expressions of Interest (EOI) for independent members of ARIC. Additionally, both Councils are exploring the potential for an independent member to be appointed from Council's sister city, Campbelltown City Council.

It is hoped to have the two independent members appointed in April prior to the scheduled May ARIC meeting.

#### *ARIC Meeting 22 February 2024*

Council completed a comprehensive report to the ARIC Committee. This report includes:

- Coonamble – ARIC
- Staff Status
- Councillors Training
- Policies and Program
- Financial
- External Audit
- Internal Audit
- Risk Management
- OLG Calendar of Compliance & Reporting
- Statement of Performance Measures
- Known Exposure

## REPORT

As key positions are being filled, Council is gaining a better understanding of the status of operations, performance and compliance.

### Coonamble - ARIC

#### *Coonamble Councillor Member*

Council has appointed a Councillor Barbara Deans as a non-voting member of ARIC.

#### *Independent Members*

Council is exploring two avenues to find the required two Independent Members.

An ARIC Independent Members Information Pack has been prepared to enable calling of an Expression of Interest. The Information comprises:

- Expression of Interest
- Information Pack
- ARIC Terms of Reference
- Internal Audit Charter
- Draft Annual Work Plan

Appointment from Council's Sister City, Campbelltown City Council.

#### *Action Plan*

An Action Plan has been prepared based on a number of Council's Action Plan but primarily Lachlan Shire Council.

Charter Requirement	Responsible Council Officer	Frequency	Feb	May	Aug	Oct	Nov
Compliance (Legislative)	Executive Leader Corporate Governance	Annually					X
Risk Management (incl WHS)	Manager WHS and Risk	Quarterly	X	X	X		X
Business Continuity Planning	Manager WHS and Risk			X			
Disaster Recovery Planning	Manager WHS and Risk						X
Fraud and Corruption - Policy - Control Plan - Risk Register	Executive Leader Corporate Governance	Annual			X		
Financial Management - Quarterly Budget - Changes in accounting policies and strategies	Director Services / Corporate Manager Finance	Quarterly	X	X	X		X
Financial Management - Draft Financial Statements	Director Services / Corporate Manager Finance	Annual			X		
Financial Management - Final Financial Statements - Audit Office of NSW Engagement Closing Report	Director Services / Corporate Manager Finance	Annual				X	
Financial Management - Audit Office of NSW Client Engagement Plan	Director Services / Corporate Manager Finance	Annual	X				
Financial Management - Investment Certification	Director Services / Corporate Manager Finance			X			
Procurement - Policy Framework - High Level Statistics	Director Services / Corporate Manager Finance		X				
Internal Audit - IA Report - Annual Plan - Audit Recommendation Progress	Internal Auditor (TBD)/ Executive Leader Corporate Governance/ Director Corporate Services	Quarterly	X	X	X		X
Governance - Policy Framework - Gifts and Benefits - Conflict of	Executive Leader Corporate Governance/ Director Corporate Services	Annual			X		

Interest - Public Interest Disclosures (PID)							
Governance - Information Technology - Data management and control	Director Corporate Services / Network and Systems Administrator	Bi-annual		X			X
Governance - Public Interest Disclosures	Executive Leader Corporate Governance/ Director Corporate Services			X			
Insurance - Insurance Renewals (for information only)	Director Corporate Services	Annual			X		
Implementation of the Strategic Plan, Delivery Program and strategies - Council's Annual Report (Nov) - Delivery Plan (May) or when approved - Strategies as they arise ad hoc to agendas	Executive Leader Corporate Governance/ Director Corporate Services	Bi-annual		X			X
Service Reviews	Executive Leader Corporate Governance/ Director Corporate Services	Bi-annual	X		X		
Collection of performance measurement data	ARIC Chair / Executive Leader Corporate Governance	Annual					X
Self Assessment – Audit and Risk Committee	ARIC Chair / Executive Leader Corporate Governance	Annual					X
Annual Audit Risk and Improvement Committee Report to Council	ARIC Chair / Executive Leader Corporate Governance						

### Staff Status

Council has ~110 employees including part time and casual staff.

- Actual FTE 94.8
- Vacant Positions 12.8 (Reduced from 33 and excluding Waste)
- Waste To be determined (numerous across three sites)

Vacant Role	Vacancy	Status
-------------	---------	--------

	Short - < 2 months Medium - >2 and <6 months Long - > 6 months	
Director Community Planning, Development & Environment	Short	Acting Director for 6 months ending 1 March 2024. Applications close 19/2/2024
Executive Manager Corporate Governance	New Role	Applications close 19/2/2024
Manager WHS & Risk	Long	Appointment made
Trades & Maintenance Co-ordinator	Long	Transferred from Corporate Services – Assets to Parks and Urban Services Advertised
Grants & Communications Officer	Long	Readvertised three times. Readvertised scheduled for Welcome to Coonamble Function late February. Potential role split.
Visitor Information Officer (0.8)	Long	Readvertised two times. Scheduled to be readvertised aligning to Welcome to Coonamble Function
Senior Customer Service Officer	Medium	Advertised
Quarry Production Controller	Long	Advertised
Works Assistant Parks and Urban Services	Medium	Advertised
Heavy Plant Operator	Medium	Advertised with pending interviews
Strategic Planner	Long	Strategic Planning by Manager. Contract Building Surveyor Progressing a Trainee

		Health and Building Surveyor
IT Support Officer	Long	No recruitment
Technical officer Assets	Long	No recruitment
Other		
Risk Management Specialist	New Role	12 month appointment to complete Risk Management Framework and compliance.
Waste - Multiple <ul style="list-style-type: none"> <li>• Overseer</li> <li>• Front of House</li> <li>• Works Assistants</li> <li>• Plant Operator</li> </ul>	New Roles	Transfer of Waste Function in house.
Employment Initiatives	New Roles	1.Care for Country – 20 Trainees 2.Waste – 10 Trainees - Old landfill/ green waste/ concrete crushing 3.Plant School
Training Officer	New Role	Previous WHS and Training Coordinator role changed to Manager WHS and Risk  Temporary appointment of a part time training officer to ensure ongoing training

### *Proposed Restructure*

Directors presented concepts to MANEX Meeting on 15 January 2024.

General Manager is proposing a number of changes to the organisation structure to reflect the needs and delivery of the operations plan. The proposed structure will be finalised on 30 June 2024. In the interim a series of new positions have been developed which include but not limited to a Risk Management Specialist to develop the risk framework.

### *WHS, Risk Management and ARIC*

The appointment of the Manager WHS and Risk, and temporary appointment of the Risk Management Specialist in the immediate future will address two critical challenges confronting Council. WHS, particularly in waste management, will be the sole focus of the Manager with the risk management framework, risk appetite and

upgrade to meet the Australian Standard the focus of the Risk Management Specialist.

### Councillors Training

Council has adopted a new Councillors Training Policy which includes the requirements for Induction and Professional Development.

Council has conducted in house Social Media and ARIC Training for Councillors and staff. Mayor Tim Horan and Councillors Pat Cullen, Barbara Deans and Bill Fisher attended the Social Media training. No Councillors attended the ARIC Training.

Councillors training expenditure to date is \$3,526.00.

A report is being prepared for the March Council meeting in respect of the mandatory requirement for the General Manager to prepare an Induction and Professional Development Plan.

### Policies and Programs

Council continues to address shortcomings in its suite of Policies and Program.

Policies reviewed by Council since 1 July 2023:

- Staff Uniform Policy
- Draft Modern Slavery Prevention Policy
- Councillors Training Policy
- Local Preference Purchasing Policy
- Social Media Policy

### *Planning, Compliance and Regulatory*

Council is also addressing the backlog in Planning, Compliance and Regulatory:

- The Swimming Pool Barrier Inspection Program Policy has been adopted and staff are now undergoing training to implement the policy.
- Council's first Section 7.11 Developer Contribution Plan is being presented to the February Council Meeting.
- The Onsite Sewer Management Systems (OSMS) Policy has been placed on public exhibition and staff are being scheduled for training.

The Council Related Development Application Policy has been drafted and will be presented to the March Council Meeting.

### Financials

Coonamble Annual Financial Statement 2023 were forwarded on 6 November 2023.

### *December Quarterly Budget Review*

The December Quarterly Budget Review (QBR) will be presented to the Council Meeting on 14 February 2024.

Variations of particular note are:

- |   |           |
|---|-----------|
| • Quarry Operations (increase to \$3,603,727)       | \$964,257 |
| • Waste Management Disposal (Increase to \$702,000) | \$100,000 |
| • Coonamble Old Landfill (Increase to \$100,000)    | \$40,000  |
| • Regional Emergency Road Repair Fund Program       | \$400,000 |
| • SES Station – Loan Funds reallocation             | \$237,256 |

• LRCI P4 Facilities upgrade	\$410,229
• Renovations/Repair – Residential Properties	\$207,400
• Coonamble Sports Ground FAGs Grant	\$165,000
• Waste Plant	\$250,000
• Purchase 46-54 Castlereagh Street	\$750,000

Externally Restricted Funds reduced by \$5.8 million.

Internally restricted funds reduced by 12.7 million.

Significant Commonwealth and State grants owing has reduced the level of working funds.








The estimated position at 30 June 2024 indicates a satisfactory state.

### External Audit

Audit documentation forwarded on 6 November 2023:


- Report on the Conduct of the Audit,
- Independent Auditor's Report for the general-purpose financial statements,
- Independent Auditor's Report for the special purpose financial statements,
- Independent Auditor's Report for the special schedule – permissible income for general rates,
- Coonamble Final Management Letter.

### Summary of Issues

Issue	Detail	Likelihood	Consequence	Risk assessment
<b>Prior year matters not resolved by management</b>				
1	<u>Information technology general controls</u>	Possible	Medium	 Moderate
2	<u>Remediation provision</u>	Almost certain	Medium	 Moderate
3	<u>Improvement opportunities - governance and cybersecurity</u>	Possible	Medium	 Moderate
4	<u>Excessive annual leave</u>	Possible	Medium	 Moderate
5	<u>Rural fire-fighting equipment not recognised in the financial statements</u>	Almost certain	Medium	 Moderate
6	<u>Rates - review of critical amendments</u>	Possible	Low	 Low
<b>Current year matters</b>				
1	<u>Audit, Risk and Improvement Committee</u>	Almost certain	Medium	 Moderate

Prior year matters not resolved:

### Issue 1: Information technology general controls

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Medium	Yes	Operational	 Moderate

**Observation**

Our review of the information technology general control environment identified the following:

- Council did not produce audit logs of privileged accounts to monitor and identify suspicious or unauthorised activity throughout the year. It was noted that this review commenced in June 2022;
- Conflicting system access levels;
- During our audit, we reviewed user access levels for major modules of the financial management software (Practical Plus) including general ledger, accounts payable, and bank reconciliations. We noted staff with conflicting access levels: one Finance officer is set up as a system administrator which allows full access to all major modules including general ledger, accounts payable, and bank reconciliations. This officer is also one of the system administrators for the banking software and is an EFT transferor;
- Other:
  - Council does not have an IT security policy, IT change management policy, Incident & Problem Management Policy or a Disaster Recovery Plan; and
  - Council does not follow the recommended password length of a minimum of 10 characters in respect to password parameters.

**Implications**

- If audit logs of privileged IT access activities are not maintained and secured from amendment, there is an increased risk of inappropriate activities or transactions occurring, which may go undetected.
- Inappropriate system access increases the risk of fraud, creating opportunities for both erroneous and inappropriate actions. For example, unauthorised changes may be processed by staff with conflicting access levels.
- Council may be exposed to a greater risk of issues with IT.

**Recommendation**

- For those users assigned administrator IT access privileges, we recommend Council consider the following controls:
  - audit logs maintained for an appropriate period.
  - audit logs secured from amendment or deletion.
  - privileged access audit logs reviewed regularly by a suitably independent and qualified individual, with appropriate action taken when required.
- Segregation of duties is critical to effective internal control. To reduce the potential risk of fraud, system access levels of users should be reviewed and altered as appropriate.
- Council should implement relevant policy and plans; and
- Password parameters in place for each audit relevant system should be reviewed and updated in accordance with best practice guidelines.

**Management response**

Agree with user logs, policy and plans.

Disagree with segregation of duties - Regarding the segregation of duties, Council has limited staffing resources and it is necessary to have staff who may access levels across functions. As in the past, the risk is considered acceptable and the implemented control measures serve to mitigate these risks.

Council is has recently commenced producing audit logs for changes to systems, which are independently reviewed. Audit logs for privileged users will be produced and reviewed by two Council employees. A hard copy of the log will be printed and signed the two Council employees, with a softcopy version of the log created and stored in a secure location.

Council staff will continue to work on developing and implementing the relevant IT plans and policies.

**Person responsible:****Date (to be) actioned:**

Amdad Bhuiyan, Systems and Network Administrator

March 2023

Bruce Quarmby, Director of Corporate Services

Status:

#### Audit Logs

- Audit Logs Production
  - Audit Log is enabled.
- Audit Logs for Privileged Users reviewed by 2 employees.
  - Every month the audit log report is produced and reviewed by the System & Network Administrator and Director Corporate Services.
- Hard copy log printed and signed by two employees.
  - Signed copies are filed in the Director Corporate Services Office.
- Softcopy version of log created and stored in a secure location.
  - Soft copies are stored in "G" Drive

#### IT Security Policy

- Remote access tool policy, remote access policy, server security policy, workstation security policy, VPN policy are in draft.

#### IT change management Policy

- Change management policy in draft.


#### Incident & Problem Management Policy

- No active policy, currently being worked on.

#### Disaster Recovery Plan

- Council has a Crisis Management Plan Coonamble Shire Council July 2012
- This Plan is required to be reviewed and updated.

## Issue 2: Remediation provision

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Almost certain	Medium	No	Reporting	 Moderate

### Observation

Council operates a landfill facility and a quarry site. There is currently no provision for remediation recognised in the financial statements. Council has established internal restrictions (reserves) for quarry rehabilitation which amounted to \$160,000 as at 30 June 2021.

### Implications

Liabilities may be understated.

### Recommendation

Council should review its obligation to remediate the sites and determine the related costs and timing. The potential obligation should be recognised and measured in accordance with Australian Accounting Standards; bearing in mind the materiality of the potential impact on the financial statements.

### Management response

Agree

Management had planned to undertake a review of these obligations during 2021/22 but due to the effects of COVID-19 coupled with changes to key staffing positions this process has been delayed.

Consultants have recently provided Council with an operational review of the Quarry Operations, which included an identifying the value for the required rehabilitation costs which will be included in the 2022/23 financial statements. Council is in the process of engaging specialised independent consultants who will assist management with the review regarding the requirements for provision for remediation of the landfill site as soon as possible.

Person responsible:	Date (to be) actioned:
Daniel Noble, Director Infrastructure Services	May 2023
Bruce Quarmby - Director of Corporate Services	

Status:


### Quarry Operations

- Consultant - identifying the value for the required rehabilitation costs which will be included in the 2022/23 financial statements.
- Value of Rehabilitation Costs - \$846,865.80 (GST Included )
  - NPV is \$549,320 life is 20 + plus years from date of report in 2022.
- Value of Quarry Reserve Balance:
  - 30 June 2021 \$160,000
  - 30 June 2022 \$ 170,000
  - 30 June 2023 \$180,000
  - Estimate 30 June 2024 \$190,000

### Landfill Sites

- No Assigned Value for rehabilitation of any of the sites has been ascertained.
- Council is experiencing difficulty in sourcing an appropriate consultant.

## Issue 3: Improvement opportunities - governance and cybersecurity

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Medium	No	Operational	 Moderate

### Observation

We have previously collected data on several key areas across the Council sector to be incorporated into the Auditor-General's Report to Parliament for Local Government. Our findings included:

#### Governance:

- Council does not have a documented legislative compliance policy and legislative compliance register;
- Council does not have a documented risk management policy or an enterprise risk register that links risks with the strategic objectives of the Council;
- Council's fraud control policy was last updated in June 2005. Council does not have a fraud control plan and has not undertaken a risk assessment. Council did not perform a fraud control health check (within the last three years) and fraud awareness training for all staff is not undertaken at regular intervals (at least every 2-3 years). New starters do not complete a conflicts of interest declaration or sign-off on the code of conduct. Existing staff do not complete a conflicts of interest declaration annually or sign off on the code of conduct annually. Council does not report on fraud control activities in their annual report.

#### Cybersecurity

- Council's IT risk register does not include the risk of cyber-attack;
- Council does not have cyber risk policy or framework;
- Council does not have a separate budget to spend on cybersecurity; and
- Council has not delivered training to all staff on cybersecurity.

### Implications

Council may be exposed to a greater risk of non-compliance and issues with governance processes and cybersecurity.

### Recommendation

Management should assess the risks arising from the observations above and prioritise the implementation of relevant policies and procedures.

### Management response

Agree on the need for development and implementation of Registers and Policies and Training

A suite of draft documents including an It Risk Register, a register of cyber incidents and Cyber Risk Policy have been developed, these may require further refinement prior to adoption. A structured training program will be implemented following the adoption of the policy.

Agree on the need for a separate budget for cyber security. This has been recognised in the 2022/2023 Operational Budget.

### Person responsible:

### Date (to be) actioned:


Amdad Bhuiyan, Systems and Network Administrator    June 2023  
 Bruce Quarmby, Director of Corporate Services  
 Amanda Nixon, Manager People, Risk and Improvement

## Status:

- legislative compliance policy;
  - In progress looking at developing / adopting policy prior to 30 June 2024.
- legislative compliance register
  - Progressing looking at implementing 3<sup>rd</sup> party software provider
- risk management policy or an enterprise risk register.
  - In progress looking at developing / adopting policy in draft format to MANEX prior to 30 June 2024.
- fraud control policy;
  - Progressing looking at developing / adopting policy in draft format to MANEX prior to 30 June 2024.
- fraud control plan;
  - Scheduled for review following the adoption of the fraud control policy.
- fraud risk assessment;
  - Scheduled for completion in conjunction with the fraud control plan.
- fraud control health check;
  - Potential outsourcing as a precursor to the health check and risk assessment.
- fraud awareness training;
  - Preliminary discussion with HR to include in training plan and funding in the 2024/25 budget.
  - Key staff are making use of ICAC seminars.
- New starters do not complete a conflicts of interest declaration or sign-off on the code of conduct.
  - Council is proposing a full review of staff induction prior to 31 December 2024
- Existing staff do not complete a conflicts of interest declaration annually or sign off on the code of conduct annually.
  - Key management staff complete related parties' disclosures and pecuniary interest disclosures.
  - Code of Conduct training is scheduled for all staff before 30 June 2024.
- Council does not report on fraud control activities in their annual report.
  - A reporting structure is to be investigated.
- IT Risk Register including the risk of cyber-attack.
- cyber risk policy or framework.
  - Progressing, as below, pending adoption of policy.
  - Control measures are in the process of being implemented.
- separate budget to spend on cybersecurity:
  - 2022/23      \$1,520,
  - 2023/24      \$22,743.
    - Budget allocation commentary security component in Microsoft not being captured against this spend.
- training to all staff on cybersecurity;
  - Included in discussions to ensure funding is considered in 2024/25 operational plan.

Cyber Security Framework Check List	
Description	Status
Application Control	Deployed with issue
Patch Applications	Completed
Configure MS Office Macro Settings	Deployed with issue
User Application Hardening	completed
Restrict Administrative Privileges	completed
Patch Operating Systems	completed
Multi-Factor Authentication	Deployed
Regular Backups	Completed
Mobile Device Management	Completed
Awareness	Completed
Cyber Security Training	Completed
Password Policy	Completed
Resilience and Service Continuity	Completed
Data Identification and Classification	Work in progress
Risk Management	Completed
Change Management	Completed
Remote access tools	Completed
Work from home	Completed
restrict the use of privileged accounts	Completed
Email Security	Completed
Conducting vulnerability assessments and network penetration tests for key systems throughout their lifecycle to identify security vulnerabilities	Partial
Privileged access is revoked immediately once there is no longer a specific business need for it	
System and Software Acquisition	Need to develop check list
Cloud Computing risk assesment	Need to develop check list
Critical System Backup	Inplace
Updates Security Patches and device firmware	Ongoing Process
Offline Backup	No infrastructure
Cyber Security Incident register	Completed
business continuity plan ( Emergency Response )	Inplace
End point security	Completed
An accurate time source is established	Completed

### Issue 4: Excessive annual leave

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Medium	No	Operational	 Moderate

#### Observation

We identified fourteen (14) employees with accrued annual leave balances in excess of 300 hours (i.e. 40 days). The total headcount for staff eligible for annual leave was eighty-two (82) as at 14 April 2022.

Council should aim for employees to have, as a minimum, less than 40 days of accrued annual leave at any point in time in accordance with the Local Government Award.

#### Implications

Excessive annual leave balances can result in:

- higher future employee liabilities as a result of salary increases. This means that accrued leave will be paid at higher rates
- increased risk that staff performing key control functions are not rotated. It may also conceal fraud or further inefficiencies
- work, health and safety implications and reduced productivity.

#### Recommendation

Council should monitor and manage excessive annual leave balances on a regular basis and establish individual leave management plans to reduce the leave balances over time.

#### Management response

Noted and partially agree.

The approval of leave requests by employees is conditional on the needs of the organisation. Council currently does not have the flexibility within its workforce for key personnel to take extended periods of leave. This flexibility has also been further limited with a recent high turnover off staff and the time taken to fill these vacancies.

Measures have been implemented to ensure respective managers are made aware of the leave balances of employees under their supervision through a fortnightly report. Managers, depending on departmental workloads and flows, then can discuss the subject of excessive leave with the respective employee.

Regarding increased leave liability being incurred by Council, a further control measure is recent changes to the Local Government State Award have allowed employees the ability to request their leave entitlements be paid out to them. Management have informed staff of this right and it has indeed been accessed by staff.

#### Person responsible:

Ross Earl, Interim General Manager  
Amanda Nixon, Manager People, Risk and Improvement

#### Date (to be) actioned:

June 2023

#### Status:


#### Excessive Leave Balances > 40 days

- |                                       |    |
|---------------------------------------|----|
| • Balance 30 June 2021                | 16 |
| • Balance 30 June 2022                | 11 |
| • Balance 30 June 2023 (& 31/12/2023) | 12 |

Report to MANEX in March for Manager's action.

With the appointment of new staff to back fill the vacancies within Council operations, it is anticipated that the leave balances will reduce as staff will have the opportunity to take their leave or be instructed to take leave.

## Issue 5: Rural fire-fighting equipment not recognised in the financial statements

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Almost certain	Medium	No	Reporting	 Moderate

### Observation

The Council has not recognised rural fire-fighting equipment as assets within 'Infrastructure, property, plant and equipment' in the Statement of Financial Position at 30 June 2022. In my opinion, these assets are controlled by the Council and should be recognised as assets in accordance with AASB 116 'Property, Plant and Equipment'.

Australian Accounting Standards refers to control of an asset as being the ability to direct the use of, and obtain substantially all of the remaining benefits from, the asset. Control includes the ability to prevent other entities from directing the use of, and obtaining the benefits from, an asset.

Rural fire-fighting equipment is controlled by the Council as:

- these assets are vested in the Council under section 119(2) of the Rural Fires Act 1997 (Rural Fires Act), giving the Council legal ownership
- the Council has the ability, outside of emergency events as defined in section 44 of the Rural Fires Act, to prevent the NSW Rural Fire Service from directing the use of the rural fire-fighting equipment by either not entering into a service agreement, or cancelling the existing service agreement
- the Council has specific responsibilities for fire mitigation and safety works and bush fire hazard reduction under Part 4 of the Rural Fires Act. The Council obtains economic benefits from the rural fire-fighting equipment as these assets are used to fulfil Council's responsibilities
- in the event of the loss of an asset, the insurance proceeds must be paid into the New South Wales Rural Fire Fighting Fund (section 119(4) of the Rural Fires Act) and be used to reacquire or build a similar asset, which is again vested in the Council as an asset provided free of charge.

While Council has undertaken procedures to confirm the fair value of this equipment, including assets vested in it during the year, it has not recognised these assets in the financial statements. When these assets are vested, no financial consideration is required from the Council and as such these are assets provided to Council free-of-charge.

### Implications

The financial statements are misstated as rural-fire fighting equipment is not recorded.

### Recommendation

We recommend council record the rural fire-fighting equipment in the asset register and the financial statements.

### Management response

Council has determined the value of these assets are not material to Council's financial statements and has determined not to recognise them.


Person responsible:	Date (to be) actioned:
General Manager	Not applicable

### Status:

Council has resolved not to recognise these assets. Council has also adopted a position paper on the accounting treatment that supports this view - Resolution 2021/179.

Given age of assets assessment as at 30/06/2023 the value is immaterial, note this may change as the RFS replace assets which will affect the materiality value.

## Issue 6: Rates - review of critical amendments

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Low	No	Operational	 Low

### Observation

The Rates officer is responsible for the maintenance of all details in the rates sub-system including rating categories, levies and levy adjustments. Council has a process in place whereby the changes in the rating master-file are generated and independently reviewed however, this process did not occur from October 2021 to March 2022 due to staff changes, and the most recent review for the month of March 2022 does not bear evidence of independent review (e.g by way of signature).

Further, listings of other types of critical rating amendments (such as abandonments, refunds and write-offs) are not produced and reviewed for legitimacy by an officer independent of the rating function.

### Implications

Unauthorised adjustments may be processed without review.

### Recommendation

Generally, adjustments such as abandonments, refunds or write offs are processed through transactions rather than made through master-file changes. A complete list of these types of transactions should be generated on a regular basis.

Such lists should be reviewed by an officer independent of the rating function to ensure adjustments are legitimate and have been appropriately authorised. This review should be evidenced by way of signature.

### Management response

Agree.

Instructions have been provided that all critical amendments are to be reviewed to ensure legitimacy.

### Person responsible:

### Date (to be) actioned:

Kylie Fletcher, Revenue & Finance Officer

January 2023


Bruce Quarmby, Director of Corporate Services

### Status:

- Adjustments such as abandonments, refunds or write-offs now are processed through transactions rather than made through master-file changes.
- A complete list of these types of transactions generated on a monthly basis.
- Lists are reviewed and signed by The Manager Finance to ensure adjustments are legitimate and have been appropriately authorised.
- The Director approves all interest write offs.

## Current year matters

### Issue 1: Audit, Risk and Improvement Committee

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Almost Certain	Medium	No	Governance	 Moderate

#### Observation

The Council is yet to establish an Audit, Risk and Improvement Committee. Under the Local Government Act, Part 428A, all councils and joint organisations are required to appoint an audit, risk and improvement committee by June 2022.

An audit, risk and improvement committee is an important contributor to good governance. An effective committee helps councils to build community confidence, meet legislative and other requirements and meet standards of probity, accountability and transparency

#### Implications

There is a lack of independent oversight over council functions. Further the Council is not complying with the Local Government Act.

#### Recommendation

The Council should form an Audit, Risk and Improvement Committee.

As indicated in the draft guidelines for Risk Management and Internal audit Framework, following June 2022, councils will have two years, until 30 June 2024, to comply with the risk management and internal audit requirements under these Guidelines and five years to comply with the full audit, risk and improvement committee requirements.

#### Management response

Council has established an ARIC and adopted a charter. Council is currently in the process of sourcing a shared chairperson of the ARIC.

Person responsible:	Date (to be) actioned:
Amanda Nixon, Manager – People Risk & Improvement	December 2023

Status:

#### *Committee Chair*

Graeme Fleming Appointed

#### *Coonamble Councillor Member*

Council has appointed Councillor Barbara Deans to ARIC.

#### *Independent Members*

Two Independent Members to be appointed.

Draft ARIC Independent Members Information Pack completed has been prepared to enable calling of an Expression of Interest. The Information comprises:

- Expression of Interest.
- Information Pack.
- ARIC Terms of Reference.
- Internal Audit Charter.
- Draft Annual Work Plan.

Appointment from Council's Sister City, Campbelltown City Council.

#### *Action Plan*

A draft Action Plan has been prepared.

### Internal Audit

Council completed an ISO Audit (external) which included three internal audits (Roadworks, Depot and Quarry). The status is:

- ISO Audit was undertaken in late September/early October with 2 major NCRs and 4 minor.
- The 2 major NCRs were addressed prior to Christmas.
- Council has since determined that there is no need, going forward, to maintain the ISO accreditation for the Workshop/Depot and road works, so have agreed to a variation of scope of ISO accreditation going forward to only include the Quarry.
- Due to this determination, the minor NCRs are no longer relevant as they related to the workshop/Depot and roadworks.
- Council is now in receipt of the draft ISO Accreditation Certificates for Mt Magometon Quarry with the final certificates expected in days.

On 3 October 2024, Council forwarded copies of:

- Internal Audit Procedures
- Internal Audit Schedule 2024.

Council is seeking confirmation that these audits will be conducted in accordance with the International Professional Practices Framework (Core requirement 3 of the OLG's *Guidelines for Risk Management and Internal Audit for Local government in NSW*).

Council is exploring the merits for inhouse internal audit function v outsourced internal audits. At this time Council is favouring an initial outsourced internal audit program based on Management by the Executive Manager Corporate Services with engagement of audits like Lambourne Partners.

### Risk Management

Council has a naive risk identification and management system. Council is engaging a Risk Management Specialist for 12 months to:

- Review and update the risk management framework.
- Establish Council's Risk appetite.
- Review and update the Risk Management Policy (2021).
- Review and update the Facility Risk Management Plan (2017).
- Align the Policy and Plan risk matrix.
- Review Council's suite of Policies, Procedures and Plans for inclusion and consistency of risk management.
- Review Council's management and risk management resourcing e.g. Council has no staff qualified to conduct the footpath inspections (or playground) inspections or budget to complete the inspections.
- Ensure compliance with:
  - OLG 2022 Risk Management and Internal Audit Guidelines.

- Australian Standard AS ISO 31000:2018
- Assess risk management against the eight specific principles:
  - Integrated,
  - Structured or comprehensive,
  - Customised,
  - Inclusive,
  - Dynamic,
  - Based on best available information,
  - Address human and cultural factors,
  - Evaluated to enable continual improvement.

### OLG Calendar of Compliance & Reporting – arrangements & status update 1/2/2024

Function	Month	Compliance & Reporting Requirement	2022/23	2023/24
Finance	July	Proposed borrowing return to be submitted to TCorp	N/A	N/A
		Last day for making rates [LGA s533]	Completed	Completed
	August	Last day for rates to be levied by service of rates notice [LGA s562(4)]	Completed	Completed
	October	Application for Payment of Pensioner subsidy due	Completed	Completed
		Request for extension to lodge financial statements due in writing to OLG [LGA s416(2), Code]	N/A	N/A
		Financial Statements to be audited [LGAs416(1), Code] and lodged to OLG [LGA s417(5)] with Financial Data Return (FDR	Completed	Completed
	November	Last day for RAO to submit quarterly budget review statement to council [LG Reg cl 203(1)]. Councils are requested to send a copy of the QBRS to finance@olg.nsw.gov.au	Completed	Completed
	December	Last day for financial statements to be	Completed	Completed

		presented to the public [LGA 418(2)]		
	January	Last day for council's ledgers to be balanced and a list of balances to be prepared for six-monthly inspections by council's auditor [LG Reg cl 228]	Completed	Completed
	February	First day for requests to Valuer General for estimates of changes in the value of land for which supplementary valuations are required to be furnished [LGA s513]	Completed	
	May	Last day for RAO to submit quarterly budget review statement to council [LG Reg cl 203(1)]. Councils are requested to send a copy of the QBRS to <a href="mailto:finance@olg.nsw.gov.au">finance@olg.nsw.gov.au</a>	Completed	
		Last day for requests to Valuer General for estimates of changes in the value of land for which supplementary valuations are required to be furnished [LGA s513]	Completed	
	Other	The Responsible Accounting Officer (RAO) must report any material variances from it estimated income or expenditure, to the next meeting of council [LG Reg cl 202(b)]	N/A	N/A Variations Reported as part of Quarterly Review (QBR)
		The Responsible Accounting Officer (RAO) must prepare a monthly report for Council on money invested under LGA s 625	Completed	Completed Reported in Council Monthly Report (N.B. no January)

				Meeting)
		Councils to notify OLG throughout the year when loans are drawn down (LG Reg cl 230)	N/A	N/A No new loans
Governance	July	Public Interest Disclosures Report due to NSW Ombudsman (PIDA s6CA)	Non-compliant	Non-compliant
	September	Written returns of interest due for councillors and designated persons who held office at 30 June [MCC cl4.21(b)] to be lodged. GM to table returns at next Council meeting [MCC cl 4.25]	Completed	Completed
	October	Annual Report of obligations under PIDA due to the Minister and the Ombudsman [PIDA s31]	Non-compliant	Now Annual
		Annual Report of obligations under GIPA due to the Minister and the Information Commissioner [GIPA s125]	Completed	Completed
	November	Annual report is to be placed on council's website and notify the Minister (electronically to OLG with web link) [LGA s428] [Annual Report Checklist is available on the OLG website]	Completed	Completed
	December	Model Code of Conduct Complaints Statistics to be reported to Council [MCC 11.1]. Collection form due to OLG	Completed	Completed
		Delivery Program progress report to be presented to council [IP&R G/L Essential	Completed	Reporting to March Meeting

		Element 4.9]		
	January	Public Interest Disclosure Report due to the NSW Ombudsman [PIDA s6CA]	Non-compliant	Now annual
	June	Last day for adopting Operational Plan 2023-24 and updating Long Term Financial Plan updated [LGA s 405(1)]	Completed	
		Delivery Program Progress reports provided to council at least every six (6) months	Completed	
	Other	Review of General Manager's and other Senior Staff performance; undertake contract renewal process subject to the terms of the relevant contract/s	Compliant	Director infrastructure and Director Corporate services scheduled to have their performance review in March 24. General Manager's performance review conducted in November 2023
		Training plan required under Local Government (State) Award following consultation with the Consultative Committee. Actions arising from it should be included in Workforce Management Strategy and Delivery Program/Operational Plan, as appropriate	Completed	Non-compliant to be completed
		Councils should notify OLG (olg@olg.nsw.gov.au) of any senior staff or	Completed	

		address changes via email to enable updating of the directory		
		Council must review its publication guide in relation to the Government Information (Public Access) Act 2009 and adopt a new publication guide at intervals of not more than 12 months. An agency may update and amend its publication guide at any time	Non-compliant	To be incorporated in the implementation of EDRMS
Grants	July	Local Government Recovery Grants – AGRN 1012, 1025,1030/34 & \$2M, HIC Companion Animals Grants (\$375K) – YTD reporting due	Completed	Completed
	October	Local Government Recovery Grants – AGRN 1012, 1025,1030/34 – YTD reporting due	Completed	Progressing
	January	Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 and HIC \$2M, HIC Companion Animals Grants (\$375K) - YTD Reporting due	Completed	Progressing
	April	Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 - YTD Reporting due	Completed	
	May	Local Infrastructure Renewals Scheme (LIRS) portal opens for claims for the month	Completed	
		LIRS Progress/Final Report Due	Completed	

Companion Animals	July	Rehoming Organisations Annual reports due	Completed	Completed
	August	Survey of seizures of cats and dogs 2022-23 due	Completed	Completed
	Other	Councils are required to report any dog attacks that are made aware of within 72 hours of being notified via the Companion Animal Register	Non-compliant	Compliant
		Regular reconciliation of the Companion Animal Register payments is to be completed	Completed	Completed
		All registration fees receipted during the month must be entered onto the Companion Animals Register within 7 days of receipt. Registration fees must be remitted to the OLG as detailed on monthly invoices issued by OLG.	Completed	Completed
Other	August	Compulsorily Land Acquisition return due	N/A	N/A
		Grants Commission roads, bridges & general return due	Checking	Completed
	November	ALGA Return of National Local Road Data return due	Completed	Completed

### Statement of Performance Measures

Consolidated Measure	2018	2019	2020	2021	2022	2023	Benchmark
Operating performance ratio	8.00%	5.47%	-12.2	7.47%	13.33%	13.80%	>0.00%
Own source operating revenue ratio	61.80%	51.04%	53.33%	49.16%	52.20%	50.60%	>60%
Unrestricted current	5.13x	7.28x	8.00x	7.74x	7.09x	6.21%	>1.50x

ratio							
Debt service cover ratio	131.98x	133.73x	68.98x	138.74x	112.93x	102.63%	>2.00x
Rates, annual charges, interest and extra charges outstanding percentage	5.14%	6.21%	8.15%	7.57%	9.97%	9.89%	<10.00%
Cash expense cover ratio	18.39m	17.33m	18.72m	20.3m	24.21m	20.01m	>3.00m

General Fund Measure	2018	2019	2020	2021	2022	2023	Benchmark
Operating performance ratio	9.65%	4.41%	- 14.36%	7.06%	13.37%	13.71%	>0.00%
Own source operating revenue ratio	57.72%	45.45%	48.39%	44.44%	47.44%	45.76%	>60%
Unrestricted current ratio	5.13x	7.28x	8.00x	7.74x	7.09x	6.21%	>1.50x
Debt service cover ratio	151.57x	114.96x	56.89x	122.26x	100.72x	91.04%	>2.00x
Rates, annual charges, interest and extra charges outstanding percentage	4.85%	5.57%	7.19%	5.90%	8.32%	7.29%	<10.00%
Cash expense cover ratio	14.32m	12.69m	19.41m	22.83m	27.14m	16.68m	>3.00m

Water Measure	2018	2019	2020	2021	2022	2023	Benchmark
Operating performance ratio	-6.97%	16.53%	4.41%	26.23%	14.23%	8.24%	>0.00%
Own source operating revenue ratio	99.21%	99.32%	89.70%	100.00%	93.00%	97.15%	>60%
Unrestricted current ratio	27.17x	42.93x	34.27x	33.38x	19.02x	13.09%	>1.50x
Debt service cover ratio	-	-	-	-	-	-	>2.00x
Rates, annual charges, interest and extra charges outstanding percentage	6.96%	7.63%	6.36%	11.42%	12.22%	15.69%	<10.00%
Cash expense cover ratio	26.61m	27.43m	2.31m	5.82m	7.51m	60.09%	>3.00m

Wastewater Measure	2018	2019	2020	2021	2022	2023	Benchmark
Operating performance ratio	-8.06%	6.28%	-0.66%	- 10.77%	10.93%	26.54%	>0.00%
Own source operating revenue ratio	98.83%	98.87%	97.68%	83.94%	100.00%	95.61%	>60%
Unrestricted current ratio	75.61x	77.61x	56.64x	266.05x	256.79x	112.04%	>1.50x
Debt service cover ratio	27.5x	-	-	-	-	-	>2.00x

Rates, annual charges, interest and extra charges outstanding percentage	7.30%	10.10%	16.82%	15.45%	17.58%	19.41%	<10.00%
Cash expense cover ratio	165.76m	151.34m	30.85m	3.65m	3.86m	80.18m	>3.00m

### Actions

Own source revenue – General Fund 45.76%.

Significant disaster and post covid grant funding. Not anticipated to continue.

Rates, annual charges, interest and extra charges outstanding – Water 15.69% and Sewer 19.41%.

- Rates and water notices are issued in accordance with Section 546 LG ACT 1993.
- Instalment notices are issued 1 month prior to due date in accordance with Sec 562 LG Act 1993.
- Any instalment not paid by the due date falls into arrears and is subject to interest charges.
- Interest charges are applied weekly.
- Reminder notices are sent within 14 days of due date. The reminder notice will request that within 14 days from the posting of the letter the Ratepayer either pays the outstanding amount in full or, alternatively, enters a suitable arrangement to clear the outstanding amount.
- At the end of 14-day period, Council staff must make a reasonable attempt to contact any payment defaulter by phone or email. Due to staff limited availability, this step has not been as thoroughly done as required. Moving forward time will be allocated to responsible staff to make these calls/emails.
- Our debt recovery policy then states, *“Should no satisfactory outcome be achieved within 48 hours, then the amount shall be referred to Council’s Debt Recovery Agency”*.
  - This is the step which Council is currently falling behind as Council only sends a bulk listing to Debt Recovery once per year. It is proposed that this process be quarterly after each period of rate instalments. This will also pick up any outstanding water from its previous cycle.
- Council is currently in the process of recruiting a full time Senior Customer Service Officer. This role has had multiple staff changes over the past 12 months which has made it difficult to have any real flow for following up debt. Going forward a main focus for this role will be debtors and debt recovery.
  - If there is no successful applicants SR Law will be approached to outsource this role.
- Fortnightly meetings with SR Law will be reinstated to follow up on matters which have been referred to debt recovery.
- A quote will sort from SR Law to provide services to conduct a Sale of Land within next 6 months.
- Sale of land for overdue rates in 6 months.

### Known Exposure

### Quarry

- Council was issued with a section 155 Notice under the Work Health Safety Act on 9 January 2024. The response was due and submitted on 30 January 2024.
- Council's legal team reviewed the submission prior to it being finalised, with comments that they will be sending an email in the next few days with regards where they think this will go. This has not yet been received.
- As for a penalty, it is difficult to say, however, I suspect, as has been the case previously, they will always find the owner of the quarry in breach of something – the severity of this is yet to be determined.
- The inspectors will be onsite at the Quarry again on 13 February 2024 to review Council's updated Mine Safety Management Plan and Principal Mining Hazard Management Plan and undertake an inspection of the site.

### Coonamble Waste Management Facility

- EPA Prevention Notice served 2022.
- Remediation continuing with progression to compliance.
- Asbestos cleanup completed.
- EPA has ceased asbestos acceptance.
- Stockpile management commenced.
- In house management now with staffing, plant and equipment being organised.

### Coonamble "Old" Landfill

- EPA Cleanup Notice served 2019.
- Three phase remediation and Review.
- 2023/24 Budget \$60,000 increased to \$100,000.
- Ongoing Maintenance.
- Preliminary Estimate ~\$400,000.

### Attestation

- Way forward

### Outcomes

The discussions at ARIC included:

- Audit Management Letters are to be reported.
- A six (6) month update on Audit to be reported.
- OLG Compliance reporting to be included every six (6) months and include a comment on status and actions.
- Potential for an "ARIC Committee Conference" to be held in regional NSW to enable shared information and training.
- Critical for the design the Councillor Induction and Training Plan to ensure professional development.

The ARIC minutes/notes have not been adopted; however, the following matters are advised:

- That ARIC note the significant improvement in staff recruitment that is enabling Council to fulfill its operational, strategic and statutory requirements.
- That Council offer ARIC training including a webinar option in early 2025.
- That ARIC supports Council engagement of an External Provider for the Internal Audits.
- That ARIC recommend the immediate development of a process to enable the progressive collection of data during 2024-25 for the internal audit and risk management attestation statement.

The combined meeting:

- Minimum of 4 meetings per year;
  - Align with Lachlan Shire Council.
- Review of Terms of Reference required as a consequence of ARIC Guidelines.
- Action Plan to guide internal audit.
- ARIC Reporting;
  - Annual Report to Closed Session of Council,
  - Effectiveness of ARIC Report.

**(a) Governance/Policy Implications**

ARIC must keep under review Council's governance, implementation of the strategic plan, delivery program and strategies, service reviews and performance measurement data.

ARIC will manage Council's internal audit program.

**(b) Legal Implications**

ARIC must keep under review Council's compliance and fraud control.

**(c) Social Implications**

ARIC must keep under review Council's implementation of the strategic plan, delivery program and strategies including community services.

**(d) Environmental Implications**

ARIC must keep under review Council's implementation of the strategic plan, delivery program and strategies including water, wastewater and waste.

**(e) Economic/Asset Management Implications**

ARIC must keep under review Council's implementation of the strategic plan, delivery program and strategies including asset management plans.

**(f) Risk Implications**

ARIC must keep under review Council's risk management.

**CONCLUSION**

Council is progressing the appointment of the independent members to ARIC and provide training in early 2025.

Progress is being made on the significant body of work is required to be completed prior to 30 June 2024 however Council will not be compliant.

The appointment of an external provider for internal audit will be progressed.

**RECOMMENDATION****That Council:**

- 1. Note the status of the appointment of the independent members of ARIC, and**
- 2. Implement the Councillor's ARIC training and external provider for internal audits, and**
- 3. Undertake a review of the Terms of Reference in conjunction with Gilgandra Shire Council.**

**10.22 WASTE AND RECYCLING FEES - SMALL MATTRESSES**

**File Number:** G 1 - 2

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

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** Nil

**PURPOSE**

To set a fee for small mattresses to facilitate the collection and recycling of mattresses.

**EXECUTIVE SUMMARY**

Mattresses cannot be placed in landfills. The current cost to recycle mattresses is ~\$50 each.

Council has set a subsidised fee of \$30 for all mattresses. There is merit in establishing a reduced fee for small mattresses e.g. cots where the cost of recycling is less.

**BACKGROUND**

It is illegal to place tyres and mattresses in landfills.

It will cost Council well over \$50,000 to recycle the huge stockpile of hundreds of mattresses at the Coonamble Waste Management Facility.

It currently costs Council ~\$50 per mattress with the current fee \$30.00. A loss leader of ~\$20 per mattress.

**(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**

Ratepayers subsidise the disposal and recycling of each mattress..

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

**COMMENTARY**

It is proposed to introduce a reduced fee for small mattresses in recognition of the cost differential in recycling costs.

The new fee proposed is:

### *Mattresses*

Proposed – Mattresses small (cot and single) \$15.00 (including GST)

The existing fee will have a minor word change to “Mattresses large (double and larger)” and be charged at the existing subsidised fee of \$30.00 (including GST).

The dimensions of a “single mattress” will be determined to provide absolute clarity to both customers and staff.

**(a) Governance/Policy Implications**

The Fees and Charges variation is not significant and does not require public exhibition.

**(b) Legal Implications**

Nil

**(c) Social Implications**

Council will need to adopt a significant education program to promote the recycling opportunities and challenges.

**(d) Environmental Implications**

The service aims to provide an environmentally appropriate method of disposal for non-commercial customers and mitigate illegal dumping of tyres.

**(e) Economic/Asset Management Implications**

Nil

**(f) Risk Implications**

Fees do not cover the collection and recycling cost.

### **CONCLUSION**

Council can provide non-commercial customers the ability to dispose of their small mattresses for recycling at a reduced fee of \$15.00 (including GST)

This will recognise the difference in recycling costs. It will also result in a greater subsidy expense.

### **RECOMMENDATION**

#### **That Council**

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

#### ***Mattresses***

***Mattresses large (double and larger) \$30.00 (including GST)***

***Mattresses small (single and smaller) \$15.00 (including GST)***

**10.23 CORPORATE GOVERNANCE - PROGRESS REPORT****File Number: G9-1****Author: Phillip Perram-Acting Director Community, Planning, Development and Governance****Authoriser: Paul Gallagher, General Manager****Annexures: Nil****PURPOSE**

To provide Council a progress report on Corporate Governance.

**EXECUTIVE SUMMARY**

Council's Corporate Governance functions include risk management, internal audit, Workplace Health and Safety (WHS), training and People & Culture.

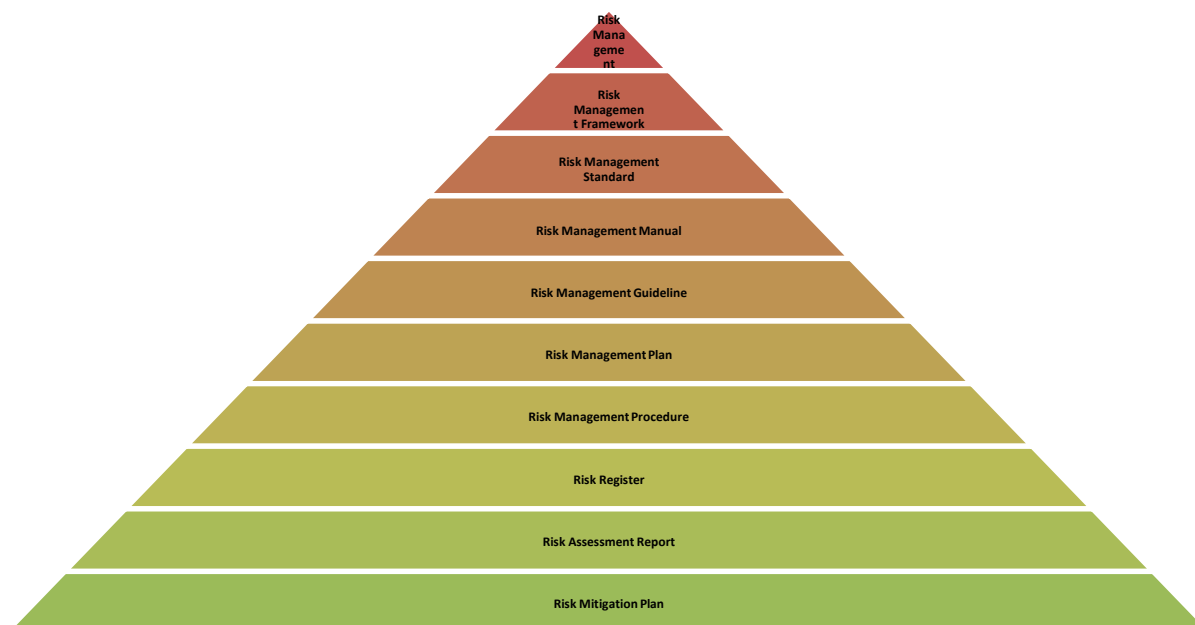
Recruitment is filling vacant roles to assist in Council's good government and risk management.

**BACKGROUND**

Council has a naive risk identification and management system. Council has engaged a Risk Management Specialist for 12 months to:

- Review and update the risk management framework.
- Establish Council's Risk appetite.
- Review and update the Risk Management Policy (2021).
- Review and update the Facility Risk Management Plan (2017).
- Align the Policy and Plan risk matrix.
- Review Council's suite of Policies, Procedures and Plans for inclusion and consistency of risk management.
- Review Council's management and risk management resourcing e.g. Council has no staff qualified to conduct the footpath inspections (or playground) inspections or budget to complete the inspections.
- Ensure compliance with:
  - OLG 2022 Risk Management and Internal Audit Guidelines.
  - Australian Standard AS ISO 31000:2018
- Assess risk management against the eight specific principles:
  - Integrated;
  - Structured or comprehensive;
  - Customised;
  - Inclusive;
  - Dynamic;
  - Based on best available information;
  - Address human and cultural factors;
  - Evaluated to enable continual improvement.

This significant body of work will not be completed by 30 June 2024 as required. The integrated development framework is based on the following hierarchy.



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

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

**(b) Financial Considerations**

Corporate Governance aims to mitigate exposure to risk and enable business continuity.

**COMMENTARY**

*Recruitment and Staffing*

Council has ~110 employees including part time and casual staff.

- Actual FTE 94.8
- Vacant Positions 12.8 (Reduced from 33 and excluding Waste)
- Waste To be determined (numerous across three sites)
- Employment Initiative To be determined (potentially two cohort of trainees 20 & 10 trainees respectively)

The appointment of the Manager WHS and Risk, and temporary appointment of the Risk Management Specialist will address two critical challenges confronting Council - WHS, particularly in waste management, and risk management.

The Manager WHS and Risk will focus on WHS and overview risk management with the backlog in compliance ins risk management framework, risk appetite and policy upgrades to meet the Australian Standard the focus of the Risk Management Specialist.

*Risk Management*

A preliminary risk management Work Plan will require Council's proactive participation particularly in respect of the redevelopment of the Framework, Manual and Risk Appetite. These are scheduled for reports to be presented to the April and May Council meetings.

The Work Plan includes the following activities:

- Risk Management Policy Review
- Risk Management Procedure
- Risk Management Framework
- Risk Management Manual
- Risk Appetite statement
- Risk Management roles, authorities, responsibilities and accountabilities procedure
- Continuous improvement policy
- Communication and Consultation Procedure
- Records and reporting procedure

**Risk identification, assessment, analysis and treatment - develop:**

- Develop a prepopulated list of potential risks for use when developing registers with stakeholders
- Strategic risk register
- Operational risk register

Implementation Management Plan

**Business Continuity Plan**

- Developing Business Continuity Plan (BCP)
- Developing Business Continuity Plan Subplans (BCPSP) for:
  - Business Impact Analysis (BIA)
  - Business Continuity Recovery Team Plan

**Migrating Risk registers to online monitoring/management system**

- Develop training package for using online management system
- Training responsible officers on how to use online management system
- Training responsible officers on BCP
- BCP Drill, Testing and scenarios

There is significant complexity to the development of the compliant risk management framework.

**(a) Governance/Policy Implications**

Good governance impacts all facets of Council's operations including implementation of the strategic plan, delivery program and strategies, service reviews and performance measurement data.

**(b) Legal Implications**

Council is non-compliant and very much in catchup mode.

**(c) Social Implications**

Community interface and wellbeing is critical to good governance and risk management.

**(d) Environmental Implications**

Council's strategic plan, delivery program and strategies including water, wastewater and waste.

**(e) Economic/Asset Management Implications**

Good governance demands critical review Council's implementation of the strategic plan, delivery program and strategies including asset management plans.

**(f) Risk Implications**


Council's risk management is naive.

**CONCLUSION**

Appointment of professional staff to critical roles is allowing Council to commence its journey to compliance.

**RECOMMENDATION**

**That Council receive and note the Corporate Governance Progress Report**

**10.24 DRAFT OPERATIONAL PLAN ACTION ITEMS****File Number:** C8**Author:** Phillip Perram-Acting Director Community, Planning, Development and Governance**Authoriser:** Phillip Perram, Acting Director Community, Planning, Development and Governance**Annexures:** 1. DP Actions 2023-24 (under separate cover) **PURPOSE**

To present a progress report on the delivery of the 2023/2024 Operational Plan as at 31 December 2023.

**EXECUTIVE SUMMARY**

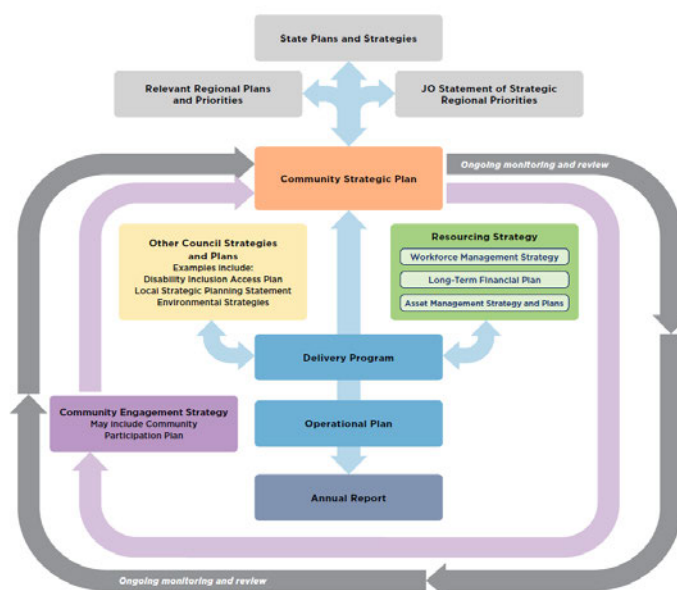
The 2023/2024 Operational Plan underpins the four (4) year Delivery Program 2022 – 2026 and, in turn, the Community Strategic Plan 2022 - 2032. The Program is set out in the five (5) key areas of Our People, Our Infrastructure, Our Economy, Our Environment, Our Leadership. Each area with a series of objectives, goals, strategic and specific actions along with performance measures.

There are a total of 67 action items within the Operational Plan 2023/2024. Of the 67 Action Items eleven (11) are completed, forty-nine (49) are progressing and seven (7) are not progressing.

**BACKGROUND**

Council adopted the 2023/2024 Operational Plan in June 2023 with the budget, and fees and charges. These, in conjunction with Delivery Program 2022 – 2026 and the Community Strategic Plan 2022 – 2032, provide the strategic, operational and financial structure to enable the provision of Council's services, works, projects and activities.

In accordance with the provisions of the *Local Government Act 1993*, relating to the Integrated Strategic Planning and Reporting Framework, Council is required to report on the delivery of the annual Operational Plan. The structure is represented as:



## Integrated Planning and Reporting Framework

The Integrated Planning and Reporting (IP&R) framework recognises that most communities broadly share similar aspirations: a safe, healthy and vibrant place to live, a sustainable environment, a caring and engaged community, opportunities for employment, reliable infrastructure, etc. The main difference lies in how each community responds to these needs. The IP&R framework allows NSW Councils to draw their various plans together, to understand how they interact and inform each another, and to get the maximum benefit from their efforts by planning holistically for the future.

The main components include:

- Community Strategic Plan.
- Resourcing Strategy.
- Delivery Program.
- Operational Plan.
- Annual Report.

### (a) Relevance to Integrated Planning and Reporting Framework

The information contained in this report is focused on progress in the delivery of the Operational Plan 2023 / 2024.

### (b) Financial Considerations

There are no direct financial considerations however capability to deliver is predicated on the provision of budgets.

## COMMENTARY

The Operational Plan 2023 / 2024 action items under the five pillars: Our People; Our Economy; Our Infrastructure; Our Environment; and Our Leadership.

There are a total of 67 action items within the Operational Plan 2023 / 2024. The status of the 67 Action Items is:

- Completed -11 (16%)
- Progressing – 49 (73%)
- Not progressing – 7 (10%)

Theme	Function Areas	No. of OP action items	No. of OP action items completed	No. of OP action items in progress	No. of OP action items not progressing
Our People	Community Services and Wellbeing Arts and Culture	24	6	16	2

	Recreation and Sporting Spaces				
<b>Our Economy</b>	Economic Growth and Development	4	0	4	0
<b>Our Infrastructure</b>	Infrastructure and Assets	18	5	13	0
<b>Our Environment</b>	Planning and Development Sustainable Environment Sustainable Waste	9	0	6	3
<b>Our Leadership</b>	People, Risk and Improvement Corporate Performance Strategic Planning	12	0	10	2
<b>TOTAL</b>		<b>67</b>	<b>11</b>	<b>49</b>	<b>7</b>

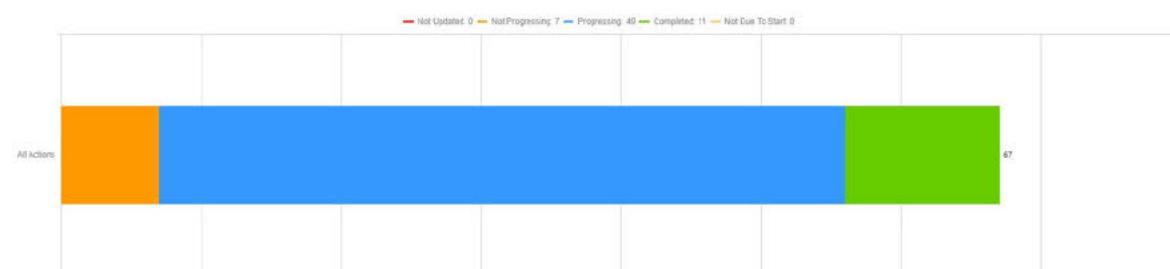
In progress Action Items include activities and actions scheduled for completion in the 3<sup>rd</sup> and 4<sup>th</sup> quarters.

The seven (7) Action Items not progressing are as a result of:

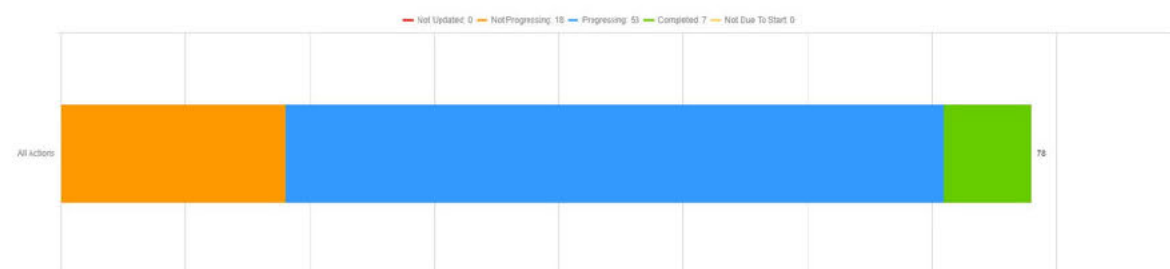
- 5 Action Items - No 2023 / 24 budget
- 2 Action Items - No key staff

The ongoing successful recruitment of key staff is resulting in an increased capability to deliver the Action Items. By way of example, 2023 / 2024 is a marked improvement on the delivery of the 2022 / 2023 Operational Plan where 23% were not progressing.

2023-24



2022-23



**(a) Governance/Policy Implications**

The Operational Plan 2023 / 2024 action items were prepared in line with the Integrated Planning and Reporting Framework Guidelines (2021) and the Integrated Planning and Reporting Framework Handbook (2021).

**(b) Legal Implications**

Local Councils within the State of NSW must comply with the IP&R requirements, as it is a legislated requirement.

**(c) Social Implications**

The suite of IP&R plans including the Operational Plan 2023 / 2024 action items communicates to the community the actions which Council set out to achieve in 2023 / 2024 and the measures for each actions' progress will be assessed against.

**(d) Environmental Implications**

There are environmental related action items included within the Operational Plan 2023 / 2024 which are outlined in the 'Our Environment' section.

**(e) Economic/Asset Management Implications**

There are economic and asset management related action items included within the Operational Plan 2023 / 2024 and these can be found in the 'Our Economy' and 'Our Infrastructure' sections.

**(f) Risk Implications**

Councils have a responsibility to report to its community to produce an Operational Plan 2023 / 2024 and to ensure Council themselves are aware and understand the actions and measures. Failure to produce and note the Operational Plan 2023 / 2024 would risk compliance with the OLG's IP&R requirements, and a failure to meet its commitment made to its community to deliver the overarching CSP and DP.

**CONCLUSION**

Council is performing well given the financial and staff constraints. It is expected that over 90% of Action Items will be completed or substantially completed by 30 June 2024.

**RECOMMENDATION**

- 1. That Council receive and note the 2023 / 24 Operational Plan report.**

**10.25 TOORAWEEAH ROAD UPGRADE - MONTHLY STATUS UPDATE****File Number:** R-8-32-1**Author:** Kylie Kerr-Roads Manager**Authoriser:** Kerrie Murphy, Director Infrastructure Services**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 again primarily focused on the redesign works including flood modelling, reviewing specification to be included in the tender and preparing documentation for tender exemption and time extension requests. Key activities have included preparation of draft tender documents, review of fisheries requirements along the unsealed section, design work including closer investigation of the four major flood locations.

Staff have inspected the condition of the unsealed section of Tooraweenah Road over the past month and resources will be allocated in the coming months to address the worst sections, ensuring the road remains trafficable between now and when the construction work commence later this year.

The new design will aim to mitigate for the event of less than a single day closure for the AEP 10% event (1 in 10 year) with a focus where a closure occurs when the depth of water across the road exceeds 20mm.

**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. It is unlikely that the existing sealed will be improved under this project now as construction costs have increased dramatically over the past few years. Unsealed sections of Tooraweenah Road will be upgraded and sealed.

The project originally aimed 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. The focus is now on the unsealed section.

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

timeframe was not met due to numerous reasons. The project is now expected to be completed by the end of 2025.

**(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**

Council has inspected the condition of the unsealed section of Tooraweenah Road over the past month and it has deteriorated, in some sections, to an unacceptable level. Resources will be allocated to address the worst sections, ensuring the road remains trafficable between now and when the construction work commence later this year. These repairs will be funded from the maintenance budget and where applicable the natural disaster restoration funds.

While there have been minor delays to the critical path for the project over the past months it is still expected that the Tender will be released in early April. The minor delays were unavoidable as additional flooding models needed to be run over the Christmas and in January as the original flooding modelling demonstrated that it was financially impossible to design to the AEP 1% flooding events.

The additional models run over Christmas and throughout January demonstrated that even at the AEP 20% event (1 in 5 years) and AEP 10% event (1 in 10 years) would not be flood free and major significant structures would be required to meet flood immunity. Following the review of these lesser events the aim is now to design for the event of less than a single day closure for the AEP 10% event (1 in 10 year) with a focus where a closure occurs when the depth of water across the road exceeds 20mm.

Work over the last month has again primarily focused on the redesign works including flood modelling, reviewing specification to be included in the tender and preparing documentation for tender exemption and time extension requests. Key activities have included:

- Review of design and construction specifications for inclusion in the tender documents
- Review of the requirements for Fisheries Permit along the route and it have been determined that it is a requirement for the work near Goorianawa Road.
- Updating and preparing new designs, where required, with the first draft available at start of March for reviewing by Council and our Project Management Consultant.
- More detailed investigation of the four major flood location along the unsealed section.

**RECOMMENDATION**

**That the report be received and noted.**

**10.26 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS****File Number:** R6**Author:** Kerrie Murphy-Director Infrastructure Services**Authoriser:** Paul Gallagher, General Manager**Annexures:** 1. Monthly Works Report - March  **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.

**(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**

**1 March, 2024**

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

<i>Project</i>	<i>Funding Source</i>	<i>Budget (\$)</i>	<i>Budget Variation (\$)</i>	<i>Total Budget (\$)</i>	<i>Expenditure YTD (\$)</i>	<i>Committed (\$)</i>	<i>Total YTD (\$)</i>	<i>% Completion</i>	<i>Comment</i>
Bertram Street Reconstruction	Loan	350,000	-	350,000	113,808.21	16,016.00	129,824.21	100	Complete

**ROADS - RURAL – UNSEALED ROAD NETWORK**

<i>Project</i>	<i>Funding Source</i>	<i>Budget (\$)</i>	<i>Budget Variation (\$)</i>	<i>Total Budget (\$)</i>	<i>Expenditure YTD (\$)</i>	<i>Committed (\$)</i>	<i>Total YTD (\$)</i>	<i>% Completion</i>	<i>Comment</i>
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**

<i>Project</i>	<i>Funding Source</i>	<i>Budget (\$)</i>	<i>Budget Variation (\$)</i>	<i>Total Budget (\$)</i>	<i>Expenditure YTD (\$)</i>	<i>Committed (\$)</i>	<i>Total YTD (\$)</i>	<i>% Completion</i>	<i>Comment</i>
Warren Road Upgrade	ROSI/FCR/Council	3,161,943	-	3,161,943	\$297,994	402,639	700,633	3-	Construction has commenced
Box Ridge Road Reconstruction	LRCI	1,859,636	-	1,225,140	92,014.22	83,088.44	175,103	10	Preparation works have commenced
Carinda Road Heavy Patching and Culvert upgrades	FLR	2,265,840	-	2,265,840	870,149	846,471	1,710,357	90	The works are completed except for linemarking.
Carinda Road Heavy Patches	RLRRP	709,155	151,000	860,155	359,405	149,136	859,859	100	Complete – budget increased in accordance with increase in grant funding
Billeroy Road	RLRRP	45,876	-	45,876	-	-	-	-	Postponed to next financial year
Quambone Road	RLRRP	738,957	-	738,957	48,689.03	3,142.69	51,832	-	Completed
Pilliga Road	RLRRP	588,750	100,000	688,750		93,013	862,578	100	Work completed for 2023/2024
Baradine Road	RLRRP	481,307.84	-	481,307.84	368,504	32,914	401,418	95	Works completed for this year
Warren Road	RLRRP		-		143,096	5,770	148,867	-	Completed
Gulargambone Road	RLRRP	311,406.16	-	311,406.16	4,419-	-	4,419	-	Preliminary work has commenced
Flood Damage – REPA AGRN987	DRFA	≈7,800,000	-	≈7,800,000	2,020,012	807,567.41	282,7580	27	Work to date includes Aiden's Lane, Bramble, Nelgowrie, Conimbia, Gulargambone, Gadsens, Haydens Lane, 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, Toora, and Wattle Creek Roads
Tooraweenah Road Upgrade	ROSI	22,962,000	-	22,962,000	2,613,911	384,584	2,998,495	15	Additional flood models at 20% and 10% have been completed in the last month and the data is currently being analysed.

	<p align="center"><b>MONTHLY WORKS REPORT</b></p> <p align="center"><b>1 March, 2024</b></p>	<p align="right">Infrastructure Services Coonamble Shire Council Phone: 02 6827 1900 Fax: 02 6822 1626 <a href="mailto:council@coonambleshire.nsw.gov.au">council@coonambleshire.nsw.gov.au</a></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	544,431*	-	544,431	282,551.26	-	282,551.26	50	* - included Broad street budget from 22/23. Broad street completed. Tooloon street – RFQ Awarded to contractor. Contract preparation underway, works to commence mid-March for 30 days approx..
Gulargambone Mains Replacements	Council	119,000	-	119,000	-	3,016	3,016	10	Proposed streets for replacement thoroughly reviewed. Not enough funding on individually chosen streets due to previous year money withdraw to other works. Suggest to reshuffle finance and suggest new streets to be done for next QBR.
Quambone Mains Replacement	Council	90,000	-	90,000	-	-	-	10	Proposed streets for replacement thoroughly reviewed. Not enough funding on individual chosen streets due to previous year money withdraw to other works. Suggest to reshuffle finance and suggest new streets to be done for next QBR.
SSWP244-Integrated Water Cycle Management Strategy (IWCM)	Grant/Council	199,165	-	303,900	-	178,562.80	178,562.80	50	Draft Issues paper under review with stakeholders. Meetings with stakeholders every fortnight continues. 72 Hr Quality and Inflow monitoring preparing.
Coonamble Bulk Flowmeter – Reservoir 5	Grant 90%/ Council 10%	84,750	(-22,250)	62,500	69,134.18	-	69,134.18	100	Works completed. Leftovers from grant funding is to be spend on telemetry connection of bulk flowmeters. DCCEEW approved this work.
Gulargambone Reservoir Bulk Flowmeter	Grant 90%/ Council 10%	84,750	(-22,250)	62,500	34,894.71	-	34,894.71	100	Works completed. Leftovers from grant funding is to be spend on telemetry connection of bulk flowmeters. DCCEEW approved this work.
Advanced Operational Support Program	DCCEEW Grant	150,000	-	-	-	-	-	25	Funding Deed for \$150000 has been signed and executed by DCCEEW. Invoice being prepared for Milestone 1. Meeting with DCCEEW conducted onsite. Work program being prepared.

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	Planning underway, choosing sewer lines to be done depending on condition and available budget.
Gulargambone Mains Relining	Council	100,000	-	100,000	-	-	-	5	Planning underway, choosing sewer lines to be done depending on condition and available budget.
Coonamble STP Upgrade – Concept Design	Council	250,000	-	250,000	-	182,704.50	182,704.50	30	Options study draft report has been issued. Meeting with DCCEEW and PWA conducted to discuss report.
Coonamble SPS1 Convert to wet well configuration	Council	300,000	-	300,000	-	236,363.64	236,363.64	15	Contractor visited site for pre-start inspection and discussion. Expected to commence works onsite March 2024
Coonamble SPS2 Convert to wet well configuration	Council	300,000	-	300,000	-	252,462.76	252,462.76	40	Works started on 26 <sup>th</sup> February. Expected duration 2 weeks.

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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. waiting on line-marking of street. 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	Waiting on installation of stone benches and screens, wall to still be painted.
McDonald Park upgrades	LRCI4	223,229	-	223,229	28,863.77	26,437.75	55,301.52	25	Gazebo and Water tank have been ordered, foundation works have been completed Tank and Gazebo to be installed in March
Water efficiency projects	LRCI4	97,000	-	97,000	63,930.96	25,194.58	89,125.54	85	Coonamble Cemetery irrigation upgrades completed, Quambone Park irrigation to be upgraded
Coonamble Sportsground establish additional fields	Council	165,000	46,000	211,000	60,437.86	173,654.38	234,092.24	100	Turf has been laid and field markings to occur
Gulargambone Oval Irrigation upgrades	Council	45,000	-	45,000	41,120.44	-	41,120.44	100	Project completed
Quambone resurface Tennis Courts	Council + Community funds	45,000		45,000		46,176		10	Purchase order raised waiting on contractor due in April 2024

SWIMMING POOLS									
Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Swimming Pool Upgrades	LRCI4	466,957	-	466,957	307,038.68	187,876.51	494,915.19	33	Coonamble pool has been painted and joints resealed, Gulargambone and Quambone pools have been booked to be done in April 2024
Upgrades to Swimming pools	Council	111,740	-	111,740	98,254.00	-	98,254.00	100	Installation of chemical dosing systems to the swimming pools has been completed

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

	<div>MONTHLY WORKS REPORT</div> <div>1 March, 2024</div>	<div>Infrastructure Services</div> <div>Coonamble Shire Council</div> <div>Phone: 02 6827 1900</div> <div>Fax: 02 6822 1626</div> <div><a href="mailto:council@coonambleshire.nsw.gov.au">council@coonambleshire.nsw.gov.au</a></div>
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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	100	Waiting on connection of pump and tank.
New Columbarium	LRCI4	52,632	-	52,632				20	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 - 14 February 2024**

##### **12.2 Waste Plant - Hook Truck**

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**