



## **BUSINESS PAPER**

# **Ordinary Council Meeting Wednesday, 10 February 2021**

**Date: Wednesday, 10 February 2021**

**Time: 10.00am**

**Location: Shire Chamber  
Coonamble**

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

**Hein Basson  
General Manager**

**Notice is hereby given that an Ordinary Meeting of Council will be held in the Shire Chamber, Coonamble on Wednesday, 10 February 2021 at 10.00am.**

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

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

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

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 9 December 2020 be confirmed as a correct record of the proceedings of the meeting.



# **MINUTES**

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

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

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

**IN ATTENDANCE:** Hein Basson (General Manager), Bruce Quarmby (Executive Leader Corporate and Sustainability), Kookie Atkins (Executive Leader Infrastructure), Noreen Vu (Executive Leader Environment, Strategic Planning & Community), Pip Goldsmith (Manager Economic Development & Growth), Marina Colwell (Executive Support Officer)

## **1 OPENING MEETING**

The Mayor opened the meeting at 10.05 am, advising the attendees of the following:

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

## **2 ACKNOWLEDGEMENT OF COUNTRY**

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

### 3 COMMUNITY CONSULTATION

Nil.

### 4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

#### RESOLUTION 2020/232

Moved: Cr Karen Churchill

Seconded: Cr Barbara Deans

**That Council approves the written application for leave of absence received from Cr Thomas.**

**CARRIED**

### 5 DEPUTATION/DELEGATIONS

Inspector David Maher from the New South Wales Police Force provided Council with an update on the state of crime and police activity within the Local Government Area. Inspector Maher made reference to the following:

- Police activities within the Coonamble Shire Council's area are progressing well.
- Crime numbers in the local area have reduced in comparison to the previous year.
- Coonamble Police staffing numbers are at a full complement with one (1) vacancy in Gulargambone.
- Coonamble Police staff are community minded officers enjoying participating in community activities.
- Council is providing great community activities, particularly in regard to youth.

Inspector Maher made available handouts to the Councillors of graphs and statistics relating to crime within the area.

### 6 CONFIRMATION OF MINUTES

#### RESOLUTION 2020/233

Moved: Cr Paul Wheelhouse

Seconded: Cr Pat Cullen

**That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 11 November 2020 be confirmed as a correct record of the proceedings of the meeting.**

**CARRIED**

**7 DISCLOSURES OF CONFLICTS OF INTEREST**

Cr Deans informed the meeting that she has a non-pecuniary conflict of interest in Item 12.4 Economic Development & Growth – Progress Report regarding the Inland Rail Project. Cr Deans stated that her farming business is involved with grain production and her property is potentially affected by the proposed route of the Inland Rail Project. Cr Deans indicated that she will remain in the room, partaking in the discussions and voting on the item.

Cr Churchill informed the meeting that she has a non-pecuniary conflict of interest in Item 12.12 Request for Financial Assistance – Castlereagh Industries. Cr Churchill stated that she has a family member who is employed by Castlereagh Industries. Cr Churchill indicated that she will remain in the room, partaking in the discussions and voting on the item.

**8 RESOLUTION BOOK**

NIL.

**9 MAYORAL MINUTE****RESOLUTION 2020/234**

Moved: Cr Paul Wheelhouse

Seconded: Cr Pat Cullen

**That Council notes the Mayor's activities report for the month of November 2020.**

**CARRIED**

**10 PRECIS OF CORRESPONDENCE****SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL****SECTION B - MATTERS FOR INFORMATION ONLY****10.1 LOCAL GOVERNMENT NSW - BUDGET INFORMATION****RESOLUTION 2020/235**

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

**That Council notes the contents of this report.**

**CARRIED**



**11 COMMITTEE REPORTS**

Nil.

**12 REPORTS TO COUNCIL**

**12.1 STATUS REPORT REGARDING COUNCILLOR ENQUIRIES**

**RESOLUTION 2020/236**

Moved: Cr Bill Fisher

Seconded: Cr Paul Wheelhouse

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

**CARRIED**

**12.2 CODE OF CONDUCT COMPLAINTS - ANNUAL STATISTICS**

**RESOLUTION 2020/237**

Moved: Cr Karen Churchill

Seconded: Cr Paul Wheelhouse

**That Council notes the annual statistics in relation to Code of Conduct Complaints for the reporting period 1 September 2019 to 31 August 2020 contained in this report for its information.**

**CARRIED**

**12.3 WORKPLACE INJURY MANAGEMENT REPORT**

**RESOLUTION 2020/238**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

**That Council notes the contents of the monthly workplace injury management report for its information.**

**CARRIED**

**12.4 MANUAL FOR COMMUNITY COMMITTEES OF COUNCIL****RESOLUTION 2020/239**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

**That Council adopts the revised Manual for Community Committees of Council, as distributed under separate cover as an Annexure to the report.**

**CARRIED**

**12.5 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT****RESOLUTION 2020/240**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

- 1. That Council notes the contents of this report.**
- 2. That Council authorises the General Manager to execute a contract for the sale of 40 Castlereagh Street, Coonamble to Mr Brian Sommerville for the selling price of \$57,110.86 (excluding GST) for the purpose of establishing a supermarket in the Main Street of Coonamble.**

**CARRIED**

**RESOLUTION 2020/241**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

**That Council provides a maximum amount of \$12,000 for purposes of the screens construction and installation at the new CBD Public Amenities in order to curtail the cost component of this project.**

**CARRIED**

Cr Wheelhouse requested for his vote to be recorded as against the motion.

## **12.6 ECONOMIC DEVELOPMENT STRATEGY 2021**

### **RESOLUTION 2020/242**

Moved: Cr Paul Wheelhouse

Seconded: Cr Karen Churchill

- 1. That Council notes the contents of this report.**
- 2. That Council reviews and updates the Economic Development Strategy for 2021 as described in the body of this report.**
- 3. That Council staff members continue to implement the actions identified by the Economic Development Strategy 2021.**

**CARRIED**

## **12.7 DESTINATION MANAGEMENT PLAN - COONAMBLE SHIRE COUNCIL**

### **RESOLUTION 2020/243**

Moved: Cr Pat Cullen

Seconded: Cr Bill Fisher

**That Council formally adopts the Coonamble Shire Council Destination Management Plan, as attached to the report as an Annexure.**

**CARRIED**

## **12.8 PRESENTATION OF FINANCIAL STATEMENTS AND AUDIT REPORTS FOR THE YEAR ENDED 30 JUNE 2020**

### **RESOLUTION 2020/244**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

**That Council notes the tabling of the presentation and tabling of its Auditors Report and Financial Reports for the year ended 30th June 2020.**

**CARRIED**

**12.9 PROCUREMENT POLICY****RESOLUTION 2020/245**

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

- 1. That Council notes the information contained in this report.**
- 2. That Council adopts the newly developed Procurement Policy, as attached to the report.**

**CARRIED**

**12.10 REVIEW OF FINANCIAL HARDSHIP POLICY****RESOLUTION 2020/246**

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

- 1. That Council places the draft Financial Hardship Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.**
- 2. That Council requests the Executive Leader Corporate and Sustainability to present a further report, together with all submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Financial Hardship Policy (with or without changes) at its February 2021 Ordinary Meeting.**
- 3. That Council note the information provided in the form of the Financial Hardship Application form.**

**CARRIED**

**12.11 REQUEST FOR FINANCIAL ASSISTANCE - NSW POLICE FORCE****MOTION**

Moved: Cr Karen Churchill

**That Council waits for the outcome of the applicable court proceeding before Council makes a decision in this regard.**

**Due to the fact that no seconder was obtained, the motion LAPSED.**

**RESOLUTION 2020/247**

Moved: Cr Paul Wheelhouse

Seconded: Cr Barbara Deans

- 1. That Council considers the request for the waiver of impounding fees to the amount of \$5,970.20 from the NSW Police Force as an application for financial assistance under its adopted Donations Policy.**
- 2. That Council approves the application for financial assistance from the NSW Police Force as a valued service provider within the local government area, and that the amount mentioned in paragraph one (1) above be funded from Council's donations provision in its 2020/21 Operational Plan and Budget.**
- 3. That Council requests the Executive Leader Corporate and Sustainability to formulate a policy regarding the provision of Council storage facilities for the impounded goods of Government Departments, for Council's future consideration.**

**CARRIED**

**12.12 REQUEST FOR FINANCIAL ASSISTANCE - CASTLEREAGH INDUSTRIES****RESOLUTION 2020/248**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

**That Council, based on the advice received from Castlereagh Industries, not consider the matter at this time.**

**CARRIED**

**12.13 RATES AND CHARGES COLLECTIONS - NOVEMBER 2020****RESOLUTION 2020/249**

Moved: Cr Pat Cullen

Seconded: Cr Bill Fisher

**That Council notes the information provided in the report.****CARRIED****12.14 STATUS OF INVESTMENTS - NOVEMBER 2020****RESOLUTION 2020/250**

Moved: Cr Pat Cullen

Seconded: Cr Paul Wheelhouse

**That Council notes the list of investments as at 26 November 2020 and that these investments comply with section 625(2) of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council's Investment Policy.****CARRIED****12.15 URBAN SERVICES - WORKS IN PROGRESS****RESOLUTION 2020/251**

Moved: Cr Pat Cullen

Seconded: Cr Karen Churchill

- 1. That Council notes the information in this report.**
- 2. That Council requests the Executive Leader Corporate and Sustainability to prepare a detailed scope of works and costings pertaining to the problematic front fence at the Quambone Memorial Hall, and for this project to be considered as part of the preparation of the 2021/22 Operational Plan and Budget.**

**CARRIED****12.16 COMMUNITY SERVICE PROGRESS REPORT****RESOLUTION 2020/252**

Moved: Cr Karen Churchill

Seconded: Cr Barbara Deans

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

**12.17 COMMUNITY SERVICES POLICY****RESOLUTION 2020/253**

Moved: Cr Paul Wheelhouse

Seconded: Cr Karen Churchill

- 1. That Council notes the contents of this report.**
- 2. That Council adopts the revised Community Services Policy.**

**CARRIED**

**12.18 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT****RESOLUTION 2020/254**

Moved: Cr Paul Wheelhouse

Seconded: Cr Karen Churchill

- 1. That Council notes this report.**
- 2. That Council submits a response to the Department of Planning, Industry and Environment prior to 21 February 2021 to opt into the natural disaster clauses and that such clauses apply only to the residential, business and village zones within Council's area of jurisdiction.**

**CARRIED**

**12.19 DEVELOPMENT APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY****RESOLUTION 2020/255**

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

**That Council notes the contents of this report.**

**CARRIED**

**12.20 RANGER'S MONTHLY REPORT****RESOLUTION 2020/256**

Moved: Cr Karen Churchill

Seconded: Cr Bill Fisher

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

**CARRIED**

**12.21 SALEYARDS REPORT****RESOLUTION 2020/257**

Moved: Cr Bill Fisher

Seconded: Cr Karen Churchill

**That Council notes the information provided in this report.****CARRIED****12.22 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS****RESOLUTION 2020/258**

Moved: Cr Karen Churchill

Seconded: Cr Barbara Deans

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

At 12.06 pm, Cr Paul Wheelhouse left the meeting.

The Mayor and Councillors expressed their thanks and appreciation for the good work that staff have done with keeping the rural local roads network servicable during harvest time.

At 12.13pm the Mayor paused the meeting and welcomed representatives from Ochre Health which organisation has been the successful tenders for providing health services within the Local Government Area (LGA). It was conveyed to Council that Ochre Health now employs approximately 280 doctors and has a staff complement of over 500. It was further confirmed that their intention is to provide face to face doctors services at the local Multipurpose Centre (MPS) from eight (8)am to six (6)pm during week days at eight (8)am to 12 noon on weekends, with the rest of the time being covered by the virtual availability of medical professionals.

At 12.28pm the Mayor adjourned the meeting for morning tea.

The meeting resumed at 1.04pm.

**12.23 ROAD CLOSURE - OLD WONGY ROAD (SR17B)****RESOLUTION 2020/259**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

**That Council, based on the feedback received from concerned residents, retains the northern end of Old Wongy Road (SR17b), as an unformed road reserve.****CARRIED**



**12.24 HEAVY VEHICLE SAFETY AND PRODUCTIVITY PROGRAM OFFER OF FUNDING****RESOLUTION 2020/260**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

1. That Council accepts the offer of \$410,000 grant funding through the Heavy Vehicle Safety, Productivity and Bridge Renewal Program.
2. That Council includes the Warren Road and Castlereagh Highway intersection upgrade as a Capital Works Project for the 2021/2022 Financial Year, funded from Council's annual Block-grant contribution.
3. That Council lodges a request with the funding body for a tender exemption for this roads project, as Council intends to use its own resources and complete the project in-house.

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

Nil.

**14 CONFIDENTIAL MATTERS****RESOLUTION 2020/261**

Moved: Cr Barbara Deans

Seconded: Cr Karen Churchill

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

**14.1 Proposed Dual Naming of the Macquarie River - Bathurst Regional Council**

This matter is considered to be confidential under Section 10A(2) - h 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 concerning the nature and location of a place or an item of Aboriginal significance on community land.

**14.2 Annual Performance Review - General Manager**

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

**CARRIED**

**14.1 PROPOSED DUAL NAMING OF THE MACQUARIE RIVER - BATHURST REGIONAL COUNCIL**

**RESOLUTION 2020/262**

Moved: Cr Ahmad Karanouh  
Seconded: Cr Pat Cullen

**That Council refers the matter to Local Lands Council for their input before further consideration.**

**CARRIED**

**14.2 ANNUAL PERFORMANCE REVIEW - GENERAL MANAGER**

**RESOLUTION 2020/263**

Moved: Cr Pat Cullen  
Seconded: Cr Bill Fisher

**That Council notes the information in the report, including the contents of the annexure that has been distributed under separate cover.**

**CARRIED**

**RESOLUTION 2020/264**

Moved: Cr Barbara Deans  
Seconded: Cr Karen Churchill

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

**CARRIED**

**RESOLUTION 2020/265**

Moved: Cr Barbara Deans  
Seconded: Cr Karen Churchill

**That Council adopts in Open Council the resolutions passed in Closed Session, (Resolution 2020/262), (Resolution 2020/263).**

**CARRIED**

15 Conclusion of the Meeting

**The Meeting closed at 1.22pm.**

**The minutes of this meeting were confirmed at the Council held on 10 February 2021.**

.....  
**CHAIRPERSON**

**7 DISCLOSURES OF CONFLICTS OF INTEREST**

**8 RESOLUTION BOOK**

**9 MAYORAL MINUTE**

**10 PRECIS OF CORRESPONDENCE**

**SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL**

**SECTION B - MATTERS FOR INFORMATION ONLY**

**11 COMMITTEE REPORTS**

Nil

## 12 REPORTS TO COUNCIL

### 12.1 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

**File Number:** L 10

**Author:** Marina Colwell, Executive Support Officer

**Authoriser:** Hein Basson, General Manager

**Annexures:** Nil

#### PURPOSE

The purpose of this report is to provide Council with information about the annual Financial Assistance Grants (FAGs) being allocated to the Local Governments sector by the Federal Government (and as distributed by the State Governments) to determine the facts of the current situation and whether it would be appropriate for Council to submit a motion to the Australian Local Government Association (ALGA) for inclusion in the Notices of Motions for the National General Assembly 2021 (NGA) to seek clarity on the exact policy positions of ALGA and the Federal Government regarding the one (1) per cent revenue issue.

#### BACKGROUND

A Mayoral Minute passed at Council's May 2020 Ordinary Meeting, resolved that letters be written to the Prime Minister, Federal and State Treasurers, the NSW Premier, our Local Members and others requesting that consideration be given to increasing the FAG payments to Local Government to the equivalent of one (1) per cent of Federal Government revenue.

This above-mentioned action was taken following correspondence from the President of Local Government NSW (LGNSW), Cr Linda Scott, advising that LGNSW is advocating for State and Federal Government economic stimulus to secure the delivery of essential local government services needed to keep communities functioning, to protect people's health and for their livelihoods. Part of this campaign was for increased FAGs to the equivalent of one (1) per cent of all Federal Government revenues, in lieu of the 0.6% which is forecast for the 2020/21 Financial Year (or the 0.55% which has previously been accepted as being the indicative percentage to which the FAGs had dropped to.

There is an opportunity for Council to submit a notice of motion to ALGA before Friday, 26 March 2021.

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

L1.4.4 Governance is open and transparent

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

There are no financial considerations directly associated with this report.

#### COMMENTARY

The NSW Local Government Grants Commission has informed Council that for the 2020/21 Financial Year its final estimated entitlement is \$4,348,228; made up of \$2,817,211 for General Purpose expenditure and \$1,531,017 for Local Roads expenditure. This represents an increase of 2.8% on the previous year.

Increasing this annual allocation to the equivalent of one (1) per cent of Commonwealth Government revenue would result in a further injection of untied funding, allowing Local Councils to maintain essential functions, adequately maintain and renew infrastructure and provide quality services to their communities. The costs of providing these essential services and infrastructure are continually rising and with more responsibility being placed on Local Government by the other spheres of Government (in many instances without corresponding budgets), it is essential that Local Government be funded sufficiently to provide their communities with essential services.

In a letter of response on Council's advancement following the Mayoral Minutes referred to above, received from the Local Federal Member on 26 August 2020, Mr Coulton articulates the following:

*I note your support for the Australian Local Government Association's (ALGA) call for Financial Assistance Grant funding to be tied to one percent of Commonwealth taxation revenue. Financial Assistance Grants have not been tied to commonwealth taxation revenue since 1986. Since then, the tax system has changed significantly, including introduction of the Goods and Services Tax (GST). GST revenue is collected on behalf of, and distributed to, state and territory governments, who each need to determine how much of that revenue is direct to their local government sector and their other priorities.*

*Putting GST aside, one percent of Commonwealth taxation receipts amounted to an estimated \$3.7 billion for the 2019-20 financial year. In contrast, the Commonwealth provided more than \$3.7 billion in support to local government, including \$2.5 billion in untied Financial Assistance Grants over \$1.2 billion in other program funding. In particular, the Coalition Government has increased Roads to Recovery funding to record levels, with at least \$500 million a year now available directly to local governments for local road maintenance and upgrades.*

*The Australian Government has no plans to tie Financial Assistant Grant funding to Commonwealth taxation revenue. In fact, I am concerned that doing so would only serve to increase the volatility of the payments received by local governments.*

Although the letter from Mr Coulton indicates that no action will be taken by the Federal Government on this matter, it is still being strongly advocated by Cr Scott, who is now president of both LGNSW and ALGA. It needs to be noted that it has been a long-standing policy of these organisations to pursue this argument with the Federal Government.

**(a) Governance/Policy Implications**

Councillors and the executive management team would be well advised to stay current of developments within the local government sector in order to adequately fulfil their roles and functions.

**(b) Legal Implications**

There are no legal implications directly attached to this report.

**(c) Social Implications**

There are no social implications directly 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 implications directly attached to this report.

**(f) Risk Implications**

There are no risk implications attached to this report.

**CONCLUSION**

This report provides Council with information regarding the campaign being pursued by LGNSW and ALGA to lobby for the Federal Government to provide the equivalent of one (1) per cent of the FAGs revenue to Local Councils, although it has been indicated by the Hon Mark Coulton MP, Minister for Regional Health, Regional Communications and Local Government, in a letter to Council that it is not the intention of the Federal government to tie the FAGs to its annual revenue raised. There is an opportunity for Council to raise the question at the ALGA Conference by way of a motion, whether the current policy of ALGA to lobby the Federal Government for a one (1) per cent of Federal revenues to be tied to the FAGs is still a relevant and achievable objective to strive for, and whether this policy needs to be revised.

**RECOMMENDATION**

- 1. That Council notes the contents of this report.**
- 2. That Council submits a motion to the Australian Local Government Association's National General Assembly 2021, as follows:**

**That the National Assembly considers whether the current policy of the Australian Local Government Association to lobby the Federal Government for one (1) per cent of annual Federal revenues to be tied to the Financial Assistance Grants (FAGs) is still a relevant and achievable objective to strive for or whether this policy needs to be revised, given the clear indication by the Hon Mark Coulton MP, Federal Minister for Regional Health, Regional Communications and Local Government, in a letter to the Coonamble Shire Council that it is not the intention of this sphere of Government to link the annual FAGs allocation as a fixed percentage to its yearly revenue raised.**

**12.2 LETTER OF ADVICE FROM OCHRE HEALTH****File Number: M 5-3****Author: Marina Colwell, Executive Support Officer****Authoriser: Hein Basson, General Manager****Annexures: Nil****PURPOSE**

The purpose of this report is to consider the contents of an email communication received from Ochre Health, notifying Council formally of the outlined verbal presentation given at Council's December meeting.

**BACKGROUND**

Representatives from Ochre Health attended the December 2020 Council Meeting to inform Council of their successful tender application to provide medical services to the Northern Sub-region of the Western NSW Local Health District, which includes the Coonamble Local Government Area (LGA). This visit has now been followed up by an email, confirming particular arrangements associated with the tender.

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

P3.2.1 Continue to advocate for appropriate medical services

**(b) Financial Considerations**

Nil.

**COMMENTARY**

The attached email conveys the intended times that health services will be available to the community of Coonamble. It seems that doctors will be available from 8am to 6pm during weekdays, either on site or on call, depending on the seriousness of the patient who needs treatment.

There is also a proposal for a second informal meeting to be held to further discuss the options for leasing and advice on the best ways to achieving their goals. (It is not clear what "leasing" is being referred to and will need to be clarified. The assumption is made that it refers to the leasing of accommodation for Ochre's doctors, and it may imply that they want to further pursue options in this regard with Council. )

It is suggested for Council to nominate a sub-committee to formally engage in further discussions with Ochre Health, as these further discussions could have immediate and long-term financial and asset management implications for Council; which will have to be thoroughly considered before firm commitments are made. It is further suggested that the Mayor and another Councillor, plus the General Manager and Executive Leaders dealing with the functions of finance, assets and community services, would constitute an appropriate composition of such a committee.



17<sup>th</sup> December 2020

Dear Mayor Ahmad Karanouh, Mr Hein Basson and members of Council,

I am writing to you to say thank you for meeting us on the 9<sup>th</sup> of December. We appreciate your time and letting us introduce ourselves to you. We are delighted to have been chosen for this important role and we look forward to working with you as we support communities and health outcomes of the Coonamble Shire.

In addition, I wanted to reiterate our model of care. Our core model of support to Coonamble hospital is based on a 3+ VMO Practitioner model with key deliverables outlined in the table below. We hope this model will run in conjunction with a General Practice to support the community and collaboration with the AMS. As you may be aware, we are currently in talks with the AMS on how we can achieve these goals.

As mentioned during the meeting, finding quality accommodation for our Doctors is a key part of integrating them into the community with the hopes they will take on long term or permanent placements in Coonamble. I would be interested in meeting again informally early in the new year to discuss any potential options for leasing or even good old fashioned advice on the best pathways to achieve these goals.

Table 1; Core VMO hospital hours

Periods	Coonamble
Monday to Friday 0800 –1800	Ochre Health to supply rural generalist service onsite/on call for ATS Cat 1 – 5 patients.
Monday to Friday 1800 – 0800	Ochre Health to supply rural generalist service onsite/on call for ATS Cat 1 – 2 patients. VRGS to supply (Cat 3 – 5)
Weekends	Ochre Health will supply a daily ward round and see Cat 1 – 5 patients from 0800 – 1200. Ochre Health to supply onsite/on call rural generalist service for ATS Cat 1 – 2 patients from 1200 - 0800. VRGS (Cat 3 – 5) from 1200 - 0800

I wish you all a merry Christmas and Happy new year! Please reach out to me via email at [dpennyfield@ochrehealth.com.au](mailto:dpennyfield@ochrehealth.com.au) or over the phone on 0414 663 618 any time.

Kind Regards

Damian Pennyfield

Ochre Health | Western NSW Project Manager and Operations Lead

**(a) Governance/Policy Implications**

It is important for Councillors and the executive management team to stay current of developments that affect the community in order to adequately fulfil their roles and functions.

**(b) Legal Implications**

There are no legal implications attached to this report.

**(c) Social Implications**

Health considerations and the availability thereof for the community are important social implications for Council to consider.



**(d) Environmental Implications**

There are no environmental implications attached to this report.

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

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

**(f) Risk Implications**

There are no risk implications attached to this report.

**CONCLUSION**

A communique received from Ochre Health conveys the intended times that health services will be available to the community of Coonamble.

The suggestion is also made for a second meeting to be held to further discuss the options for leasing and advice on the best ways to achieving their goals.

It is suggested for Council to nominate a sub-committee to represent Council in any further discussions with Ochre Health.

**RECOMMENDATION**

- 1. That Council notes the contents of this report.**
- 2. That Council authorises the Mayor, Councillor....., the General Manager, Executive Leader Corporate and Sustainability, and Executive Leader Environment, Strategic Planning and Community to represent Council in any further discussions with Ochre Health.**

**12.3 2021 NSW LOCAL GOVERNMENT ELECTIONS - COUNCIL UPDATE**

**File Number:** E2  
**Author:** Marina Colwell, Executive Support Officer  
**Authoriser:** Hein Basson, General Manager  
**Annexures:** Nil

**PURPOSE**

The purpose of this report is for Councillors to consider the contents of a circular from the NSW Electoral Commission with information regarding the 2021 Local Government (LG) elections.

**BACKGROUND**

The cycle of local government elections is normally of a four (4) year duration. However, with Covid-19 the current cycle had been extended for a further year, and the general local government elections will be held on Saturday, 4 September 2021. This step of postponing the elections in 2020 means that the term starting after the September 2021 elections will only be for a period of three (3) years.

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

L14.4.4 Governance is open and transparent

**(b) Financial Considerations**

There are no financial considerations attached to this report.

**COMMENTARY**

The Minister for Local Government has stated it is the NSW Government's intention to authorise iVote to be used as an additional voting channel at the local government elections. An announcement of additional funding for the NSW elections to be conducted in a COVID-safe way is also being made.

Please refer to point one (1) and point two (2) of the following circular in the above-mentioned regard.

Not seeing images? View online



## 2021 NSW Local Government Elections: Council Update

Bulletin no.4  
Issued 17 December 2020

### 1. iVote for September 2021 elections

#### Use of internet voting at the 2021 local government elections

The Minister for Local Government has stated it is the NSW Government's intention to authorise iVote to be used as an additional voting channel at local government elections that are administered by the NSW Electoral Commission in September 2021.

Before iVote can be used at these elections it will be necessary for legislative amendments to be made and for our existing iVote system to be reconfigured. The Office of Local Government manages amendments to the *Local Government Act 1993* and *Local Government (General) Regulation 2005* for the NSW Government. In anticipation of the necessary amendments being made in time, however, we have commenced reconfiguring iVote for local government elections, referenda and polls.

We will provide further information about whether iVote will be available at the September 2021 local government elections if the necessary legislative amendments are made. More information about iVote can be found [here](#).

### 2. Funding for COVID-safe elections

#### Minister confirms additional funding to conduct safe elections

The Government has announced that it will provide additional funding to the NSW Electoral Commission to help cover the cost of conducting the September 2021 local government elections in a COVID-safe way.

This means that councils will only need to meet the costs that would have been incurred in holding the elections in a non-COVID environment.

### 3. Sydney Town Hall out for 2021

#### Multi-area voting at Sydney Town Hall not to take place in 2021 elections

Consideration of COVID-related risks has led the NSW Electoral Commission to reassess the suitability of using Sydney Town Hall as a multi-area venue for pre-poll voting and on the election day.

Due to public health requirements, in particular social distancing, the Commissioner has determined that, to ensure the safety of voters, party workers and election staff, Sydney Town Hall will not be used for the 2021 elections.

For electors voting in the City of Sydney, a number of venues will be located around the CBD. Consideration will be given to the establishment of some multi council pre-poll venues and polling places within the Sydney local government area to allow electors from some surrounding areas to vote in the Sydney CBD.

Finally, all at the NSW Electoral Commission would like to wish you and your staff a Merry Christmas and Happy New Year.

251 Elizabeth Street | Sydney NSW 2000 | GPO Box 832 | Sydney NSW 2001  
T: +61 2 9290 5910 | SWITCH: +61 2 9290 5999 | ENQUIRIES: 1300 135 736  
[elections.nsw.gov.au](http://elections.nsw.gov.au)



COONAMBLE SHIRE COUNCIL	
FILE NO:	E2
22 DEC 2020	
DOC NO:	96535
ASSIGNED:	Colwell
OPENED:	EP ACTION: ups

Unsubscribe  
For our receiving site email address you have indicated you would like to receive updates from the NSW Electoral Commission.

### (a) Governance/Policy Implications

Councillors and the executive management team are well advised to stay current of developments within the local government sector to adequately fulfil their roles and functions.

### (b) Legal Implications

There are no legal implications attached to this report.

**(c) Social Implications**

The general local government elections on 4 September 2021 form an important part of the social agenda for all communities throughout NSW. Communities will have an opportunity to vote for “their” elected representatives who will be representing them for the next election term on the government sphere closest to the public.

**(d) Environmental Implications**

There are no environmental implications attached to this report.

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

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

**(f) Risk Implications**

There are no risk implications attached to this report.

**CONCLUSION**

This report provides Council with updated information on the NSW upcoming election in September 2021.

**RECOMMENDATION**

**That Council notes the information contained in the circular from the NSW Electoral Commission.**

## **12.4 WORKPLACE INJURY MANAGEMENT REPORT**

**File Number:** S-17

**Author:** Graeme Joseph, Training & WHS Coordinator

**Authoriser:** Hein Basson, General Manager

**Annexures:** Nil

### **PURPOSE**

The purpose of this report is to keep Council informed of significant Workers Compensation Insurance figures and trends.

### **EXECUTIVE SUMMARY**

Information on Workers Compensation has been provided from the financial years 2018/2019, 2019/2020 and the year-to-date figures for the 2020/21 year.

### **BACKGROUND**

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

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

L1.4.7. Ensure compliance with legislation for WH&S.

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

Improvement in safety practices and compliance improves the possibility of reducing Worker's Compensation premiums through a reduction in injury and claim costs, as well as the risk of legal action and fines for non-compliance with current WHS legislation and regulations. The workers compensation premium has been estimated and included in the budgetary considerations for 2020/21.

### **COMMENTARY**

The table below covers Workers Compensation claims provided from the 2018/19 to 2020/21 YTD financial years.

Council continues to work closely with the insurer and other providers to achieve a return to work within the shortest possible timeframe; however, the ongoing lost time could negatively influence Council's premium costs.

Item	2018/2019	2019/2020	2020/2021
Total Premium	\$246,574.11	\$241,450.13	\$301,392.83 (Estimate)
Premium as a % of Gross Wages (ex GST)	3.2%	3.2%	3.1% (Estimate)
YTD New Claims (Premium Impacting)	6	8	4
YTD New Claims (Non Premium Impacting)	23	12	7
YTD Total New Claims	29	21	11
YTD Time Lost Due to Injury (LTI Days)	88	96	53
Open Premium Impacting Claims (Previous Years)	0	1	3
Open Non Premium Impacting Claims (Previous Years)	0	0	0
Open Premium Impacting Claims (Current Year)	1	3	3
Open Non Premium Impacting Claims (Current Year)	1	5	4
Total Open Claims	2	8	7
Closed Claims that are still Impacting on Council's Premium	0	0	0
Total Cost of All Premium Impacting Claims (to date)	\$39,735.00	\$177,553.87	\$89,075
Scheme Performance Rebates	\$24,418.71	\$24,872.53	\$32,126.00 (Estimate)

**(a) Governance/Policy Implications**

There are no governance / policy implications arising from this current report, however it is expected as a result of continuous improvement processes Council's WHS Policies and practices may be altered to reflect best practice in the coming years.

**(b) Legal Implications**

There are no legal implications arising from this report itself. All employers in NSW are subject to operate within the requirements of the *Work, Health and Safety Act 2011*, *Work, Health and Safety Regulation 2017* and *Workers Compensation Act 1987*.

**(c) Social Implications**

While there are no social implications arising from this report, it is important to note that Council should strive to act in a socially responsible manner and has a duty of care towards its employees, contractors, volunteers and members of the public. By aiming to achieve best practice, the Council can provide leadership and support to the wider community.

**(d) Environmental Implications**

There are no environmental implications arising from this report.

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

There are no Asset Management Implications arising from this report. If Workers Compensation Claims are miss-managed there may be impacts on Councils budget through increases to the premium.

**(f) Risk Implications**

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

**CONCLUSION**

This report has been developed to advise Council of Workers Compensation Insurance figures and trends, and will be an ongoing monthly report.

Council continues to work closely with StateCover to manage Workers Compensation claims and is continuously monitoring and reviewing its WHS obligations and recovery at work systems to reduce workplace hazards and improve outcomes for injured workers.

**RECOMMENDATION**

**That Council notes the contents of the WHS Monthly Report for its information.**



## 12.5 DRAFT VOLUNTEER POLICY

**File Number:** P-15

**Author:** Shannon Tandy, Human Resources

**Authoriser:** Hein Basson, General Manager

**Annexures:** 1. Draft Volunteer Policy

### PURPOSE

The purpose of this report is for Council to endorse for display and consider for future adoption the attached Volunteer Policy.

### BACKGROUND

Volunteers contribute significantly to the achievement of Council's strategic and service delivery outcomes in conjunction with Council employees to enhance the broad range of Council's services, projects and programs. Council currently does not have a Volunteer Policy.

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

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

P3.5 Increase capacity for organisations to attract and retain volunteers.

P3.5.1 Provide volunteer related information to local organisations.

#### (b) Financial Considerations

The financial considerations in this report are mainly indirect costs which include the use of Personal Protective Equipment (PPE), volunteer supervision, as well as inductions and appropriate training as required. Costs are estimated at \$4,000 per annum (based on six (6) volunteer placements) and provision will be made in the 2021/2022 budget and on an ongoing basis in future years.

### COMMENTARY

#### (a) Governance/Policy Implications

Once adopted, this Volunteer Policy will become part of the policy framework for Council.

#### (b) Legal Implications

Council has broad ranging legal obligations in its management of staff and volunteers. This policy has been developed in order to comply with appropriate legislation including the *NSW Local Government Act 1933*, *Work Health and Safety Act 2011*, *Commonwealth Volunteer Protection Act 2003* and the National Standards for Volunteer Involvement.

#### (c) Social Implications

Volunteers provide a connection to the community, encourage community involvement and social inclusion to strengthen Council's relationship with the community.

Volunteers gain a sense of purpose and confidence to combat stress, loneliness, isolation and depression to create a better life balance, as well as meeting new people, sharing interests and learning new skills to gain a sense of achievement.

Council understands that volunteers are an integral part of the organisation and a valuable asset to Council and the community. The development of this policy assists Council in ensuring that successful volunteering opportunities are facilitated.

**(d) Environmental Implications**

There are no environmental implications arising from this report.

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

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

**(f) Risk Implications**

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Control</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
Non-compliance with Work Health & Safety obligations.	Medium	WHS compliance requirements are incorporated into the Volunteer Policy and subsequent procedures.	Low	Yes
Council does not currently have a Volunteer Policy.	High	Council endorses the Volunteer Policy.	Low	Yes
Unintentional non-compliance with Industrial Relations requirements by using a volunteer in the same capacity as a paid employee.	Medium	Council endorses the Volunteer Policy.	Low	Yes

**CONCLUSION**

Council will expand its use of volunteers in a range of Council’s services, projects and programs in the near future. Council has not had a formal policy in place previously to assist with ensuring compliance with legislative, operational requirements and best practise philosophy. Therefore, the Volunteer Policy has

been developed to provide a framework and guidance for the Community, Executive team, Managers, Supervisors and volunteers to ensure volunteerism is inclusive, fair and sustainable for all involved.

## **RECOMMENDATION**

- 1. That Council displays the Volunteer Policy, attached to this report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.**
- 2. That Council requests the People, Risk and Improvement section to present a further report, together with submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Volunteer Policy (with or without changes) at a following Ordinary Meeting.**

## **1. BACKGROUND**

Volunteers contribute significantly to the achievement of Coonamble Shire Council's strategic and service delivery outcomes in conjunction with Council employees to enhance the broad range of Council services, projects and programs.

Council also recognises that volunteering enhances social capital within the Coonamble community.

This policy provides a clear definition of the responsibilities of Council volunteers and employees, as well as outlining procedures and processes for effective management of volunteer programs within the organisation. It enables Council to fulfil its duty of care to volunteers, employees who work with volunteers and members of the community by services provided from Council volunteers.

## **2. PURPOSE**

Coonamble Shire Council recognises volunteers are an integral part of the organisation and a valuable asset to the community. This policy provides the framework to successfully implement volunteers into Council and/ or activities.

## **3. POLICY OBJECTIVE**

- Guide Council's vision for ongoing recruitment, volunteer management and recognition of volunteers.
- Assist in defining the role and responsibilities of volunteers.
- Encourage active community participation, involvement and social interaction through appropriate volunteering opportunities within the organisation.
- Facilitate engagement, supervision and training of volunteers.
- Provide a framework for the relationship between Council Staff and Volunteers.

#### **4. LEGISLATION & RELATED DOCUMENTS**

- Coonamble Shire Council Volunteer Management Procedures
- Local Government Act 1993
- Work Health and Safety Act 2011
- Industrial Relations Act 1996
- Model Code of Conduct for Local Councils in NSW – 2020
- Private and Personal Information Protection Act 1998 (NSW)
- Private and Personal Information Protection Regulation Act 2014
- Workplace Surveillance Act 2005
- Coonamble Shire Council's Operational Plan
- National Standards for Volunteer Involvement
- Commonwealth Volunteer Protection Act 2003
- Equal Employment Opportunities
- School to Work Program

#### **5. APPLICATION/SCOPE**

The following individuals and groups are deemed to be 'volunteers' for the purposes of this policy:

- Entities of Council set up under the provisions of Section 355 of the Local Government Act 1993.
- Individuals recruited (or whose application is accepted) to volunteer with Council.
- Members of Council-managed Reference Groups and Advisory Committees.
- Volunteers who participate in Council managed projects and events.
- Individuals and organisations undertaking work on Council property, with formal Council consent and/or supervision, i.e. Service Clubs, Showground Trusts, Roadside Clean up campaigns, Environmental groups, School Project Groups, Sport and Recreation Groups.
- Volunteers involved in mutual obligation activities.
- Volunteers undertaking activities by way of a Sub-delegation of Functions in accordance with Section 378 of the Local Government Act 1993.

The following individuals and groups are excluded from this policy:

- People undertaking activities on behalf of Council in return for a fee or charge.
- People undertaking work experience with Council.
- Licensees of Council-owned community facilities.
- Volunteers delivering services on behalf of not-for-profit, government and/or non-government organisations within the Coonamble Local Government Area (LGA).
- Volunteers working for not for profit organisations, who are co-delivering projects with Council staff and/or volunteers.
- Participants completing work on Council projects or programs under a Community Service Order.
- Individuals undertaking routine work on Council property.

## **6. POLICY**

Coonamble Shire Council recognises the importance of volunteers within its community and acknowledges their contribution to improving the services provided and the quality of community life within the local council area. Volunteer Programs help to forge a bond between the Council and the local community by:

- Encouraging community participation, independence and interdependence.
- Providing additional access to resources and information.
- Increasing opportunities for social interaction, support and satisfaction.
- Adding value to services and programs.
- Extending the reach of Council services and events within the community.

### **6.1 EQUAL EMPLOYMENT OPPORTUNITIES**

Coonamble Shire Council aims to provide an environment of equal employment opportunity in the workplace. Council encourages people from diverse and cultural backgrounds, women and people with all abilities to apply for all volunteering opportunities.

### **6.2 IMPLEMENTATION**

Volunteers are recruited by the relevant Council department requiring the assistance of volunteers. All recruitment and selection of volunteers

will be based on merit and interest of the volunteer without bias and inline with Council's Equal Employment Opportunities Policy.

Prospected volunteers will need to complete a volunteer application form, undertake necessary checks and induction prior to commencement. The People, Risk & Improvement department will assist with volunteer engagement within Council.

Prospected volunteers will need to complete a volunteer application form, undertake necessary checks and induction prior to commencement. The People, Risk & Improvement section will assist with volunteer engagement within Council.

Coonamble Shire Council provides work experience and work readiness to students through the School to Work Program Policy.

### **6.3 RESPONSIBILITIES**

Volunteers are not paid for their services, nor are they free labour. As with paid staff, in order for volunteers to effectively fulfil their duties and meet legislative requirements, they need to access information and appropriate resources – human, physical and financial. The resources need to be allocated in line with relevant Council policies and the National Standards for Volunteer Involvement.

#### **6.3.1 Council's Responsibilities**

Council will:

- Recognise the different roles, rights and responsibilities of volunteers.
- Create a climate of mutual respect.
- Provide a safe and effective work environment.
- Induct and train volunteers in relation to their activities.
- Ensure that volunteers are not used to permanently replace paid staff.
- Require volunteers to work under the direction and supervision of paid staff and/or appointed coordinators.
- Volunteers can expect a clear description of their duties, responsibilities and working environment which promotes productivity and satisfaction.
- Volunteer details will be kept on record.
- Regular reviews will provide both the Council staff and the volunteer with an opportunity to assess satisfaction and make adjustments.

### **6.3.2 Volunteer's Responsibilities**

Volunteers have obligations to Council and are required to:

- Act honestly and with reasonable care and diligence.
- Demonstrate appropriate behaviour while volunteering including:
  - Not attempting to influence another person for advantage or favour.
  - Reporting potential conflicts of interest.
  - Not soliciting, demanding, requesting or accepting any gift or benefit from another person.
  - Maintaining confidentiality and privacy.
- Acquaint themselves with the objectives and functions of Council and the services they are providing.
- Participate in appropriate induction and training.
- Operate under the direction and supervision of Council personnel to achieve the objectives required.
- Notify of any potentially hazardous situation to themselves or a third party.
- Report any injury/damage to themselves or a third party.
- Make a realistic commitment in terms of involvement and reliability.
- Be aware of and adhere to Council's policies and procedures, relevant legislation and relevant organisational policies, including Code of Conduct.
- Ensure confidentiality of information relating to clients and respect the rights of clients.
- Notify appropriate staff of accidents, unsafe working conditions, or inability to perform required tasks.
- Undertake necessary training to maintain skills required.
- Follow all instructions, consistent with the volunteer's job description, that may be given by the nominated supervisor.
- Always portray Council in a positive and competent manner.

### **6.3.3 Volunteer Opportunities**

Volunteers usually assist Council in the following functions, depending on available resourcing:

- Administration.
- Library Services.
- Visitor Information Centre.
- Youth Services.
- Museum Operations.
- Recreation & Open Spaces (Cemetery).



- Short term community projects or events.

#### **6.3.4 Volunteer Recognition**

Council will recognise the importance of volunteers and the valuable contribution they make to our community at an appropriate annual function.

#### **6.4 COUNCIL'S RIGHTS**

Council has the right to:

- Negotiate a commitment from a volunteer.
- Expect a volunteer to undergo appropriate induction and training.
- Expect to be notified in advance if a volunteer is unable to undertake duties.
- Refuse a volunteer placement.
- Request that a volunteer undertakes a police check or medical predetermined by the chosen area of work.
- Expect a volunteer to embrace privacy and confidentiality obligations.

#### **6.5 COUNCIL'S GENERAL RESPONSIBILITIES**

Council will ensure that volunteers:

- Do not take responsibility for duties assigned to paid staff.
- Have adequate skills and knowledge to undertake duties.
- Are provided with an induction and appropriate training.
- Receive appropriate support and supervision.
- Are registered with Council and insured whilst understanding approved work activities.
- Have a safe working environment, safe equipment and safe systems for volunteers.
- Have adequate resources to ensure the sustainability of the volunteer.

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

## 7 DEFINITIONS

Term	Meaning
Volunteers	Defined as persons who undertakes activities without monetary reward, of their own free will, to be a benefit to Council and the local community. Volunteers will complement but do not replace the services provided by paid staff.
Employees	A <b>worker</b> who gets paid an hourly wage or annual salary for a set job. Performs work, under the direction and control of their <b>employer</b> , on an ongoing basis.
Induction	A process that ensures new workers receive accurate and consistent information on how to perform work tasks safely.
Conflicts of Interest	Arise when the personal interests of an employee or volunteer conflict with the professional interests of a business.
Gifts or Benefits	Any product or service (including hospitality) voluntarily provided to a Council Official, which represents an actual, potential or perceived conflict of interest.
Confidentiality and Privacy	<p><b>Privacy</b> refers to the right of an individual to keep his or her information private.</p> <p><b>Confidentiality</b> refers to the duty of anyone entrusted with information to keep that information private.</p>
Code of Conduct	<p>Sets the minimum standards of conduct for Council officials. It is prescribed by regulation to assist Council officials to:</p> <ul style="list-style-type: none"> <li>• Understand and comply with the standards of conduct that are expected of them.</li> <li>• Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence.</li> <li>• Act in a way that enhances public confidence in local government</li> </ul>

<b>Title: VOLUNTEER POLICY</b>		
<b>Department: People, Risk &amp; Improvement</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
1.1	03/02/20	Human Resources Officer
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment).</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>		

**12.6 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT****File Number: D5****Author: Pip Goldsmith, Manager Economic Development & Growth****Authoriser: Hein Basson, General Manager****Annexures:**

1. **Inland Rail IIP Gate 2 Final Report (under separate cover)**
2. **Inland Rail IIP Project Gate 3 Project Plan - Closed (Public Excluded)**
3. **Submission to the Legislative Assembly Committee on Investment, Industry and Regional Development's Inquiry into the Inland Rail project and regional NSW**
4. **Coonamble Shire Council draft submission to the Inland Rail N2N Environmental Impact Statement (under separate cover)**

**PURPOSE**

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

**BACKGROUND**

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

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

Economic Development and Growth Activities work towards achieving the objectives of the Community Strategic Plan, Delivery and Operational Plan, Economic Development Strategy and the Coonamble Shire Council Masterplan. Coonamble Shire 2032 Community Strategic Plan identifies 'Our Economy' as one of five (5) key themes.

**(b) Financial Considerations**

Individual project budgets for the Coonamble CBD public amenities and the Visitor Information Centre are detailed in this report for Council's information.

This report reflects the Quarterly Budget Review – December 2020.

**COMMENTARY**Inland Rail

*Interface Improvement Program (IIP) Round One – Upgrade to Gilgandra-Coonamble Line:* Ernst Young (EY) have submitted a final report (attached to this report as Annexure 1) to the Department of Infrastructure, Transport, Regional Development and Communications (the Department) following the completion of Gate 2. The Department has reviewed this report and advised that the project has been successful in advancing to Gate 3. A Project Plan (attached to this report as Annexure 2) has been developed and submitted to the Department for approval.

*Interface Improvement Program (IIP) Round Two:* The outcome of Council's Expression of Interest submitted to Round Two of the IIP is still pending.

*Legislative Assembly Committee on Investment, Industry and Regional Development's Inquiry into the Inland Rail project and regional NSW:* Council made a submission to the above Inquiry, which is attached to this report as Annexure 3.

*Environmental Impact Statement:* The Environmental Impact Statement (EIS) for the proposed Narromine to Narrabri (N2N) section of the ARTC Inland Rail Project that has been lodged with the NSW government under State Significant Infrastructure Application No SSI-9487. Council has outsourced assistance in the preparation of a submission on behalf of the community. A draft version of this submission was circulated to Councillors for comment prior to the deadline of 7 February 2021, and is also attached as Annexure 4 to this report. This submission included comment and request for additional information and consultation regarding:

- route selection, alternatives and options
- land use and property, traffic and transport arrangements, level crossings
- road culverts and other drainage improvements
- socio-economic impacts
- public infrastructure and utilities
- resource construction materials and stockpiling
- water supply, flooding and overland drainage
- protecting Aboriginal culture and heritage
- noise and vibration
- soil and weeds
- air quality
- Dark Sky Planning Guidelines
- flora and fauna
- construction workers
- waste
- contributions framework
- ongoing community engagement.

Coonamble CBD Public Amenities

Site preparation including levelling has been completed, and installation of the amenities building is due to be undertaken later this month. Connection of services is currently being confirmed to be completed as soon as possible after installation.

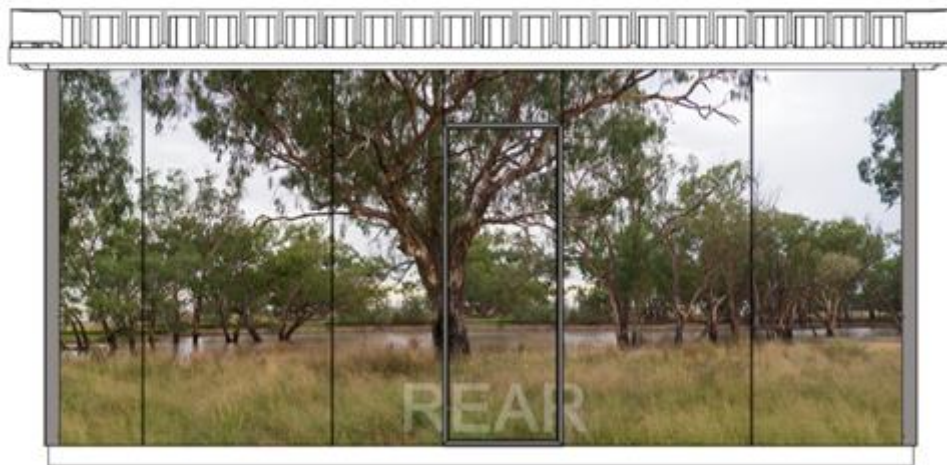
As reported to Council in December, \$28,612 is required to allow for a new power connection to the site. As a new power connection is required for the amenities building, it is prudent to allow for a connection with the capacity to serve other uses such as EV charging stations and businesses operating in the vicinity of the carpark. There is no additional cost incurred in ensuring this capacity, the cost is a result of the need for a new connection. It is proposed that this power connection cost be reallocated from the Tourism Wages and Advertising & Promotion budget to reflect the future strategic investment. This reallocation is reflected in the Quarterly Budget Review – December 2020.

The artist selected to provide the design for the screen and photofilm for the amenities building has provided Exeloo with high resolution imagery to be wrapped around the building before its delivery and installation on site. Following is a mock-up of that image as it will appear on the building.

FRONT ELEVATION (1:40)



REAR ELEVATION (1:40)



RIGHT ELEVATION (1:40)

LEFT ELEVATION (1:40)



At the Ordinary Council Meeting on 9 December 2020, it was resolved **That Council provides a maximum amount of \$12,000 for purposes of the screens construction and installation at the new CBD Public Amenities in order to curtail the cost component of this project.**

Following this decision, staff have undertaken significant consultation with the artist to ensure the progress of the project. The artist has suggested design developments to accommodate the allocated budget and address safety concerns raised by the technical panel which originally provided recommendations on the design for the building and screens.

The following images proposes the developed design for the privacy screen.



The artist proposes support posts at the joins of each panel to ensure the strength this screen.

Additionally, the artist suggests the size of the directional screen be reduced to 1200mm high x 2400mm wide. This decreased size will require less plate steel and therefore will reduce cost. Previously, it was proposed that the dimensions of this screen would be 2783mm high x 5525mm wide. The following image shows the original proposal which will need to be redesigned to fit the new proposed dimensions.



Should Council agree to the proposed design developments, the artist will provide Council with an updated quote for the screens.



As the project progresses the project budget is regularly updated and is included here for Council's information.

	Total \$
<b>INCOME</b>	
Stronger Country Communities Fund Round 2	250,000
Council commitment to match SCCF	81,529
Additional funding from Council's working capital, committed August 2020	17,497
Additional funding to be reallocated from Tourism wages and advertising and promotion expenses	30,000
<b>TOTAL PROJECT INCOME</b>	<b>379,026</b>
<b>EXPENSES</b>	
<i>confirmed expenses</i>	
79 Castlereagh Street land purchase	52,626
Exceloo Silver tiple JUPITER	193,800
Installation by Exeloo	19,600
Design development and detailed construction drawings	5,860
Additional photofilm to cover four sides	2,000
DA & CC fees	2,050
Complete electrical connection	28,612
Design fee (commissioned artwork for block and design for screens)	5,000
<i>estimated expenses</i>	
Local trades to prepare for installation	20,000
Council trenching for installation	10,000
Civil works	10,000
Landscaping	5,000
Screen fabrication and installation	12,000
Contingency	12,478
<b>TOTAL PROJECT EXPENSES</b>	<b>379,026</b>

Coonamble Visitor Information Centre (VIC)

Progress on the construction of the VIC continues to progress according to the program and without delay. The main roof, hydraulic rough in and mechanical rough in has been completed, electrical rough in is in progress and the suspended ceiling structure is also in progress.

Council staff continue to work closely with the construction team and participate in fortnightly site meetings to monitor progress and developments. Since the last update provided to Council, there have been three (3) contract variations required:

- Construction variation 2 – additional stormwater      \$2,929.00  
Additional stormwater was required as a result of the increased finished floor level as earlier reported to Council. Additional stormwater work and infrastructure was required to take stormwater from the raised height to the kerb and gutter.
- Construction variation 3 – additional box gutters      \$14,720.00  
During considered consultation with the building contractor, architect and hydraulic engineers, it was agreed that additional box gutters would provide surety that there would be no flooding of originally designed gutters during a very heavy rain event. This was considered an important investment at this stage considering earlier concerns about the pitch of the roof and capacity of box gutters.
- Construction variation 4 – additional steel works      \$3,277.50  
Following inspection by the structural engineer, it was agreed that stiffening of the two awnings of the building using brackets and gussets would provide benefits to the structural integrity of the building.

As these contract variations have been unexpected and impact the total project budget, Council staff have initiated discussions with the lead design agency about the liability of these variations. Staff have requested that all variations incurred so far be investigated by the lead design agency so that the cost of each variation can be borne by the party responsible for it being incurred. These discussions are sensitive and ongoing. Council will be provided with an outcome of these discussions as soon as it is available.

In recognising the impact of these variations, staff have revised the project budget to reflect the requirement of Council to undertake landscaping and civil works within the total project budget. As progress continues to be made on the project, the budget is continually updated to reflect quotes provided and requirements of council work with staff and plant allocations. The current budget is included in this report for Council's information.

	Total \$
<b>INCOME</b>	
Stronger Country Communities Fund Round 2	330,000
Council commitment to match SCCF	157,810
Coonamble Shire Council Development Reserve Fund (committed Feb 2020)	150,000
Coonamble Shire Council Working Funds (committed Feb 2020)	100,000
Drought Stimulus Package	400,000
Council funds previously provided for the detailed design of a roundabout to the construction (committed July 2020)	315,000
Council working funds (committed July 2020)	49,640
<b>TOTAL PROJECT INCOME</b>	<b>1,502,450</b>
<b>EXPENSES</b>	
Westbury Construction tender price for construction	1,002,987
Construction variation 1 (finished floor level)	14,639
Construction variation 2 (additional stormwater)	2,929
Construction variation 3 (additional box gutters)	14,720
Construction variation 4 (additional steel works)	3,278
Geotechnical	5,600
Detailed design	52,115
Regional Procurement	6,600
Section JV3 performance requirement	1,500
CC and DA fees	2,750
Architectural consultancy during construction	4,500
Engineering consultancy during construction	2,660
Exhibition and display RFP including interpretations, signage, furniture and fit out	200,000
Landscaping and earthworks (Council plant and staff costs)	30,000
Civil works (Council plant and staff costs for road reseal, design and construct carparking, kerb and gutter, drainage, stormwater, widening of driveway and footpaths)	140,000
Supply and delivery of plants	15,000
Contingency	3,173
<b>TOTAL PROJECT EXPENSES</b>	<b>1,502,450</b>

As a separately managed component of the Coonamble VIC project, Council has called for proposals and quotations from suitably qualified and creative suppliers for the design and installation of exhibition and display – including furnishings and an interpretative installation – at the new Coonamble VIC. Submissions were due by Friday 5 February 2021

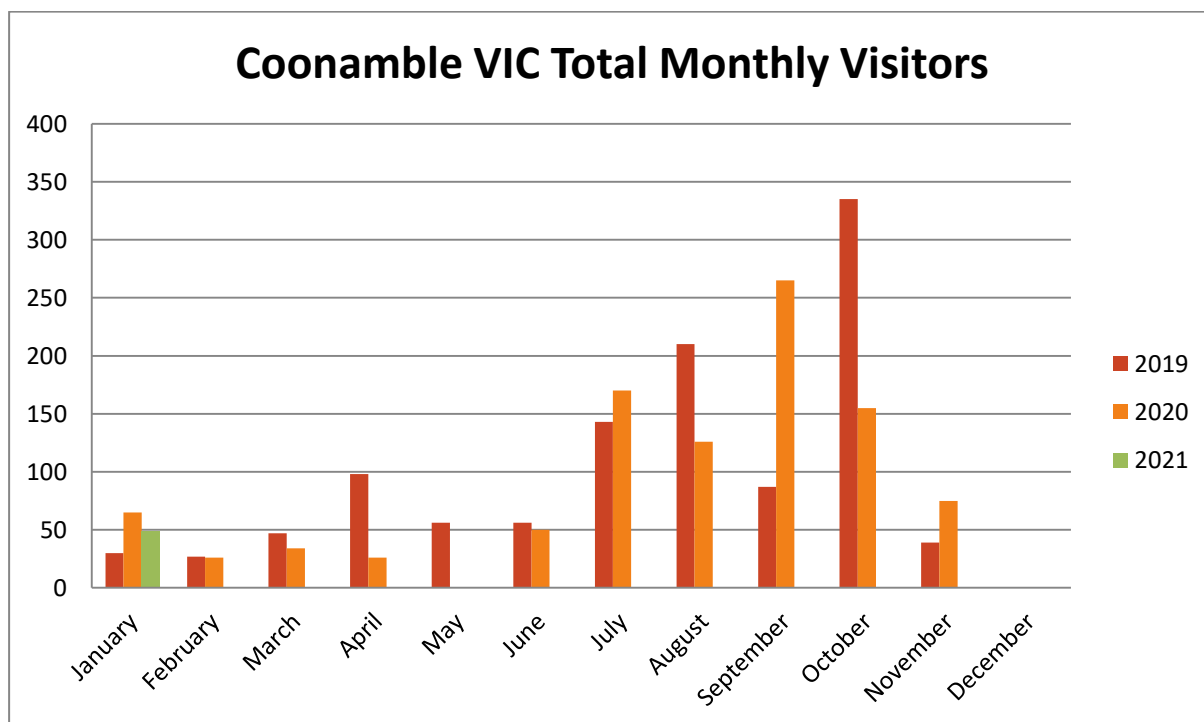
A confidential supplementary report for Council will be prepared to provide copies of these proposals and quotations, and the assessment panel’s recommendation for appointment for Council’s consideration and decision. This report will be distributed to Councillors by 9am on Tuesday 9 February prior to the Wednesday 10 February Council Meeting. It is understood that this arrangement provides for a limited timeframe, and staff apologise in advance for any inconvenience caused. Care will be taken to ensure that the report is succinct and clear. It is important to keep the momentum going with all the planning aspects of this important facility. Waiting a further month to address this essential aspect is not deemed to be prudent management.

Tourism Activities and Destination Management

Since the launch of @visitcoonamble social pages, over 4,500 people have been engaged and there are 110 new followers on both Instagram & Facebook.

In December 2020 and January 2021, the Coonamble Visitor information Centre (VIC) had 49 visitors, compared with 65 visitors for the same period the previous year. The impacts of COVID-19 outbreak in Sydney over the Christmas period and the sudden border closures resulted in the decrease in the visitors from the same period last year. The table below captures the total number of visitors for the VIC each month for 2019-2021.

There was a total of 992 visitors through the VIC in 2020. This is a decrease of 12% from the previous year. It needs to be noted that the VIC was closed for almost two months due to COVID-19, which would have impacted the final numbers dramatically for the year.



Two vacant tourism positions have recently been advertised. Applications closed on 29 January for a Visitor Information Officer and a Tourism and Events Officer – Maternity Relief. Staff continue to advertise for volunteers for both the VIC and Museum under the Bridge. There has been limited interest so far.

Following the successful recruitment of those positions, the volunteer program for the Visitor Information Centre and the Coonamble Museum Under the Bridge will be reviewed.

### Coonamble Riverside Holiday Park

A lease agreement with Belgravia Leisure has commenced and a newly appointed manager is now living onsite, operating the Coonamble Riverside Holiday Park on behalf of Belgravia Leisure.

Council staff have worked closely with the former tenants, Belgravia and the current manager to ensure a smooth handover and transition. Staff are continuing to work with Belgravia and their appointed manager on immediate improvements including a power safety, tree lopping, tidying and levelling of the site, LPG connection to the cabins, provision of bins, information about water and sewer, cleaning and spraying of weeds. Belgravia has also undertaken a branding review. To reflect consumer preferences and sector standards, the property will now be known as Coonamble Riverside Holiday Park instead of Coonamble Riverside Caravan Park. The following images provide a snapshot of the branding that will be used by Belgravia.



Council staff are also making plans for longer term improvements which will be funded by grants already secured. The plans are being finalised in collaboration with Belgravia to ensure greatest return on investment, and include accessible upgrades to amenities, security cameras and fencing. These upgrades are in addition to the already planned disabled cabin, ensuite sites, camp kitchen, lighting and signage. A program and additional details for this grant funded project will be provided to Council once confirmed with Belgravia.

Now that the Coonamble Riverside Holiday Park is being entirely managed by an organisation with considerable expertise in the sector, it is recommended that cabin fees be removed from Council's Fees & Charges from the end of the 2020/21 Financial Year.

As Council has leased the property to an organisation who is running a business separate to Council's operations, it is not appropriate for Council to have input into operational matters of that separate business.

The current lease agreement recognises Council's investment in capital upgrades by providing for 25% of cabin income to be paid to Council, encouraging the tenant's

business model to be profitable and promote the utilisation of the cabins, increasing the income potential for both Council and Belgravia.

Should cabin fees not be dictated by Council's Fees & Charges, Belgravia is provided with flexibility to negotiate rates on a case-by-case basis. For example, a weekly discount may be negotiated for contractors employed by Council who will be staying and working in the town for an extended period of time. Belgravia and Council staff agree that the option for such opportunities provides benefits to many parties and ultimately encourages use of the Holiday Park and visitation to Coonamble.

## Events

### **Coonamble Christmas Street Party**

The successful Coonamble Christmas Street Party was held on Saturday 12 December 2020 in the main street of Coonamble. Event management was undertaken by the Coonamble Times.

The main street was bustling with over 1,000 attendees visiting the street throughout the day. Children and families enjoyed activities such as scavenger hunt, Christmas tree decorating, jumping castle and water slide, Santa parade and entertainment from local performers. The Coonamble Chamber Cash was drawn with successful winners announced. Prizes for the scavenger hunt, best dressed and the Christmas tree decorating competition were awarded.

A survey was released post event with 34 responses. The following feedback was received from the survey:

- 64% of responses were happy with the date and time of the event;
- 85% of responses felt there was enough information available about the event;
- 73% of responses said they attended the event for the market stalls and 44% attended for the food and drinks, while 38% attended for the entertainment;
- 91% of responses would like to see another similar event during the year.

### **Australia Day**

Australia Day celebrations were held in Coonamble and Gulargambone on Tuesday 26 January. Both events were COVID-safe events with all attendees adhering to the current NSW Public Health Order.

Coonamble saw a crowd of around 120 come together to recognise the achievements of people and groups in the Coonamble Community.

The Coonamble Rotary Club cooked a free breakfast for all attendees, while the students of the Coonamble Public School performed the National Anthem on behalf of all attendees, with the crowd not being allowed to sing due to COVID-19 restrictions.

Ms Jane Rutter, the 2021 Australia Day Ambassador an internationally-acclaimed flutist, took to the stage to perform a few of her new released songs on the flute and presented her Ambassador Address.

The 2021 Coonamble Australia Day Award recipients were:

- Citizen of the Year – Irene Reeves

- Young Citizen of the Year – Patrick Forbes
- Sportsperson of the Year – Matt Watts
- Junior Sportsperson of the Year – Shakaye Walker
- Community Group of the Year – Coonamble Children’s Services

Australia Day celebrations in Gulargambone started early with the Gulargambone Australia Day Committee and helpers serving a delicious breakfast for between 200 and 250 people.

Gulargambone’s Australia Day Awards were then presented by their 2021 Ambassadors, Mr Geoff Coombes and Ms Samantha Hollier, Co-Founders of Tour de Cure, a foundation that raises vital funds to support the researchers, surgeons and clinicians who dedicate their lives to finding a cure for cancer.

The 2021 Gulargambone Australia Day Award recipients were:

- Citizen of the Year – Annette Fisher
- Young Citizen of the Year – Aiden King
- Sportsperson of the Year – Katarina McEwen
- Community Group of the Year – Gentle Exercise Group
- Community Event of the Year – Christmas in July
- Environmentalist of the Year – Gulargambone Lions club

**Welcome to Coonamble Dinner**

Local service clubs, community and sporting groups will host the Welcome to Coonamble Dinner at Coonamble Bowling Club on Saturday 27 February.

Council is coordinating Welcome to Coonamble Packs and has invited all community and sporting clubs to contribute to this, for distribution to new residents.

About 50 new residents are expected for the event. Council will promote the dinner through social media and its website.

Grants

Status	Number
Grant-funded projects acquitted (Dec-Jan)	2
Grant-funded projects completed (yet to be acquitted)	2
Grant-funded projects in progress	24
Grant submissions made (Dec-Jan)	3
Relevant grant opportunities ahead	5

Grant submissions have recently been made for:

- **Women’s Week 2021 (\$4,450, with Council co-contribution of \$3,550)** to host a morning tea with guest speaker for about 50 participants on the theme of Participation and Empowerment, between 8 March and 14 March.

- **The Festival of Place Summer Fund (\$10,000)** for an evening street party in Castlereagh Street, Coonamble, on Friday, 12 March, to coincide with the Ag-Field Day on Saturday, 13 March, and Western Area Country Championships hosted by the Coonamble Jockey Club on Sunday, 14 March.
- **Your High Street Program (\$842,000)**, focused on the main street of Coonamble, between Aberford and Tooloon Streets, for cleaning and painting of shopfronts and building facades, more public art, the installation of solar-powered under-awning lighting and feature lighting on building facades, and installation of bench seating. This is in line with goals of the Masterplan and would constitute work that could be undertaken independent of a detailed design, which is outside the scope of this funding opportunity.

Successful Grant Applications / Funding offers:

Council has been advised of the success of the following grant applications or availability of funding:

Grant	Funding	Project	Status
Crown Reserves Improvement Fund	\$64,497	Installation of solar power and CCTV at Warrena Weir Recreation Reserve	Accepted
Stronger Country Communities Fund (Round 3)	\$55,576	Coonamble Youth Council – workshops and events	Awaiting Funding Deed
Summer Fun for Regional Youth	\$10,000	Retrospective cost recovery for youth activities between 16 December 2020 and 4 February 2021	Administration/acquittal needs to be finalised

Grant opportunities ahead (relevant to priorities of the Masterplan):

Grant	Funding	Closing	Target
Seniors Festival Grant	<\$5000	4 Feb	Seniors of the LGA
Driver Reviver Site upgrades to toilets, canteens, seating and lighting	<\$150,000	25 Feb	Smith Park facilities south of the new Visitor Information Centre
Regional Sport Facility Fund	<\$1m or >\$1m plus co-contribution	26 Feb	Macdonald Park, Coonamble
Building Better Regions – Infrastructure Stream	\$20,000 to \$10m (covering 75% of costs)	5 Mar	Macdonald Park, Coonamble; Castlereagh Street, Coonamble
Building Better Regions – Community Investments Stream	\$5,000 to \$1m (covering	5 Mar	For expanded local events, strategic regional plans, leadership and



Grant	Funding	Closing	Target
	75% of costs)		capability building activities

### Communications

A rhythm of communication between Council and the community continues through a combination of weekly and monthly printed media and online posts to its website and Facebook as required.

Council is maintaining coherence in its outreach to the community through printed media by calling its weekly space in the *Coonamble Times* 'Weekly Connect', while continuing to produce the in-house monthly newsletter to residents and ratepayers, 'Community Connect'. Both provide an opportunity for Council to discharge its legal obligations to advertise tenders, development applications, draft policies and other notices while also communicating Council initiatives to the community.

Notices requiring immediate dissemination are also posted in the Notices column on the homepage of Council's website and on Facebook. Posts to Facebook during the past two (2) months totalled 15 in December and 29 in January.

### *Social Media*

Over the past two (2) months, another 338 people have started following Council's Facebook page, up from 1,536 to 1,874. Over the past eight (8) months, the number of new followers has grown steadily from 1,282, up 592 (almost 50% growth).

Council's School Holiday Program generated excellent engagement with local residents through social media over December and January. The tie dye activity and pool party attracted between 150 and 250 engagements, reaching about 3,400 other users.

The most popular post was the fresh in the river in early January, with 694 people engaging with the post, giving a reach onto the screens of 7,800 Facebook users. Posts showcasing our Australia Day award winners in Coonamble and Gulargambone also created substantial engagement at the end of January.

Significantly, a post reminding residents of water restrictions in Coonamble attracted 100 engagements, with a reach of 1,100 Facebook users.

These figures indicate that social media is an effective communications and promotions tool for Council to utilise.

### *Marketing*

#### **Capture Coonamble**

The Capture Coonamble project is underway, with the aim of building a library of fresh photographic images and video that can be used to promote the LGA for tourism, investment and recruitment purposes.

The content to be captured will fall within the themes of Council's recently adopted Destination Management Plan, being:

- Celebrating Culture on Country
- Unlimited Horizons

- Exploring Nature
- Revealing Our Heritage
- Little Places, Big Stories, and
- Events

To ensure a broad and seasonal representation of the community is captured, content will be delivered in two stages: by 26 February 2021 and on 27 August 2021.

### **Caravanning Australia**

Coonamble LGA will feature in a half-page advertisement and half-page editorial in the Autumn printed edition of Caravanning Australia, highlighting events people can attend during that period and encouraging them to stay and use Coonamble as a base to see other attractions in the area.

This publication targets an important demographic that constitutes a major segment of visitors through the area.

In the same edition, BelgraviaPRO, the new lessee of the caravan park, will also have a half-page advertisement and half-page editorial promoting our facility as a place to stay.

Council will also have a sidebar advertisement and strap advertisement on the Caravanning Australia website to intensify the effect of its magazine advertising.

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

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

The Fees and Charges Policy will no longer reflect cabin charges for the Coonamble Riverside Holiday Park.

#### **(b) Legal Implications**

A new lease agreement is now in place with Belgravia Leisure as the tenant of the Coonamble Riverside Holiday Park.

Contractual arrangements with major projects continue to be managed appropriately. Council is receiving legal advice about contractual obligations and the liability of variations for the VIC project.

#### **(c) Social Implications**

Economic development and growth in many instances increase social opportunities for the community. Projects and initiatives described in this report are undertaken with the objective of delivering social benefits to the Coonamble LGA. Improved patronage is expected at the Coonamble Riverside Holiday Park following immediate improvements being made by the tenant.

**(d) Environmental Implications**

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

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

As community owned assets, the maintenance of the public amenities' building and VIC will be Council's responsibility. Council currently has grant funding to invest in upgrades to the Coonamble Riverside Holiday Park.

**(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 and projects continue to progress according to the Economic Development Strategy 2020 and the Coonamble Shire Masterplan.

**RECOMMENDATION**

- 1. That Council notes the contents of this report.**
- 2. That Council reallocates \$30,000 from Tourism Wages and Tourism Advertising and Promotion expenses to the CBD Carpark Power Upgrades to recognise the future strategic investment in electricity connection to the Skillman's Lane carpark site, as is detailed in the Quarterly Budget Review – December 2020.**
- 3. That Council approves the design developments for the screens of the Coonamble CBD amenities as detailed in this report and requests a corresponding quotation for construction from the artist.**
- 4. That the cabin charges for the Coonamble Riverside Holiday Park be removed from Council's List of Fees and Charges for the remainder of the 2020/21 Financial Year and not be included as part of the 2021/22 Operational Plan and Budget.**



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Our Ref. R2

Your Ref. HB:PG

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14 January 2020

The Chair  
Committee on Investment, Industry and Regional Development  
Parliament House  
Macquarie Street SYDNEY NSW 2000

**Coonamble Shire Council submission to the Legislative Assembly Committee on Investment, Industry and Regional Development inquiry into the Inland Rail project and regional New South Wales.**

This submission makes comment on the impact of Inland Rail on the local government area (LGA) of Coonamble

**a) Economic development opportunities arising from the project**

In 2016, Coonamble grain depots combined, received the highest volume of grain and lupins of any town in Australia (550,000 tonnes). This volume demonstrates the very high level of agricultural production in the Coonamble local government area (LGA), and the need for optimal connectivity, commodity supply chains and logistics.

Due to inefficiencies and cost prohibitions within both the current supply chains and logistics of agricultural commodities within, and out of, the Coonamble Shire, the potential productivity and economic benefits for grain producers in the area is currently unrealised. If efficiencies and cost barriers can be addressed through direct access to the Inland Rail close to Coonamble, this would result in economic and social benefits for growers, businesses and the region's population.

In 2014-15, the Australian Rail Track Corporation (ARTC) worked with PricewaterhouseCoopers to develop a detailed business case for Inland Rail. While the current alignment of Inland Rail does not reflect this potential, it is recognised by The Case For Inland Rail: "Another limitation of the existing route is that it bypasses some of Australia's most productive agricultural regions. This limits the ability of our regional suppliers and industry to access efficient transport networks and inhibits the productivity and economic growth for regional communities."

A minimum standard for the assessment of any town considered as part of the Inland Rail route should be introduced to see the investigation of a business case study, including a rigorous socio-economic benefits analysis.

The ARTC process to refine the route consists of three elements, i.e. impact on service offering, cost and multi-criteria analysis (MCA). Only 12.5% of the MCA is given to 'community and property impacts', which undervalues and underestimates the potential benefits and implications on communities and individual land holders considered along the potential route. It is strongly argued that this weighting is inadequate to provide for equitable outcomes.

In the 2010 Melbourne-Brisbane Inland Rail Alignment Study, Coonamble was an option considered along the alignment between Parkes and Moree. Now that the final alignment has been identified, which does not include alignment through, or within proximity to, the township of Coonamble, all economic and community benefits associated with direct access to the Inland Rail line are lost.

Inland Rail has the potential to contract the Coonamble LGA's economy as it draws locally grown product through supply chains outside of the region. This will leave existing supply chain assets, industries and jobs in the Coonamble LGA stranded. Considered and strategic investment is therefore critical to ensuring that investment along the Inland Rail project is not at the mercy of other communities' economies.

Agricultural producers, businesses and the community who call Coonamble LGA and north west NSW home want their economic activity directed through the Coonamble LGA to sustain a prosperous and resilient economy and community.

**b) Infrastructure required to ensure regional communities benefit from the project**

An investigation into the costs and benefits of the upgrade to the Coonamble – Gilgandra line was selected as a 'fast-track' project by the Australian Government's Interface Improvement Program (IIP). Coonamble Shire Council is a joint proponent of this project despite not providing an expression of interest nor requesting the investigation.

Coonamble Shire Council requested a business case study to investigate the social and economic benefits for Coonamble, should the route be closer to the township. This request was rejected by the IIP.

Subsequently, Council has requested the IIP investigate the costs and benefits of a regional activation infrastructure project located in the Coonamble LGA which maximises the potential benefits of Inland Rail to the local community and drives new and enhanced economic opportunities.

Such investment would deliver new and diversified economic and employment opportunities which add greater value and economic return for goods produced in the region, and which overcomes the current and potential threat of local and regional agricultural producers bypassing Coonamble and Inland Rail in their supply chains.

**c) Engagement with regional communities to identify opportunities**

Coonamble is central to the Narramine to Narrabri (N2N) project, the longest project within Inland Rail which comprises of approximately 300km of new track. There is a strong case for Inland Rail to traverse and provide direct access to the township of Coonamble. This has been the position of the Coonamble Shire Council and NSW Farmers since the inception of the Inland Rail project.

To date, the Coonamble township has not been adequately considered for direct access to the Inland Rail route.

Coonamble Shire Council has previously called for a strategic business case study to investigate the social and economic benefits for Coonamble, should the route be closer to the township. Such a study would determine whether an increased journey time may be justified by potential social and economic benefits, and no route should be confirmed until such studies have been assessed.

John Fullerton, CEO, ARTC, states in The Case For Inland Rail: "By making the most of existing tracks we minimise the impact on the community and provide value for money". The utilisation of the existing tracks to the Coonamble township must also be considered in a business case study before being discounted.

Consultation and engagement by ARTC and government has historically been poor and not enabling for genuine community participation. Most recently, the Environmental Impact Statement (EIS) for the N2N Inland Rail Project was on public display and available on the NSW Department of Planning, Industry and Environment (DPIE) Major Project website from Tuesday, 8 December 2020 until Sunday, 7 February 2021. This timing coincided with harvest, Christmas and the holiday period. Considering the agricultural dominance in the Project area and reliance of communities on harvest, as well as the inconvenience of holiday period, this timing was inconsiderate.

**d) Alignment of the project with the NSW Freight and Ports Plan 2018-2023 and State Infrastructure Strategy 2018-2038**

Without realignment or additional investment in the Coonamble LGA, the N2N project fails to align with the objectives of the NSW Freight and Ports Plan 2018-2023 and State Infrastructure Strategy 2018-2038, as described in points a) and b) of this submission.

**e) Any other related matters**

There are negative impacts resulting from a lack of investment in Coonamble LGA's rail-based supply chain, including:

- Inland Rail's and Coonamble-Gilgandra rail line's potential throughput are impacted.
- The Coonamble LGA's reputation as a region for supply chain investment is undermined.
- New opportunities for economic growth and employment are being missed. The opportunity for Coonamble LGA to position itself as a rail-based supply chain of choice for the north west NSW grain growing region are being missed.
- There is no value-add or diversification investments, current or planned, in the Coonamble LGA.
- Other methods, localities and regions are now receiving local product as agricultural producers make business decisions to direct their product to supply chains which offer greater efficiency, financial return and flexibility. The resulting economic leakage from Coonamble LGA will continue to escalate.
- With investment increasing into regional hubs who have direct access to Inland Rail, the Coonamble LGA's competitiveness will be further affected.
- There is a real risk that supply chain assets in the Coonamble LGA will become stranded, as locally grown product bypasses its local supply chain in pursuit of more appealing supply chains opportunities in other regions.
- The cost to freight grain from Coonamble by rail is double that of trucking.

- Because of Coonamble LGA's distance to markets, price for freight is already high, which reduces the region's ability to compete. Agricultural producers have achieved maximum efficiency in terms of production and yield, and reduced their costs of production as far as is possible. Now, the only gain or loss which can be achieved in terms of profit margin is within the freight component of their products.
- It is difficult to determine the true volume of grain produced in the Coonamble LGA and surrounding north west NSW, which inhibits the development of a business case for future investment. In 2016, between Coonamble's two grain receival operators, Coonamble received the highest volume of grain (550,000 tonnes) of any town in Australia. In 2016, there were significant failures of the two receival operators to keep up with the volume of grain being harvested. Large volumes of grain subsequently bypassed Coonamble's grain receival operators or were stored on-farm. Therefore, the 2016 figure quoted does not capture the region's true volume of production, or full investment opportunity.
- Although Coonamble LGA is a large consumer of bulk agricultural inputs, including chemical, fertiliser and fuel there is no rail-based supply chain established in the Coonamble LGA for these inputs, or centralised warehousing facility.

Improved safety for road users will be achieved when rail becomes the supply chain of choice in the Coonamble LGA. Market failure of the rail-based supply chain in the Coonamble LGA means that for many agricultural producers, road is the supply chain of choice. Investment will drive up the efficiencies of the rail-based supply chain in the Coonamble LGA, redirecting product off the road and onto rail, and creating safer roads.

Thank you for the opportunity to provide the Legislative Assembly Committee on Investment, Industry and Regional Development with information about the impact of Inland Rail on the community and LGA of Coonamble.

Yours Faithfully,



Hein Basson  
General Manager

**12.7 RATES AND CHARGES COLLECTIONS - JANUARY 2021****File Number: Rates - General - R4****Author: Melissa Curtis, Revenue and Finance Officer****Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability****Annexures: Nil****PURPOSE**

The purpose of this report is for Council to be updated with the most recent information pertaining to its rates and charges collections – as applicable to the month of January 2021.

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

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

**(b) Financial Considerations**

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

	<b>31 January 2021</b>	<b>31 January 2020</b>
Rates and Charges	\$3,519,630.47	\$3,556,976.00
Water Consumption	\$382,431.19	\$233,328.33
<b>Total</b>	<b>\$3,902,061.66</b>	<b>\$3,790,304.33</b>

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

	<b>31 January 2021</b>	<b>31 January 2020</b>
Rates and charges in arrears as at 30 June 2020	\$904,997.89	\$694,494.20
Rates/charges levied & adjustments for 2020/2021	\$6,955,623.43	\$6,972,798.79
Pension Concession	(\$108,347.58)	(\$109,566.98)
Amounts collected as at 31 January 2021	(\$4,232,643.27)	(\$4,00,750.01)
<b>Total Rates and Charges to be Collected</b>	<b>\$3,519,630.47</b>	<b>\$3,556,976.00</b>

The amount levied for rates and charges for 2020/21 includes the current year's annual rates and charges and any interest added since the date the rates notices were issued. The amount received as at 31 January 2021 includes receipts for both arrears and the current year's amounts outstanding.



It should be noted that the rates and charges 2020/21 levied amount is reduced by the pensioner concession of \$108,347.58; reducing the amount of income derived from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$48,756.41.

The rates and charges as at 31 January 2021 represents 44.78% of the total annual rates and charges levied and outstanding (compared with 46.39% on 31 January 2020).

### Water Consumption Charges

	31 January 2021	31 January 2020
Water Consumption Charges and arrears as at 30 June 2020	\$399,024.06	\$435,238.91
Water Consumption charges & adjustments 2020/21 year to date	\$409,947.73	\$414,532.13
Amounts collected as at 31 January 2021	(\$426,540.60)	(\$616,442.71)
<b>Total Water Consumption Charges to be Collected</b>	<b>\$382,431.19</b>	<b>\$233,328.33</b>

The water consumption charges as at 31 January 2021 represents 47.27% of the total water consumption charges outstanding (compared to 27.46% on 31 January 2020).

### Debt Recovery Agency

Council has not issued any new referrals to the Debt Recovery Agency that acts on behalf of Council. Council's debt recovery agency has been instructed to reinstate contact with any debtors, who has previously been referred and legal action commenced. This action is in line with the provisions within the *Local Government Act 1993* and Council adopted Debt recovery policy.

#### (a) Governance/Policy Implications

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

#### (b) Legal Implications

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

#### (c) Social Implications

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

**(d) Environmental Implications**

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

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

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

**(f) Risk Implications**

As was stated above, Covid-19, more particularly the legislative changes introduced by the NSW State Government, has impacted on Council's ability to collect its rates and charges as demonstrated by the increase in Council rates, annual charges, interest and extra charges outstanding percentage. Strategies have been put in place to mitigate the risk of the further deterioration of this ratio.

**CONCLUSION**

The rates and charges as at 31 January 2021 represent 44.78% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 46.39% on 31 January 2020). The water consumption charges as of 31 January 2021 represents 47.27% of the total water consumption charges outstanding from previous years (compared to 27.46% on 31 January 2020).

**RECOMMENDATION**

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

**12.8 STATUS OF INVESTMENTS - JANUARY 2021****File Number: Investments General - I5****Author: Emma Kelly, Finance Manager****Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability****Annexures: Nil****PURPOSE**

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

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

L1.4.10 Maintain long term financial viability

**(b) Financial Considerations**

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

**COMMENTARY**

Financial Institution	Invest Rating S&Ps	Investment Type/Maturity Date	Current Rate	Term	Amount (\$)
Commonwealth Bank	A1+	Term Deposit - 24/03/2021	0.64%	181 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 12/03/2021	0.40%	120 Days	2,000,000
Commonwealth Bank	A1+	Term Deposit - 26/02/21	0.50%	120 Days	1,000,000
Commonwealth Bank	A1+	@ Call Account	0.25%		2,500,000
IMB - VRD	A2	Term Deposit - 16/04/2021	0.71%	88 Days	1,000,000
IMB - VRD	A2	Term Deposit - 04/02/2021	0.70%	90 Days	1,000,000
National Australia Bank	A1+	Term Deposit - 22/04/2021	0.42%	120 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 08/02/2021	0.45%	91 Days	1,000,000
National Australia Bank	A1+	Term Deposit - 29/04/2021	0.42%	120 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 13/04/2021	0.45%	120 Days	1,500,000
National Australia Bank	A1+	Term Deposit - 27/04/2021	0.33%	90 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 30/04/2021	0.42%	120 Days	1,500,000
Reliance C/U	Unrated	Term Deposit - 17/05/21	0.55%	181 Days	250,000
Westpac	A1+	Term Deposit - 12/02/2021	0.35%	90 Days	1,000,000
Westpac	A1+	Term Deposit - 31/05/2021	0.20%	122 Days	1,000,000
<b>TOTAL</b>					<b>20,750,000</b>

Financial Institution	Invest Rating S&Ps	% of Investment	Max per Investment Policy	Amount (\$)
Commonwealth Bank	A1+	31%	50%	6,500,000
National Australia Bank	A1+	48%	50%	10,000,000
Westpac	A1+	10%	50%	2,000,000
IMB	A2	10%	35%	2,000,000
Reliance C/U	Unrated	1%	10%	250,000
				\$ 20,750,000

Rating	% of Investment	Policy	Amount
A1+	89%	100%	18,500,000
A1	0%	80%	-
A2	42%	60%	2,000,000
Unrated	1%	30%	250,000
			\$ 20,750,000
General Fund Investments			14,004,751.27
Sewerage Investment Fund			2,552,875.47
Water Investment Fund			4,192,373.26
			\$ 20,750,000

Interest earned on Investments for 2020-2021 as at 31 January 2021

\$ 62,321

**(a) Governance/Policy Implications**

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

**(b) Legal Implications**

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

**(c) Social Implications**

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

**(d) Environmental Implications**

There are no environmental implications arising from this report.

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

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

**(f) Risk Implications**

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

**CONCLUSION**

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

**RECOMMENDATION**

**That Council notes the list of investments as at 31 January 2021 and that these investments comply with section 625(2) of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council's Investment Policy.**

**12.9 QUARTERLY BUDGET REVIEW - DECEMBER 2020**

**File Number:** Financial Quarterly Reviews F2-2  
**Author:** Bruce Quarmby, Director of Corporate and Urban Services  
**Authoriser:** Hein Basson, General Manager  
**Annexures:** 1. December 2020 Budget Review (under separate cover)

**PURPOSE**

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

**BACKGROUND**

Regulation 203 of the Regulations states that:

*(1) Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*

*(2) A budget review statement must include or be accompanied by:*

*(a) a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*

*(b) if that position is unsatisfactory, recommendations for remedial action.*

*(3) A budget review statement must also include any information required by the Code to be included in such a statement.*

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

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

This item relates to L1.4.10. Maintain long term financial viability.

**(b) Financial Considerations**

The December review compares the estimated budget result with the actual result for the 2020/21 financial year. Council will note there are several significant variations from the estimated result to the actual for the financial year, as discussed in the body of the report and as shown in the documents distributed under separate cover.

**COMMENTARY**

Appendix A contains further detailed information in regard to Cash and Investments, Contract and Consultancy Expenses and its progression towards achieving adopted Key Performance Indicators as at 30 June 2021.

Council commenced the 2020/21 financial year with the original operational budget surplus of \$12,347. At the completion of the December 2020 review Council's estimated budgeted result for the 2020/21 Financial Year has weakened to anticipated operational deficit of \$1,119,603. Conversely, Council's position after Non-operating expenditure has been considered, has improved to a \$320,908 draw down on Council working funds.

Council should note that the main contributing factor to the deterioration in the anticipated Operational Budget result is the recognition of additional depreciation expenditure to the value of \$1,098,479. This adjustment to the depreciation ensures that Council's current budgeted depreciation expenditure reflects the most up to date accounting information, being sourced from Council's Audited 2019/2020 Financial Statements. For Council's information, the two (2) main asset classes affected by the increase in the depreciation are Council's transport infrastructure network with an additional \$822,738 of depreciation being incurred, along with Council's Stormwater assets with an increase of \$129,405 in depreciation.

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

- Interest on Investment Revenue – (P.6) The budgeted income from interest on investments, for the General Fund, has been reduced by \$80,000. This reduction is due to the continued downturn in interest rates that have occurred throughout the financial year.
- Workers Compensation Insurance – (P.4) The budgeted expenditure vote has been reduced by \$120,000 due to a reduction in anticipated workers compensation insurance expenses for the 2020/21 financial year.
- Insurance Claim Proceeds – Coonamble Water Treatment Plant – (P.10) Council has recognised anticipated income from an insurance claim for damage incurred at Council's Water Treatment Plant in Coonamble of \$100,000. This increase in income has been offset by recognition of additional Capital Expenditure vote of \$71,800 (P.20) and an increase in Repairs and Maintenance vote for Coonamble Water of \$14,227 (P.10)
- Interest on Investment Revenue – (P.11) The budgeted income from interest on investments, for the Sewerage Fund, has been reduced by \$30,000. This reduction is due to the continued downturn in interest rates that have occurred throughout the financial year.

- Quarries, Pits and Crusher Operations Income – (P.14) Following discussions with Council’s Quarry Overseer, and the Executive Leader of Infrastructure both Income and Expenditure votes have been adjusted to better reflect the anticipated result for the 2020/21 financial year. Council will note that the net effect on Council’s overall budget is zero.
- Financial Assistance Grant – Roads (P.15) The income vote for the Financial Assistance Grant - General purpose component, has been increased by \$142,391 in accordance with formal advice received by Council.
- Unsealed Rural Roads Local – (P.15) Following a review of the total Flood Damage expenditure incurred by Council to date, and discussions amongst management the level of anticipated income from Flood Damage funding has been increased by \$200,000 to \$400,000. Council will note that this increase in funding is offset by matching increase in the Unsealed Rural Road Maintenance vote (P.15).
- Artisan Bathing Experience – (P.17) Council has recognised the anticipated Grant Revenue of \$40,050 from Regional NSW Fund towards the cost of conducting a Business case study for the Artisan Bathing experience. Due to the nature of the grant funded works, the offsetting increase in expenditure has been included in Tourism and Area Promotion – (P.17) with the inclusion of a \$40,050 expenditure vote.
- Quambone Pool – (P.19) as per Council resolution 2020/155 both the operational income and expenditure votes have been increased by \$31,000 to fund the major repairs to the facility. Council will note the funding for the works is being sourced from Council Internal Public Pool Reserve.
- Transport & Communication – (P.20) Non-Operational income has been increased by the inclusion of anticipated Grant Income of \$150,000 for Flood Damage to Council Roads Network. This additional funding will be targeted towards the more heavily affect roads with the Unsealed Rural Roads – Reconstruction Program (P.20) expenditure vote increased by a corresponding amount, being \$150,000.
- Roads to Recovery Program – (P.20) In accordance with the advice provided by Council’s Engineering Department, the budgetary allocation for Council’s Roads to Recovery Capital Works program have been adjusted to reflect the planned level of expenditure for the 2020/21 financial year.

**(a) Governance/Policy Implications**

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

**(b) Legal Implications**

In accordance with the *Local Government Regulations 2005* – Regulation 203.

**(c) Social Implications**

There are no social implications arising from this report.



**(d) Environmental Implications**

There are no environmental implications arising from this report.

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

During the 2020/21 financial year, Council has programmed asset maintenance and capital renewals in order to satisfy required Key Performance Indicators.

**(f) Risk Implications**

There are no risk implications arising from this report.

**CONCLUSION**

Whilst the current Operational Budgeted result is indeed in deficit, management will continue to review its operations seeking to identify where possible savings in operational costs or alternatively additional revenue streams could be identified. Taking this into consideration, it is my opinion that the Quarterly Budget Review Statement for Coonamble Shire Council for the Quarter ended 31 December 2020 indicates that Council's financial position at 30 June 2021 is satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

**RECOMMENDATION**

- 1. That Council approves the variations to votes as listed in the budget review documents distributed under separate cover.**
- 2. That Council notes, in the opinion of the Responsible Accounting Officer based on the information as presented in the December Budget review; that Council will be in a satisfactory financial position as at 30 June 2021.**
- 3. That Council notes the position of Council's estimated restricted (reserve) funds as at 31 December 2020.**

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

The purpose of this report is to provide information on works in progress within Council's Urban Services section for the month of January 2021, along with planned future works.

**BACKGROUND**

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

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

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

12.1.5 – Maintain/Improve parks to acceptable standards.

**(b) Financial Considerations**

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

**COMMENTARY****Urban Services:**

- The works program continues to focus on the presentation of the open spaces in Coonamble, Gulargambone and Quambone.
- The prevailing climatic conditions over the months of December and January have contributed to above average growth rates in ground vegetation. Council staff's efforts in addressing the higher-than-average growth have been hampered by a combination of plant and machinery breakdowns and staff availability. Adjustments have been made to Council's works program, within budgetary constraints, to address the backlog of works.
- During the latter stages of January 2021, staff from the Urban Services section have undertaken works to ensure the presentation of Coonamble Showground and Lions Park, Gulargambone were to a standard suitable for hosting of the 2021 Australia Day Celebrations.
- The contract for the upgrade to lighting at the Coonamble Sportsground has been signed by both Council and O'Brien Electrical.

- Council staff is currently in the process of obtaining quotes for the necessary repairs/upgrades to the canteen at the Coonamble Sportsground. These works will ensure that the facility meets the necessary regulatory requirements.

**Vandalism Update:**

- Vandalism costs incurred by Council for the 2020/21 financial year to date amount to \$8,872.89.
- A number of minor incidents of vandalism to Council's recreational facilities have occurred during the month of January 2021.

**Pools:**

- The necessary repairs to the Quambone Pool were completed late in December 2020, with the facility opened to the public between Christmas and New Year's Eve.
- During January 2021, the Coonamble Pool hosted the Annual Coonamble Swimming Club Carnival, with positive feedback being received regarding the presentation of the facility.
- For Council's information, during the first two (2) weeks of February 2021 the Coonamble Pool will be hosting a total of five (5) School Carnivals, including the Public-School Zone Carnival.
- Council is currently in the process of obtaining quotes for the replacement of the Solar Heating located on the Grandstand at the Coonamble Swimming Pool.

**Buildings:**

- Following the reporting of a number of maintenance issues at Council's Tooloon Street residence, staff has inspected the building and are currently in the process of obtaining quotes to carry out necessary repairs. These works will be carried out in the 2020/21 financial year.
- Local contractors have completed the replacement of the main switchboard at the Coonamble Shire Administration building.
- Ongoing minor maintenance continues as required.

**(a) Governance/Policy Implications**

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

**(b) Legal Implications**

There are no legal implications arising from this report.

**(c) Social Implications**

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

**(d) Environmental Implications**

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

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

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

**(f) Risk Implications**

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

**CONCLUSION**

The report provides updated information on the projects and planned works within the Urban Services section for Council's Information.

**RECOMMENDATION**

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

**12.11 FINANCIAL HARDSHIP POLICY****File Number: Policies - P15****Author: Bruce Quarmby, Executive Leader - Corporate and Sustainability****Authoriser: Hein Basson, General Manager****Annexures: 1. Financial Hardship Policy (under separate cover)****PURPOSE**

The purpose of this report is to present the draft Financial Hardship Policy, along with any submission received, for Council's consideration and adoption.

**BACKGROUND**

At the December 2020 Meeting a draft Financial Hardship Policy was tabled for Council's consideration and adoption. At this meeting Council passed the following resolution:

**RESOLUTION 2020/246**

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

- 1. That Council places the draft Financial Hardship Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.**
- 2. That Council requests the Executive Leader Corporate and Sustainability to present a further report, together with all submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Financial Hardship Policy (with or without changes) at its February 2021 Ordinary Meeting.**
- 3. That Council note the information provided in the form of the Financial Hardship Application form.**

In compliance with the above resolution, the draft policy was placed on public exhibition for a period of twenty-eight (28) days, with submissions invited from the community until 5.00pm on 15 January 2021.

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

L1.4.4 Governance is open and transparent.

L1.4.5 Review Council policies.

**(b) Financial Considerations**

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

**COMMENTARY**

Following the close of the public exhibition period, no submissions were received by Council. A further check of Council records on 22 January 2021 revealed that no late submissions were received.

Council will note that the revised draft Financial Hardship Policy, as tabled, has one minor change to the draft policy placed on display. The change is in the wording of the definition of "Hardship" and is highlighted in red in the excerpt below:

The definition of Hardship to be used by Council is as follows: - *"A situation where a ratepayer is unable, reasonably, because of illness, unemployment or other reasonable cause, to discharge their financial obligations to Council and the Customer reasonably expects to be able to discharge those obligations of payment and/or Service if payment arrangements were changed. Financial hardship can be of limited or long-term duration."*

The revised Financial Hardship Policy seeks to achieve a balance of strengthening the level of detail and information contained within the policy, in particular procedural documentation, whilst not becoming overly complicated that it either deters potential applicants or negatively impacts on Council's operational efficiency.

**(a) Governance/Policy Implications**

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

**(b) Legal Implications**

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

**(c) Social Implications**

Coonamble Shire Council acknowledges that from time to time some residents / ratepayers may suffer financial hardship. This policy, once adopted, will allow Council to provide empathy and assistance to those who are experiencing genuine financial hardship whilst still adhering to responsible financial management principles.

**(d) Environmental Implications**

There are no environmental implications arising directly from this report.

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

If collection of rates and charges fall behind, it will have an impact on Council's ongoing ability to meet its operational cost and making adequate

funding available for necessary asset maintenance and renewal projects. The revised policy seeks to aid residents / ratepayers, suffering from genuine financial hardship, in meeting their financial obligations to Council.

**(f) Risk Implications**

Given that the Agriculture, Forestry and Fishing sector is the Coonamble Shire's largest employment sector, the effects of a prolonged drought and other adverse climatic conditions on this sector should be acknowledged as a risk.

**CONCLUSION**

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

**RECOMMENDATION**

- 1. That Council notes the information contained in this report.**
- 2. That Council adopts the revised Financial Hardship Policy, as attached to the report.**
- 3. That Council notes no submissions were received from the public in relation to this policy.**

**12.12 REVIEW OF DEBT RECOVERY POLICY****File Number: Policies - P15****Author: Bruce Quarmby, Executive Leader - Corporate and Sustainability****Authoriser: Hein Basson, General Manager****Annexures: 1. Draft Debt Recovery Policy****PURPOSE**

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

**BACKGROUND**

The Debt Recovery Policy provides the necessary guidelines to ensure effective control over debts owed to Council by maximising the collection of outstanding rates and sundry income. The Policy is structured so as to clearly inform Council, Council officers and customers of Council of the procedures and processes related to the recovery of debts owed to Council. Prior to this current review, the last formal review and adoption of Council's Debt Recovery Policy occurred in 2011.

The draft Debt Recovery Policy, complete with annexures, is attached for Council's consideration.

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

L1.4.4 Governance is open and transparent.

L1.4.5 Review of Council policies.

**(b) Financial Considerations**

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

**COMMENTARY**

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

- The level of detail in the original policy document has been increased to better inform the wider community of the procedures and processes related to the recovery of debts owed to Council.
- The inclusion of statements strengthening Council's commitment to ensuring that when dealing with matters under this policy, all actions are indeed ethical and privacy obligations are being met.
- The inclusion of guidance, for both Council staff and customers as to when a customer may be referred to Council's adopted Financial Hardship Policy and



encouraged to seek financial support. Therefore, a strengthening of the connection between Council's suite of adopted policies.

- The renaming of the current "Default Notice", in the draft Debt Recovery Policy to that of a "Reminder Notice".
- The inclusion of a list of definitions.
- The inclusion of current best practice philosophy, such as the inclusion of a review period for the policy, along with the inclusion of a pro-active approach by Council staff seeking to reduce the number of customers being referred to Council's Debt Recovery Agency.

As mentioned in the Financial Considerations section of the report, Council's adopted Debt Recovery Policy works in conjunction with its adopted Financial Hardship Policy to form the framework for the collection of Rates and Annual Charges and other monies owed to Council. As the Financial Hardship Policy has recently been reviewed by Council, this review of the Debt Recovery Policy has been undertaken to enhance the continued synchrony between the two policies.

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

**(a) Governance/Policy Implications**

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

**(b) Legal Implications**

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

**(c) Social Implications**

The draft policy as tabled, seeks to ensure that the debt recovery processes contained within it ensure that Council's customers, the community, are treated with the necessary respect.

**(d) Environmental Implications**

There are no environmental implications directly attached to this report.

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

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

**(f) Risk Implications**

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

**CONCLUSION**

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

**RECOMMENDATION**

- 1. That Council places the draft Debt Recovery Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.**
- 2. That Council requests the Executive Leader Corporate and Sustainability to present a further report, together with all submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Debt Recovery Policy (with or without changes) at its April 2021 Ordinary Meeting.**
- 3. That Council notes the information provided in the format of the Payment Arrangement Form, Customer Contact Form and Flow Chart – Debt Recovery attached.**

### **1. BACKGROUND**

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

### **2. PURPOSE**

The purpose of this policy is to ensure effective control over debts owed to Council by maximising the collection of outstanding rates and sundry income, fulfilling the statutory requirements of the *Local Government Act 1993* and associated *Local Government General Regulations 2005* with respect to the recovery of rates, charges and other debts. This will also ensure consistency; fairness; integrity and confidentiality of all proceedings for both Council and the debtor.

### **3. POLICY OBJECTIVE**

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

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

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

#### 4. LEGISLATION

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

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

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

#### 5. APPLICATION/SCOPE

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

The General Manager may delegate the debt recovery function to an authorised Council officer. Delegated officers are required to acknowledge that they have received a copy of this policy.

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

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

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

## **6. POLICY**

### **6.1 ETHICS AND CONFLICTS OF INTEREST**

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

### **6.2 PRIVACY OBLIGATIONS**

Personal information means information or opinion, whether it is true or not, about an individual that can reasonably allow the individual to be identified.

A debtor's personal information will be treated with respect and Council will comply with *the Privacy and Personal Information Protection Act 1998* when collecting and disclosing information throughout the debt recovery process.

### **6.3 RECOVERY OF DEBTS**

#### **6.3.1 RATES AND ANNUAL CHARGES**

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

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

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

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

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

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

### **6.3.2 WATER AND SEWERAGE USAGE CHARGES**

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

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

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

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

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

### **6.3.3 RECOVERY OF OTHER SUNDRY DEBTS**

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

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

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

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

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

#### **6.3.4 DEBT RECOVERY ACTION**

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

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

If there is no response to the Statement of Liquidated Claim within 28 days, Council's Debt Recovery Agent may apply for default Judgment which would be recorded against the non-payer's credit file by a credit reporting agency.

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

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

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

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

#### **6.3.5 SALE OF LAND FOR UNPAID RATES**

As a last resort, where rates and/or charges remain unpaid for greater than five (5) years, or one (1) year in the case of vacant land, Council may begin proceedings to

recover the outstanding amounts through a Sale of Land for Unpaid Rates in accordance with Section 713 of the *Local Government Act 1993*.

#### **6.3.6 INTEREST ON OVERDUE RATES AND CHARGES**

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

#### **6.3.7 PAYMENT ARRANGEMENTS**

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

For such an Agreement to be considered, a 'Payment Arrangement Form' needs to be completed subject to mutual agreement of payment amounts (Annexure A).

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

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



### 6.3.8 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 Executive Leader - Corporate and Sustainability will be responsible for the review of this policy.

### 7. DEFINITION

Term	Definition
<b>Act</b>	<i>Local Government Act 1993.</i>
<b>Claim</b>	A claim made to the Court by a party (whether a claimant, a defendant or other party).
<b>Council</b>	Coonamble Shire Council.
<b>Customer</b>	Ratepayer or Sundry Debtor.
<b>Default</b>	Failure by the ratepayer or sundry debtor to abide by the terms and conditions agreed under a payment arrangement for the payment of outstanding Rates and Charges or sundry debtor account.
<b>Interest</b>	The fee charged by Council, expressed as a percentage, on Rates and Charges that remain unpaid after the due date.
<b>Interest Rate</b>	Made ( <b>adopted</b> ) in accordance with Section 566 of the <i>Local Government Act 1993</i> .
<b>Statement of Liquidated Claim</b>	Legal document which outlines to the ratepayer the following: (a) that a claim has been made to the Court for the recovery of monies; (b) who has initiated the claim; (c) who the claim is against; (d) the monetary value of the claim; and (e) time period available to relinquish the debt.
<b>Judgment and Default Judgment</b>	Includes any order for the payment of money, including any order for payments of costs.
<b>Writ of Execution</b>	A method of judgment enforcement whereby the Sheriff attends the debtor's premises on behalf of the creditor to seize goods of value for sale at public auction (the proceeds of which are given to the creditor up to the amount of the judgment).
<b>Garnishee</b>	A method of judgement enforcement by which monies owing by the debtor can be seized by the creditor. The most common funds seized are monies in bank accounts or wages.
<b>Bankruptcy</b>	A method of judgment enforcement whereby a trustee is appointed to oversee the debtor's financial affairs. Any funds raised are distributed to creditors in accordance with the <i>Bankruptcy Act 1898 (NSW) 1966 (Federal)</i> .
<b>Winding Up</b>	Same as bankruptcy but for companies (as opposed to individuals).

<b>Examination</b>	A method of judgment enforcement whereby debtors can be examined regarding their financial affairs. If they fail to appear at an examination hearing they can be arrested.
<b>Rent for Rates</b>	Section 569 of the <i>Local Government Act 1993</i> allows Councils to order tenants of properties with overdue rates to pay rent to Councils in lieu of unpaid rates under specific circumstances.
<b>Costs</b>	Amounts incurred by Council in recovering overdue debts (eg. Court professional costs) which can be legally recovered from the debtor.
<b>Debt Recovery Agency</b>	An organisation engaged by Council to recover a debt owed to Council.
<b>Payment Arrangement</b>	An agreement entered into by Council and a Ratepayer / Sundry Debtor for the payment of outstanding rates, charges and fees under an agreed instalment payment arrangement plan.
<b>Pensioner</b>	An eligible pensioner as defined in Clause 134 of the <i>Local Government (General) Regulations 2005</i> .
<b>Pensioner Rebate</b>	A rebate granted to eligible pensioners in accordance with Section 575 of the <i>Local Government Act 1993</i> .
<b>Rates and Charges</b>	Ordinary Rates and Annual Charges levied in accordance with the <i>Local Government Act 1993</i> .
<b>Ratepayer</b>	The person liable for payment of Rates and Charges for the property in accordance with Section 560 of the <i>Local Government Act, 1993</i> .
<b>Sundry Debtor</b>	A person, organisation, company or other entity that has a debt or legal obligation to pay an amount to Council.
<b>Sundry Debtor Account</b>	An account issued by Council for a charge or service.
<b>Write Off</b>	A debt declared non recoverable.

<b>Title:</b>		
<b>Department:</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Executive Leader of Corporate and Sustainability will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p>		
<b>Review Date:</b>		
<b>Amendments in the release:</b>		
<b>Section Title</b>	<b>Section Number</b>	<b>Amendment History</b>
<p><b>Annexures Attached:</b>  <b>Payment Arrangement Form – Annexure “A”</b>  <b>Customer Contact Form – Annexure “B”</b>  <b>Flow Chart – Debt Recovery – Annexure “C”</b></p>		
<p><b>Hein Basson</b>  <b>General Manager</b></p>		



Annexure A

**Payment Arrangement Form  
INITIAL APPLICATION**

Date: \_\_\_\_\_

**APPLICANT DETAILS**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

**PROPERTY DETAILS**

Property Address: \_\_\_\_\_

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

Rates Account No: \_\_\_\_\_

Water Account No: \_\_\_\_\_

Debtor Account No: \_\_\_\_\_

**PAYMENT DETAILS**

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

Rates Account: \$ \_\_\_\_\_  Weekly  Fortnightly  Monthly

Water Account: \$ \_\_\_\_\_  Weekly  Fortnightly  Monthly

Debtor Account: \$ \_\_\_\_\_  Weekly  Fortnightly  Monthly

Commencement Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

I require this Payment Arrangement to remain continuous.

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

**SIGNATURE**

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Annexure B



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

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

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

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

Subject:

Summary

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### Debt recovery process flowchart

	Debt recovery process	Council / delegated authority	Debtor
<b>1</b>	Rate and charges notice s562 <b>1 August</b> <b>31 days</b>	<ul style="list-style-type: none"> <li>Flexible payment options</li> <li>Financial hardship policy</li> <li>Debt recovery policy</li> <li>Debt communication</li> </ul>	<ul style="list-style-type: none"> <li>Contact Council</li> <li>Ensure contact details are correct</li> <li>Payment of Council debt                             <ul style="list-style-type: none"> <li>Fixed</li> <li>Flexible</li> </ul> </li> <li>Apply for hardship arrangements</li> </ul>
<b>2</b>	Rate and charges instalment notice s562 <b>30 days</b>		
<b>3</b>	Notification of outstanding debt <b>14 days</b>	<ul style="list-style-type: none"> <li>Confirm debtor contact details are correct</li> <li>Debt review</li> <li>Early dispute Resolution (EDR)</li> <li>Financial Counsellors</li> </ul>	<ul style="list-style-type: none"> <li>As above</li> <li>Payment of council debt, via agreement</li> </ul>
<b>4</b>	"Notice of Demand" Final reminder notification <b>14 days</b>	<ul style="list-style-type: none"> <li>As above</li> <li>Develop payment agreement s564</li> <li>Defer payment requirements, s601</li> <li>Write off interest, debt, s564, s567, s607, c131</li> <li>Refer for legal action if not paid</li> <li>Sale of land, s713</li> </ul>	<ul style="list-style-type: none"> <li>As above</li> </ul>
<b>5</b>	Statement of claim <b>28 days</b>	<ul style="list-style-type: none"> <li>Debt review</li> <li>File claim</li> <li>Process claim</li> <li>Report</li> </ul>	<ul style="list-style-type: none"> <li>As above</li> </ul>
<b>6</b>	Notice of motion default judgment		
<b>7</b>	Recovery action <b>Weeks, months, years</b>		Quarterly payment by: <ul style="list-style-type: none"> <li>31 August</li> <li>30 November</li> <li>28 February</li> <li>31 May</li> </ul>

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

**12.13 COMMUNITY SERVICE PROGRESS REPORT****File Number: C8****Author: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Authoriser: Hein Basson, General Manager****Annexures: Nil****PURPOSE**

The purpose of this report is to provide information on the activities within Council's Community Services section for the month of December 2020 and January 2021.

**BACKGROUND**

Community Services focuses on the community and the people and that Council offers, supports, and delivers on these services. The Community Services section is responsible for the following key areas:

- Community Development;
- Library Services;
- Children and Youth Services; and
- Integrated Planning.

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

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

**(b) Financial Considerations**

There are no financial considerations arising from this report.

**COMMENTARY**

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

**January School Holiday Program 2021**

- The January School Holiday Program commenced on 4 January 2021 and provided activities in a condensed program running each week on Tuesdays to Thursdays in Coonamble, except for the Disco on Friday 29 January.
- 16 programs were provided across 13 days with an event occurring in Gulargambone and Quambone respectively.
- The program successfully provided two evening events that was well attended and well received.
- The PCYC BBQ and Beats disco was postponed to April 2021 due to COVID-19 precautions.
- In total there were **548** registrations to the program.



- Bus services were offered to children and youth from Gulargambone and Quambone for the tie dye and pool party with big fun events.
- Council would like to thank and acknowledge the following services during the holiday program:
  - REDI.e for providing outreach services during the program and use of their facility for the disco;
  - Coonamble Lions Club for providing BBQs for two of our events;
  - NRC for providing shuttle bus services;
  - Service providers for the certain events including AllAbilities Danz, Big Fun, Totem Skating, Big Fun and Mobile DJ Dubbo.

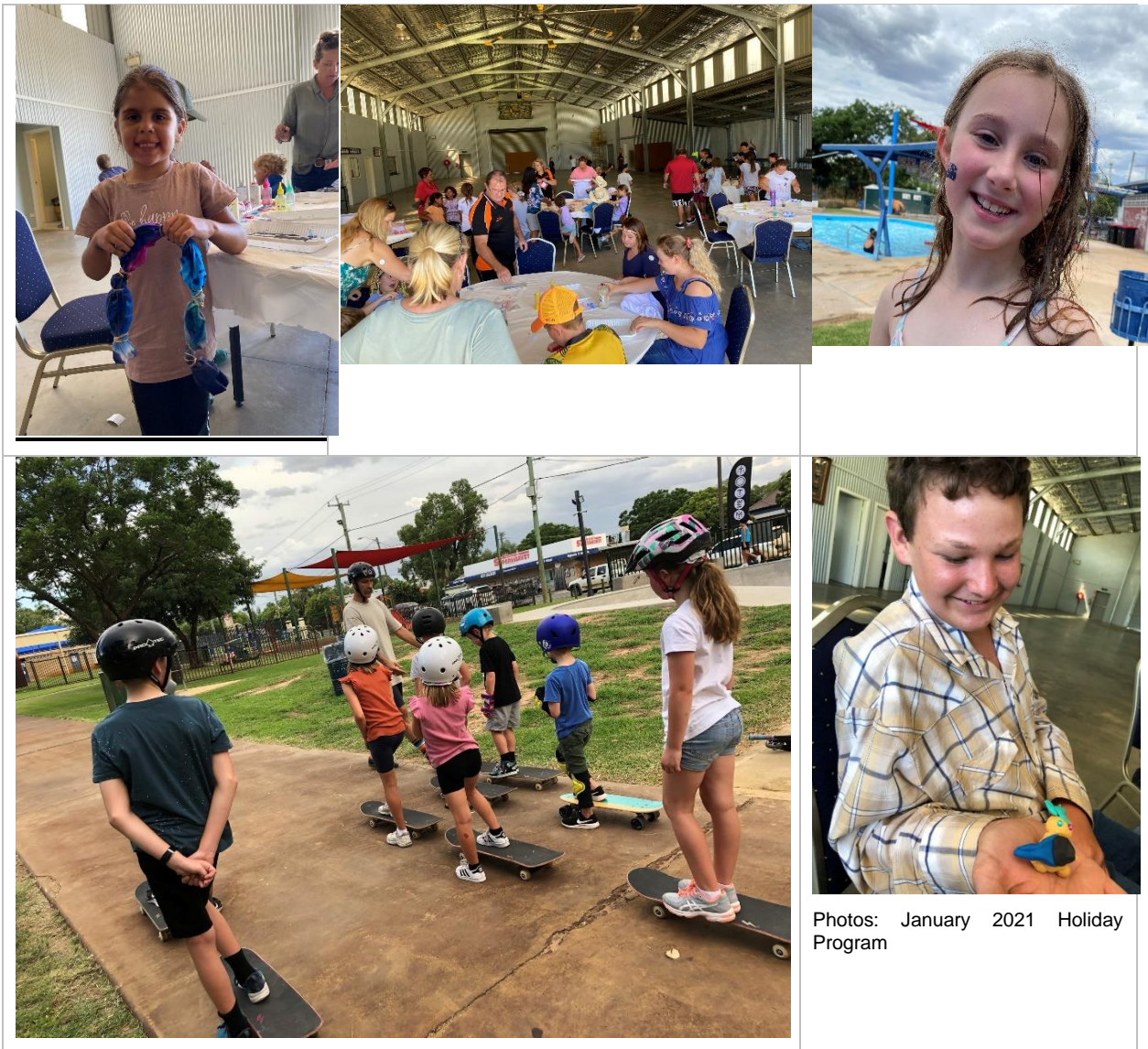
# COONAMBLE SHIRE COUNCIL

JANUARY SCHOOL HOLIDAY PROGRAM 2021

<b>TUESDAY 05</b>	<b>WEDNESDAY 06</b>	<b>THURSDAY 07</b>	
<b>calendar making</b> THE PAVILION COONAMBLE SHOWGROUND 10:00AM TO 12:00PM	<b>pool day</b> COONAMBLE SWIMMING POOL 2:00PM TO 4:00PM	<b>clay art</b> THE PAVILION COONAMBLE SHOWGROUND 10:00AM TO 12:00PM	
<b>TUESDAY 12</b>	<b>WEDNESDAY 13</b>	<b>THURSDAY 14</b>	
<b>tie dye</b> THE PAVILION COONAMBLE SHOWGROUNDS 10:00AM TO 12:00PM OR 2:00PM TO 4:00PM	<b>craft making</b> COONAMBLE LIBRARY 10:00AM TO 12:00PM	<b>skate workshop</b> MACDONALD PARK COONAMBLE CATERING BY LIONS 4:00PM TO 8:00PM (TWO SESSIONS) BOOKINGS VIA TOTEMSKATEBOARDING.COM	
<b>TUESDAY 19</b>	<b>WEDNESDAY 20</b>	<b>THURSDAY 21</b>	<b>FRIDAY 22</b>
<b>zumba</b> QUAMBONE MEMORIAL HALL 10:00AM TO 12:00PM <b>aqua zumba</b> COONAMBLE SWIMMING POOL 2:00PM TO 4:00PM	<b>zumba</b> THE PAVILION COONAMBLE SHOWGROUND 10:00AM TO 12:00PM <b>aqua zumba</b> GULARGAMBONE SWIMMING POOL 2:00PM TO 4:00PM	<b>craft making</b> THE PAVILION COONAMBLE SHOWGROUND 10:00AM TO 12:00PM	<b>bbq and beats by pcyc</b> <span style="border: 2px solid red; padding: 2px; color: red; font-weight: bold;">CANCELLED</span>
<b>TUESDAY 26</b>	<b>WEDNESDAY 27</b>	<b>THURSDAY 28</b>	<b>FRIDAY 29</b>
<b>pool party with big fun</b> COONAMBLE SWIMMING POOL 2:00PM TO 6:00PM	<b>pool party with big fun</b> COONAMBLE SWIMMING POOL 2:00PM TO 6:00PM	<b>sand art</b> THE PAVILION COONAMBLE SHOWGROUND 10:00AM TO 12:00PM	<b>disco</b> REDLIE YOUTH CENTRE COONAMBLE CATERING BY LIONS 6:00PM TO 9:00PM

**FREE PROGRAM BOOKINGS ESSENTIAL**

<http://www.coonambleshire.nsw.gov.au/Community/children-and-young-people>



Photos: January 2021 Holiday Program

2021 January Holiday Program	Numbers
Calendar making	1
Pool Day	2
Clay Art	17
Tie Dye	76
Craft Making	12
Skate Workshop with Totem Skating	29
Zumba (Quambone)	0
Aqua Zumba	5
Zumba (Coonamble)	12
Aqua Zumba (Gulargambone)	17
Craft Making	22
Pool Party with Big Fun (Aust Day)	185
Pool Party with Big Fun	96
Sand Art	13
Disco	61
<b>TOTAL</b>	<b>548</b>

The following provides a comparison between the total number of activities offered over the summer holidays and the total number of participants.

Year	Number of Activities	Total Number of Participants	Average number of participants per activity
2021	16	548	34
2020	21	578	28
2019	19	352	19
2018	10	339	33

### **Australia Day Pool Party**

- Included into the holiday program was the Australia Day Pool Party event with Big Fun where a wave slide, slip and slide and horizontal bungee was provided. Children and Youth were provided free afternoon tea and drinks and saw 185 youths register with the program. This did not include the number of parents and carers who also attended the Coonamble Pool on 26 January making it a well participated community event.

### **Free Shuttle Bus Service (January 2021)**

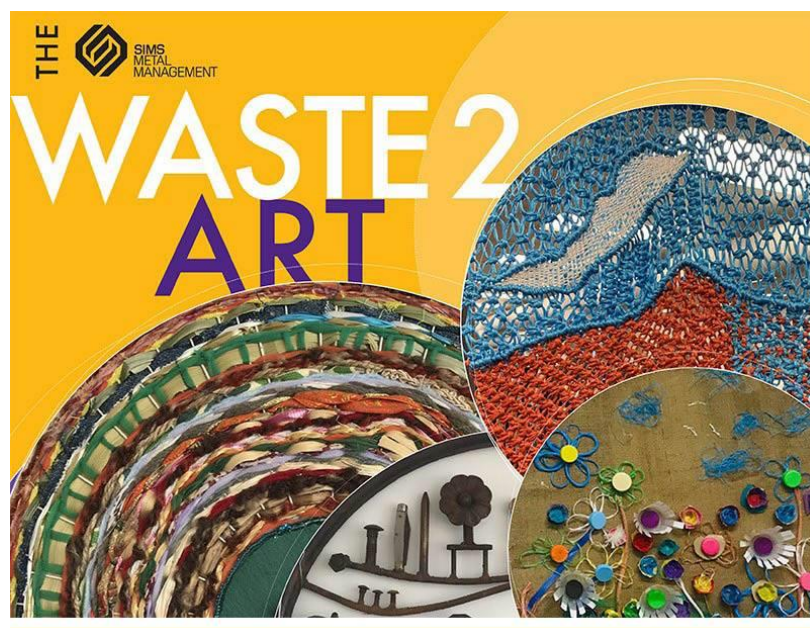
- Council trialled a free shuttle supervised bus service for several Council events and for those attending three of the REDI.e Youth Centre programs utilising the Transport for NSW Coonamble Kids grant.
- Children were shuttled home directly from the Council's Skate Workshop and Disco events.
- The Disco event proved to be a great success with three shuttle services operating for 90 minutes and shuttling 30 young people home.
- Three (3) free bus services from Gulargambone and Quambone saw 64 young person's catch the bus to services in Coonamble.

### **Library**

- Coonamble Library once again hosted Santa Letters. The mailbox was placed at the library and in the main street during the Christmas Street Party and was open for one month enabling children to write Santa letter. The Librarian then replied to all the letters. There were over 60 letters received.
- The Librarian has attended the "Wednesday Magazine with Felicity" show at our local radio station MTMFM fortnightly and kept our community up to date with Library and Council news where appropriate.
- The Library hosted one of the school holiday program events.
- Book Exchanges with both Gulargambone and Quambone continue providing both with a good mix of books.
- International Day of People with Disability was marked by a movie and light refreshments. Members of Greene Villa and Castlereagh Industries attended.
- Planning for the Waste 2 Art Local and Regional Exhibitions and Competitions continues with input from our partners at Outback Arts and NetWaste.

- The Seniors Craft Group has once again been permitted to meet at the library using proper social distancing. The Seniors celebrated Christmas with a party and luncheon at the Library and they continue to meet weekly on Thursdays.
- Planning for our Seniors Festival Luncheon has commenced with the Grants and Communications Officer applying for a financial grant to help offset expenditure and we look forward to hearing this outcome. This year our theme is Mexican Fiesta.
- The Coonamble Writers Group used the Library as a venue (socially distanced) to meet and discuss projects.
- The COVID-19 Safety Plan for Coonamble and Quambone were reassessed and revised. This includes:
  - Coonamble now has two public access computers open for use with disposable keyboard and mouse covers;
  - The Children's Area has been reopened with restrictions, but unfortunately, we cannot reintroduce toys or pencils due to cleaning considerations;
  - Two (2) of the Kids' Computers have been reopened.
- The Librarian attended the last Librarian's Meeting for 2020 in Warren. Meeting with the three (3) other librarians in the North Western Library region enables networking, feedback and the exchange of ideas and information. The North Western Library librarians meet four (4) times per year.
- The North Western Library held its Annual General Meeting in Warren this year in the new Warren Shire Council conference/meeting room attended by both the Librarian (Raquel Pickering) and Executive Leader Environment, Strategic Planning and Community (Noreen Vu).





## ENTRIES NOW OPEN!

Entries close 5pm, 26 February 2021

**Library Statistics** (24 November 2020 – 23 January 2021).

Service	Loans	New M/ships	Wi-Fi	Internet	Children's Computers	Junior Visits	Adult Visits
Coonamble	1,128	9	70	80	50	111	452
Gulargambone	43	0					

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

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
563	3	40	5	18

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

Senior Craft	Pre-School Visits	Housebound	Meetings	Movies	Other
28	21	12	n/a	n/a	5

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

**Children and Youth Services**

- During the Coonamble Christmas Street Party, over 70 free activity packs were handed out to young people.
- The Gulargambone REDI.e also received 30 free activity packs during the school holidays.
- Preparations for the after-school care activities in Gulargambone and Quambone are underway. Council recently finished a recruitment for casual youth workers to assist in the program.

**(a) Governance/Policy Implications**

The delivery of community development and integrated planning functions and activities are carried out in accordance with Council's Operational Plan and Integrated Planning and Reporting Framework. Community Service staff has implemented amended models of service delivery in response to COVID-19 restrictions and guidelines.

**(b) Legal Implications**

There are no legal implications arising from this report.

**(c) Social Implications**

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

**(d) Environmental Implications**

There are no environmental implications arising from this report.

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

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

**(f) Risk Implications**

There are no risk implications arising from this report.

**CONCLUSION**

The updates provided in this report deliver information to Council on the key activities undertaken in Council's Community Services section for the month of December 2020 and January 2021.

**RECOMMENDATION**

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

**12.14 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT****File Number: E5****Author: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Authoriser: Hein Basson, General Manager****Annexures: 1. Example of new 10.7 Planning Certificate****PURPOSE**

The purpose of this report is to provide information on the activities within Council's Environmental Services section and Strategic Land Use Planning information for the month of December 2020 and January 2021. This is a new progress report for the Council to consider town planning and strategic land use planning, waste management, compliance and regulation and environmental management and health matters as they arise.

**BACKGROUND**

The Environment Services section focuses on all town and environmental planning requirements including waste management, compliance and regulation and environmental public health. Strategic Land Use Planning will be included in this new reporting structure and information that result in updates to Council's planning system. Development Applications Approved Under Delegated Authority and the Ranger's Monthly Report have also merged into this report.

This new progress report introduces Council to the topics that will be generally covered moving forward and where applicable, information that has also been received for the month of January 2021. Topics include:

- Compliance and Regulation;
- Development Applications Approved Under Delegated Authority;
- Ranger's Monthly Report;
- Development Applications Information;
- Public Health;
- Strategic Land Use Planning;
- Sustainability and Environmental Management;
- Waste Management.

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

P3.1.2. Inspection of Food Premises

I3.3.1. Implementation Waste Management recommendations

EN1.1.1. Enforcement of environmental regulations

EN.1.1.2. Continue to review Local Environmental Plan

EN.1.1.3. Ensure compliance with NSW Building Certification

EN.1.1.4 Provide quality over counter, telephone and email advice to customers

EN.1.1.5 Approvals completed within timeframe required.

P2.2.4 Controlling straying animals

**(b) Financial Considerations**

There are no direct financial considerations attached to this report.

**COMMENTARY**

**Compliance and Regulation**

- The *Local Government Act 1993*, *Environmental Planning and Assessment Act 1979* and *Protection of the Environment Operations Act 1997* provide provisions for environmental management. Environmental management can include but is not limited to the atmosphere, built environment, heritage, land and water.
- Council staff are encouraged to educate members of the public first in any issues relating to compliance and regulation. This includes through onsite meetings, phone calls and correspondence relating to the amenity of their block. Community engagement on promoting Council's proactive culture on continuous improvement on the amenity of the Shire will be provided to Council. This information will be reported quarterly.
- Information such as total number of site inspections conducted, number of correspondences sent out to encourage the landowner to rectify the issue and types of issues will be provided of a general nature.
- Council Officers wrote to 12 landholders regarding their overgrown blocks between October 2020 and January 2021.
- One (1) infringement notice was issued regarding failure to comply with a Development Control Order on 81-83 Castlereagh St, Coonamble on 29 January 2021.

**Development Application Under Delegated Authority**

- One (1) complying development applications and two (2) development applications has been approved under the complying delegated authority since Council's December 2020 Meeting.
- The list covering the relevant period is as follows:

<b>CDC No</b>	<b>Description of Works</b>	<b>Address of Proposed Works</b>	<b>Approved Date</b>
CDC 033	Home based business	Lot 75 DP753474 - 8470 Marthaguy Road Quambone	23/12/2020
DA031/2020 CC01/2021	Dwelling additions	Lot 5 DP 633174 – 8795 Castlereagh Highway Coonamble	11/01/2021
DA001/2021	Showground Pavilion extension and disabled toilet	Lot 238 DP 40043 – 9567 Castlereagh Highway Coonamble	14/01/2021



**Monthly Ranger's Report**

- The following statistical information relates to the month of December 2020 and January 2021:

<b>CORRESPONDENCE</b>	<b>Dec 2020/Jan 2021</b>	<b>Year to Date 2020/2021 Total</b>
Official Correspondence	65	<b>361</b>
Infringements (Animals)	0	<b>0</b>
Infringements (Other)	0	<b>0</b>
Change of Details	13	<b>90</b>
Microchipped dogs	48	<b>223</b>
Registrations	4	<b>48</b>
Nuisance dog declaration	0	<b>0</b>
Dangerous dog declaration	0	<b>0</b>
Menace dog declaration	0	<b>0</b>

**Impounded Animals**

- During the month 16 dogs and two (2) cats were impounded.
- Of the dogs, four (4) were released to the owners; 11 were rehomed and one (1) was euthanized.
- Two (2) dogs were impounded from Gulargambone.
- Zero dogs were impounded from Quambone.

**Development Applications Information**

- Not all development applications under the *Environmental, Planning and Assessment Act 1979 (EP&A Act)* that are registered with Council have Council as the consent authority. The consent authority can be the:
  - Independent Planning Commission for state significant development;
  - Regional planning panel for regionally significant development;
  - Public authority (other than a Council) depending on the type of development declared within an environmental planning instrument;
  - Council, in the case of any other development.
- Council does not generally receive development applications described in the first three (3) points above where Council is not the consent authority. When received, these type of development applications will be provided to Council for information only.
- DA027/2020 – Proposed extractive industry (quarry) at 4948 Tooraweenah Road
  - Council is in receipt of a development application DA027/2020; a proposed extractive industry at Lot 82 DP 820705, 4948 Tooraweenah Road, Mount Tendandra. The public exhibition closed on 15 January 2021.
  - The development is referred to as the 'Ralston Quarry'.

- A report will be prepared by a consultant and submitted to the Western Regional Planning Panel for their determination in early 2021.
- The proponent is required to submit additional information to the Department of Planning, Industry and Environment (DPIE) from both Planning and Environment sections; therefore, the report to the Western Regional Planning Panel was unable to be provided to Council for information and will be provided at the next meeting.
- SSI-9487 – Inland Rail – Narromine to Narrabri (N2N) State Significant Development
  - Council was provided a notice of exhibition for the Inland Rail N2N State Significant Development. Information regarding this development is provided in the Economic Development and Growth report.
- Section 10.7 Planning Certificates
  - For Councillors' information planning certificate templates will shortly be updated to bring them into alignment with the recent changes to State Environmental Planning Policies and other planning instruments. An example of the template is provided at Annexure 1.

### Public Health

- Ensuring public health and safety and Council's involvement with forums, workshops and meetings that provide Council information on continuous improvement will be reported upon. Council is required to administer the requirements under the *Public Health Act 2010* and the *Food Act 2003*. Council's annual inspection program will also be reported on.
- Council received two (2) enquiries regarding mobile food vans operating within the Shire. One (1) application was approved and operated from the Coonamble Sporting Oval on 20 January 2021.
- Businesses selling food from mobile food vending vehicles in NSW require to adhere to legal requirements under the NSW *Food Act 2003*. Councils apply local provisions however Council currently does not have a policy to regulate these travelling businesses.
- It is recommended that Council develop a policy regarding Mobile Food Vans to address the following issues:
  - Food vehicle compliance with the provisions of the *Food Act 2003*, *Food Regulation 2010*, *Food Standards Code* and *NSW Food Authority's Guideline*.
  - Provision for vending on public roads, parks or other public spaces.
  - Provision for vending at approved community events, sporting events or markets.
  - Provision for vending on private land (e.g. commercial property).
  - Fees and charges.

- A draft Mobile Food Van Policy will be presented to the Council's April 2021 meeting.

### **Strategic Land Use Planning**

- Strategic Land Use Planning will be reported where there is potential for updates to Council's planning system. Planning instruments such as the Local Environmental Plan (LEP) or Council's Development Control Plans (DCPs) will require a review and update. This ensures planning controls can provide outcomes that implement our community vision's will be reported upon.
- The Department of Planning, Industry and Environment (DPIE) is the key State Government agency who will provide proposed planning land use provisions and other strategic planning proposals that could affect Council's planning system.
- The Executive Leader Environment, Strategic Planning and Community (ESPC) met with DPIE Officers in Dubbo on 27 January 2021 to discuss the Department's agenda and forecast into 2021.

### **Sustainability and Environmental Management**

- Opportunities exist for Council to promote ecologically and environmentally sustainable land use and development such as grant funding or developing strategies. Information under this topic will only be reported if such opportunities present itself. Such information can come from government agencies, community groups and environmental champions.

### **Council Regional Capacity program (CRCP)**

- Council currently participates in the Council Regional Capacity Building Program which aims to support rural and regional councils to develop and improve their contaminated land management framework. There is one funded position from the Environment Protection Authority (EPA) who sits in Dubbo and supports four (4) Councils including Coonamble Shire, Gilgandra Shire, Wurrumbungle Shire and Dubbo Regional Councils. The position is funded until July 2022.
- Within our Shire there are four (4) underground petroleum storage systems (UPSS).
- The six (6) monthly progress report provided to EPA notes that Council has not undertaken any UPSS inspections. The report notes that Council staff recently received training to undertake inspections of the UPSS. A further workshop was conducted in December and attended by Council staff.
- The Executive Leader ESPC met with the Project Officer to discuss capacity building in the Shire on 2 February 2021.

### **Waste Management**

- Waste management may include information on the existing waste resource management facilities, opportunities to minimise hard waste production and avenues to look at sustainable waste management.
- Specifically relating to an outstanding waste management issue, Council recently commissioned Fencing Installers Australia (FIA) who will erect a perimeter fence and double gate around the Quambone waste resource site. FIA is due to commence in early February 2021.

The Environment and Strategic Planning Progress Report in its new format will be part of the Business Papers moving forward.

**(a) Governance/Policy Implications**

The report provides Council opportunities to understand governance and policy implications in the environment and strategic land use planning. There may be risk implications depending on the nature of the enquiry.

**(b) Legal Implications**

There may be risk implications depending on the nature of the enquiry.

**(c) Social Implications**

Providing information that is open and transparent to the community will provide positive social implications for the community to understand the work that Council does. There may be social implications depending on the nature of the enquiry.

**(d) Environmental Implications**

The progress report allows for environmental management to be an area of focus for the 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 are no economic/asset management implications arising from this report.

**(f) Risk Implications**

There may be risk implications depending on the nature of the enquiry.

## **CONCLUSION**

The new Environment and Strategic Planning Progress Report will consider town planning and strategic land use planning, waste management, compliance and regulation and environmental management and health as they arise and be part of the Council business papers.

## **RECOMMENDATION**

### **1. That Council notes this report.**

- 2. That Council requests the Executive Leader Environment, Strategic Planning and Community to develop a draft Mobile Food Van Policy for consideration at its monthly meeting scheduled for 14 April 2021.**



## PLANNING CERTIFICATE

*Issued under the Environmental Planning & Assessment Act, 1979*

Section 10.7(2)

*Certificate Issued to:*

**Applicants Name:** [NAME]

**Applicants Address:** [ADDRESS]

**Property Title:** "[PROPERTY TITLE]"

**Property Address:** "[PROPERTY ADDRESS]"

**Planning Certificate No:** "[CERTIFICATE NUMBER]"

**Date of Certificate Issue:** [DATE]

**Property Number:** "[PROPERTY NUMBER]"

**Land Owners:** "[OWNERS NAME]"

**1. Names of relevant planning instruments and DCPs**

- (1) The name of each environmental planning instrument that applies to the carrying out of development on the land.

Coonamble Local Environmental Plan 2011.

State Environmental Planning Policies, as follows:

- State Environmental Planning Policy 21 – Caravan Parks.
- State Environmental Planning Policy 33 – Hazardous and Offensive Development.
- State Environmental Planning Policy 36 – Manufactured Home Estates.
- State Environmental Planning Policy (Koala Habitat Protection) 2019.
- State Environmental Planning Policy 50 – Canal Estate Development.
- State Environmental Planning Policy 55 – Remediation of Land.
- State Environmental Planning Policy 64 – Advertising and Signage.

- State Environmental Planning Policy 65 – Design Quality of Residential Apartment Development.
- State Environmental Planning Policy 70 – Affordable Housing (Revised Schemes).
- State Environmental Planning Policy (Affordable Rental Housing) 2009.
- State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004.
- State Environmental Planning Policy (Concurrences and Consents) 2018.
- State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017.
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.
- State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004.
- State Environmental Planning Policy (Infrastructure) 2007.
- State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007.
- State Environmental Planning Policy (Primary Production and Rural Developments) 2019.
- State Environmental Planning Policy (State Significant Precincts) 2005.
- State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017.
- State Environmental Planning Policy (State and Regional Development) 2011.

(2) The name of each proposed environmental planning instrument that will apply to the carrying out of development on the land and that is or has been the subject of community consultation or on public exhibition under the Act (unless the Planning Secretary has notified the council that the making of the proposed instrument has been deferred indefinitely or has not been approved).

Nil.

- |     |                                                                                                                                                                                        |                                                                                            |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| (3) | The name of each development control plan that applies to the carrying out of development on the land.                                                                                 | Coonamble Shire Council Development Control Plan No. 1 – Coonamble Township and Surrounds. |
| (4) | In this clause, proposed environmental planning instrument includes a planning proposal for a LEP or a draft environmental planning instrument.                                        | Not Applicable.                                                                            |
| a)  | <b>2. Zoning and land use under relevant LEPs</b>                                                                                                                                      | B6 Enterprise Corridor.                                                                    |
| c)  | For each environmental planning instrument or proposed instrument referred to in clause 1 (other than a SEPP or proposed SEPP) that includes the land in any zone (however described): |                                                                                            |
| (a) | the identity of the zone, whether by reference to a name (such as “Residential Zone” or “Heritage Area”) or by reference to a number (such as “Zone No 2(a)”).                         |                                                                                            |
| (b) | the purposes for which the instrument provides that development may be carried out within the zone without the need for development consent.                                           | Refer to Schedule A.                                                                       |
| (c) | the purposes for which the instrument provides that development may not be carried out within the zone except with development consent.                                                | Refer to Schedule A.                                                                       |
| (d) | the purposes for which the instrument provides that development is prohibited within the zone.                                                                                         | Refer to Schedule A.                                                                       |
| (e) | whether any development standards applying to the land fix minimum land dimensions for the erection of a dwelling house on the land and, if so, the minimum land dimensions            | Dwelling houses are prohibited in the B6 Enterprise Corridor zone.                         |



so fixed.

- (f) whether the land includes or comprises critical habitat. Not to Council's knowledge, however, persons with an interest in the land may examine the 'Register of Critical Habitat' which is kept by the Director-General of National Parks and Wildlife Service.
- (g) whether the land is in a conservation area (however described). "[YES / NO]"
- (h) whether an item of environmental heritage (however described) is situated on the land. "[YES / NO]"

- **2A. Zoning and land use under State Environmental Planning Policy (Sydney Region Growth Centres) 2006** Not Applicable.

To the extent that the land is within any zone (however described) under:

- (a) Part 3 of the State Environmental Planning Policy (Sydney Region Growth Centres) 2006 (the 2006 SEPP), or
- (c) (b) a Precinct Plan (within the meaning of the 2006 SEPP), or
  - (c) a proposed Precinct Plan that is or has been the subject of community consultation or on public exhibition under the Act

the particulars referred to in clause 2 (a)–(h) in relation to that land (with a reference to “the instrument” in any of those paragraphs being read as a reference to Part 3 of the 2006 SEPP, or the Precinct Plan or proposed Precinct Plan, as the case requires).

- d) **3. Complying Development**
  - (e) (1) The extent to which the land is land on which complying development may be carried out under each of the codes for complying development because of

**Housing Code**

Complying Development under the Housing Code may be carried out on the land.

**Rural Housing Code**

Complying Development under the Rural Housing Code may not be carried out on the land.

**Low Rise Medium Density Housing Code**

Complying Development under the Low Rise

the provisions of clauses 1.17A (1) (c) to (e), (2), (3) and (4), 1.18 (1) (c3) and 1.19 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

- (f) (2) The extent to which complying development may not be carried out on that land because of the provisions of clauses 1.17A (1) (c) to (e), (2), (3) and (4), 1.18 (1) (c3) and 1.19 of that Policy and the reasons why it may not be carried out under those clauses.
- (g) (3) If the council does not have sufficient information to ascertain the extent to which complying development may or may not be carried out on the land, a statement that a restriction applies to the land, but it may not apply to all of the land, and that council does not have sufficient information to ascertain the extent to which complying development may or may not be carried out on the land.

Medium Density Housing Code may be carried out on the land.

**Greenfield Housing Code**

Complying Development under the Greenfield Housing Code may not be carried out on the land.

**Inland Code**

Complying Development under the Inland Code may be carried out on the land.

**Housing Alterations Code**

Complying Development under the Housing Alterations Code may be carried out on the land.

**General Development Code**

Complying Development under the General Development Code may be carried out on the land.

**Commercial and Industrial Alterations Code**

Complying Development under the Commercial and Industrial Alterations Code may be carried out on the land.

**Commercial and Industrial (New Buildings and Additions) Code**

Complying Development under the Commercial and Industrial Code (New Buildings and Additions) may not be carried out on the land.

**Container Recycling Facilities Code**

Complying Development under the Container Recycling Facilities Code may not be carried out on the land.

**Subdivisions Code**

Complying Development under the Subdivision Code may be carried out on the land.

**Demolition Code**

Complying Development under the Demolition Housing Code may be carried out on the land.

**Fire Safety Code**

Complying Development under the Fire Safety Code may be carried out on the land.

- **4B. Annual charges under Local Government Act 1993 for coastal protection services that relate to existing coastal protection works**

Not Applicable.

In relation to a coastal council—whether the owner (or any previous owner) of the land has consented in writing to the land being subject to annual charges under section 496B of the Local

Government Act 1993 for coastal protection services that relate to existing coastal protection works (within the meaning of section 553B of that Act).

**Note.** Existing coastal protection works” are works to reduce the impact of coastal hazards on land (such as seawalls, revetments, groynes and beach nourishment) that existed before the commencement of section 553B of the Local Government Act 1993.

**5. Mine subsidence**

Whether or not the land is proclaimed to be a mine subsidence district within the meaning of the Coal Mine Subsidence Compensation Act 2017.

The land is not proclaimed to be a mine subsidence district within the meaning of the Coal Mine Subsidence Compensation Act 2017.

**(h) 6. Road widening and road realignment**

"[YES / NO]"

(i) Whether or not the land is affected by any road widening or road realignment under:

(j) (a) Division 2 of Part 3 of the Roads Act 1993, or

(k) (b) any environmental planning instrument, or

(c) any resolution of the council.

**(l) 7. Council and other public authority policies on hazard risk restrictions**

(m) Whether or not the land is affected by a policy:

(n) (a) adopted by the council, or

(b) adopted by any other public authority and notified to the council for the express purpose of its adoption by that authority being referred to in planning certificates issued by the council, that

The Department of Urban Affairs and Planning SEPP55 Managing Land Contamination: Planning Guidelines notified to Council may restrict the development of the land. The Guidelines are relevant when zoning or land use changes are proposed on lands which have previously been used for certain purposes. Consideration of the Guidelines and the application of provisions under relevant State legislation are warranted in such circumstances.

Insert any of the following where applicable:

restricts the development of the land because of the likelihood of land slip, bushfire, tidal inundation, subsidence, acid sulphate soils or any other risk (other than flooding).

• **7A. Flood related development controls information** "[YES / NO]"

- (1) Whether or not development on that land or part of the land for the purposes of dwelling houses, dual occupancies, multi dwelling housing or residential flat buildings (not including development for the purposes of group homes or seniors housing) is subject to flood related development controls.
- (2) Whether or not development on that land or part of the land for any other purpose is subject to flood related development controls.
- (3) Words and expressions in this clause have the same meanings as in the instrument set out in the Schedule to the Standard Instrument (Local Environmental Plans) Order 2006.

**8. Land reserved for acquisition** "[YES / NO]"

Whether or not any environmental planning instrument or proposed environmental planning instrument, referred to in clause 1 makes provision in relation to the acquisition of the land by a public authority, as referred to in section 3.15 of the Act.

**9. Contributions Plan** Nil.

The name of each contributions plan applying to the land.

• **9A. Biodiversity certified land** "[YES / NO]"

If the land is biodiversity certified land (under Part 8 of the Biodiversity Conservation Act 2016), a statement to that effect.

**Note:** Biodiversity certified land includes land certified under Part 7AA of the Threatened Species Conservation Act 1995 that is taken to be certified under Part 8 of the Biodiversity Conservation Act 2016.

• **10A. Native vegetation clearing set asides** Council is not aware of any native vegetation clearing set asides in respect of the subject land.

If the land contains a set aside area under section 60ZC of the Local Land Services Act 2013, a statement to that effect (but only if the council has been notified of the existence of the set aside area by Local Land Services or it is registered in the public register under that section).

**11. Bush fire prone land** "[YES / NO]"

• If any of the land is bush fire prone land (as defined in the Act), a statement that all or, as the case may be, some of the land is bush fire prone land.

If none of the land is bush fire prone land, a statement to that effect.

**12. Property vegetation plans** "[YES / NO]"

If the land is land to which a property vegetation plan approved under Part 4 of the Native Vegetation Act 2003 (and that continues in force) applies, a statement to that effect (but only if the council has been notified of the existence of the plan by the person or body that approved the plan under that Act).

**13. Orders under Trees (Disputes Between Neighbours) Act 2006** Council has not been notified of any order under the Trees (Disputes Between Neighbours) Act 2006 applying to the subject land.

Whether an order has been made under the Trees (Disputes

Between Neighbours) Act 2006 to carry out work in relation to a tree on the land (but only if the council has been notified of the order).

**14. Directions under Part 3A** "[YES / NO]"

If there is a direction by the Minister in force under section 75P (2) (c1) of the Act that a provision of an environmental planning instrument prohibiting or restricting the carrying out of a project or a stage of a project on the land under Part 4 of the Act does not have effect, a statement to that effect identifying the provision that does not have effect.

• **15. Site compatibility certificates and conditions for seniors housing**

Council is not aware of a current site compatibility certificate (seniors housing) in respect of the subject land.

If the land is land to which State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004 applies:

- (a) a statement of whether there is a current site compatibility certificate (seniors housing), of which the council is aware, in respect of proposed development on the land and, if there is a certificate, the statement is to include:
  - (i) the period for which the certificate is current, and
  - (ii) that a copy may be obtained from the head office of the Department, and
- (b) a statement setting out any terms of a kind referred to in clause 18 (2) of that Policy that have been imposed as a condition of consent to a development application granted after 11 October 2007 in respect of the land.

• **16. Site compatibility certificates for infrastructure**  
A statement of whether there is a

Council is not aware of any valid site compatibility certificate (infrastructure) in respect of the subject

valid site compatibility certificate (infrastructure), or site compatibility certificate (schools or TAFE establishments), of which the council is aware, in respect of proposed development on the land and, if there is a certificate, the statement is to include:

- (a) the period for which the certificate is valid, and
- (b) that a copy may be obtained from the head office of the Department.

- **17. Site compatibility certificates and conditions for affordable rental housing**

Council is not aware of any valid site compatibility certificate (affordable rental housing) in respect of the subject land.

(1) A statement of whether there is a current site compatibility certificate (affordable rental housing), of which the council is aware, in respect of proposed development on the land and, if there is a certificate, the statement is to include:

- (a) the period for which the certificate is current, and
- (b) that a copy may be obtained from the head office of the Department.

(2) A statement setting out any terms of a kind referred to in clause 17 (1) or 37 (1) of State Environmental Planning Policy (Affordable Rental Housing) 2009 that have been imposed as a condition of consent to a development application in respect of the land.

- **18. Paper Subdivision Information**

Not Applicable.

(1) The name of any development plan adopted by a relevant authority that applies to

the land or that is proposed to be subject to a consent ballot.

- (2) The date of any subdivision order that applies to the land.

Words and expressions used in this clause have the same meaning as they have in Part 16C of this Regulation.

- **19. Site Verification Certificates**

Council is not aware of any current site verification certificates in respect of the land.

A statement of whether there is a current site verification certificate, of which the council is aware, in respect of the land and, if there is a certificate, the statement is to include:

- (a) the matter certified by the certificate, and

**Note.** A site verification certificate sets out the Director-General's opinion as to whether the land concerned is or is not biophysical strategic agricultural land or critical industry cluster land—see Division 3 of Part 4AA of *State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007*.

- (b) the date on which the certificate ceases to be current (if any), and
- (c) that a copy may be obtained from the head office of the Department of Planning and Infrastructure.

- **20. Loose-fill asbestos insulation**

"[YES / NO]"

If the land includes any residential premises (within the meaning of Division 1A of Part 8 of the Home Building Act 1989) that are listed on the register that is required to be maintained under that Division, a statement



to that effect.

- **21. Affected building notices and building product rectification orders** "[YES / NO]"
  - (1) A statement of whether there is any affected building notice of which the Council is aware that is in force in respect of the land.
  - (2) A statement of:
    - (a) whether there is any building product rectification order of which the council is aware that is in force in respect of the land and has not been fully complied with, and
    - (b) whether any notice of intention to make a building product rectification order of which the council is aware has been given in respect of the land is outstanding.

**Note.** The following matters are prescribed by section 59 (2) of the Contaminated Land Management Act 1997 as additional matters to be specified in a planning certificate: Nil.

- (a) that the land to which the certificate relates is significantly contaminated land within the meaning of that Act—if the land (or part of the land) is significantly contaminated land at the date when the certificate is issued.
- (b) that the land to which the certificate relates is subject to a management order within the meaning of that Act—if it is subject to such an order at the date when the certificate is issued.
- (c) that the land to which the certificate relates is the subject of an approved voluntary management

proposal within the meaning of that Act—if it is the subject of such an approved proposal at the date when the certificate is issued.

(d) that the land to which the certificate relates is subject to an ongoing maintenance order within the meaning of that Act—if it is subject to such an order at the date when the certificate is issued.

- 
- (e) that the land to which the certificate relates is the subject of a site audit statement within the meaning of that Act—if a copy of such a statement has been provided at any time to the local authority issuing the certificate.

**Disclaimer:**

*This certificate contains information provided to Coonamble Shire Council by other authorities and is as current as the latest information available to Council at the time of production of this document. The information is provided in good faith and the Council shall not incur any liability in respect of any such advice. It is strongly recommended that you contact the relevant authorities to confirm the accuracy of the information*

**Signature**

\_\_\_\_\_

**Name**

"[NAME] [POSITION]"

**Contact Details**

**Coonamble Shire Council**

**PO Box 249**

**COONAMBLE NSW 2829**

**Telephone (02) 6827 1900**

**SCHEDULE A****Zone B6 Enterprise Corridor****1 Objectives of zone**

- To promote businesses along main roads and to encourage a mix of compatible uses.
- To provide a range of employment uses (including business, office, retail and light industrial uses).
- To maintain the economic strength of centres by limiting retailing activity.
- To provide for residential uses, but only as part of a mixed use development.

**2 Permitted without consent**

Environmental protection works

**3 Permitted with consent**

Business premises; Community facilities; Garden centres; Hardware and building supplies; Hotel or motel accommodation; Kiosks; Landscaping material supplies; Light industries; Markets; Neighbourhood shops; Oyster aquaculture; Passenger transport facilities; Plant nurseries; Residential flat buildings; Roads; Roadside stalls; Rural supplies; Seniors housing; Shop top housing; Take away food and drink premises; Tank-based aquaculture; Timber yards; Vehicle sales or hire premises; Warehouse or distribution centres; Water recycling facilities; Any other development not specified in item 2 or 4

**4 Prohibited**

Agriculture; Air transport facilities; Airstrips; Animal boarding or training establishments; Cemeteries; Correctional centres; Eco-tourist facilities; Exhibition homes; Exhibition villages; Farm buildings; Farm stay accommodation; Forestry; Freight transport facilities; Heavy industrial storage establishments; Home-based child care; Home occupations (sex services); Industrial training facilities; Industries; Mooring pens; Pond-based aquaculture; Port facilities; Recreation facilities (major); Residential accommodation; Retail premises; Rural industries; Sewerage systems; Vehicle body repair workshops; Wharf or boating facilities

**12.15 SALEYARDS REPORT****File Number: S1****Author: Emma Kelly, Finance Manager****Authoriser: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Annexures: Nil****PURPOSE**

The purpose of this report is to keep Council informed of monthly income and expenditure associated with the saleyards.

**BACKGROUND**

The following information details income and expenditure associated with the Coonamble saleyards for the month of January 2021.

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

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

**(b) Financial Considerations**

The Saleyards / Truck wash unit was originally set up as a business unit for Council. Whilst the truck wash continues to return a profit on its operations, the saleyard operations continue to run at a deficit – as has been the case for a number of previous financial years.

**SALES****CATTLE:**

Date	Type	Scale	Amount (\$)	VA	Amount (\$)	Total Cattle/ Sheep	Total Amount (\$)
16/12/2020	Casual Weigh	177	836.73			177	836.73
4/12/2020	Fat Sale	1,707	3,569.18			1,714	13,704.18

**SALEYARDS ACCOUNT 01/07/2020 - 31/01/2021****Saleyard Operations:**

Income	69,451.46
Expenditure	79,481.99
<b>Deficit</b>	<b>- 10,030.53</b>

**Truck wash:**

Income	20,096.72
Expenditure	3,661.40
Surplus	16,435.32

**Summary:**

Income	89,548.18
Expenditure	83,143.39
Surplus	6,404.79

## **Saleyards Activities**

The final fat sale for the year was held on 4 December 2020 with a throughput of 1,714 good quality cattle. A very strong market prevailed. It is anticipated that another sale will be held later this month.

Minor maintenance at the saleyards is addressed as issues arise, however, more major works may be programmed following a meeting with the Saleyards Management Committee which is scheduled in the short term.

Additional funds have been made available following the December 2020 review. Following an audit, some structural deficiencies have been identified and will be prioritised.

Quotes for the installation of CrimSafe have been received and this work will be considered in conjunction with other priority works mentioned above.

Council's General Manager, Executive Leader Environment, Strategic Planning and Community and Executive Leader Corporate and Sustainability conducted a meeting with the Saleyard Agents on 3 February 2021 to discuss progress at the Saleyards.

### **(c) Governance/Policy Implications**

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

### **(d) Legal Implications**

There are no legal implications arising from this report.

### **(e) Social Implications**

There are no social implications arising from this report.

### **(f) Environmental Implications**

There are no environmental implications arising from this report.

### **(g) Economic/Asset Management Implications**

Works are generally scheduled in accordance with Council's adopted Operational Plan and Budget to ensure Council's assets are maintained to an appropriate standard within budget limitations. This asset needs some major maintenance works but has been running at a financial deficit for years. More favourable seasonal conditions means that this asset is currently being used on a more frequent basis, but there are risks for Council involved with knowingly using an asset that does not comply with all legislative and other industry standards. Although a difficult situation to address, Council will have to objectively consider all facts surrounding the saleyards, and the most appropriate way forward with responsibly managing this facility into the future.

### **(h) Risk Implications**

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

**CONCLUSION**

The saleyard operations unfortunately continue to run at a deficit, which is not sustainable in the long term.

**RECOMMENDATION**

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

**12.16 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS**

**File Number:** R6  
**Author:** Kookie Atkins, Director of Engineering Services  
**Authoriser:** Hein Basson, General Manager  
**Annexures:** Nil

**PURPOSE**

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

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

- 11.1 Maintain local road maintenance and construction.
- 13.1 Deliver safe drinking water and sewerage services.
- 4.1 Ensure long term management and protection of our community assets.

**(b) Financial Considerations**

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

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

- Routine inspections and servicing were completed as planned.
- The Hiab crane is due for its 10-year recertification. Staff is investigating options for the recertification to minimise disruption to the organisation.

**(b) Airport:**

- Routine inspection and maintenance works are ongoing.
- Installation of the last section of exclusion fencing complete.
- Reseal and line marking of runway progressing.
- The Contract for vegetation control was advertised, with only one response, that being from the Coonamble Aero Club. The contract is being finalised for signing.

**(c) Water & Sewer:**

- General maintenance has been completed on an 'as-needs' basis.
- Council is continuing to work on funding applications for the Safe and Secure Water Program for projects such as new bores in Coonamble and Quambone and a new reservoir in Coonamble.
- DP8 Engineering has completed the Scoping Study to analyse the ongoing operating, maintenance and capital investment costs at the Coonamble Sewerage Treatment Plant. Due to the age of the plant and the Scoping Study, the NSW Department of Primary Industry and Environment has in principle approved funding for works on the

Coonamble Sewerage Treatment Plant. The various design options are still to be assessed and approved by both Council and NSW DPIE.

- Council is due to carry out a water mains installation and replacement program over the next few months. Mains replacement will take place in Maule Lane and Bimble Street.
- New mains will be laid to create better water security for both the Coonamble and Gulargambone Hospitals and a new main will be laid in Conimbia Street to assist with better flows and pressure in the reticulation system.
- Due to the increasing demand on water supplies, the “normal” summer water restrictions were imposed to ensure that Council’s water supply can continue to meet the demand of residents during the hot summer months. Restrictions commenced on Tuesday 1 December 2020.

**(d) Quarry:**

- The cone crusher at the Quarry is non-operational due to requiring a rebuild. The time frame for repairs is up to fourteen (14) weeks. The impact, at this stage, is minor due to the adequate stock-piling of most products; however, quotes are being sought for a mobile unit to ensure sufficient reserves of 10mm.



**(e) Landfill sites:**

- Council has been issued with a clean-up notice by the EPA for the old landfill site at the end of Wingadee Street.
- An assessment has been carried out and is now with the EPA for review. Some preliminary works have been carried out to ensure the availability of water on site for the capping project and to aid the revegetation of the site after the works have been carried out.
- The reviewed assessment will be presented to Council once received back from the EPA, with an action plan to address the issue.



**(f) Levee Upgrade:**

- Stage 4 – Major problems riverbank stabilisation in particular areas have been encountered that will necessitate a change in the scope for the project, and other options are currently being assessed to determine the best course of action.
- Stage 5 – The grant application has been successful, and the necessary deeds have been signed and returned.

**(g) Saleyards:**

- Staff is in ongoing discussions with the EPA regarding the future of the saleyard licence. This is a matter that will be taken over in due course by the Executive Leader Environment, Strategic Planning and Community.

**(h) State Highway:**

- Staff have been successful in securing a works order to the value of \$381,938 to complete heavy patching works on the Castlereagh Highway South of Coonamble. Work on this project was delayed due to emergency works through the harvest period. The first stage of the heavy patching works should be completed mid-February.
- Reseal designs submitted to TfNSW have been approved and a works proposal submitted. Council is waiting on a work order to be supplied.
- The replacement of 14 culverts north of Coonamble is programmed with extensions to commence in February.

**Routine Activities**

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

**(j) Urban, Local and Regional Roads:****Routine Activities**

- Routine activities, including pothole and edge break repairs, have resumed following completion of harvest emergency works.

**Tooraweenah Road**

- TfNSW – the final report has been accepted and progressed. Quotes are being sought for preliminary works including environmental, geo-technical, survey and design. Quotations are due by the end of February 2021.

**Warren Road**

- Advice has been received from the Department of Infrastructure, Transport, Regional Development and Communications that the proposed upgrade of the intersection of the Warren Road and Castlereagh Highway (to the estimated value of \$820,000) was successful to the amount of \$410,000 under the National Heavy Vehicle Safety Productivity Program – which accounts for a 50%

contribution to the project. Council has adopted a resolution to fund the other 50% from its Regional Roads Grant Funding allocation.

- The Funding Deed for the Fixing Country Roads Round 2 – Warren Road Upgrade (various sections) has been submitted. (This project is separate to the upgrade of the Warren Road intersection). Staff have completed the relevant documents which were submitted early November (i.e. policy documents, various project plans etc.). A request for additional information from Infrastructure NSW relating to Warren Council works has been addressed and we are waiting on Infrastructure NSW to finalise the deeds.

### **Natural Disaster Relief and Recovery Arrangements (Flood Damage)**

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

### **Works in Progress**

<b>Item</b>	<b>Task</b>	<b>Comments</b>
1	MR202 Merri Merri – Flood damage repairs	In progress
2	SR86 Carinda Road – Rehabilitation (after harvest)	Programmed
3	SR14 Quabathoo Road – Flood damage repairs	Complete
4	SR54 Floddenfield Road - Maintenance grade	Complete
5	MR129 Baradine Road – Rehabilitation	Complete
6	SR 25 Vatua Lane – reform/resheeting	Complete
7	SR6 Bramble Rd - reform/resheeting – Stage 1	Complete
8	MR7515 Warren Rd – Heavy Patch	Complete
9	SR1 Billaroy Rd – Maintenance grade	Complete
10	SR8 Kensington Rd – Maintenance grade	Programmed
11	SR7 Wingadee Rd – Maintenance grade	Programmed
12	SR2 Tooraweenah – Maintenance grade	In Progress
13	SR9 Summit Rd – reform/resheeting	Complete
14	SR55 Gibsons Way– reform/resheeting	Programmed
15	SR6 Bramble Rd – reform/resheeting – Stage 2	In Progress
16	SR90 Fishers Rd – reform/resheeting	In Progress
17	SR79 Gumin Gumin Rd – reform/resheeting	In Progress
18	Slashing sealed Local & Regional Rds	In Progress

### **Routine Activities**

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

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

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

#### **(b) Legal Implications**

There are no legal implications arising from this report.

**(c) Social Implications**

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

**(d) Environmental Implications**

There are no environmental implications arising from this report.

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

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

**(f) Risk Implications**

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

**CONCLUSION**

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

**RECOMMENDATION**

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

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

### 13.1 NOTICE OF MOTION - EMPLOYMENT OF TEMPORARY STAFF

**File Number:** P1

- Annexures:**
1. Notice of Motion
  2. Email Notification of Notice of Motion

#### NOTICE OF MOTION

The following Notice of Motion has been received from Cllr Karen Churchill:

“That Council put two (2) temporary outdoor staff on for three (3) months to catch-up the backlog of mowing and tidying of the streets in Coonamble or alternatively engage with a contractor to perform the work”.

#### BACKGROUND

A storm in December 2020 left the streets of Coonamble littered with debris of branches and limbs from trees which is still to be cleared. The northwest area of town (around Hickey Street and adjacent streets) has not been mowed for over six months.

#### ISSUES

The town is still littered with the debris from the storm late last year and my motion is for Council to employ two (2) outdoor staff on a temporary basis three (3) months or engage a contractor to clear the back log of mowing and tidying the streets of Coonamble.

#### LEGAL/POLICY IMPLICATIONS

Local Government Act 1993 No 30

Council's adopted Code of Meeting Practice.

#### FINANCIAL IMPLICATIONS

Commentary: Executive Leader Corporate and Sustainability

Since December 2020, Council's efforts in addressing the backlog of mowing and tidying of streets caused by the prevailing weather conditions at the end of the 2020 calendar year have been hampered by a combination of machinery breakdowns, the unavailability of Council staff and the utilisation of Council's slashers in the slashing of Council's rural road network.

Following a meeting with the key operational staff, a rework of Council's works program has been undertaken with existing resources redeployed to better address this issue in Coonamble. An existing Council staff member from Gulargambone will be working temporarily in Coonamble, during the month of February to assist with addressing the backlog. This method was selected as it not only proves the most cost effective and efficient utilisation of Council resources, but it also negates the potential time delay associated with the recruitment of additional staff.

Should Council still wish to consider the employment of two (2) temporary staff as per the notice of motion, the costs associated with the employment of these staff for the three (3) months would amount to approximately \$35,352.67. Conversely should

Council wish to utilise contractors, based on prior experience the average rate for a contract slasher to undertake the works is on average approximately \$150.00 per hour.

Finally, as the proposed motion involves the additional allocation of resources, Council would then be required to allocate additional funding to cover these unplanned expenses. It should be noted that programmed footpath maintenance works have been set and undertaken in a conscientious effort to remain within its budgetary constraints and at the time of the writing of this report, Council has already expended \$52,293.40 of its annual footpath maintenance allocation vote of \$115,720 with a further five (5) months remaining in the year. This has been undertaken to try and avoid a repeat of the previous financial year where the actual costs incurred exceeded the budgeted allocation by approximately \$37,000.

### **MOTION**

**That Council puts on two (2) temporary staff for three (3) months to catch-up the backlog of mowing and tidying of streets in Coonamble or alternatively engage with a contractor to perform the work.**

**NOTICE OF MOTION**

I Clr Karen Churchill would like to put the following ‘Notice of Motion’ forward for inclusion in the next business paper.

**Subject Heading:**

Employment of two (2) temporary outdoor staff

**Background:**

A storm in December 2020 left the streets of Coonamble littered with debris of branches and limbs from trees which is still to be cleared. The northwest area of town (in the vicinity of Hickey Street and adjacent streets) has not been mowed for over six months.

**Issues:**

The town is still littered with the debris from the storm late last year and my motion is for Council to employ two (2) outdoor staff on a temporary basis for three (3) months or engage a contractor to clear the back log of mowing and tidying the streets of Coonamble.

**Legal/Policy Implications:**

Local Government Act 1993 No 30  
Council’s adopted Code of Meeting Practice.

**Financial Implications:**

Cost of extra staff and / or  
Cost of engaging a contractor

**Motion:**

“That Council put two (2) temporary outdoor staff on for three (3) months to catch-up the backlog of mowing and tidying of the streets in Coonamble or alternatively engage with a contractor to perform the work”.

**Attachments:**

Original Email  
Notice of Motion

**From:** [karen.churchill@bigpond.com](mailto:karen.churchill@bigpond.com) <[karen.churchill@bigpond.com](mailto:karen.churchill@bigpond.com)>  
**Sent:** Friday, January 22, 2021 3:57 PM  
**To:** Hein Basson <[gm@coonambleshire.nsw.gov.au](mailto:gm@coonambleshire.nsw.gov.au)>  
**Cc:** Jill Moorhouse <[jill@coonambleshire.nsw.gov.au](mailto:jill@coonambleshire.nsw.gov.au)>  
**Subject:** Notice of motion

Hello Hein

I would like to put the following notice of motion in the next business paper please.

I would like to move that Council put 2 temporary outdoor staff on for 3 months to catch up the backlog of mowing and tidying of the streets in Coonamble or alternatively engage with a contractor to perform the work.

Thank you

Karen

## **14 CONFIDENTIAL MATTERS**

### **RECOMMENDATION**

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

#### **14.1 Proposals and Quotations for the Design and Installation of exhibition and Display at the Coonamble Visitor Information Centre.**

**NOTE: This confidential report will be circulated to Councillors on 9 February 2021.**

This matter is considered to be confidential under Section 10A(2) - c and d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

## **15 CONCLUSION OF THE MEETING**