



BUSINESS PAPER

Ordinary Council Meeting Wednesday, 10 March 2021

Date: Wednesday, 10 March 2021

Time: 10.00am

**Location: Shire Chamber
Gulargambone Memorial Hall**

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, Gulargambone Memorial Hall on Wednesday, 10 March 2021 at 10.00am.

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1 OPENING MEETING

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 COMMUNITY CONSULTATION

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

5 DEPUTATION/DELEGATIONS

6 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 10 February 2021 be confirmed as a correct record of the proceedings of the meeting.



MINUTES

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

**MINUTES OF COONAMBLE SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SHIRE CHAMBER, COONAMBLE
ON WEDNESDAY, 10 FEBRUARY 2021 AT 10.00AM**

PRESENT: Cr Ahmad Karanouh (Mayor), Cr Paul Wheelhouse (Deputy Mayor), Cr Pat Cullen, Cr Barbara Deans, Cr Bill Fisher, Cr Robert Thomas

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

1 OPENING MEETING

The Mayor opened the meeting at 10.00 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);
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- Council accepts no liability for any damage that may result from defamatory comments made by persons attending the meetings – all liability will rest with the individual who made the comments;
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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**APOLOGY****RESOLUTION 2021/1**

Moved: Cr Paul Wheelhouse

Seconded: Cr Barbara Deans

That the apology from Cr Karen Churchill be noted and approved.

CARRIED

5 DEPUTATION/DELEGATIONS

Nil.

6 CONFIRMATION OF MINUTES**RESOLUTION 2021/2**

Moved: Cr Pat Cullen

Seconded: Cr Bill Fisher

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.

CARRIED

7 DISCLOSURES OF CONFLICTS OF INTEREST

Cr Deans informed the meeting that she has a non-pecuniary conflict of interest in Item 12.6 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. She indicated that she will remain in the room, partaking in the discussions and voting on the item.

8 RESOLUTION BOOK

Nil.

9 MAYORAL MINUTE

The Mayor asks the meeting to acknowledge the passing with a minutes silence of the Late Lilliane Brady Mayor of Cobar Shire Council.

He delivered a verbal report of his activities during the month; reporting that he had communications with local organisations in relation to the current mouse plague and he would like the message to be forwarded to the community of the potential danger to persons using the treated wheat products (also known as “black wheat”) to bring the rodents under control.

The Mayor also reported on attending a meeting with representatives from NSW Western District Health Service and being informed of the extent of services that will be made available by Ochre Health within Coonamble.

He also attended, with the Executive Leader Corporate and Sustainability and the General Manager, a Rural Fire Service meeting on Tuesday 9 February discussing, amongst other things, the reformation of the fire trails in the Pilliga Forrest and reducing the fire hazard within other areas within the region.

The Mayor reported that four (4) defibrilators have arrived and are ready for placement in Coonamble, Gulargambone and Quambone. He requested that the Councillors assist him in identifying suitable locations for these life saving apparatus to be installed. After discussion, the following locations were identified as possibilities:

- Coonamble – Chemist and IGA Supermarket
- Quambone – Hotel or General Store
- Gulargambone – Spar Supermarket or Hotel

The Mayor also suggested for stickers to be designed and printed for affixing on other businesses windows directing public to the location of the defibrilators.

RESOLUTION 2021/3

Moved: Cr Ahmad Karanouh
Seconded: Cr Pat Cullen

That Council notes the information contained in this report.

CARRIED

10 PRECIS OF CORRESPONDENCE

Nil.

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

Nil.

SECTION B - MATTERS FOR INFORMATION ONLY

Nil.

11 COMMITTEE REPORTS

Nil.

12 REPORTS TO COUNCIL**12.1 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION****RESOLUTION 2021/4**

Moved: Cr Paul Wheelhouse

Seconded: Cr Barbara Deans

- 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.

CARRIED

12.2 LETTER OF ADVICE FROM OCHRE HEALTH**RESOLUTION 2021/5**

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

- 1. That Council notes the contents of this report.**
- 2. That Council authorises the Mayor, Councillor Deans 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.**

CARRIED

12.3 2021 NSW LOCAL GOVERNMENT ELECTIONS - COUNCIL UDATE**RESOLUTION 2021/6**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

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

CARRIED

12.4 WORKPLACE INJURY MANAGEMENT REPORT**RESOLUTION 2021/7**

Moved: Cr Robert Thomas

Seconded: Cr Pat Cullen

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

CARRIED

12.5 DRAFT VOLUNTEER POLICY**RESOLUTION 2021/8**

Moved: Cr Bill Fisher

Seconded: Cr Robert Thomas

- 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.**

CARRIED

12.6 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT**RESOLUTION 2021/9**

Moved: Cr Barbara Deans

Seconded: Cr Robert Thomas

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.

CARRIED

12.7 RATES AND CHARGES COLLECTIONS - JANUARY 2021**RESOLUTION 2021/10**

Moved: Cr Bill Fisher

Seconded: Cr Robert Thomas

That Council notes the information provided in the report.

CARRIED

12.8 STATUS OF INVESTMENTS - JANUARY 2021**RESOLUTION 2021/11**

Moved: Cr Robert Thomas

Seconded: Cr Bill Fisher

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.

CARRIED

12.9 QUARTERLY BUDGET REVIEW - DECEMBER 2020**RESOLUTION 2021/12**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

- 1. That Council approves the variations to votes as listed in the budget review documents distributed under separate cover.**
- 2. That Council notes, in the opinion of the Responsible Accounting Officer based on the information as presented in the 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.**

CARRIED

12.10 URBAN SERVICES - WORKS IN PROGRESS**RESOLUTION 2021/13**

Moved: Cr Paul Wheelhouse

Seconded: Cr Barbara Deans

That Council notes the information in this report.

CARRIED

12.11 FINANCIAL HARDSHIP POLICY**RESOLUTION 2021/14**

Moved: Cr Paul Wheelhouse

Seconded: Cr Pat Cullen

- 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.**

CARRIED

12.12 REVIEW OF DEBT RECOVERY POLICY**RESOLUTION 2021/15**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

- 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.**

CARRIED

12.13 COMMUNITY SERVICE PROGRESS REPORT**RESOLUTION 2021/16**

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

That Council notes the information contained in this report.

CARRIED

12.14 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**RESOLUTION 2021/17**

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

- 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.**

CARRIED

12.15 SALEYARDS REPORT**RESOLUTION 2021/18**

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

That Council notes the information provided in this report.

CARRIED

12.16 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS**RESOLUTION 2021/19**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

That Council notes the information in this report.

CARRIED

At this point of the meeting, the acting Manager Roads and Bridges Ian Dinham joined the meeting. The General Manager introduced Ian to the Councillors, after which he reported on the projects he has been concentrating on. He also conveyed his planning and time frames associated with a number of projects for the information of Councillors.

13 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS**13.1 NOTICE OF MOTION - EMPLOYMENT OF TEMPORARY STAFF****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.

Following a written request from Cr Karen Churchill, the above motion was withdrawn to be presented at the March 2021 Ordinary Council Meeting.

14 CONFIDENTIAL MATTERS**RESOLUTION 2021/20**

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

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.

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

CARRIED

RESOLUTION 2021/21

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

- 1. That Council, subject to positive Financial Assessment and Referee Confirmation, accepts the proposal and quotation received from Armsign for the design and installation of interior exhibition and display areas at the new Coonamble Visitor Information Centre (VIC) – including furnishings and an interpretative installation.**
- 2. That referee confirmation be sought and properly documented to confirm Armsign’s successful delivery of projects of a comparable scale and scope.**
- 3. That a financial assessment be undertaken and properly documented of Armsign’s financial capacity to complete the delivery of the goods and services applicable to the project as described in the body of this report.**
- 4. That the General Manager be authorised to enter into a contractual agreement with Armsign for the design and installation of interior exhibition and display areas at the new Coonamble Visitor Information Centre (VIC) – including furnishings and an interpretative installation, following the appropriate positive responses being received as outcomes of the actions described in paragraphs two (2) and three (3) above.**

CARRIED

RESOLUTION 2021/22

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

That Council moves out of Closed Council into Open Council.

CARRIED

RESOLUTION 2021/23

Moved: Cr Barbara Deans
Seconded: Cr Paul Wheelhouse

That Council adopts in Open Council the resolution passed in Closed Session, (Resolution 2021/21).

CARRIED

15 CONCLUSION OF THE MEETING

The Meeting closed at 11.59am.

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

.....

CHAIRPERSON

7 DISCLOSURES OF CONFLICTS OF INTEREST

8 RESOLUTION BOOK

9 MAYORAL MINUTE

MAYORAL MINUTE

File Number: M3

Author: Marina Colwell, Executive Support Officer

Authoriser: Hein Basson, General Manager

Annexures:

1. Letter from Murray Darling Association - Inviting Council to join the Association
2. Letter from Murray Darling Association to Deputy Secretary CEO Water NSW - re: Coal Seam Gas
3. Draft Quote - Murray Darling Association

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

- **Central West Local Land Services:** On Tuesday 16 February 2021, the General Manager and I met with representatives of the Local Land Services (LLS), Ms Christine White, Board Member and Mr Andrew Mulligan, General Manager. Items of mutual interest were discussed, and information gained around the current mouse infestation and how this occurrence is being viewed by the LLS. There were no specific items or issues brought forward for discussion.
- **Murray Darling Association:** Also, on Tuesday 16 February 2021, the General Manager and I met with Ms Emma Bradbury, CEO of the Murray Darling Association (MDA), who was accompanied by Cr Craig Davies, Mayor of Narromine Shire Council. Ms Bradbury provided us with information on the Murray Darling Association's position on unconventional gas and invited Council to consider the benefits of becoming part of the organisation as a member council.

Following the visit a letter was received from the MDA providing information regarding benefits to member councils and their communities. Council was invited to join the Association. The MDA is the peak body representing Councils across the Murray-Darling Basin dealing with issues of water security into the future.

The letter conveys information on:

- Benefits to the community;
- Benefits to the environment;
- Benefits to the economy;
- Benefits to Council;
- The Association's achievements.

A copy of the letter from the CEO, Emma Bradbury, is attached for Council's information.

Also attached is a copy of the letter the MDA forwarded to the Deputy Secretary and CEO Water NSW regarding proposed coal seam gas exploration and extraction in western NSW on behalf of member Councils.

I would like to move a motion that Council joins this organisation again, based on the potential benefits that could be gained with Council adding its voice regarding coal seam gas extraction and maintaining adequate flows of the river system feeding the Macquarie Marshes.

The annual membership costs for Council would be \$1,314.49 – in accordance with the draft quote attached. The Executive Leader Corporate and Sustainability has indicated that this cost would be able to be absorbed within the current operational budget provisions.

- **Defibrillators:** Council staff have been given approval from the owners of the identified buildings in Coonamble, Gulargambone and Quambone for the installation of the four (4) defibrillators, and it is expected for these life-saving devices to be affixed to the outside of the buildings soon.
- **Interviews with Media and Representation to the Local Members of Parliament:** In the past couple of weeks, I have had radio interviews with Dubbo's 2DU, Bourke's 2WEB, the Coonamble Times and the Sydney Morning Herald in regard to the terrible mouse infestation that is currently plaguing our local government area and the larger region. I have also made representations to both our local State and Federal Members of Parliament regarding the mouse infestation to be officially declared as a "plague" and for funding to be made available to assist farmers with covering the unexpected costs in combatting the rodents and the predictable effect that unusable, contaminated hay will have on farming operations.
- **Regional Development Australia (RDA) Inland Growth Summit:** On Friday 26 February 2021, Cr Deans, along with the General Manager and Manager of Economic Development and Growth, travelled to Dubbo to attend the Regional Development Australia (RDA) Inland Growth Summit as representatives of Council. The Summit had both live and virtual keynote presentations comprising of industry leaders, government officials and advisors.

MOTION:

- 1. That Council notes the contents of this report.**
- 2. That Council joins the Murray Darling Association as a member, based on the potential benefits that could be gained with Council adding its voice against coal seam gas extraction within the region and advocating for adequate flows within the river system feeding the Macquarie Marshes to be maintained.**



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P.O. Box 1268
Echuca, Vic 3564

19 February 2021

Mayor Al Karanough
GM Hein Basson
Coonamble Shire Council
80 Castlereagh Street
COONAMBLE NSW 2829

Dear Mayor Karanough and Hein

Thank you for taking the time to meet with Mayor Davies and myself in Coonamble earlier this week.

As discussed, I would like to take the opportunity to provide detailed information about the benefit to member councils and their communities of membership to the MDA, and invite your council to join the association. This information may be particularly useful as your council prepares its annual budget.

As you are aware, the MDA is the peak body representing councils across the Murray-Darling Basin. As we grapple with changes in climate, inflows, technologies, production and infrastructure, the issue of water security into the future is of acute concern to all councils.

With over 167 councils in the MDB, the ongoing partnership between your Council and the Murray Darling Association elevates local and regional issues and priorities to the state and federal level providing national recognition of local priorities.

Your membership to the MDA delivers social, economic, and environmental benefits to your community by creating partnerships, participating in events, and accessing networks and services that align with and support your Communities plan, in the areas of Community, Environment, Economy and Council.

We know that councils and the local government sector are increasingly resource challenged and are looking for services, relationships and partnerships that assist in achieving your council's and your region's strategic priorities.

Water, land management, energy and community wellbeing are front and centre of almost every council's priorities. A strong relationship between council and the MDA provides opportunities to

- partner with councils and regional groups in providing local case studies and experience to support regional and national positions and advocacy strategies.
- raise the profile of your council and the local government sector through MDA's partnerships with the Commonwealth.
- present strategically aligned priorities, objectives, and advocacy to state and federal governments.
- leverage regional efficiencies and Basin-scale capability and positions.

www.mda.asn.au

It's in the Balance.

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Benefits to your community

The MDA fosters a culture of community collaboration and leadership development to improve social, cultural, environmental, and economic well-being across the Murray-Darling Basin.

Working together with member councils and our regions, we achieve policy change and ensure local knowledge informs the national dialogue on water reform, land management, environmental sustainability, leadership development and education, and regional economic diversification.

Your council's participation at MDA region and national meetings builds your council's regional relationships and elevates your community's priorities to the state and federal level, informing decisions and outcomes that impact your local area.

Benefits to your environment.

There is no future on a dry riverbed. At the core of our vision is a strong emphasis on science and education to inform policies for the sustainable management of Basin resources to ensure a healthy and prosperous future.

The MDA's vision, which drives our strategic and operational direction, is for *local government and communities to work together to achieve a healthy, vibrant and thriving Murray-Darling Basin*. As a result, the MDA has:

- Partnered with CSIRO with a focus on science and education to address some of the Basin's toughest challenges.
- Advocated for and represented local government in environmental issues, including floodplain harvesting etc.
- Partnered with Murray-Darling Basin Authority, better supporting local government through information sharing and representation.
- Supported regions to develop Climate Ready Communities statements

Benefits to your economy

For many, if not all, Basin communities, water security plays an important role in economic growth and sustainability. Through the MDA's regional alignments and partnerships, member councils leverage the value of knowledge sharing across the local government and regional development sectors to peruse water quality, water security and other priorities.

Every year the MDA hosts a range of regionally and nationally significant events delivering economic benefits, both directly and indirectly to Basin communities and regions. The MDA's 77th National Conference and AGM is scheduled to be held this year in May at Wentworth.

The MDA provides member councils with partnerships that support regional economic development and diversification initiatives.

Benefits to your council

Our mission is to provide high value services to our members, and their communities by delivering quality projects, events and products create enduring value for Basin communities and governments.

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It's in the Balance.

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The MDA recently launched the [Basin Communities Leadership Program](#). Funded under the Murray-Darling Basin Economic Development Program, the MDA developed the program which is valued at over \$4500 per participant and aims to build capacity, resilience, and leadership skills for the benefit of your community in meeting the increasing challenges of changing climate and water availability.

The program will be delivered in cohorts of 15 participants each in regions across the basin during 2021 and beyond. The programmes are available fully funded or on a fee for service basis. Each funded workshop represents a combined contribution to the regions' economies of more than \$4,800 per place or \$67,500 per cohort. We are genuinely excited by the possibility of delivering this leadership development training in your council, and your community.

Our achievements

The Murray Darling Association has been successful in shifting policies to better reflect the needs of the Basin communities, and we are continuing to grow our reach and impact as portrayed in our [Vision 2025 Strategic Plan](#).

The relationship between the MDA and our member Councils contributes strongly to the development of the local government sector as a whole and our collective role in ensuring a vibrant, sustainable future for the Murray-Darling Basin.

I look forward to continuing to work with your Council in the years ahead to deliver benefits to yours and all Basin communities and council.

Should you have any questions or require further information, please don't hesitate to contact me directly at ceo@mda.asn.au, call 03 5480 3805. I look forward to working with your council into the future.

Kind Regards



Emma Bradbury
Chief Executive Officer



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P.O. Box 1268
Echuca, Vic 3564

Mr Jim Bentley
Deputy Secretary
CEO Water NSW

February 18, 2021

Dear Mr Bentley

I write on behalf of MDA members councils across the Murray-Darling Basin to request a precautionary approach, and the inclusion of local government if the consultation relating to the proposed coal seam gas exploration and extraction in western NSW.

As you may be aware, the Murray Darling Association is the peak body for local government in the Murray-Darling Basin, informing policy and contributing local knowledge and regional solutions since 1944. There are 167 councils within the Basin, over 65 of which sit within regional NSW.

The sustainable management of water, and assurance of water security for the safe and viable future of all our communities is a matter of direct interest to every council. We believe that consultation on this matter must extend beyond effected landowners, and take consideration of every water user across the Basin.

In 2015, the MDA established an official policy position on Gas extraction in the Murray-Darling Basin, carried unanimously at our annual general meeting.

That position affirms that the Murray Darling Association:

- a) Will seek to have a moratorium placed on any further Unconventional Gas activity in any Basin that may be interconnected with the Murray Darling Basin on valuable arable land and until a solution is agreed upon of how to avoid salt mobilization.
- b) Will oppose the mining and exploration of Unconventional Gas, including the practice of fracking (hydraulic fracturing), except where adequate guarantees based in science can demonstrate that there will be no adverse impact on the aquifers and ground water storage environment and on the quality of water contained in those aquifers and ground water storages.
- c) Will always be focused on the environment and local communities in pursuing this policy.
- d) Affirms that agricultural land is a vital and important asset and must be protected from any activities that compromises its productive capacities, and
- e) Affirms that ground water is a vital and important asset and must be protected from any activity that might compromise its quality.

www.mda.asn.au

It's in the Balance

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The MDA would also like to offer assistance in advocacy and engagement with stakeholders both internal and external on this issue going forward.

I have cc'd here our National President Cr David Thurley OAM and Mayor Craig Davies, Chair of the MDA Region in which the majority of councils in your electorate are located.

Please don't hesitate to contact myself, David or Craig if you require any further information or support. I look forward to discussing this matter with you further in due course, and I thank you for your interest in and ongoing leadership on this important issue of water security.

Kind regards,



Emma Bradbury
Chief Executive Officer



DRAFT QUOTE

Coonamble Shire Council
 Mr Hein Basson
 General Manager
 PO Box 249
 COONAMBLE NSW 2829
 ABN: 19 499 848 443

Date
 23 Feb 2021

Quote Number
 QU-600

Reference
 Membership Fee

ABN
 64 636 490 493

MURRAY DARLING
 ASSOCIATION
 INCORPORATED
 Attention: Emma Bradbury
 Level 1, 250 Anstruther
 Street
 PO Box 1268
 ECHUCA VIC 3564

Description	Quantity	Unit Price	GST	Amount AUD
Membership of Murray Darling Association 2020/2021 Fees calculated at \$0.305 per head of population, capped at \$6,681.82. Population based on latest ABS census data. Cap applies at 21,907 population.	3918.00	0.305	10%	1,194.99
			Subtotal	1,194.99
			TOTAL GST 10%	119.50
			TOTAL AUD	1,314.49

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 STATUS REPORT REGARDING COUNCILLOR ENQUIRIES

File Number: R6

Author: Marina Colwell, Executive Support Officer

Authoriser: Hein Basson, General Manager

Annexures: 1. Photos - Annexure 1

PURPOSE

The purpose of this report is to provide an update on the status of Councillor enquiries.

BACKGROUND

Following the adoption of the *Councillor Access to Staff and Premises Policy* in August 2019, Councillors are best advised to lodge their enquiries with the General Manager on the *Councillors' Enquiry Form*.

(a) Relevance to Integrated Planning and Reporting Framework

I4.1 Ensure long term management and protection of our community assets.

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

I3.2 Improve community access to services.

(b) Financial Considerations

Financial considerations for each enquiry will be taken into consideration during the assessment / investigation process.

COMMENTARY

Shown below is a list of outstanding enquiries received from Councillors since implementation of this procedure up to the end of November 2020:

Date Received	Councillor	Enquiry	Enquiry No Referred to	Comments	Status
23/08/19	Cr Thomas	Clean up block – corner Castlereagh/ Aberford Streets.	0093.2020 Environmental Services.	Development Control Order (General Order) under section 9.34(1)(A) of the <i>Environmental Planning and Assessment Act 1979</i> was served on 26 November 2020. Should the Order not be complied with by 22 December 2020, Council will proceed with legal proceedings as per the Act.	Council is seeking further legal advice on failure to comply with the development control order.

25/02/21	Cr Thomas	Repairs to the 'lay backs and guttering' Photo's attached as Annexure 1	0454\2021 Infrastructure	Concerned that the "lay backs and gutter" pose a risk for the residents at the Senior Age Facility to the northern end of the main street when they access the street to use cars being parked or put out garbage bins	This crossing has the same standing as a driveway, that it was installed by the property owner at their cost, and is the property owner's responsibility to be maintained or replaced. The owners may choose to put in a donations request to Council for replacement.
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Note: Once matters have been reported to Council as being completed, they will be removed from the list.

(a) Governance/Policy Implications

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

(c) Legal Implications

There are no legal implications arising from this report.

(d) Social Implications

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

(e) Environmental Implications

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

(f) Economic/Asset Management Implications

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

(g) Risk Implications

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

CONCLUSION

The current status of Councillors' enquiries to the end of February 2021 is documented above.

RECOMMENDATION

That Council notes the information in this report.



12.2 ROADS OF STRATEGIC IMPORTANCE - TOORAWEEAH ROAD

File Number: R832-1

Author: Jill Moorhouse, Executive Assistant

Authoriser: Hein Basson, General Manager

Annexures:

1. Letter to The Hon Mark Coulton MP - Tooraweenah Road Funding
2. Letter from The Hon Michael McCormack MP - Response regarding Tooraweenah Road Funding

PURPOSE

This report is to provide Council with an update following its representations to The Hon Mark Coulton MP regarding the status of funding for the upgrade of the Tooraweenah Road.

BACKGROUND

During discussion of the Mayoral Minute at the Ordinary Council Meeting on 11 November 2020, the following was included as part of the Mayor's report when discussing the outcome of his meeting with Mr Coulton:

In regards to the Tooraweenah Road upgrade, the General Manager will forward a letter to Mr Coulton requesting him to assist Council in progressing the actual expenditure of the Federal grant funding through the State Government.

The letter, a copy of which is attached to this report, was written on 15 December 2020. The delay in getting the letter finalised should be attributed to difficulty in accessing relevant information with particular staff members leaving Council's service.

Listed in the letter is action taken by Council following notification of funding to complete the necessary State Government processes. Part of these actions was preparation of a Project Proposal Report (PPR) which was submitted to Transport for NSW (TfNSW) in April 2020.

This report was delayed due to the need for it to be amended on numerous occasions, following consultation between the Federal Department of Infrastructure, Transport and Regional Development and Transport for NSW

Council was also required to engage a consultant to undertake an economic analysis for the project. A final submission for a sum of \$350,000 to be allocated for project design, survey and geotechnical investigation was lodged on 4 December 2020, after a number of failed attempts when more information was requested or clarification sought.

When taking into account the fact that the scoping phase of the project – \$350,000 of the \$22.9 million allocated – was only approved one (1) year after funding was announced, it may take some considerable time to work through other Federal and State Government requirements.

Council requested that some of these requirements, which could be considered unnecessary, onerous and superfluous when, in fact, the project and funding had been approved by the Federal Government, be lessened to allow a more acceptable

timeframe between submission of documentation and approval of funding to complete the various milestones.

(a) Relevance to Integrated Planning and Reporting Framework

11.1 Maintain local road maintenance and construction

(b) Financial Considerations

There are no financial considerations directly associated with this report. However the upgrade of unsealed sections of the Tooraweenah Road is a \$22.9 million approved by the Federal Government.

Funds from the Federal Government are paid to the State Government as the eligible funding recipient and through Transport for NSW released to Council upon the completion of agreed milestones throughout the duration of works.

COMMENTARY

The Tooraweenah Road has been classified as a Road of Strategic Importance (ROSI) and Mr McCormack has advised Council that he approves projects for funding following an assessment of a Project Proposal Report (PPR), consistent with the National Partnership Agreement on Land Transport Infrastructure Projects and the related Notes on Administration. A copy of Mr McCormack's response to Mr Coulton is also attached for the information of Councillors.

Mr McCormack acknowledges that Council's final scoping PPR for the Tooraweenah Road upgrade was submitted to his department on 14 December 2020 and advises that he will work with Transport for NSW (TfNSW) – the eligible funding recipient – to approve the report.

In his letter Mr McCormack says his department will work with Council through TfNSW to facilitate early delivery of this project, with funding to be paid as agreed milestones are met.

In addition, Council staff have recently had the opportunity to virtually meet with representatives of both the Federal and State Governments to discuss the future progressing of this matter and it has been agreed that these meetings will continue on a monthly basis into the future – which should make it easier for all three (3) levels of Government to work together to undertaking this major work within an acceptable timeframe.

(a) Governance/Policy Implications

Council has spent years trying to secure funding to upgrade the Tooraweenah Road. When completed, the project will facilitate and stimulate economic development and tourism within our local government area, as well as improving safety and boost accessibility as a freight corridor.

(b) Legal Implications

There are no legal implications directly associated with this report.

(c) Social Implications

The social implications associated with this report would include improved tourist access to the Warrumbungle National Park, making it easier for

tourists from this National Park to access Coonamble, and provide better connection between tourist attractions within the Coonamble area, e.g. the Macquarie Marshes, the proposed new Artesian Spa facility in Coonamble and the new \$20 million Australian Opal Centre planned to be erected at Lightning Ridge. It would also increase reliability of access to land within the area, which is essential in that it is a highly productive agricultural belt.

(d) Environmental Implications

Environmental implications may include improved road width and improved pavement condition and delineation, which could also be considered an essential safety measure.

(e) Economic/Asset Management Implications

Economic / asset management implications would include the additional 25.4 kilometres of the road that would be sealed, as Council will have to maintain and renew this asset into the future. Over time it could potentially reduce the cost of heavy vehicle access to prime agricultural land and haulage distances and costs, increasing agricultural production. The upgrade could have financial benefits to customers using Council's Mt Magometon Quarry, again potentially reducing transport and haulage costs.

(f) Risk Implications

There are no risk implications directly associated with this report.

CONCLUSION

Funding for this major upgrade project was promised prior to the last Federal Election held in 2019 and, to date, Council has not been able to commence physical work, although preliminary reports and other pre-requisites have been completed.

Council is understandably anxious to "get the ball rolling" and start progressing the upgrade. The delays experienced to date are unfortunate and Council is hoping that, after putting forward its concerns, a more feasible timeframe will be achieved.

Staff members have recently virtually met with representatives of both the Federal and State Governments to discuss the effective and efficient future progressing of this matter. Monthly meetings will continue to be held into the future – which should facilitate all three (3) levels of Government working together in a more constructive manner.

RECOMMENDATION

That Council notes the information in this report.

Our Ref: SR2
HB MC

Your Ref:

15 December 2020



The Hon Mark Coulton MP
Minister for Regional Services, Decentralisation and Local Government
Federal Member for Parks
Suite 3 / 153 Brisbane Street
DUBBO NSW 2830

Dear Minister Coulton

TOORAWEEAH ROAD UPGRADE: PROJECT PROGRESS

I refer to the Federal Government's written funding commitment made to Council in October 2019 under the Roads of Strategic Importance Initiative for an amount of \$22.9 million – for purposes of the sealing of the unsealed section of the Tooraweenah Road. Council remains to be extremely grateful for this funding announcement.

As you are aware, the Tooraweenah Road is an important local road for agricultural producers and other local traffic. It certainly has the potential to, after its upgrade, provide for economic benefits for trucking companies as it would provide for a sealed road link between the Castlereagh and Newell Highways through Tooraweenah. Further, it would provide for a sealed road for tourists from the Warrumbungle National Park and Observatory to access the Coonamble Shire Council's local government area with the potential to significantly increase our visitor economy. Therefore, Council believes that this project is of great significance to its community and is eager for this project to progress.

Upon notification of the successful funding, Council proceeded to start gathering information to complete the required State Government processes, which included a Project Proposal Report (PPR). This PPR was initially submitted to Transport for NSW (TfNSW) on 24 April 2020. It was then reviewed numerous times by TfNSW and amendments had to be made.

As part of the above-mentioned process, it was necessary for Council to engage a consultant (High Range Analytics Pty Ltd) to do an economic analysis for this project. Strangely, Council was also at various times questioned as to why "private financing" was not considered as part of the funding of the project(?)

All communications to be addressed to:
THE GENERAL MANAGER

Post Office Box 249
COONAMBLE NSW 2829

Telephone: (02) 6827 1900
Facsimile: (02) 6822 1626
Email: council@coonambleshire.nsw.gov.au

- 2 -

Council was only able to lodge a final submission on 4 December 2020 for an amount of \$350,000 to be allocated for the project design, survey and geotechnical investigation.

From Council's perspective, the State Government "hoops" that are needed to be jumped through for this project – after it had already received the green light from the Federal Government – seems to be unnecessarily onerous.

If one considers that the current Project Proposal Report (Scoping Phase) only addresses \$350,000 of the allocated \$22.9 million, and Council was only able to lodge this Proposal more than a year after the funding had been announced, it is potentially going to take years just to work through the different "red tape" stages of the State Government before any significant amount of money is going to be able to be expended and for the community to start receiving the economic and social benefits associated with this project.

This current situation is unacceptable to Council and it respectfully requests your assistance to progress this project to the physical execution stage, and for unnecessary and time-consuming bureaucratic processes to hopefully be eliminated.

Please do not hesitate to contact me on 0408 669 931 if you have any questions or need more information.

Yours sincerely



Hein Basson
GENERAL MANAGER



The Hon Michael McCormack MP

Deputy Prime Minister
Minister for Infrastructure, Transport and Regional Development
Leader of The Nationals
Federal Member for Riverina

Ref: MC21-000024

01 FEB 2021

The Hon Mark Coulton MP
Minister for Regional Health, Regional Communications and Local Government
Member for Parkes
Shop 3, 153 Brisbane Street
DUBBO NSW 2830

Mark
Dear Minister

Thank you for your letter of 23 December 2020 on behalf of Mr Hein Basson, General Manager of Coonamble Shire Council, regarding the progression of the Tooraweenah Road Upgrade.

I am pleased to advise that I approved this project on 9 January 2021, as well as the initial \$0.35 million of the committed \$22.9 million for the scoping phase of this project. This will facilitate the payment of Australian Government funding for this project.

I note Mr Basson's concerns regarding the timeframe to commence delivery of this project. I approve projects for funding following an assessment of a Project Proposal Report (PPR), consistent with the National Partnership Agreement on Land Transport Infrastructure Projects and the related Notes on Administration.

The Department of Infrastructure, Transport, Regional Development and Communications (my Department) assesses PPRs once received from the NSW Government through Transport for NSW (TfNSW), as the eligible funding recipient. This includes ensuring adequate information is included in the PPR to enable an approval decision to be made. I understand the final scoping PPR for the Tooraweenah Road Upgrade was submitted to my Department on 14 December 2020.

My Department will now work with TfNSW and the Coonamble Shire Council to facilitate early delivery of this project, with funding to be paid as agreed milestones are met.

Should Mr Basson have any further concerns regarding this process, he may wish to contact Ms Cathy Milfull, Director, NSW and ACT Infrastructure Investment at cathy.milfull@infrastructure.gov.au for assistance. I would also encourage Council to engage with TfNSW as this project moves forward.

The Hon Michael McCormack MP
Parliament House Canberra | (02) 6277 7520 | minister.mccormack@infrastructure.gov.au
Suite 2, 11-15 Fitzmaurice Street, Wagga Wagga NSW 2650 | michael.mccormack.mp@aph.gov.au

I look forward to continued cooperation to deliver the Tooraweenah Road Upgrade to ensure the local community receives the full benefits of this project.

Thank you for bringing your concerns to my attention and I trust this information is of assistance.

Yours sincerely


Michael McCormack

COONAMBLE SHIRE COUNCIL	
FILE NO:	R832-1
15 FEB 2021	
DOC NO:	96782
ASSIGNED:	Basson
OPENED:	IP ACTION: yes

copy given to
Kookie
UPauls

12.3 LOCAL GOVERNMENT REMUNERATION TRIBUNAL

File Number: C13+L10-1

Author: Jill Moorhouse, Executive Assistant

Authoriser: Hein Basson, General Manager

Annexures: Nil

PURPOSE

The purpose of this report is to inform Council that the Minister for Local Government, the Hon Shelley Hancock MP, has appointed Mr Viv May PSM as the Local Government Remuneration Tribunal and Ms Kylie Yates as Assessor to the Tribunal, commencing 16 December 2020. Mr Tim Hurst is continuing in his role as assessor also.

BACKGROUND

Under Section 241 of the Local Government Act 1993, the Local Government Remuneration Tribunal reports to the Minister for Local Government as to its determination of categories of Councils and the maximum and minimum amounts of fees to be paid to Mayors, Councillors, Chairpersons and Members of County Councils. These fees are determined in accordance with the 'category' of each individual council.

In accordance with Section 239 of the *Local Government Act 1993*, last year the Tribunal undertook a review of the categories and allocations of Councils and decided to retain a categorisation model which differentiates Councils primarily based on their geographic location, population, sphere of economic influence and the degree of regional servicing, which resulted in Coonamble Shire Council remaining within the "Rural" category.

The Tribunal has now commenced its review for the 2021 annual determination which has to be completed no later than 1 May 2021 on fees payable to Councillors and Mayors effective from 1 July 2021. In doing so, it will review the minimum and maximum fee levels for each category. Each of the 128 councils is allocated into one of the following eleven (11) categories:

Metropolitan

Principal CBD

Major CBD

Metropolitan Large

Metropolitan Medium

Metropolitan Small

Non-metropolitan

Major Regional City

Major Strategic Area

Regional Strategic Area

Regional Centre

Regional Rural

Rural

The Tribunal is required to review the categories every three (3) years and will next consider the model, the criteria application to each group and the allocation of councils in detail in 2023. However, it will, as part of the 2021 review, consider any requests to review the categorisation of individual councils if there is a strong case to do so.

(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 Tribunal is inviting submissions from individual Councils in respect of categorisation, fees and any general matters as part of this review. Submissions close on Friday 19 March 2021. Any requests for a review should be supported by evidence which would indicate that the Council is more appropriately allocated to another category based on the criteria.

As part of the annual review, the Tribunal will seek to meet with Local Government NSW, as it does each year, to receive a sector wide view for local government in NSW.

(a) Governance/Policy Implications

This Council's practice in the past has been to adopt increases recommended, however in 2020 decided to retain the previous year's fees of a Councillor at \$10,951, with additional amount for the position of Mayor of \$20,782.

(b) Legal Implications

Councils cannot adopt a fee higher than the maximum amount or less than the minimum amount determined by the Tribunal for payment to its Mayor and Councillors.

(c) Social Implications

There are no social implications directly associated with this report.

(d) Environmental Implications

There are no environmental implications directly associated with this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

There are no risk implications directly associated with this report.

CONCLUSION

In deciding whether to lodge a submission with the Local Government Remuneration Tribunal, Council should consider whether there is any decisive and supportive evidence indicating that this Council area would be more appropriately allocated to another category. Of the eleven (11) categories listed earlier in this report, it would appear that "Rural" remains to be the one best suited to this Council.

RECOMMENDATION**1. That Council notes the report.**

- 2. That Council does not lodge a submission with the Local Government Remuneration Tribunal to change its categorisation from the current “Rural” category.**

12.4 2021 WESTERN DIVISION COUNCILS CONFERENCE**File Number: G 2-1****Author: Marina Colwell, Executive Support Officer****Authoriser: Hein Basson, General Manager****Annexures: 1. Western Division Councils Conference****PURPOSE**

The purpose of this report is to inform Council of the invitation received from the Western Division Councils of NSW, inviting the Mayor, Councillors and General Manager to attend the Conference in Broken Hill from 19 to 21 April 2021. This invitation was formally extended by the Chairman, Cr Dave Gallagher APM and the Mayor of Broken Hill, Cr Darriea Turley AM.

BACKGROUND

The Western Division Councils of NSW is a collaborative body representing the eleven (11) Councils in Far West NSW. As a key partner and friend to the Western Division this invitation is extended to our Mayor, Councillors and General Manager to attend the forum that represents an excellent opportunity for networking with Western NSW community leaders. The theme and focus of the 2021 Conference is “The Four Pillars of Sustainability” – Human, Social, Economic and Environment.

(a) Relevance to Integrated Planning and Reporting Framework

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

L1.4.4. Governance is open and transparent.

(b) Financial Considerations

Council provided a Delegates Expenses item in the 2020/2021 Operational Plan and Budget of \$14,000 for attendance of relevant representatives to these events.

Estimated expenses for the seminar are listed below:

Estimated Expenses	Cost
Travel – Flights / car hire Return flights from Dubbo REX Airlines	\$2853.86
Accommodation (2 Nights Single room accommodation)	\$960.00
General Manager Allowance in accordance with Council’s policy	\$160.00
Councillor Allowance in accordance with Council’s policy	\$400.00
Delegate Registration x 3	\$1500.00
TOTAL ESTIMATED EXPENSES	\$5873.86

COMMENTARY

This event is a great opportunity to network with the representatives of Councils within the larger region, to strengthen the role of Local Government in regional areas, and to work together to advance the interests of rural New South Wales. It will also offer firsthand exposure regarding issues individual communities face and provide an outline of the local-based solutions that are being adopted to deal with challenges. An invitation has also been extended to Premier Gladys Berejiklian to open the conference.

Last year, Council nominated the Mayor, Cr Deans and the General Manager to attend this conference, but due to Covid-19 it was cancelled. It is suggested for Council to again nominate these three (3) representatives.

(a) Governance/Policy Implications

It is important for Councillors and senior staff to stay current of developments within Regional NSW to adequately fulfil their roles and functions. Attendance at the conference would provide for an opportunity to network with other Councils' delegates about challenges that arise within their areas and how they deal with them, as well as to learn from speakers about new developments and trends within the Local Government sector.

(c) Legal Implications

There are no legal implications directly associated with this report.

(d) Social Implications

There are no social implications directly associated with this report.

(e) Environmental Implications

There are no environmental implications directly associated with this report.

(f) Economic/Asset Management Implications

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

(g) Risk Implications

There are no risk implications directly associated with this report.

CONCLUSION

Broken Hill Shire Council will host the 2021 Western Division Councils Conference from 19 April to 21 April 2021. It is important for Councillors and senior staff to stay current of developments and develop networks associated within Regional NSW and it is recommended for Council to nominate representatives to attend this conference.

RECOMMENDATION

1. That Council notes the information in this report.

- 2. That Council confirms its previous nomination of the Mayor, Cr Barbara Deans and the General Manager to attend the Western Division Councils Conference in Broken Hill from 19 to 21 April 2021.**



15 February 2021

Quote No L21/252 - 19/130

Telephone / Personal Enquiries
Ask for Rachel Merton

Mr Hein Basson
Coonamble Shire Council
PO Box 248
COONAMBLE NSW 2829

Dear Mr Basson

2021 Western Division Councils Conference

The 2021 Western Division conference will be proudly hosted by Broken Hill City Council from 19-21 April 2021.

As a key partner and friend to the Western Division, Chairman Dave Gallagher along with Mayor of Broken Hill, Darriea Turley AM, warmly extend a special invitation to you to attend this gathering and experience Western Division hospitality at its finest.

The theme of the 2021 Conference is "The Four Pillars of Sustainability" - Human, Social, Economic, and Environment. An invitation has been extended to the Premier to open the conference on 20 April, the sessions on 20 and 21 April will focus on these key sustainability pillars.

The Western Division forum represents an excellent opportunity for you to network with Western NSW community leaders. It will also offer firsthand experience regarding issues each community faces and provide an outline of the local-based solutions that are being adopted to deal with these challenges.

The Conference will attract in excess of 150 delegates including Mayors, Councillors, General Managers and senior staff from across 16 Councils in Western NSW.

Broken Hill will play host to the 2021 Conference at the newly refurbished Civic Centre, and we look forward to showcasing our fine City.

Your attendance at the Western Division Councils Conference will provide the perfect opportunity to explore Australia's first Heritage Listed City and visit the unique historical buildings and sites for which the City is renowned.

A full conference program will be available closer to the date.

Please advise Broken Hill City Council's Events Team on email events@brokenhill.nsw.gov.au, of your acceptance to attend, at your earliest convenience.

Once again, I look forward to welcoming you to Broken Hill over the period 19-21 April 2021 for what will be the ultimate Outback conference experience.

Yours faithfully

 AM
DAVE GALLAGHER AM
CHAIRMAN
Western Division Councils of NSW


DARRIEA TURLEY AM
MAYOR
Broken Hill

12.5 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.

BACKGROUND

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

(a) Relevance to Integrated Planning and Reporting Framework

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

(b) Financial Considerations

Improvement in safety practices and compliance could potentially reduce 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	71
Open Premium Impacting Claims (Previous Years)	0	1	4
Open Non Premium Impacting Claims (Previous Years)	0	0	0
Open Premium Impacting Claims (Current Year)	0	2	3
Open Non Premium Impacting Claims (Current Year)	1	5	4
Total Open Claims	0	2	6
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	\$175,447
Scheme Performance Rebates	\$24,418.71	\$24,872.53	\$61,803.89

(a) Governance/Policy Implications

There are no governance / policy implications arising from this current report, however, it is expected as a result of continuous improvement processes that Council's WH&S 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 is an ongoing monthly report.

Council continues to work closely with StateCover to manage Workers Compensation claims and is continuously monitoring and reviewing its WH&S 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.

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

- 1. Public Art and Town Entrance Signs - Progress Update**
- 2. Armsign Design Visualisation document - Coonamble Visitor Information Centre**

PURPOSE

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

BACKGROUND

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

(a) Relevance to Integrated Planning and Reporting Framework

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

(b) Financial Considerations

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

COMMENTARY

Public Art – Sculptural Birds and Town Entrance Signs

Staff are provided with regular updates from the project management team undertaking the facilitation of the local design and fabrication of public art. In line with the current capital budget provision, this scope of work has been amended to include the complementary development of town entrance signs as part of the same project.

The project management team and Council have called broadly for contributors to the project, which has resulted in wide community engagement and the inclusion of more than twenty local community members and businesses in the design and development of the artworks. A progress update on the project is attached to this report as **Annexure 1**.

As the project progresses, the budget is regularly updated and is included in this report for Council’s information.

	Total \$
INCOME	
Drought Communities Fund (public art)	200,000
Council budgeted contribution (town entrance signs)	200,000
TOTAL PROJECT INCOME	400,000
EXPENSES	
Expenses within the scope of the Project Manager	
Project management by DCWC	95,000
Structural engineering	10,300
Travel & disbursements	9,500
Artwork by local artists	33,000
Site placement of sculptures and signage	14,000
Fabrication of sculptures and signage	116,000
Installation of sculptures and signage	43,250
Additional estimated expenses	
Lighting	25,000
Landscaping	15,000
Contingency	38,950
TOTAL PROJECT EXPENSES	400,000

Coonamble CBD Public Amenities

Council staff have approved the Development Application and Construction Certificate for this facility under delegated authority. Exeloo has provided an updated estimated delivery date of the public toilets of 9 March. Footings will be built and the installation undertaken. Council is waiting on Essential Energy and various specialist service providers for an update on the status of access to the new power connection.

Staff continue to work closely with the artist chosen to design the imagery on the toilet block and the fabrication of screens. Since the artist's budget has been limited, there is a requirement to update the original designs provided. The artist has provided staff with an updated quote for \$12,000 for the construction of the screens.

Unfortunately, the artist has not been able to provide Council with a proposal or cost for installation of the screens. Staff are currently sourcing information to allow for certification of the structures and quotes for appropriate installation.

The need for staff to manage this part of the process means that further design developments will be required to accommodate the available budget. Staff continue to liaise closely with the artist to progress the project. There has been no change to the project budget since the last report to Council.

	Total \$
INCOME	
Stronger Country Communities Fund Round 2	250,000
Council commitment to match SCCF	81,529
Additional funding from Council's working capital, committed August 2020	17,497
Additional funding allocated from Tourism wages and promotion expenses	30,000
TOTAL PROJECT INCOME	379,026
EXPENSES	
<i>Confirmed Expenses</i>	
79 Castlereagh Street land purchase	52,626
Exceloo Silver tiple JUPITER, installation by Exeloo and additional photofilm	215,400
Design development and detailed construction drawings	5,860
DA & CC fees	2,050
Complete electrical connection	28,612
Design fee (commissioned artwork)	5,000
Screen fabrication and installation	12,000
<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
Contingency	12,478
TOTAL PROJECT EXPENSES	379,026

Coonamble Visitor Information Centre (VIC)

As progress continues to be made on the project, the budget is continually updated. The current budget is included in this report for Council's information.

	Total \$
INCOME	
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
TOTAL PROJECT INCOME	1,502,450
EXPENSES	
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
Construction variation 5 (NBN additional pit)	750
Construction variation 6 (upsized data rack)	582
Construction variation 7 (removal of roof safety system)	-3,135
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 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	4,976
TOTAL PROJECT EXPENSES	1,502,450

Construction

Progress on the construction of the VIC continues to progress according to the program and without delay. Roofing, internal lining, service rough in and waterproofing is complete. Oculi have been installed in the awnings and the anticipated completion date remains 29 June 2021.

Council staff continue to work closely with the construction team and participate in fortnightly site meetings to monitor progress and developments. The last three (3) contract variations have resulted in a small saving in the project budget:

- Construction Variation 5 – NBN Design Changes; \$862.50

This variation included the supply and installation of an additional pit to the property boundary as required by NBN, following application for connection.

- Construction Variation 6 – Data Rack Upsize; \$669.30

In order to ensure that technology is consistent with the systems and equipment currently used by Council, there is a requirement for a larger data rack than the one originally included in the scope submitted by Westbury Constructions in the tender process.

- Construction Variation 7 – Roof Safety System; -\$2,850.

A roof safety system was costed as part of the scope of work in the original tender, as a standard construction inclusion. Following discussion with the contractor, it was agreed that this roof safety system is not required. Should it be installed, the system would need to be annually inspected and approved as compliant, at a cost to Council. Should work need to be done on the roof, risk levels are relatively low considering the design and low pitch of the roof. Should work be required, temporary anchor points provide the same roof safety system with specific relevance to the work or maintenance requirement, without annual costs associated with a permanent roof safety system.

Exhibition and Display

Armsign has been appointed by Council to design and install exhibition and display for the Coonamble VIC, including furnishings. Armsign is a specialist graphic design studio and interpretative and interactive sign producer. The proposed methodology for this project includes a start-up meeting (which has already been undertaken with Council staff), on-site consultation, design concept development, and community research.

Once key themes are identified through this community research, Armsign will research each one and bring them to life through stories, photos and videos. Armsign will undertake the graphic design, manufacture and installation of the exhibition and display, and also act as the project manager during the process.

As part of the submission for consideration, Armsign has provided a Design Visualisation document (attached to this report as **Annexure 2**) which suggests inclusions and placements for various creative components within the VIC.

Civil Works & Landscaping

As the construction completion date approaches, Council staff are planning to schedule external works into the workplans of Council teams. External works which will be undertaken by Council include road reseal, design and construction of carparking, kerb and guttering, drainage, stormwater, widening of driveways and the construction of footpaths.

Quotes have been sought for plants and Council teams will undertake associated landscaping.

NRMA Electric Vehicle charging stations

Staff have met with representative of the NRMA who were in Coonamble to scope potential sites for the installation of electric vehicle (EV) charging stations. NRMA has installed over 44 EV fast chargers across regional NSW along most major highways including the Hume, Newell, Sturt and Oxley Highways, as well as the Mitchell, Pacific, Olympic and Great Western Highways.

NRMA has partnered with Transport for New South Wales (TfNSW) to deliver at least 20 additional EV fast chargers in regional locations, including Coonamble. The preferred site for two EV chargers is Skillman's Lane Carpark and installation is anticipated to occur by the end of 2021. Council will continue to work with NRMA on this development.

Coonamble Chamber of Commerce

Staff continue to regularly attend and contribute to Coonamble Chamber of Commerce meetings. In November, the Chamber offered to convene a meeting to invite main street property and business owners to discuss priorities for the Your High Street funding application. Unfortunately, this application was due for submission before the Chamber was able to convene such an event, however, the Chamber still plan to act as a representative of the business community for future planning and projects.

In planning for the 2021-22 Financial Year, the Chamber has requested confirmation of a budget allocation from Council. Staff are awaiting a written description of the requested budget allocation for consideration as part of the budget preparation process.

Nominations for the Coonamble District Business Awards have closed, and Council is working with the Chamber in providing assistance with participation on the judging panel. The Awards dinner is planned for Friday, 14 May after being postponed from 2020 due to COVID-19 restrictions. Council will participate and assist in this event as required and appropriate.

Other local issues that staff continue to collaborate with the Chamber on include the impact of the mouse plague on local businesses and a call to have that impact recognised by all levels of government, grant applications and projects being undertaken by Council, and the general challenge faced by local employers in finding and retaining employees.

RDA Orana Inland Growth Summit

A general shortage of employees and potential employees, and ongoing challenges in filling job vacancies across all sectors has been widely recognised as an ongoing challenge in the Coonamble LGA. The challenge is not unique to this LGA and was acknowledged at the 2020 Regional Development Australia (RDA) Orana Inland Growth Summit in Dubbo on Thursday 26 February, of which the theme was 'More Jobs Than People'. Councillor Deans, the Manager Economic Development and Growth, and General Manager attended the event along with representatives from other Local Government organisations, government agencies, politicians and members of the business community.

Following is a snapshot of the agenda for the day, including speakers and topics discussed:



INLAND GROWTH SUMMIT AGENDA

LAZY RIVER ESTATE 26/02/2021

8.45 am – 8.55 am **WELCOME**
 Welcome to Country
 Introduction from RDA Orana Chairman - Brad Cam

8.55 am – 9.15 am **OFFICIAL OPEN**
 Official Welcome from The Hon Mark Coulton MP

9.15 am – 9.30 am **MC INTRODUCTION BY BRAD CAM**
 Jack Archer Agenda for the day including workshop/
 feedback format
 Session introduction

9.30 am – 11.00 am **CURRENT STATE OF PLAY**
 RDA Orana - Megan Dixon
 Regional Australia Institute - Dr Kim Houghton
 Short Panel Discussion

MORNING TEA 11.00 AM - 11.15 AM

11.15 am – 12.30 pm **FUTURE OUTLOOK**
 Session Introduction
 The Hon Nola Marino MP
 Simone Alexander – REMPLAN
 Future Solutions Discussion Tim

LUNCH BREAK - 12.30 PM - 1.30 PM

1.30 pm -2.30 pm **EMPLOYER OPTIONS: SKILLED MI-GRATION AND GROWING THEIR OWNSESSION INTRODUCTION**
 Servet Brennan – Department of Home Affairs
 Training Services NSW
 Brad Rouse - PYBAR Mining Services
 Interactive feedback time for business solutions

2.40 pm – 4.00 pm **INNOVATION AND PRODUCTIVITY**
 Work + Stay
 Josie Howard – Dubbo Regional Council
 Rachel Whiting – RDA Riverina
 Lucy White – Destination Country & Outback NSW

While the majority of the discussion was focussed on the current challenges and difficulties being faced by business and government, there was some discussion about potential solutions and how to address these challenges.

RDA Orana advised that their staff are currently discussing with LGAs ways to accelerate housing supply and encourage investment; staff will request similar discussions for assistance. In recognising a need to address issues impacting workforce development, RDA Orana advised that it supports employers to build their Human Resources capacity. Council staff will follow up on how employers in the Coonamble LGA may be able to benefit from such support.

Grants

Pending Grant Submissions

Council is awaiting determination for the following submissions:

- Your High Street Program grant (\$883,548) to refresh Castlereagh Street shop facades and provide lighting and seating.
- Driver Reviver Site Upgrade program (\$148,125) to upgrade entrances and the car park at Smith Park and provide Driver Reviver services from the VIC.
- Summer Break Youth Activity program (\$10,000) to recover costs associated with the Skateboard Workshop and Big Fun Pool Party of Council's January Holiday Fun program suited to youth.
- Seniors Festival 2021 (\$5,000) for Coonamble Seniors Fiesta.

Status of Grant-Funded Projects

Council has been successful in securing the following funding:

- Women's Week – \$4,350 plus co-contribution from Council for a Choose to Challenge Women's Day morning tea, with guest speakers Councillor Linda Scott, President of the Australian Local Government Association, and Alex Blackwell, former Australian women's cricketer.
- Youth Week – \$2,287 plus carry over of unused 2020 grant plus co-contribution from Council, for events and community awareness activities in April.
- Summer Fund – \$10,000 plus co-contribution from Council for the 'Cuisine on Castlereagh' event in the main street.

Strategic Planning for Successful Grant Applications

The Grants and Communications Officer is meeting monthly with the MANEX team to develop strategies to strengthen grant submissions, particularly in the context of priorities identified in the Community Satisfaction Survey and the Top 10 Priorities identified by Councillors.

Communications

Council has utilised its weekly ‘Community Connect’ half-page advertisement in *The Coonamble Times* and monthly, two-page ‘Community Connect’ (two-page, A4 colour) newsletter to maintain its rhythm of communication with the community, along with online posts to its website and Facebook as required.

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

Notices requiring immediate dissemination are also posted in the Notices column on the homepage of Council’s website and on Facebook. Ten posts were made to Facebook during the past month.

Social Media

Over the past month, another 18 people have started following Council’s Facebook page, up from 1,874 to 1,892. Over the past nine (9) months, the number of new followers has grown steadily from 1,282, up 610 (almost 50% growth).

The Public Art project for town entrances generated good engagement through social media in February, reaching about 1,000 users. Engagement was also high for a post promoting the Welcome to Coonamble dinner, reaching 1,400 users.

The screenshot shows a Facebook post from Coonamble Shire Council, published by Pip Goldsmith on February 17. The post text reads: "Public art project update! Progress is underway – artists are working in each town to create unique bird sculptures and design town entrance signage. This is a community led project – we need artists, metal fabricators, concrete suppliers and people who just get things done. If you have skills to contribute or questions about the project, contact council – council@coonambleshire.nsw.gov.au or 02 6827 1900." Below the text is a landscape image featuring a road, trees, and a large bird sculpture. The post has 2,252 people reached and 183 engagements. The analytics panel on the right shows 58 reactions, comments, and shares, including 41 likes, 2 loves, 1 comment, and 14 shares. It also shows 125 post clicks (9 photo views, 0 link clicks, 116 other clicks) and a section for negative feedback with 0 hide posts, 0 report as spam, and 1 hide all posts.

The most popular post was the public health alert relating to the use of ‘Black Wheat’ in confined, residential spaces, with 1,000 people engaging with the post, giving a reach onto the screens of 11,200 Facebook users.

These figures substantiate Council’s use of social media as an effective medium of its communications and promotions.

Council’s Facebook page was unaffected by the blanket Facebook shutdown of all Australian ‘news’ pages it hosts. There seems to be no further tangible threat to the use of this service for Council at no charge.

Tourism Activities and Destination Management

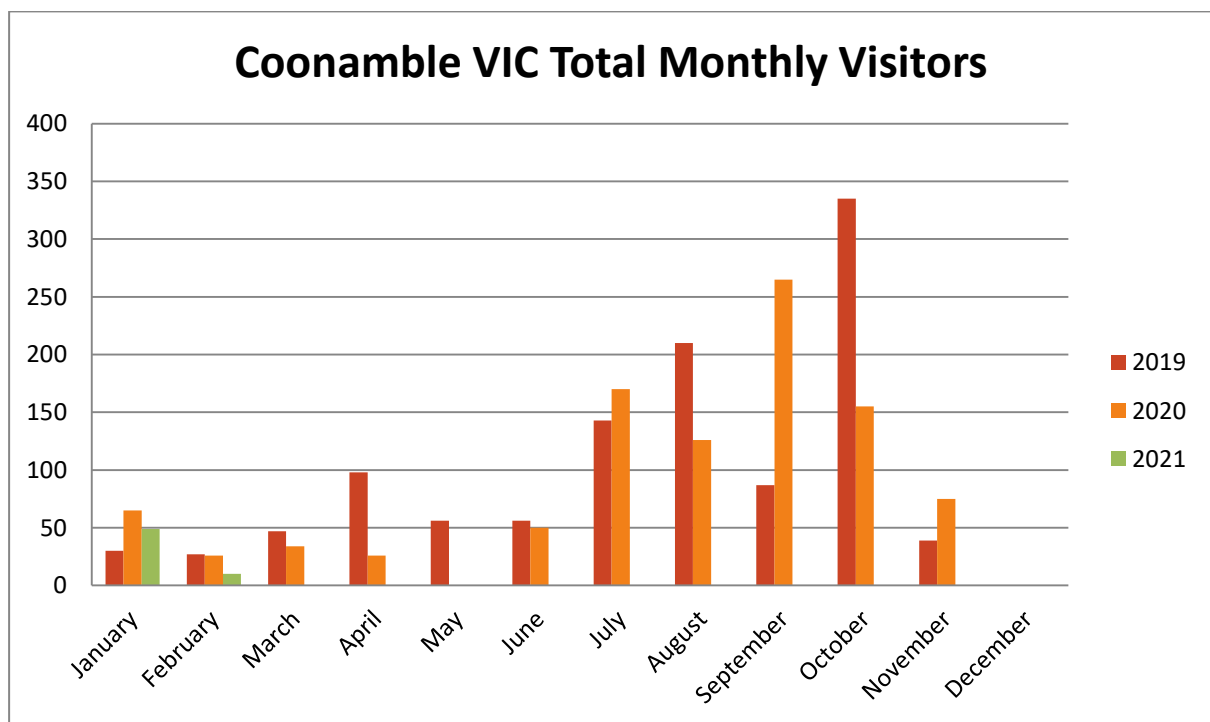
Two newly appointed tourism staff commenced at Council on Monday 8 March. Latha Potu has commenced in the role of Visitor Information Officer and Georgie Kelly has commenced in the role of Tourism & Events Officer – Temporary. Both these positions will be predominantly based in the Coonamble VIC, ensuring consistent staffing of that site and availability of visitor information during Council operating hours. These positions will also be providing regular opening hours of the Coonamble Museum Under the Bridge.

One tourism volunteer has been recruited and inducted. This volunteer is becoming familiar with the operations and requirements of the Museum Under the Bridge before commencing a regular schedule of attendance at that attraction. Recruitment efforts for additional volunteers continues.

Tourism Statistics

In February 2021, the Coonamble VIC had 10 visitors, compared with 26 visitors for the same period the previous year. As the VIC has been unattended for much of February due to unavailability of tourism staff, it is likely that these visitors were received at the Coonamble Library, and so have not been captured in the statistics recorded at the VIC.

The table below captures the total number of visitors for the VIC each month for 2019-2021.



Events

Cuisine on Castlereagh

Following the successful application for \$10,000 funding under the Festival of Place Summer Fund, Council is hosting *Cuisine on Castlereagh*, an evening food market in the main street for Saturday 13 March. There will be a bar, food stalls, and the opportunity for local businesses to have a market stall.

Cuisine on Castlereagh provides visitors to Coonamble for the Coonamble Ag Field Day and Country Championships Qualifier race event the following Sunday with an additional event to attend. This market event also provides local businesses with an opportunity to participate.



Welcome to Coonamble dinner

Staff supported the annual Welcome to Coonamble dinner, hosted by local clubs and community organisation, through the collation of 'Welcome bags' with information and offerings from Council, local businesses, community groups and organisations. The event welcomed approximately 45 new residents and was very well received.

Coonamble Ag Field Day

Council is a gold sponsor of the 2021 Coonamble Ag Field Day to be held at Coonamble Showground on Saturday 13 March and will also participate in the event as an exhibitor.

The aim of the event is to provide an exhibition space for the latest in agricultural machinery, equipment and services, with a focus on current and future leading-edge technology. The event is targeted at the agricultural sector in the Coonamble LGA and surrounding areas. After seeing growth in its second year, the field day is showing its potential to become a significant meeting place of farmers and businesses in the North West of NSW.

Attendance at the Field Day will provide Council with an opportunity to demonstrate commitment to and support of the event and the community, while being available to take comments and answer questions of attendees. There is opportunity for Council to be represented by staff and Councillors at the event.

Jane Rutter Flutist

Following her visit to Coonamble the 2021 Australia Day Ambassador, internationally-acclaimed flutist Ms Jane Rutter has offered Council the opportunity to host a concert in Coonamble on Saturday 28 August. Staff are currently planning for this event with Ms Rutter's management team. The concept will include a catered dinner and concert program created titled *Madame Flute – French Cabaret*, by Ms Rutter.

The concert program includes Jane Rutter playing six different flutes (including an 1887 Louis Lot) accompanied by virtuoso accordionist/jazz pianist Marcello Maio in an 'up-close and personal' evening of great French music: Cabaret, Chansons and Classical favourites. The Soirée includes French Baroque, French Tangos, pieces by Piaf, Aznavour, Poulenc, Claude Bolling, Michel Legrand, Debussy, Chopin, Mancini (Victor Victoria), Cole Porter and more.

Total event expenses are estimated to be between \$6,000 and \$8,000 and provision for these expenses will be allocated in the 2021/22 Operational Plan and Budget. However, as a ticketed dinner and concert event, there is potential for the event to generate income to cover event expenses. The extent to which expenses are covered will depend on the number of tickets sold. Additionally, there is value in Council's investment in such an event for the opportunity it provides to attract visitors to the LGA.

A detailed event budget listing expenses will be provided to Council as event logistics are confirmed, and income scenarios with various ticket sales forecasts will also be provided as planning progresses.

Back to Gular, Elvis Revisited

For the last four years, Gulargambone Community Enterprises Co-Op (the Co-Op) has hosted an 'Elvis Revisited' concert on the June long weekend. Visitation numbers have consistently increased at each annual event and the Co-Op anticipates that this year's event will see the Gulargambone Caravan Park at capacity and a potential 600 visitors attend the event.

The 2021 event will be held on the green of the Gulargambone Bowling Club and will feature a program of several musicians from 2 to 8 p.m. Planning of the free, open-air concert is underway and event management components including COVID-19 safety plans, security, marketing and promotion have been considered.

In addition to 'Elvis Revisited', the Co-Op are planning to provide additional events and attractions in Gular over the weekend, including Pave the Way to Gular activities incorporating arts and culture and a market day similar to Window Way 2019.

This program of events is an opportunity for Gulargambone to add to the availability and diversity of events in the LGA on this weekend, which has traditionally attracted visitors to the Coonamble Rodeo and Campdraft.

The Co-op has secured some grant funding to host the Pave the Way and market day events. The 'Elvis Revisited' concert is currently seeking sponsorship to cover event expenses. All events will additionally rely on volunteers for successful execution.

The Co-Op has requested Council sponsor the Elvis Revisited concert for \$5,000 as the naming rights sponsor. This sponsorship will provide Council with the opportunity

to name the concert event and also participate in other events in Gulargambone over that weekend with a branding presence.

There is adequate funding available in the Economic Development and Growth operational budget for allocation to the requested sponsorship, which will deliver benefits to the LGA by attracting an even wider range of visitors to our towns and villages over that weekend.

(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.

(b) Legal Implications

Contractual arrangements with major projects continue to be managed and reported on appropriately, and legal advice sought as required.

(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.

(d) Environmental Implications

Environmental implications associated with the development of the VIC, public art, signage 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, public art 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

That Council notes the contents of this report.

**DONALD
CANT
WATTS
CORKE**

COONAMBLE
SHIRE COUNCIL

**ZEST EVENTS
INTERNATIONAL**



**partners for
excellence**



Recommendation Letter

Coonamble Shire Council – Public Art Sculptures

Recommendation Letter - DRAFT

26 February 2021

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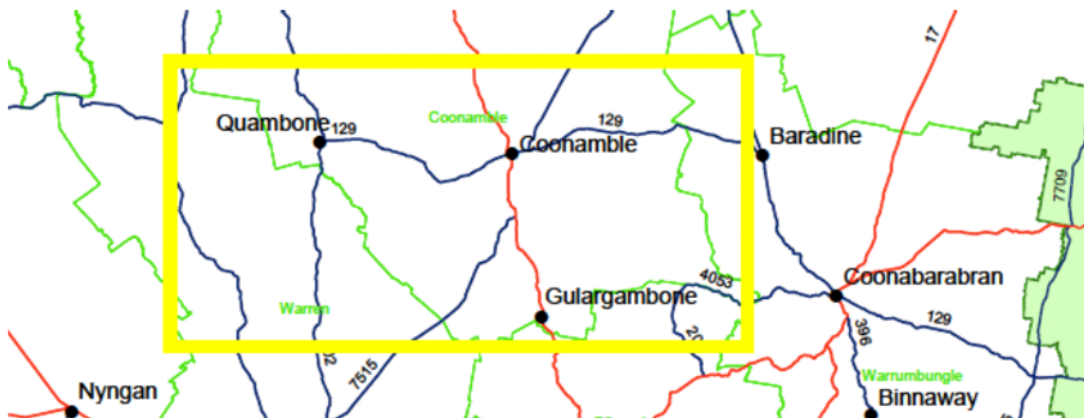
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I. INTRODUCTION

This Recommendation letter is for the public art sculpture installation for Coonamble Shire Council.

I.1 Project Description



Donald Cant Watts Corke (DCWC) has been engaged by Coonamble Shire Council (ABN 19 499 848 443 19) to manage the design and construction of public art which will form a sculptural installation in the surrounding landscape of the new Coonamble Visitor Information Centre, and at the entrances to the towns and villages of Coonamble, Quambone and Gulargambone. This project has been identified as a priority by the Coonamble Shire Masterplan and will ensure the smaller towns and villages share a sense of identity with the main commercial centre.

The concept for this public art project will see a design for the sculptural concept commissioned to allow construction by local artists and metal workers, and will encourage a great sense of community ownership over and pride in this public art. The project provides local people with a purpose and activity able to be undertaken in isolation but shared virtually (and later physically) with the local community.

I.1 Project Scope

The project proposes sculptural installations at eight sites across the LGA:

- Northern entrance to Coonamble (towards Walgett)
- Eastern entrance to Coonamble (towards Baradine/Pilliga)
- Southern entrance to Coonamble (towards Dubbo)
- Coonamble Visitor Information Centre
- Northern entrance to Gulargambone (towards Coonamble)
- Southern entrance to Gulargambone (towards Gilgandra)
- Northern entrance to Quambone (towards Walgett)
- Eastern entrance to Quambone (towards Warren)

The consultation and development phase currently underway will recommend the number of sculptures appropriate for each site.

2. DESIGN REQUIREMENTS

2.1 Master Plan Concept

As presented within the EOI, concept designs from the Masterplan show an emu installation at the entrances to Coonamble, and at the Coonamble Visitor Information Centre. The emu will represent the locality of Coonamble, while Gulargambone is represented by the Galah and Quambone by the Egret.

The three different birds will highlight the individual identities of each town and village.



3. PROJECT PLAN

3.1 Site Visits

Andi Mether, PM Creative, Consulting Artist travelled to Coonamble for a second round of community consultation and meetings from 3rd to 5th February 2021, undertaking community consultations to explore and advance ideas, progress concept designs, meet with artists and discuss manufacture of sculptures.

Upon community consultation, the main consensus is summarised below:

- All towns are enthusiastic
- Unanimous request for Wailwan Country to be recognised
 - The Wailwan are Aboriginal Australian people of the state of NSW, a clan of the Ngiyampaa nation and whose southern frontier was at Quambone and in the vicinity of Coonamble.



<https://nswlhd.health.nsw.gov.au/our-organisation/our-initiatives/improving-aboriginal-health>
<https://www.wentworthgalleries.com.au/aboriginal-art/wailwan-artists>

- Durability, longevity of installations being considered
- Community wants to feel **pride of place, belonging** and **togetherness** when seeing signs / statues
- Project will allow fostering of talent, building relationships, upskilling of individuals within community

3.2 Community Outreach

Coonamble Shire Council have released a message through Council’s channels as follows, to invite any further community members to be involved in the project. The responses will be incorporated and those individuals / businesses invited to assist in progressing the project through their interest and involvement.

Public art project update!

Progress is underway – artists are working in each town to create unique bird sculptures and design town entrance signage. This is a community led project – we need artists, metal fabricators, concrete suppliers and people who just get things done! If you have skills to contribute or questions about the project, contact council – council@coonambleshire.nsw.gov.au or 02 6827 1900.

3.3 Proposed Town Teams

Contacts have been found through independent research online, networking with key community members and word of mouth in town. Teams will support each other / provide advice where needed. Due to limitations of the number of artists in the area, for this project we are particularly nurturing local talent.

Item	Comment
COONAMBLE	
Community Consultation	<ul style="list-style-type: none"> • Lee O'Connor • Jamie Lea Trindle • Molly Mackay • Sooty Welsh • Coonamble High School Art teachers (Anna and Kath) - Yr 11 & 12 students public art project, have asked Andi Methers to be part of a lesson with students in person or zoom
Proposed Town Team	<ul style="list-style-type: none"> • Molly Mackay (Artist / Metalworker) • Sooty Welsh (Artist / Indigenous Elder) • Identified manufacturing support = David Burtenshaw and Henry Andrews • Andi Methers - PM Creative, Consulting Artist.
GULARGAMBONE	
Community Consultation	<ul style="list-style-type: none"> • Annie Haling, representing Gular co-op members • Alison Dent • Brian Campbell • Identified manufacturing support = Sam Wykes
Proposed Town Team	<ul style="list-style-type: none"> • Ana Robson (Artist and teacher) • Alison Dent (Sculptor) • Indigenous Dwayne 'Bird' Hammond (Sculptor) • Potential manufacturing support from Sam Wykes • Andi Methers - PM Creative, Consulting Artist
QUAMBONE	
Community Consultation	<ul style="list-style-type: none"> • Jim & Jo O'Brien (Son Mathew is in Year 9) • Marg Garnsey (Represents Community Group) • Kathy Smith (Quambone Store)
Proposed Town Team	<ul style="list-style-type: none"> • Jim and Mathew O'Brien • With support from Coonamble High School Art and Metalwork teachers • Consultation with Indigenous Wayne Forrester (did scar trees in Quambone) and Bertie Bartholomew • Andi Methers - PM Creative, Consulting Artist.

3.4 Local Manufacturers

It is understood that there are no specific council guidelines except that procurement of local contractors is preferred. These local contractors have been noted and / or approached to provide quotations for the project:

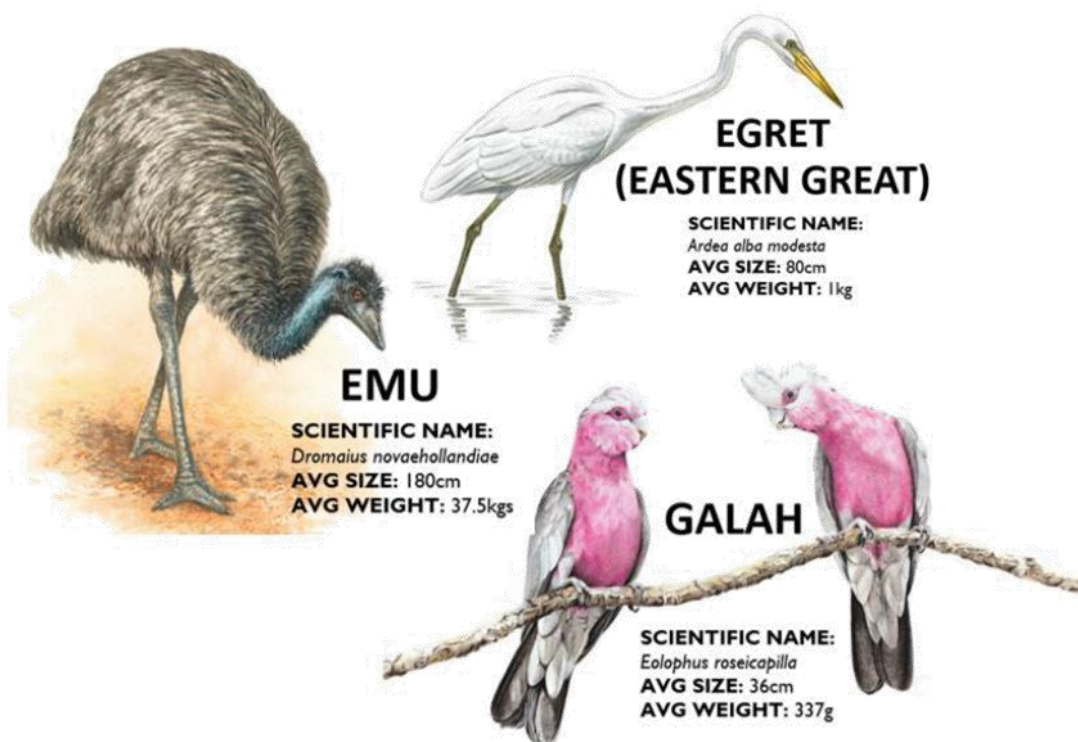
CONCRETE: Dean & Anita Murray • Wheelhouse Concrete and Construction • Ben Jones • PW Concrete

LASER CUTTING / WELDING / STEEL:

Sam Wykes (Mechanical and Machining) • Molly Mackay • Henry Andrews • DHA Welding • David Burtenshaw

4. CONCEPT DESIGNS

4.1 Bird Information



<https://quytroughton.com/australian-birds/>
<https://rachelholles.com/product/galahs-fine-art-giclee-print/>
<https://www.rspb.org.uk/birds-and-wildlife/wildlife-guides/bird-a-z/great-white-egret/>

4.2 Coonamble Sculpture Team - Emu

MOLLY MACKAY (Artist / Metalworker)

Molly Mackay is a Coonamble local who has taken part in local exhibitions at Outback Arts and Pave the Way to Gular, she has also exhibited in the Woollahra Art Prize.

Molly has her own metal work business - Molly Mackay Metalwork - making garden and home art, agricultural plates, property and business signage and base plates for fabrication.



SOOTY WELSH (Artist / Indigenous Elder)

Sooty Welsh is a Wailwan ceramic artist based in Coonamble who is now capturing the attention of art dealers and curators in Sydney. Sooty's works reference his heritage and ancient Wailwan country stories. He is dedicated to exploring his cultural identity through painting, ceramics, woodwork and photography. He has exhibited at Outback Arts and Carriageworks in Sydney, he is an Elder at Coonamble High School and he collaborated with John Murray on Coonamble's water tower mural.



Emu – Fast Facts

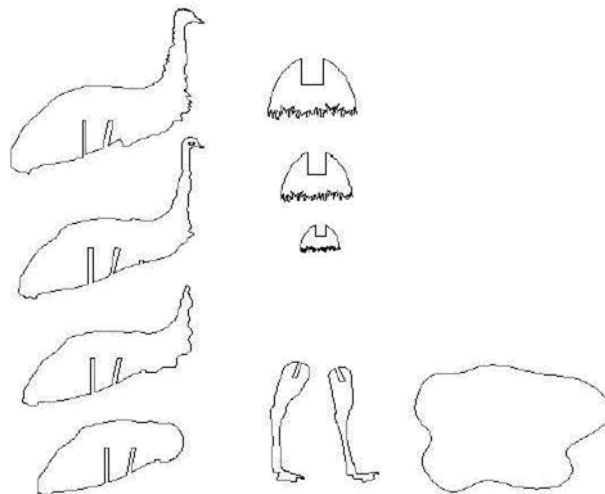
- Emu's tend to grow to 1.5 - 1.9m tall
- Emus are generally nomadic. They usually travel in pairs although they can form huge flocks.
- They have two sets of eyelids, one for blinking and the other for keeping the dust out!
- The male guards the growing chicks for up to seven months, teaching them how to find food

Inspiration / Moodboard images



Concept

Emu Dad with 3 emus at each location which will be plasma cut from steel and assembled much like a 3D jigsaw puzzle and then welded in place.



4.3 Gulargambone Sculpture Team - Galah

ANA ROBSON (Artist / Art Teacher)

Ana Robson started her career in Graphic Design and Advertising, studying at Randwick TAFE and went on to work in many of the large Advertising agency in Sydney. She decided to pursue a Fine Arts career studying at National Art School, a studio based art school with a strong core of drawing, which strengthened Ana’s major of Painting. After completing National Art School, she also completed an exchange with Glasgow School of Art in Scotland.

Ana currently teaches Visual Art at Coonamble High School and has previously conducted community-based workshops in painting and life drawing.



ALISON DENT (Artist, Farmer and Equestrian)

Alison Dent has been sculpting for over 10 years. She has exhibited her work in Canberra, Sydney, Wollombi, Orange, Mudgee and Coonamble to name just a few locations. She has created commissions for town installations and vineyards, the concept for the Bullock dray in Gulargambone belongs to Alison Dent, she worked with Brian Campbell and Sam Wykes to create the sculpture. Alison has also been involved in the creation of the corrugated iron galahs that identify Gulargambone.



Galahs in Gulargambone

Gulargambone's corrugated iron galahs are doing a wonderful job of identifying and greeting visitors to the area. Rather than entry sculptures that will compete with their galahs, the Gular Coop (represented by Annie Haling), have requested that a statue be created in the park instead. The proposed location for the sculpture is between the bus stop and the play equipment, near the seating area.

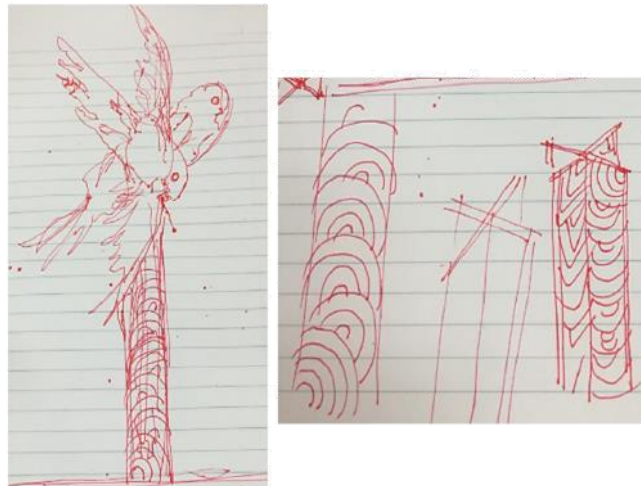


Inspiration / Moodboard Images



Concept

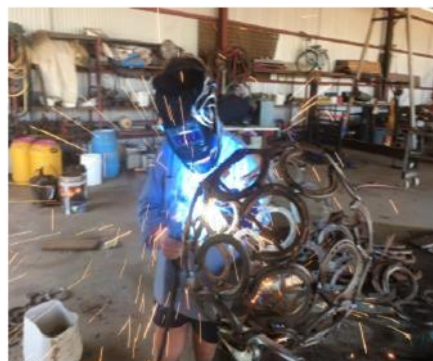
An intersection of two - three galahs, one with wings outstretched, one perched, cut from metal plate to resemble a tree. The wings and feathers morph into leaves and twigs, the base of the tree, reminiscent of a scribble gum has the patterns of the Wailwan sand carving patterns.



4.4 Quambone Sculpture Team - Egret

JIM and son MATHEW O'BRIEN supported by Art and Metalwork teachers at Coonamble High School

Jim is a farmer and grazier who makes furniture out of a composition of wood and metal. His son Mathew is in Yr 9 at Coonamble High and welds sculptures out of horseshoes and other recycled materials from the farm. Jim has been a local resident for 48 years and is passionate about the area - Quambone is home, and is conscious of showcasing the pride and individuality of the area. Quambone at its heart is a sturdy and straightforward village and needs to be represented accordingly. Jim's design reflects Quambone's individuality, and the team will make sure the design is not overstated and does not overshadow or misrepresent the town.



Egret – Fast Facts from Quambone

- Egrets tend to be seen in flight
- Sitting Alone
- Taking off or flying above

Inspiration / Moodboard Images



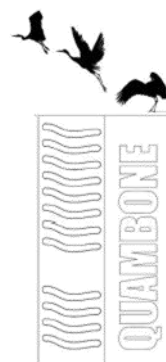
Concept

Inspiration comes from the Brewarrina fish by Grant Vlach and the Great Egrets seen in Quambone. The idea is to show the stages of a Great Egret:

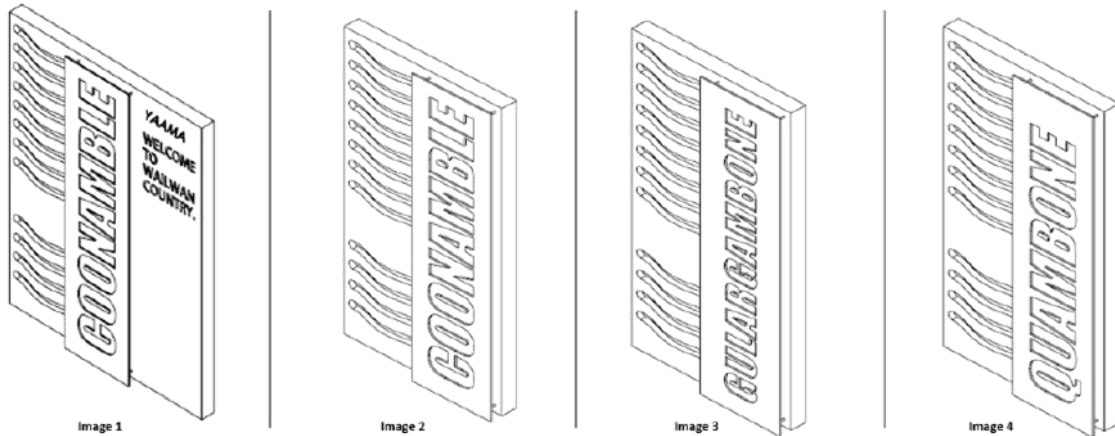
1. The first egret will be incorporated into the Quambone sign
2. The second egret will be taking off (mounted on a pole approximately 1.5m from the sign)
3. The third egret will be in flight (mounted on the pole a further 3m away)

The egrets will be plasma cut from steel and set on steel poles cemented into the ground. The frets would be cut from 10mm steel plate left in its raw state. The poles will be painted black so they will be less visual.

Note: sign is an example only and not the final design.



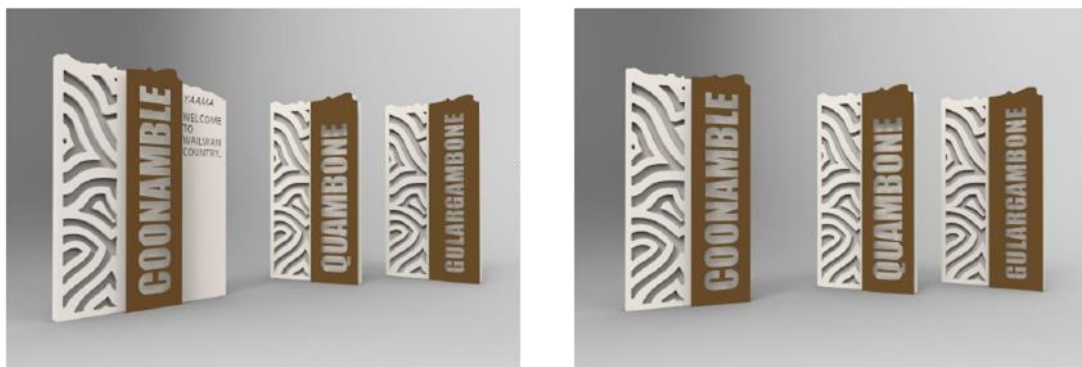
4.5 Town Signage Concept Designs



Initial Concept: Wailwan Patterns

The top of the concrete panels will embrace an undulated surface to reflect the landscape of the region (currently shown flat in the images).

We propose a Wailwan pattern is developed by Wailwan Indigenous elder Sooty Welsh, which will sit to the left hand side of the town name. The pattern can be embedded in concrete or cut from steel, and the town names will be laser / plasma cut. The above images are based on the original signage included in the EOI.



Wailwan Patterns / Further Concept Development

The Project Team will seek approval from the Aboriginal Land Councils of the Shire for Sooty Welsh to develop one, unifying Wailwan pattern to represent the region, noting that the sculptures will recognise and symbolise the individuality of each of the towns. Developing one pattern will also result in overall cost savings.

4.6 Signage Locations

The following table highlights the possible locations for installation of the town entrance signage.

No.	Town	Comment
1	Visitor Information Centre	<ul style="list-style-type: none"> • Destination signage – “Welcome to Wailwan” • All 3 birds incorporated around this sign
2	Coonamble	<ul style="list-style-type: none"> • Northern entrance to Coonamble (towards Walgett) • Eastern entrance to Coonamble (towards Baradine/Pilliga) • Southern entrance to Coonamble (towards Dubbo)
3	Gulargambone	<ul style="list-style-type: none"> • Northern entrance to Gulargambone (towards Coonamble) • Southern entrance to Gulargambone (towards Gilgandra)
4	Quambone	<ul style="list-style-type: none"> • Northern entrance to Quambone (towards Coonamble) • Eastern entrance to Quambone (towards Warren)

4.7 Wailwan Design

The Wailwan people were markers and tree carvers. The Ngemba Wailwan Exhibition held at Wentworth Galleries highlighted paintings by the Wailwan people of Warren NSW in 2010. It is notable that the artwork does not contain the well-known dots of their western brothers, but highlights the ground and tree carvings passed onto them in totemic symbolism.



“The Wailwan people continue this tradition to keep the culture alive and are assisted in this endeavour by The Warren Macquarie Local Aboriginal Land Council and also Outback Arts which is sponsored by ARTS NSW (Formerly the Ministry of Arts). The symbols are sacred and the secrecy is preserved by the Wailwan.”
<https://www.wentworthgalleries.com.au/news/2010/8/20/the-ngemba-wailwan-exhibition.html>

5. BUDGET

5.1 Budget Reconciliation

The "Wailwan Patterns / Further Concept Development" at 4.5 depict a concrete panel, inscribed with Wailwan patterns, (which are yet to be designed). The concrete panels would then have a plate steel sign in front, with the name of each town laser-cut from the plate.

The budget Option 1 (\$130,000) assumes that the patterned concrete and the steel plate are facing one direction only – being legible on the way into town. But not on the way out.

Option 2 (\$180,000) is based on duplicating both the concrete panel and the steel plate sign, such that they are legible from both directions of travel.

The Options are now presented to Council for consideration. A separate cost report will be issued periodically showing costs to date are within the budget, please refer to summary below.

Council budget allocation is for a **total of \$ 330,000.00 excl. GST**

Table 1: Bird Sculpture Budget

	Total	Invoiced to Date	Balance
Management			
Sub	\$68,500	\$22,670	\$45,830
Artwork			
Sub	\$36,000		\$36,000
Fabricator(s)			
Sub	\$64,000		\$64,000
Contractor(s) (8 sites)			
Sub	\$23,250		\$23,250
Contingency			
Sub	\$8,250		\$8,250
Total	\$200,000	\$22,670	\$177,330

Table 2: Town Signage Budget

(Assumes design/installation concurrent with Art Installation Project)

	Single Sided - facing entry to Town only
Management	
	\$46,300
Artwork	
	\$11,000
Fabricator(s)	
	8 \$52,000
Contractor(s) (8 sites)	
	\$20,000
Contingency	
	\$700
Total	\$130,000

6. PROGRAMME AND RISKS

6.1 Timeline of Works

Installation works are required to be completed by end July 2021.

Once the Project Team has obtained formal quotes, engineers reports, project team availability etc., a detailed programme will be available for issue outlining target design, manufacture and install end dates.

6.2 Risk Matrix

Item	Comment	Status
RMS Approval	RMS advised sculptures should be well clear of road curves. There should be adequate area for motorists to pull off the road and view/take a photo etc. of each sculpture if they wish, preferably where the adjoining road has a lower speed zone. Table 4.1: Clear zone distances from edge of through travelled way (<i>Guide to Road Design – Part 6: Roadside Design, Safety and Barriers</i> – https://www.rms.nsw.gov.au/business-industry/partners-suppliers/documents/austroads-supplements/agrd-part-6a-2009.pdf) provides minimum setbacks depending on the speed zone and terrain.	At Risk
Road Safety	May be required to engage traffic engineer who specialises to Road Safety and Road Safety Audits. Does council have any recommendations? Damien Chee DC Traffic Engineering Mob: 0403 238 386 E: damien.chee@dctrfficengineering.com.au	At Risk
Personal Injury	Mounting and safety of sculptures making sure not creating footholds for people to climb the signage.	Requires Attention
Damage / Theft	Concerns with theft and road safety - need brief that covers aspects for each town team.	Requires Attention
Lighting around Sculptures	Consideration re: running services and potential impact / cost implications / site selection.	Requires Attention
Design Approval – CSC Meeting	Council meeting scheduled for 10 th March 2021, to which approval is sort as soon as possible to progress the design and installation by end July 2021.	Requires Attention

7. RECOMMENDATION

7.1 Recommendation of the Consulting Team

DCWC recommends that the Project Team work directly with the proposed town teams in this document to refine all design aspects across the three towns, manage design coordination and budget and ultimately proceed with the design and manufacture and installation of the sculptures and town signage. It is prudent to have this approval in place to ensure cohesion between the three towns and enter into direct negotiations to track and maintain project costings and consultations with all parties involved.

The Project Team will continue to provide regular updates and liaise with the council representative, Pip Goldsmith, throughout the duration of the project (anticipated to be completed by end July 2021).

Submitted by **Angela Pavlovic**
Project Manager, DCWC

Signed
Date: Friday, 26 February 2021





Coonamble Visitor Information Centre

Design Visualisation



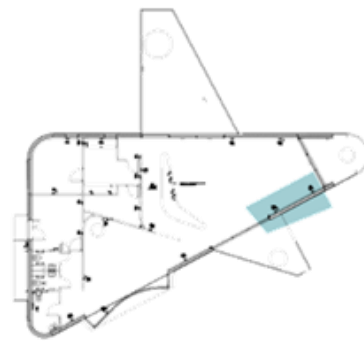


Reflection of the community

Coonamble VIC
Design Visualisation Document
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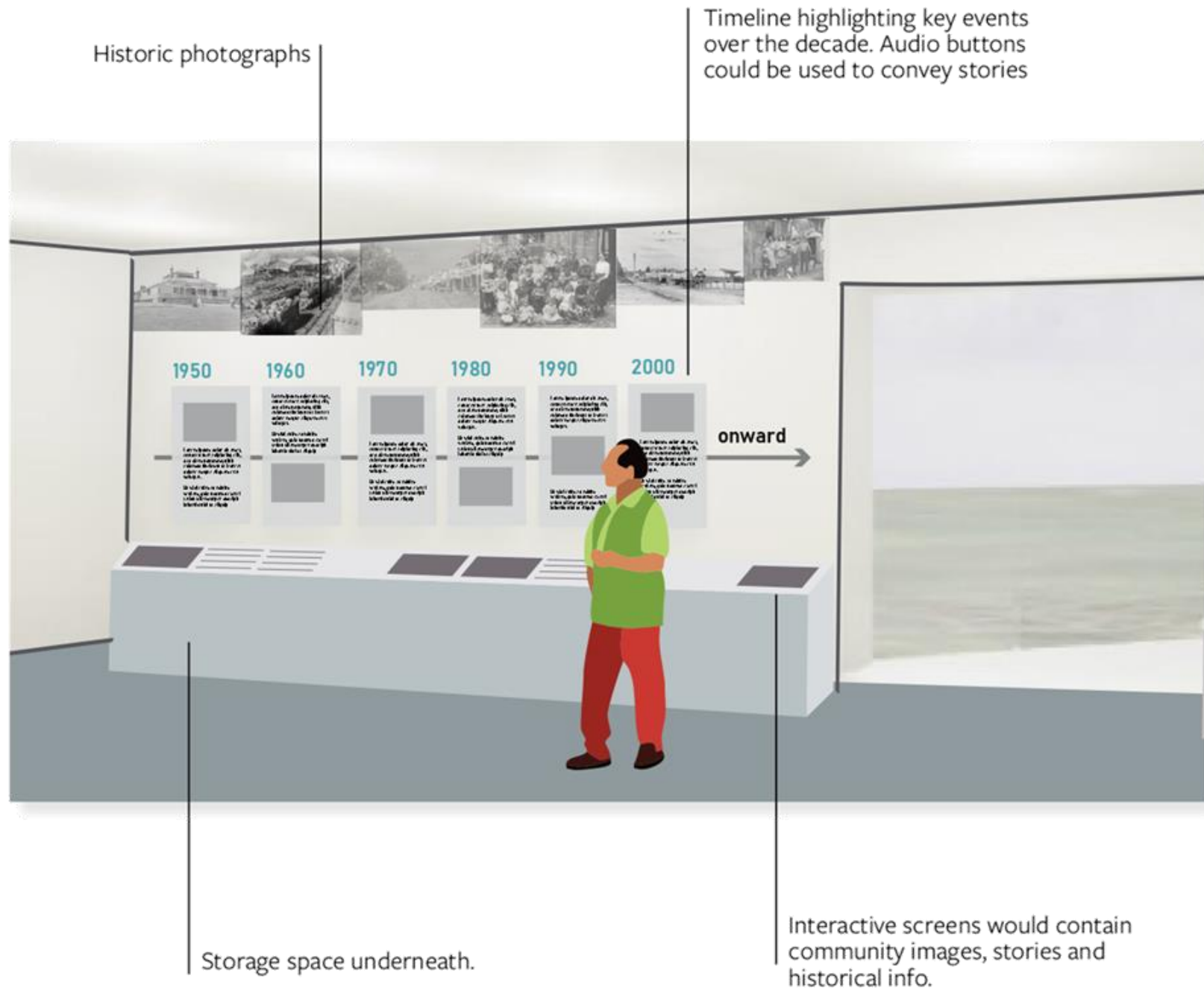
“The community is proud with the strong community spirit of people around them. They recognise the value of being community focused and caring for each other”.

- MASTERPLAN



The use of a timeline and displaying past local photographs is a great way to support and reflect the spirit of the community.

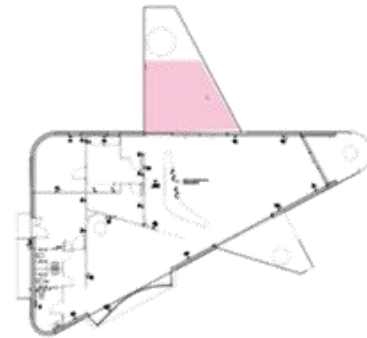
Using larger photographs to emphasise the history of the shire, in conjunction with an interactive timeline, allows council members to update key events of each decade. By updating the content, it keeps the interest of the VIC relevant, whilst also involving the community. One way this could be achieved is by asking community members if they would like to display personal memories from the decade - eg. old photos, new store openings, marriages etc.



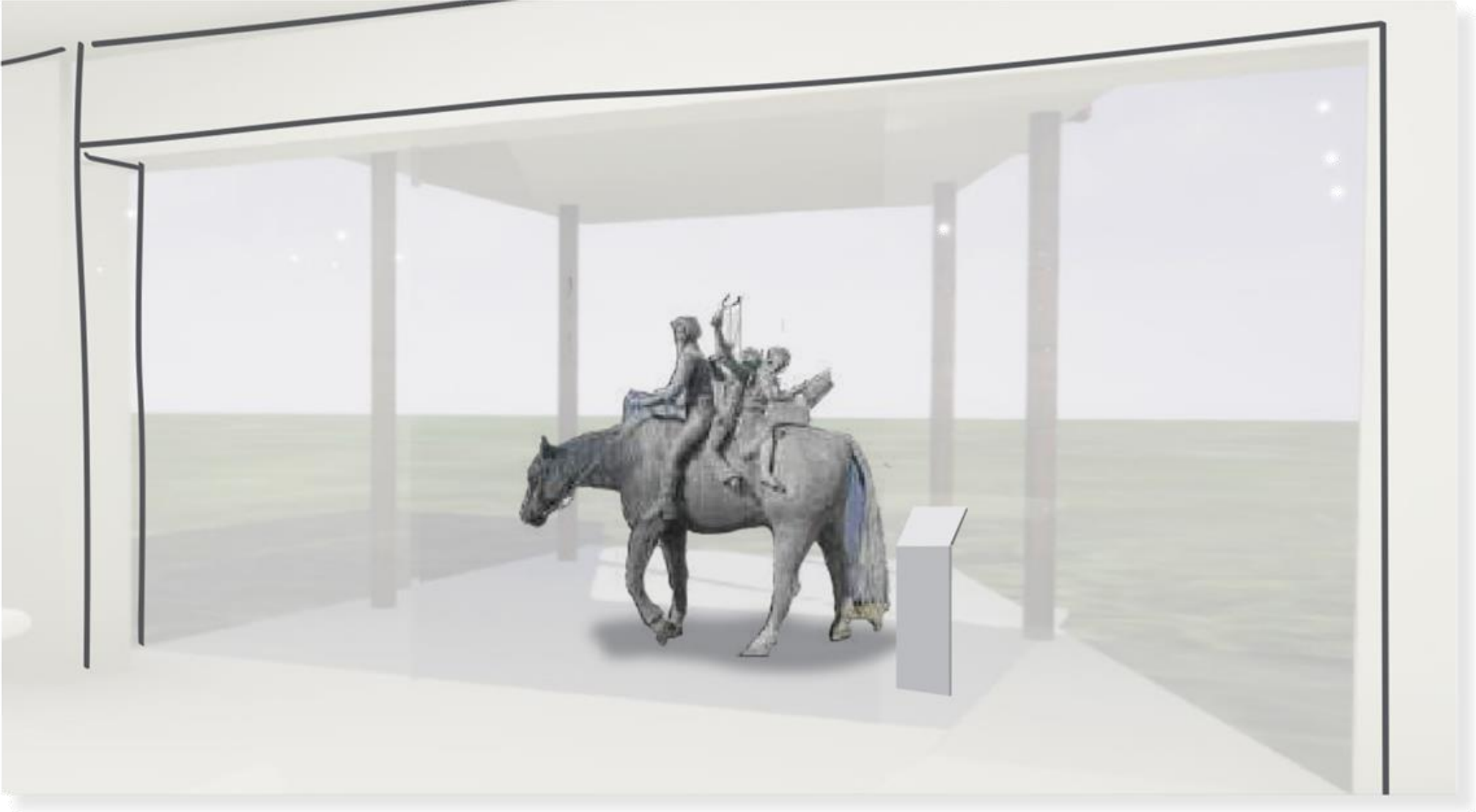


Brian Campbell's School Bus sculpture

Coonamble VIC
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The placement of the Brian Campbell's School Bus sculpture is considered in the design of the VIC. By placing the sculpture in the Sculpture Garden, draws the visitor to explore outside and other areas of the visitor centre. The sculpture should be visible as soon as you enter the VIC with a description of the sculpture sitting next to it.

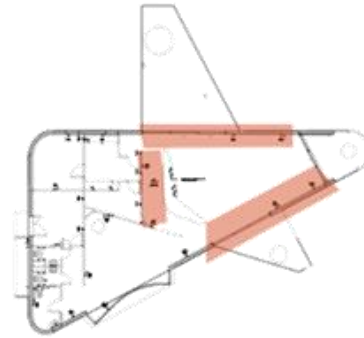




Showcasing the natural environment throughout

Coonamble VIC
Design Visualisation Document
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“The natural environment is highly valued by the community and is recognised as being unique and significant. This includes the river, sweeping plains, birds and animals etc.”
- MASTERPLAN



Through the use of brand graphics, the natural environment would be represented throughout the centre with bold graphics, shaped seating, and colourful touches as a way of representing the diverse natural wonders of the surrounding communities.

In conjunction with imagery, interactive displays, local art, these would help to inspire visitors to explore the surrounding towns within the shire.

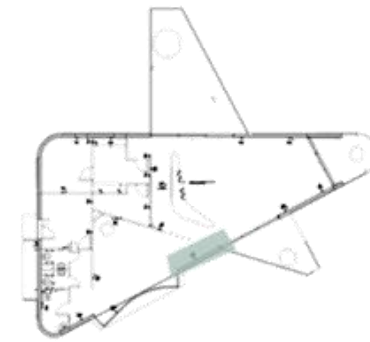






Maps and other design elements

Coonamble VIC
Design Visualisation Document
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A floor to ceiling digital screen wall would provide a stunning highlight to the space.

digital map of the shire could provide a dynamic wall feature, which could include geographic reference points, major locations and local attractions. This will help visitors explore the shire as well as a providing a striking design element.

It could also be used to showcase local tourism photographs, featured events or other interactive elements.

Example of stylised map with reference points



A digital screen wall that could showcase a shire-overview map highlighting landmarks.

Screen could also showcase tourism photos to inspire visitors.





Information display & tourism related merchandise

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Design Visualisation Document
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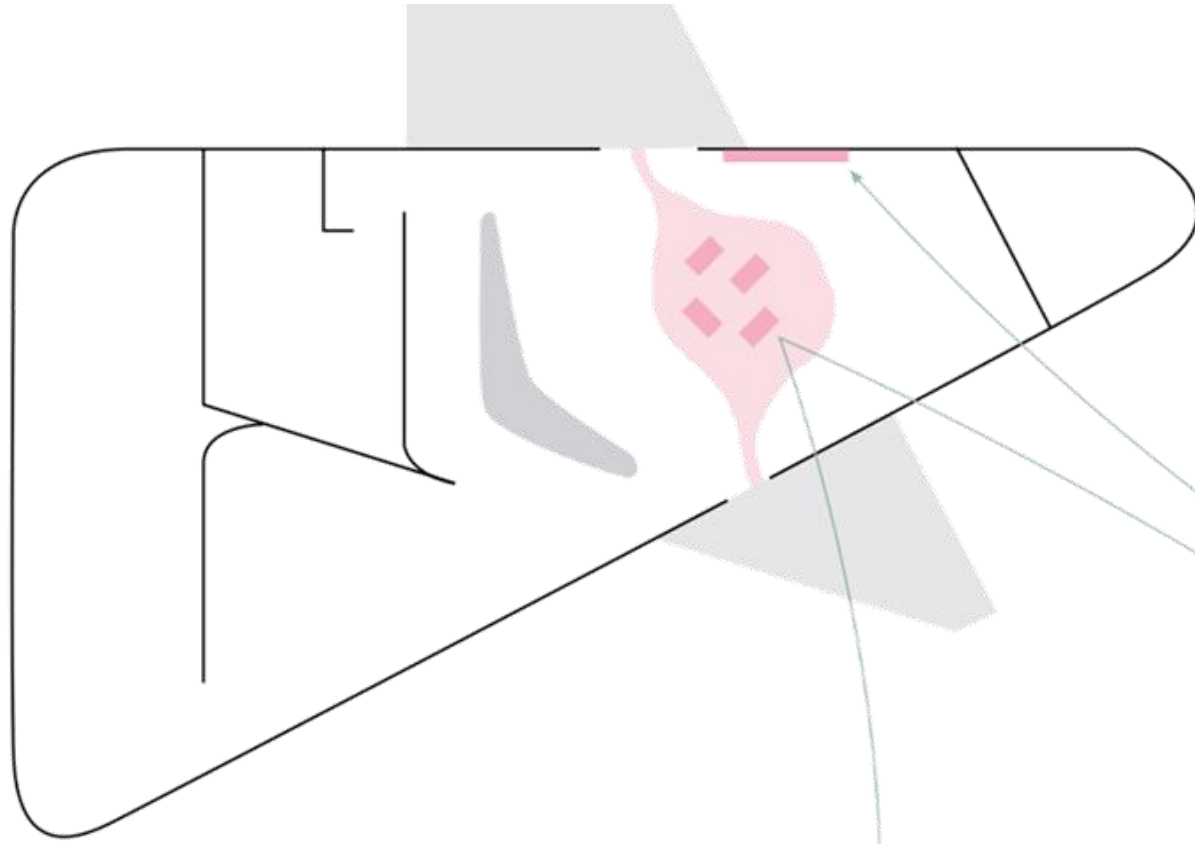
“With the establishment of #buyfromthebush encouraging people to support regional and remote small businesses, fans of products, craftspeople and artists will see the shopper keen to visit these locations and meet these people.”

- **MASTERPLAN**

A display of local produce and merchandise is recognised as a high priority for the VIC. Versatile and mobile display stands would be positioned to welcome and engage the visitor with brochures and tourism related merchandise.

There is also a space dedicated to local artisans and their products. Wall mounted shelving along with colourful graphical elements would continue the bold design theme as well as helping direct the visitor through the room and onwards to the other spaces.

A digital screen display behind the front counter desk would provide an opportunity to showcase tourism related information including public notices, upcoming events and general shire information



Digital display screen to showcase upcoming events, and tourism related information.

Wall space and shelving for featuring local art & products



10

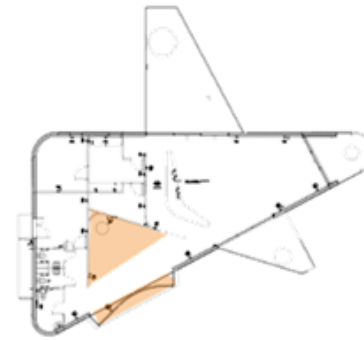


Gallery space for local artists

Coonamble VIC
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“Participants expressed a desire to be able to be involved and to provide for the needs of their community; another helpful value to guide the design process.”

- **MASTERPLAN**



The gallery space will be kept light and sparse to focus the attention on the featured artwork. Walls will have a combination of hanging and shelving options to provide flexibility for different displays and exhibitions.





Sharing cultural heritage & history

Coonamble VIC
Design Visualisation Document
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The values expressed by the community led to a number of ‘guiding principles for the design’ for the various elements of the masterplan, [including of] : HERITAGE: Enhancement of Aboriginal cultural heritage.”

- MASTERPLAN



With the involvement of the local Aboriginal Community, a display of dreamtime stories, language, culture and history would create a strong visual and interactive feature of the main space.

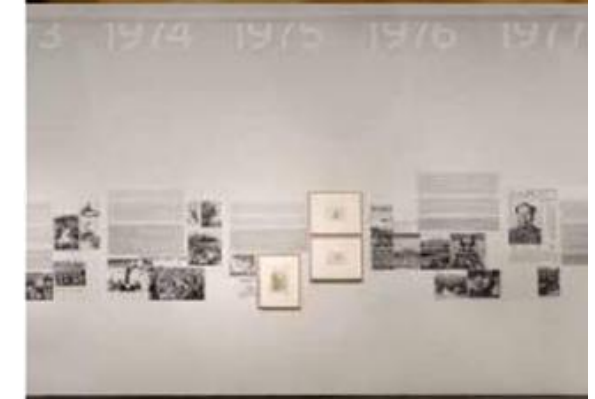
Interactive screens would provide simple yet engaging content, especially for children. This would allow parents to browse other elements of the space with greater freedom.



Images and descriptions to display on the wall above.

Using patterns from the logos to help represent information.

Ipads or similar could display images, stories, games, programs - interactive elements to educate and engage visitors (especially children).





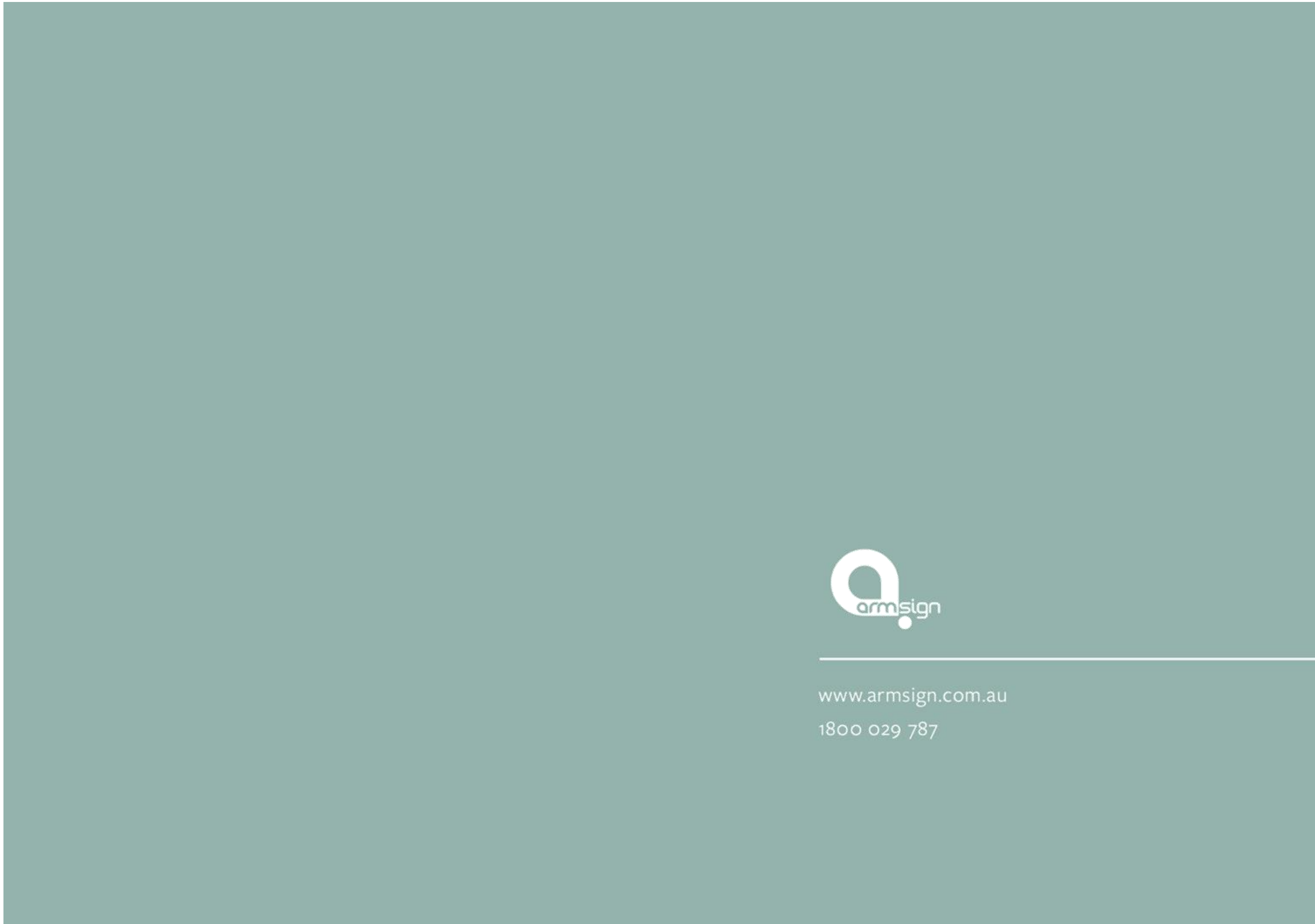
Office spaces,
storage areas and
general fit out

Coonamble VIC
Design Visualisation Document
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The bold colours and graphics of the VIC would carry through to the office spaces, amenities and other staff rooms. This would include wall graphics, glass decals and imagery. The storage spaces, cabinetry and furniture throughout the building will be practical and sit harmoniously with the VIC's design theme.





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12.7 APPLICATIONS FOR FINANCIAL ASSISTANCE UNDER COUNCIL'S DONATIONS POLICY

File Number: D7

Author: Jill Moorhouse, Executive Assistant

Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability

Annexures: Nil

PURPOSE

The purpose of this report is to inform Council of the response from the community to the invitation for expressions of interest and applications received for financial assistance under the Financial Assistance (Donations) Policy.

BACKGROUND

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

Applications are invited twice annually in February and June and recommendations made to the March and July Council Meetings by the Donations Committee for determination. The Donations Policy sets out guidelines to be followed and includes an acquittal form to be completed by each recipient of funding prior to 30 June in which the funds are granted.

The current round of funding closed on Monday 22 February 2021 with six (6) applications being received and one (1) application for a previously approved variation.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4 Governance is open and transparent

(b) Financial Considerations

The financial considerations attached to this report are \$49,398.00 which is the total sum applied for by the six (6) applicants.

An amount of \$75,000.00 has been included in the donations vote for the 2020/2021 financial year.

Following is a summary of the expenditure that Council has committed to fund from its 2020/21 donations vote. It should be noted that the following amount includes all pre-approved donation commitments, in line with Council's adopted donation policy, along with any further amounts that Council has resolved to fund from this vote during the 2020/21 financial year.

- Mayoral Donations Vote \$ 5,000.00
- Approved donations \$47,016.10

These commitments total \$52,016.10, leaving a balance of \$22,983.90 to be distributed through the 2020/2021 financial year. Another round of

funding will open in late May/early June for determination at the July 2021 meeting.

COMMENTARY

The Donations Committee comprising the Mayor and Deputy Mayor met on Wednesday 24 February 2021 and again on 3 March 2021 to consider the applications received under this round of funding. All relative documentation provided by the applicants was presented to the Donations Committee to enable it to make its determination.

Details of the six (6) applications received are as follows:

Gulgambone Tennis Club – seeking \$9,090 to offset additional costs arising during the re-surfacing of the tennis courts. Pointing out this unforeseen expenditure places a huge financial strain on the small club.

Stating that the amount sought is for the supply and cartage of 300t of product from Council's quarry.

Coonamble Rugby League Football Club – seeking \$4,000 payable for use of the sporting facilities during 2020. Pointing out that during the COVID-19 pandemic Club members played to provide an outlet for both men and women members, however numbers attending these games were severely impacted and significantly and negatively affected the Club's income for the season.

The Club has provided the tax invoice from Council and a copy of its Bank Reconciliation Statement.

St Barnabas' Anglican Parish of Coonamble – seeking \$5,500 to offset expenditure associated with drought, COVID-19, the retirement of the priest-in-charge and repeated bouts of vandalism. Pointing out there has been a huge change in their circumstances and they will have to adjust to the new requirements of ministry and financial obligations. Advising they are trying to attract a minister to the town to help build the Church community to maintain and keep the church building as a landmark attractive to the community and visitors.

The Church has provided supporting information of running expenses i.e. invoices from Council for services together with its Financial Details.

Coonamble F.I.T. – seeking \$10,000 to concrete the final section of the shed to increase space available to enable additional participants per session while meeting the requirements of COVID-19. Pointing out it would then be able to offer services to help improve mental and physical wellbeing of the community.

Coonamble F.I.T. has provided a copy of its Profit and Loss Statement for period 1 July 2020 to 14 February 2021.

Coonamble Community Radio – seeking \$2,500 to meet payment of rates and costs associated with training of announcers. Pointing out this would provide a

wider range of topics for program presentations resulting in a wider interest range. The radio station is targeting groups from 10 to 18 years and adults from 18 – elderly. Financial details for the year ended 30 June 2020 are attached.

Coonamble Children’s Service Inc – seeking \$18,308.16 to cover paid study time of its four trainees for one year. Pointing out that should a lesser amount be granted the required funds will be taken from the resources and capital maintenance budgets of the Childcare Centre.

The Service has provided a copy of its budget (in confidence).

The Donations Committee noted this request is for a significant amount and decided that consideration should be given to approving a portion of the requested sum. In making its decision, the Committee recommended that funding be provided for two trainees to receive paid study time for a year, noting that the cost would be \$9,572.00.

With this in mind and noting there are insufficient funds in the current vote to meet these commitments, it was recommended by the Committee that the shortfall be sourced from the Mayor’s Donations allocation.

Details of the Application for a Funding Variation:

Quambone Resources Committee – seeking to vary the funding of \$550 approved under the last round but due to COVID-19 could not to be spent as proposed. Seeking permission to use the amount, which the Committee already has in its bank account, to offset electricity connection costs at the Quambone hall and Quambone sportsground/racecourse.

This has no financial impact on this round of applications.

(a) Governance/Policy Implications

Local Government Act 1993

(b) Legal Implications

No legal implications are associated with this report.

(c) Social Implications

No social implications are associated with this report.

(d) Environmental Implications

No environmental implications are associated with this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

No risk implications are associated with this report.

CONCLUSION

Six (6) applications as listed earlier in this report were received under the fourth round of funding in accordance with Council's Donations Policy, and considered by the Donations Committee on 24 February 2021 and 3 March 2021, when the following recommendations were submitted:

i) Gulargambone Tennis Club	\$7,000.00
ii) Coonamble Rugby League Football Club	\$4,000.00
iii) St Barnabas' Anglican Parish of Coonamble	\$4,500.00
iv) Coonamble F.I.T.	\$5,000.00
v) Coonamble Community Radio	\$2,500.00
vi) Coonamble Children's Service	\$9,572.00

The Committee recommended that Quambone Resources Committee be given permission to vary the purpose of funding of \$550 already paid under a previous round and unable to be used for that purpose.

The Committee recommended that the pre-approved sum of \$2,500.00 for the Rotary Club of Coonamble Inc be re-allocated to the Donations Vote pool, along with the \$5,000.00 paid to the Coonamble Show Society Inc and not used in 2020, be also re-allocated.

RECOMMENDATION

- 1. That Council notes the report.**
- 2. That Council approves the funding variation submitted by Quambone Resources Committee to re-allocate the \$550 approved under the last round of funding to offset electricity connection fees at Quambone hall and racecourse/sportsground.**
- 3. Council agrees to provide financial assistance in accordance with the recommendations from the Donations Committee as follows:**

i) Gulargambone Tennis Club	\$7,000.00
ii) Coonamble Rugby League Football Club	\$4,000.00
iii) St Barnabas' Anglican Parish of Coonamble	\$4,500.00
iv) Coonamble F.I.T.	\$5,000.00
v) Coonamble Community Radio	\$2,500.00
vi) Coonamble Children's Service	\$9,572.00

4. That Council notes due to there being insufficient funds in the current donations vote to provide half of the amount sought by the Coonamble Children's Services Inc, the shortfall be sourced from the Mayoral Donations allocation.
5. That Council notes the 2020/2021 pre-approved sums of \$2,500.00 for the Rotary Club of Coonamble Inc, which has not been requested or paid, along with the \$5,000.00 annual allocation for the Coonamble Show Society Inc, as the prior contribution from Council was paid and not used in 2020, be re-allocated.

12.8 REVIEW OF WATER AND SEWER PRICING STRUCTURE

File Number: Finance Estimates (E6-1)

Author: Bruce Quarmby, Executive Leader - Corporate and Sustainability

Authoriser: Hein Basson, General Manager

Annexures:

1. Draft Sewer Budget and Pricing information
2. Draft Water Budget and Pricing Information
3. Review of Proposed Water and Sewer Structure

PURPOSE

The purpose of this report is to inform Council of proposed operational increases to both the Water and Sewer Access and User charges alike, that will be considered as part of the upcoming Draft Operational Plan and Budget 2021/22.

BACKGROUND

During November 2020, Council engaged a consultant to conduct an independent review of the draft Water and Sewer Staff Structure that was being considered as part of the overall organisational restructure. Whilst the review has highlighted several operational concerns to management, including potentially significant Work Health and Safety issues along with non-compliance with Council's Environmental Protection Authority Licence for the Sewerage Treatment Plant, the review has recommended that Council consider increasing the levels of staffing within this area as a solution to the issues currently being faced. The review went on to note that Council's current level of revenue from its Water and Sewerage access and user charges was insufficient *"to provide sustainable levels of service and needs to be increased"*.

Taking into considerations the findings from the review, management has prepared for Council's consideration, Draft Operational Budgets for the 2021/22, 2022/23, and 203/24 Financial years for both the Water and Sewerage functions of Council. Accompanying the Draft Operational Budget's for Council's consideration is the proposed modelling of increases to Access and User Charges for the Water and Sewerage Funds.

(a) Relevance to Integrated Planning and Reporting Framework

I3.1 Deliver safe drinking water and sewerage services.

Council is required to prepare a draft Operational Plan as part of its Integrated Planning and Reporting Framework. The draft Operational Budgets as tabled, should Council resolve to adopt the revised structure, will form part of Council's overall upcoming draft Operational Plan for the 2021/2022 Financial Year.

(b) Financial Considerations

The review proposes increasing the levels of staffing and service levels for both the Water and Sewerage functions of Council. These service levels are only proposed to increase in order for Council to meet its obligations in terms of the *Work Health and Safety Act 2011* and the environmental obligations and requirements set by the Environment Protection Authority

(EPA). (Sentence added in by the General Manager.) As the proposed service levels increase, it will naturally lead to an increase in costs. In accordance with the user-pays principles applicable to both the Water and Sewer functions, Council will be required to recoup the additional costs in the form of increased Access and User Charges.

Draft Operational Budgets have been prepared for both the Water and Sewer Function, along with a model of the proposed increases to Access and User charge fees for Council’s consideration. These are attached as annexures to this report.

COMMENTARY

In examining the proposed changes to the Water and Sewerage staffing structure, along with the associated increase in costs, it is prudent to examine each function individually to gain a better understanding of how each function has been impacted directly.

Dealing first with the Sewerage Fund, it is the function that is most impacted by the changes recommended in the review. Council will note that the proposed expenditure increases from the current allocation of \$902,074 in the 2020/21 financial year to that of \$1,108,329 in the 2021/22 financial year. As can be seen from the draft Operational Budget attached, the bulk of the budgeted increase is in the operations and maintenance allocation associated with the sewer treatment works, with the allocation increasing from \$203,525 in 2020/21 to a projected level of \$324,750 in 2021/22. The main driver for this increase is the allocation of a dedicated staff member to operate and monitor the Sewer Treatment Plants. This has been deemed necessary to ensure that the required daily maintenance is being carried out on the plants, but also to ensure that Council is meeting all its regulatory requirements in line with the EPA Licences currently in place.

Moving forward to address this shortfall in funding, Council is faced with the dilemma of generating additional operational revenue to fund the increase in these costs. It is proposed for the additional revenue to come from a phased increase in both Sewer Access and User Charges, with the following table outlining the proposed increases over the next three (3) years.

Annual Charges	2021/2022 Increase	2022/2023 Increase	2023/2024 Increase
Coonamble Residential Fee	15% = \$85.00	15% = \$95.00	10% = \$75.00
Coonamble - Flats	15% = \$70.00	15% = \$80.00	5% = \$30.00
Gulargambone Residential Fee	10% = \$75.00	10% = \$85.00	10% = \$95.00
Gulargambone – Flats A	10% = \$70.00	10% = \$75.00	5% = \$45.00

It should be noted that the proposed increases to the minimum Non-Residential Sewerage Charge will increase in line with the applicable minimum Residential Fee, as Non-Residential services are also subject to the sewer discharge factor (usage charge) related to water consumption. The treatment charge will need to be increased accordingly to better represent the true costs associated with the treatment of wastewater. It is proposed to increase this fee in accordance with the table below:

Looking at a phased approach of 50% annual increase in charge , first year then 25% for year two and three.				
Yr 1 2021/22	\$	1.73		
Yr 2 2022/23	\$	2.16		
Yr 3 2023/24	\$	2.70		

Moving attention now to the Water Fund function of Council, it should be noted that it has not been as severely impacted by the proposed changes. This is evident with an increase in the proposed operational budget increase in expenditure of \$30,963 from the 2020/21 to the 2021/22 financial year. As Council had already embarked on a process of shifting towards cost recovery for the determination of its Water Access and User Charges, the proposed increase in these fees will not be in the same vicinity as that of the Sewerage Fund.

In addressing the additional funding required to fund both ongoing Operational Expenses, along with allowing for a sufficient surplus to fund the future renewal of existing infrastructure, the following pricing principles have been applied to the funding model:

2021/22 Financial Year.

- Water Access charges throughout the Shire have increased by 10% on the base access fee.
- Water User charges have been increased by 10% for Coonamble and Quambone, whilst Gulargambone user charges have been increased by 5%. These increases in charges are due to the projected increased costs in the provision of this service to the ratepayers.

2022/23 Financial Year.

- Water Access charges throughout the Shire have increased by 5% on the base access fee.
- Water User charges have been increased by 10% for Coonamble and Quambone, whilst Gulargambone user charges have been increased by 5%. These increases in charges are due to the projected increased costs in the provision of this service to the ratepayers.

2023/24 Financial Year.

- Water Access charges in Coonamble have increased by 5% on the base access fee, whilst the base access charge for both Gulargambone and Quambone has been increased by 2.5%.
- Water User charges have been increased by 10% for Coonamble, whilst Gulargambone and Quambone user charges have been increased by 2.5%. These increases in charges are due to the projected increased costs in the provision of this service to the ratepayers.

More detailed modelling in regard to the projected levels of income has been included for Council's information as an annexures to this report.

(a) Governance/Policy Implications

If adopted by Council, the proposed business model for Council's Water and Sewer Functions will form part of the draft Operational Plan 2021/22, which will set the overarching direction for Council for the next financial year.

(b) Legal Implications

Council has to ensure that it adopts its draft budget in accordance with various provisions in the Local Government Act 1993 (the Act) and the Local Government (General) Regulations 2005, for example Sections 405, 496, 501, 502 and 552 of the Act.

(c) Social Implications

Council is mindful of the potential impact that any increase in the Access and User Charges for both the Water and Sewerage Services provided would have on the community. Taking this into consideration, it has adopted a staged implementation of the increases to the associated fees and charges to try and lessen the impact.

(d) Environmental Implications

Both the Water and Sewerage functions of Council have significant linkage to Environmental issues/ obligations that need to be considered on an operational and ongoing basis. The need for additional funding to adequately meet and address these potential issues and obligations was highlighted in the independent review of the Water and Sewerage staffing structure.

(e) Economic/Asset Management Implications

Council's officers must be mindful of the economic and asset management implications in the preparation of draft Operational Plans and Budgets. Whole of life asset and depreciation cost considerations are important drivers in Council's future financial direction and ability to properly maintain and renew such infrastructure and assets.

(f) Risk Implications

If Council fails to generate sufficient revenue to not only fund its operational activities, but the ongoing renewal of capital infrastructure for the Water and Sewerage networks, there is an inherent increase in the risk of a potential failure within these systems.

CONCLUSION

As part of its overall organisational wide restructure, an independent review has been carried out of the proposed Water and Sewer staff structure of Council. In summary, the review has highlighted that these functions of Council are indeed under resourced within the current structure. This structure, in its current format, is unsustainable. Council, and the community it serves, will be exposed to increased risk of system failure, not adhering to sensible Work Health and Safety measures or non-compliance with the applicable regulatory bodies, such as the EPA.

In recognising the need for an increased allocation of resources, a proposed funding model has been developed by management to allow for a phased approach to increasing both the Access and User Charges for Council's Water and Sewerage functions. This approach has been adopted in an attempt to soften the financial impact that these increased charges will have on the community, and to spread the proposed increases over a period of three (3) years.

RECOMMENDATION

- 1. That Council notes the information contained within the body of this report and its annexures.**
- 2. That Council adopts the proposed Water and Sewer staffing structure as outlined in the report of the independent reviewer.**
- 3. That Council includes the proposed funding model as attached to the report, in its draft Operational Plan and Budget 2021/22 for further consideration at its April 2021 Ordinary Meeting, when the finalised draft Operational Plan and Budget 2021/22 will be deliberated as a whole.**

**COONAMBLE SHIRE COUNCIL SEWER FUND
Draft Operational Budget**

	2020-2021 Budget Allocation	2021-2022 Budget Allocation	2022-2023 Budget Allocation	2023-2024 Budget Allocation
Income from Continuing Operations				
Coonamble Sewerage Operations				
Annual Charges Coonamble Sewer Access	590,650	680,175	780,400	861,250
Less: Pension Rebate	(16,572)	(8,080)	(8,160)	(8,080)
Coonamble Sewer Extra Charges	3,000	4,900	5,000	5,100
Coonamble Sewer - Connection Fees	2,000	1,500	1,500	1,500
Coonamble Sewer User Pays Charges	123,700	168,930	196,160	244,240
Interest on Invests Coonamble Sewer	23,678	11,000	11,220	11,440
Sundry Sales - Coonamble Sewer	3,500	3,750	3,830	3,910
Grant Op (State) Cmbale Swr Pens Subs	8,552	4,360	4,410	4,360
Gulargambone Sewerage Operations				
Annual Charges Gular Sewer Access	143,785	158,760	175,550	193,700
Less: Pension Rebate	(2,094)	(2,020)	(2,040)	(2,020)
Gular Sewer Extra Charges	1,250	2,410	2,460	2,510
Gular Sewer - Connection Fees	500	250	260	270
Gular Sewer User Pays Charges	24,300	31,450	34,310	37,890
Interest on Invests Gular Sewer	6,920	4,600	4,690	4,780
Grant Op (State) Gular Sewer Pens Subs	1,570	1,090	1,100	1,090
Sundry Sales - Gulargambone Sewer	600	600	610	620
Total Income from continuing Operations	915,339	1,063,675	1,211,300	1,362,560
Expenses from Continuing Operations				
Coonamble Sewerage Operations				
Insurance - Coonamble Sewer	945	1,060	1,190	1,340
Electricity - Coonamble Sewer	52,500	40,000	40,800	41,620
Telephone & Comms - Coonamble Sewer	1,540	1,840	1,840	1,840
Coonamble Sewer Cont to Training	17,600	18,480	19,410	20,390
Rates & User Charge Coonamble Sewer	18,100	21,630	22,280	22,950
Other Expenses - Coonamble Sewer	13,350	9,750	9,950	10,150
Operations & Mntce - Coonamble Sewer				
Mains	100,900	84,600	86,420	87,760
Pump	84,300	112,970	112,130	113,300
Treatment wks	164,000	260,680	258,790	261,450
Telemetry	800	2,500	2,550	2,610
Consultants Fees Coonamble Sewer	15,390	60,000	60,000	60,000
Asset Revaluation costs	0	22,500	2,500	2,500
Gulargambone Sewerage Operations				
Insurance - Gular Sewer	775	870	980	1,100
Electricity - Gular Sewer	13,650	11,000	11,220	11,460
Gular Sewer Cont to Training	6,250	6,570	6,900	7,250
Other Expenses - Gular Sewer	5,540	3,750	3,830	3,910
Operations & Mntce - Gular Sewer	0			
Mains	28,000	28,360	28,500	29,570
Pump	30,000	46,290	45,860	46,380
Treatment	39,525	64,070	62,960	66,940
Telemetry	0	2,500	2,550	2,610
Depreciation and amortisation				
Depreciation -Coonamble Sewerage Services	259,564	259,564	259,564	259,564
Depreciation - Gulargambone Sewerage Services	49,345	49,345	49,345	49,345
Total Expenses from continuing operations	902,074	1,108,329	1,089,569	1,104,039
Surplus (deficit) from continuing operations	13,265	(44,654)	121,731	258,521

Financial Year	19/20	18/19	17/18	16/17
Coonamble Treated Sewage (ML)	217.72	210.26	220.55	233.40
Gulargambone Treated Sewage (ML)	15.11	14.60	17.42	21.31

Total	232.82	224.86	237.98	254.71
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ML Average per day	84,981	82,074	86,861	92,969
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Average of above	86,721			
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2019/20 Operational Costs	\$ 927,589.94			
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Annual ML converted to Kilolitres	232,824		26,774,760	
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cost to treat kilolitre	\$ 3.98408		\$ 267,747.60	
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current cost charged is 115 cents per KL			638	
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Looking at a phased approach of 50% annual increase in charge , first year then 25% for year two and three.

Yr 1 2021/22	\$ 1.73
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Yr 2 2022/23	\$ 2.16
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Yr 3 2023/24	\$ 2.70
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note assumptions being a drop in income due to changes in business practices / revisiting of sewer discharge factors allowed for in the formula for projected income

	Proposed Access Fee 2020/2021	Proposed Access Fee 2021/2022	Proposed Increase	Proposed Access Fee 2022/2023	Proposed Increase	Proposed Access Fee 2023/2024	Proposed Increase	No of Services	2020/21 Est Yield	2021/22 Est Yield	2022/23 Est Yield	2023/24 Est Yield
Coonamble Residential Access Fee	560	645	85	740	95	820	75	975	546,000	628,875	721,500	799,500
Coonamble - Flats	470	540	70	620	80	650	30	95	44,650	51,300	58,900	61,750
	0									-		
Gulargambone Residential Access	770	850	75	940	85	1,040	95	175	134,750	148,750	164,500	182,000
Gulargambone - Flats	695	770	70	850	75	900	45	13	9,035	10,010	11,050	11,700
	0	0								-		
Total Estimated Yield									\$ 734,435.00	\$ 838,935.00	\$ 955,950.00	\$ 1,054,950.00

**COONAMBLE SHIRE COUNCIL WATER SUPPLY FUND
DRAFT OPERATIONAL BUDGET**

	2020-2021 Current Budget Allocation	2021-2022 Budget Allocation	2022-2023 Budget Allocation	2023-2024 Budget Allocation
Income from Continuing Operations				
Coonamble Water Operations				
Annual Charges Coonamble Water Access	587,045	608,417	642,255	676,032
Less: Pension Rebate Coonamble	(17,760)	(18,170)	(18,350)	(18,530)
Coonamble Water Extra Charges	6,250	12,500	12,750	13,010
Coonamble Water Connection Fees	2,000	2,000	2,040	2,090
Coonamble Water User Pays Water	875,670	886,130	971,670	995,020
Sundry Sales - Coonamble Water	12,500	15,500	15,810	16,130
Grant Op (State) Cmbly Wtr Pens Subs	9,822	9,810	9,910	10,010
Interest on Invests Coonamble Water	10,240	7,450	7,600	7,760
Quambone Water Operations				
Annual Charges Quambone Water Access	39,221	47,570	49,593	50,605
Less: Pensioner Subsidy - Quambone	(700)	(700)	(700)	(700)
Quambone Water Extra Charges	100	500	510	530
Quambone Water User Pays Water	26,180	28,200	30,600	31,220
Sundry Sales - Q'Bone Water	300	300	310	320
Gulargambone Water				
Annual Charges Gular Water Access	139,295	164,540	171,537	175,040
Less: Pension Rebate	(3,400)	(3,330)	(3,330)	(3,330)
Gular Water Extra Charges	1,500	3,000	3,060	3,130
Gular Water User Pays Water	103,790	104,360	109,920	113,680
Sundry Sales - Gular Water	500	250	260	270
Grant Op (State) Gular Water Pens Subs	1,840	1,800	1,800	1,800
Interest on Invests Gular Water	5,130	3,240	3,310	3,380
Total Income from continuing Operations	1,799,523	1,873,367	2,010,555	2,077,467
Expenses from Continuing Operations				
Coonamble Water Operations				
Insurance Coonamble Water Supply	25,945	29,060	32,550	36,460
Electricity - Coonamble Water Supply	145,400	148,310	151,280	154,310
Coonamble Wtr Cont to Training Costs	19,390	20,360	21,380	22,450
Telephone & Comms - Coonamble Water	2,100	2,150	2,200	2,250
Rates & Charges Coonamble Water	2,050	2,120	2,190	2,260
Water Treatment & Misc Expenses: Operations & Mntce Coonamble Water	365,000	294,440	300,330	306,340
-Water Mains	124,227	125,430	125,130	126,610
-Reservoirs	20,000	20,400	20,810	21,230
-Pump Station	58,500	60,380	51,920	59,220
-Water Filtr plant	127,500	206,980	206,850	209,580
-Consumer Services	71,000	42,340	43,560	44,400
-Meters	15,000	20,580	20,400	20,610
-Telemetry	5,500	5,610	5,720	5,830
Consultants Fees Coonamble Water	20,520	20,940	21,360	21,790
Asset Revaluation costs	0	22,500	2,500	2,500
Coonamble Water Meter Reading	28,300	24,040	23,440	23,540
Quambone Water Operations				
Insurance Quambone Water Supply	200	220	250	280
Electricity - Quambone Water Supply	7,500	7,650	7,810	7,970
Other Expenses Quambone Water	15,500	15,810	16,130	16,460
Operations & Mntce Quambone Water				
-Water Mains	14,000	19,490	19,360	19,560
-Reservoirs	12,500	12,560	12,800	13,060
-Pump Station	18,000	20,190	20,100	20,370
-Water Filtr plant - Chlorine	4,000	1,210	1,210	1,210
-Consumer Services	2,000	3,060	3,130	3,200
-Meters	700	1,230	1,260	1,290
-Telemetry	500	2,040	2,090	2,140
Quambone Water Meter Reading	2,600	3,470	3,380	3,390
Gulargambone Water				
Insurance Gular Water Supply	3,185	3,570	4,000	4,480
Electricity - Gular Water Supply	31,750	32,390	33,040	33,710
Gular Wtr Cont to Training Costs	2,630	2,770	2,910	3,060
Other Expenses Gular Water	27,750	24,620	24,870	25,350
Operations & Mntce Gular Water				
-Water Mains	29,070	35,850	35,950	36,370
-Reservoirs	13,000	11,540	12,280	312
-Pump Station	15,000	16,320	16,150	16,290
-Water Filtr plant - Chlorine	3,500	1,210	1,210	1,210
-Consumer Services	4,000	9,480	9,410	9,460
-Meters	2,500	2,550	2,610	2,670
-Telemetry	1,000	1,020	1,050	1,080
Gular Water Meter Reading	5,000	3,390	3,310	3,320
Depreciation				
Depreciation - Coonamble Water	316,055	316,055	316,055	316,055
Depreciation - Quambone	18,189	18,189	18,189	18,189
Depreciation - Gulargambone	53,434	53,434	53,434	53,434
Total Expenses from continuing operations	1,633,995	1,664,958	1,653,608	1,673,300
Surplus (deficit) from continuing operations	165,528	208,409	356,947	404,167

2021-2022 Water Access and User Charges Fincial Year Model

Coonamble						
Size	Flow	21/22	20/21	Increase	No of Service	Estimated Yield
Base 20MM 20/21 Fee		360	330			
Proposed 20/21 20MM Fe	0%	360	330.00	\$ 30.00	1,343	483,480
25	157%	565	518.00	\$ 47.00	61	34,465
32	256%	922	845.00	\$ 77.00	0	-
40	400%	1,440	1320.00	\$ 120.00	14	20,160
50	625%	2,250	2063.00	\$ 187.00	9	20,250
65	1057%	3,805	3488.00	\$ 317.00	0	-
75	1406%	5,062	4640.00	\$ 422.00	1	5,062
80	1600%	5,760	5280.00	\$ 480.00	0	-
100	2500%	9,000	8250.00	\$ 750.00	5	45,000
Total Estimated Yield						\$608,417.00

Quambone						
Size	Flow	21/22	20/21	Increase	No of Service	Estimated Yield
Base 20MM 20/21 Fee		470	430			
Proposed 20/21 20MM I	0%	470	430.00	\$ 40.00	64	30,080
25	157%	738	675.00	\$ 63.00	3	2,214
32	256%	1,203	1101.00	\$ 102.00	0	0
40	400%	1,880	1720.00	\$ 160.00	5	9,400
50	625%	2,938	2688.00	\$ 250.00	2	5,876
65	1057%	4,968	4545.00	\$ 423.00	0	0
75	1406%	6,608	6046.00	\$ 562.00	0	0
80	1600%	7,520	6880.00	\$ 640.00	0	0
100	2500%	11,750	10750.00	\$1,000.00	0	0
Total Estimated Yield						\$ 47,570.00

Gulargambone						
Size	Flow	21/22	20/21	Increase	No of Service	Estimated Yield
Base 20MM 20/21 Fee		470	430			
Proposed 20/21 20MM Fe	0%	470	430.00	\$ 40.00	246	115,620
25	157%	738	675.00	\$ 63.00	11	8,118
32	256%	1,203	1101.00	\$ 102.00	0	0
40	400%	1,880	1720.00	\$ 160.00	1	1,880
50	625%	2,938	2688.00	\$ 250.00	3	8,814
65	1057%	4,968	4545.00	\$ 423.00	0	0
75	1406%	6,608	6046.00	\$ 562.00	1	6,608
80	1600%	7,520	6880.00	\$ 640.00	0	0
100	2500%	11,750	10750.00	\$1,000.00	2	23,500
Total Estimated Yield						\$164,540.00

Nb Increase of 10 % in line with Long term Financial Plan for Access Charges

Access Charge income for Coonamble	\$608,417.00
Access Charge income for Gulargambone	\$164,540.00
Access Charge income for Quambone	\$ 47,570.00
Total Water Access Charge Income	\$820,527.00

Nb Increase of 5 % in line with Long term Financial Plan for Gulargambone User Charges , Due to increase cost of supply Coonamble & Quambone to increase by 10%

Town/Village	2020/21 Adpoted Charges			2021/22 Proposed Charges		
	1st Tier Charge	2nd Tier Pricing Limit (kl)	2nd Tier Charge	1st Tier Charge	2nd Tier Pricing Limit (kl)	2nd Tier Charge
Coonamble	\$ 1.05	450	\$ 1.70	\$ 1.20	450	\$ 1.90
Gulargambone	\$ 1.05	450	\$ 1.60	\$ 1.10	450	\$ 1.70
Quambone	\$ 1.15	430	\$ 1.90	\$ 1.30	430	\$ 2.10

Town/Village	Usage Charge – 1 st Tier (c/kl)	2 nd Tier Pricing Limit (kl)	Estimated Consumpt	Estimated Yield	Usage Charge 2 nd Tier (c/kl)	Estimated Consumpt	Estimated Yield	Est. Total Yield	% decrease due to Price Increase	2021/2022 Estimated Income
Coonamble	\$ 1.20	450	345,973	415,187.80	\$ 1.90	330,179	#####	1,042,508	15	886,130
Gulargambone	\$ 1.10	450	46,183	50,801.30	\$ 1.70	42,339	71,976.30	122,778	15	104,360
Quambone	\$ 1.30	430	13,805	17,946.50	\$ 2.10	7,250	15,225.00	33,172	15	28,200
\$ 1,198,457										1,018,690

2022-2023 Water Acces and User Charges Fincial Year Model

Coonamble						
Size	Flow	22/23	21/22	Increase	No of Service	Estimated Yield
Base 20MM 20/21 Fee		380	360			
Proposed 20/21 20MM Fe	0%	380	360	\$ 20.00	1,343	510,340
25	157%	597	565	\$ 32.00	61	36,417
32	256%	973	922	\$ 51.00	0	-
40	400%	1,520	1,440	\$ 80.00	14	21,280
50	625%	2,375	2,250	\$ 125.00	9	21,375
65	1057%	4,017	3,805	\$ 212.00	0	-
75	1406%	5,343	5,062	\$ 281.00	1	5,343
80	1600%	6,080	5,760	\$ 320.00	0	-
100	2500%	9,500	9,000	\$ 500.00	5	47,500
Total Estimated Yield						\$ 642,255.00

Quambone						
Size	Flow	22/23	21/22	Increase	No of Service	Estimated Yield
Base 20MM 20/21 Fee		490	470			
Proposed 20/21 20MM Fe	0%	490	470	\$ 20.00	64	31,360
25	157%	769	738	\$ 31.00	3	2,307
32	256%	1,254	1,203	\$ 51.00	0	0
40	400%	1,960	1,880	\$ 80.00	5	9,800
50	625%	3,063	2,938	\$ 125.00	2	6,126
65	1057%	5,179	4,968	\$ 211.00	0	0
75	1406%	6,889	6,608	\$ 281.00	0	0
80	1600%	7,840	7,520	\$ 320.00	0	0
100	2500%	12,250	11,750	\$ 500.00	0	0
Total Estimated Yield						\$ 49,593.00

Gulargambone						
Size	Flow	22/23	21/22	Increase	No of Service	Estimated Yield
Base 20MM 20/21 Fee		490	470			
Proposed 20/21 20MM Fe	0%	490	470	\$ 20.00	246	120,540
25	157%	769	738	\$ 31.00	11	8,459
32	256%	1,254	1,203	\$ 51.00	0	0
40	400%	1,960	1,880	\$ 80.00	1	1,960
50	625%	3,063	2,938	\$ 125.00	3	9,189
65	1057%	5,179	4,968	\$ 211.00	0	0
75	1406%	6,889	6,608	\$ 281.00	1	6,889
80	1600%	7,840	7,520	\$ 320.00	0	0
100	2500%	12,250	11,750	\$ 500.00	2	24,500
Total Estimated Yield						\$ 171,537.00

Nb Increase of 5 % in line with Long term Financial Plan for Access Charges

Access Charge income for Coonamble	\$ 642,255.00
Access Charge income for Gulargambone	\$ 171,537.00
Access Charge income for Quambone	\$ 49,593.00
Total Water Access Charge Income	\$ 863,385.00

Nb Increase of 5 % in line with Long term Financial Plan for Gulargambone User Charges , Due to increase cost of supply Coonamble & Quambone to increase by 10%

Town/Village	2021/22 Adpoted Charges			2022/23 Proposed Charges		
	1st Tier Charge	2nd Tier Pricing Limit (kl)	2nd Tier Charge	1st Tier Charge	2nd Tier Pricing Limit (kl)	2nd Tier Charge
Coonamble	\$ 1.20	450	\$ 1.90	\$ 1.30	450	\$ 2.10
Gulargambone	\$ 1.10	450	\$ 1.70	\$ 1.15	450	\$ 1.80
Quambone	\$ 1.30	430	\$ 2.10	\$ 1.40	430	\$ 2.30

Town/Village	Usage Charge – 1 st Tier (c/kl)	2 nd Tier Pricing Limit (kl)	Estimated Consumpt	Estimated Yield	Usage Charge 2 nd Tier (c/kl)	Estimated Consumpt	Estimated Yield	Est. Total Yield	% decrease due to Price Increase	2022/23 Estimated Income	
Coonamble	\$ 1.30	450	345,973	449,784.90	\$ 2.10	330,179	#####	1,143,141	15	971,670	
Gulargambone	\$ 1.15	450	46,183	53,110.45	\$ 1.80	42,339	76,210.20	129,321	15	109,920	
Quambone	\$ 1.40	430	13,805	19,327.00	\$ 2.30	7,250	16,675.00	36,002	15	30,600	
Total										\$ 1,308,463	1,112,190

2023-2024 Water Acces and User Charges Fincial Year Model

Coonamble						
Size	Flow	23/24	22/23	Increase	No of Service	Estimated Yield
Base 20MM 20/21 Fee		400	380			
Proposed 20/21 20MM Fe	0%	400	380	\$ 20.00	1,343	537,200
25	157%	628	597	\$ 31.00	61	38,308
32	256%	1,024	973	\$ 51.00	0	-
40	400%	1,600	1,520	\$ 80.00	14	22,400
50	625%	2,500	2,375	\$ 125.00	9	22,500
65	1057%	4,228	4,017	\$ 211.00	0	-
75	1406%	5,624	5,343	\$ 281.00	1	5,624
80	1600%	6,400	6,080	\$ 320.00	0	-
100	2500%	10,000	9,500	\$ 500.00	5	50,000
Total Estimated Yield						\$ 676,032.00

Quambone						
Size	Flow	23/24	22/23	Increase	No of Service	Estimated Yield
Base 20MM 20/21 Fee		500	490			
Proposed 20/21 20MM Fe	0%	500	490	\$ 10.00	64	32,000
25	157%	785	769	\$ 16.00	3	2,355
32	256%	1,280	1,254	\$ 26.00	0	0
40	400%	2,000	1,960	\$ 40.00	5	10,000
50	625%	3,125	3,063	\$ 62.00	2	6,250
65	1057%	5,285	5,179	\$ 106.00	0	0
75	1406%	7,030	6,889	\$ 141.00	0	0
80	1600%	8,000	7,840	\$ 160.00	0	0
100	2500%	12,500	12,250	\$ 250.00	0	0
Total Estimated Yield						\$ 50,605.00

Gulargambone						
Size	Flow	23/24	22/23	Increase	No of Service	Estimated Yield
Base 20MM 20/21 Fee		500	490			
Proposed 20/21 20MM Fe	0%	500	490	\$ 10.00	246	123,000
25	157%	785	769	\$ 16.00	11	8,635
32	256%	1,280	1,254	\$ 26.00	0	0
40	400%	2,000	1,960	\$ 40.00	1	2,000
50	625%	3,125	3,063	\$ 62.00	3	9,375
65	1057%	5,285	5,179	\$ 106.00	0	0
75	1406%	7,030	6,889	\$ 141.00	1	7,030
80	1600%	8,000	7,840	\$ 160.00	0	0
100	2500%	12,500	12,250	\$ 250.00	2	25,000
Total Estimated Yield						\$ 175,040.00

Nb Increase of 5 % Coonamble , 2.5% for Gulargambone and Quambone in line with Long term Financial Plan for Access Charges

Access Charge income for Coonamble	\$ 676,032.00
Access Charge income for Gulargambone	\$ 175,040.00
Access Charge income for Quambone	\$ 50,605.00

Total Water Access Charge Income **\$ 901,677.00**

Nb Increase of 2.5 % in line with Long term Financial Plan for User Charges for Gulargambone and Quambone . Due to increase cost of supply and treatment Coonamble User Charges increased by 10%

Town/Village	2022/23 Adpoted Charges			2023/24 Proposed Charges		
	1st Tier Charge	2nd Tier Pricing Limit (kl)	2nd Tier Charge	1st Tier Charge	2nd Tier Pricing Limit (kl)	2nd Tier Charge
Coonamble	\$ 1.30	450	\$ 2.10	\$ 1.40	450	\$ 2.30
Gulargambone	\$ 1.15	450	\$ 1.80	\$ 1.20	450	\$ 1.85
Quambone	\$ 1.40	430	\$ 2.30	\$ 1.40	430	\$ 2.40

Town/Village	Usage Charge – 1 st Tier (c/kl)	2 nd Tier Pricing Limit (kl)	Estimated Consumpt	Estimated Yield	Usage Charge 2 nd Tier (c/kl)	Estimated Consumpt	Estimated Yield	Est. Total Yield	% decrease due to Price Increase	2023/24 Estimated Income	
Coonamble	\$ 1.40	450	345,973	484,362.20	\$ 2.30	330,179	#####	1,243,774	20	995,020	
Gulargambone	\$ 1.20	450	46,183	55,419.00	\$ 1.85	42,339	78,327.15	133,747	15	113,680	
Quambone	\$ 1.40	430	13,805	19,327.00	\$ 2.40	7,250	17,400.00	36,727	15	31,220	
Total										\$ 1,414,248	1,139,920

Coonamble Shire Council Review of proposed Water and Sewer Staff Structure



November 2020
FINAL REPORT

BACKGROUND

Coonamble Shire Council is considering a review of its organization structure including the Water and Sewer teams.

Currently there is a draft proposal for a revised structure for water and sewer teams and an independent assessment will either verify the appropriateness of the proposal or otherwise lead to some alternative strategies and suggestions.

The final staff structure will need to provide a balance between compliance with EPA license requirements and the affordable financial realities for Council. There is some history of non-conformance with EPA license requirements for waste water treatment which needs to be considered in determining the final structure.

(See correspondence from EPA May 2018, DPI & DPIE - 2018/2019/2020)

METHODOLOGY

Meetings with relevant indoor and outdoor staff were conducted over 2 days to examine the current levels of service versus the on-going needs and expectations of those communities for which water and sewer services are currently provided by Council.

Meetings included initial discussions with the General Manager and the Executive Leader Infrastructure, the Manager of Water and Sewer, the HR Manager, the Supervisor of water and sewer staff and the current Operators of the Water Treatment Plant (WTP) and Waste Water Treatment Plant (WWTP).

EPA license requirements need to be recognized.

Recommendations are required in this report

ACTIONS/ISSUES/OBSERVATIONS

- Following discussions with all relevant staff, the following actions and considerations have been identified as necessary: -
- An updated staff structure will be advantageous to improve efficiency and direct lines of reporting. Job evaluations may be necessary to determine gradings for each position where changes of duties are proposed. Some response to multiple staff claims that overall wages are inadequate may also be investigated by undertaking job evaluation of all positions.
- Consider additional staff but phased in over 2 years - traineeships included – need succession plan
- Acknowledge WWTP Operator is a priority
- Upgrade telemetry for flow and run time and include sewer pump stations for handover to WWTP Operator – this will significantly save staff time provided they learn to trust the telemetry and avoid going back to the “old ways”. Pump stations will then only require physical inspection each week except for faults due to vandalism and malfunction as alerted by the telemetry
- Seek suitable local plumbers/contractors to deal with main breaks/sewer chokes

- Larger projects such as main replacement and sewer relining to be done by contract until staff contingent is adequate in the future
- Overtime needs to be managed - O/T costs are paying for lack of staff at present
- Some WHS Issues need to be addressed urgently – Some work site Risk assessment/induction/etc may not always be done
- Fatigue management is an issue – The Acting WWTP Operator is working 7 days per week at present PLUS continuous “on-call” for other employees is also a fatigue issue
- Investigate relief staff assistance from neighbouring councils for WWTP – this is not suitable for the WTP due to unique features of that plant but the WWTP is typical municipal design common to other shires.
- Consider relief staff resources from Gulargambone parks crew – is it possible? (some staff have been trained but need experience).

NOTE: The proposed new staff structure has logic in view of the individual skills of present staff but will require job evaluation to assess appropriate gradings for each position where there is a change of duties or a new position.

NOTE: All W&S staff say extra staff is necessary as they are currently overloaded. (need to comply with WHS fatigue management)

NOTE: The current Supervisor Water and Sewer is capable of operating the WTP and WWTP

NOTE: Council's rate revenue is insufficient to provide sustainable levels of service and needs to be increased.

NOTE: The temporary position of W&S Technical Officer has not been assessed but may be considered in future years if grant fund applications are successful following completion of the IWCM Plan.

RECOMMENDATIONS

1. Adopt proposed new staff structure diagram as soon as possible without filling one of the water & sewerage operator positions in the first year and undertake a job evaluation process to determine suitable industry level gradings for positions where a change of duties is proposed.
2. Due to the scarcity and difficulties in recruitment of fully trained operators - two of the positions are structured as Water & Sewerage Assistants for year 1 & 2, Essentially being recruitment of entry level labourers, to allow for succession planning and progression through training from basic labourers to Water & Sewerage Operators, depending on operational need and skills obtained.
3. One of the Water & Sewerage Operator positions can be structured as a W&S Operator traineeship.
4. By year 3, there would be 3 W&S Operators and 2 Water & Sewerage Assistants that report to the W&S Supervisor. Due to natural staff turnover the structure allows for longevity and flexibility in the Assistant Operator roles to recruit as market conditions and availability of trained staff allow.
5. Engage WWTP Operator (maximum Grade 5 subject to job evaluation results) and transfer responsibility for sewer pump stations to that position

6. Formalise Water TP Operator position with present incumbent Russell Smith at his current pay rate, which is a higher rate than this report's recommended grading of the position. (ie: the position is recommended at Grade 5 but a higher rate will apply whilst he holds that position) – position to be responsible for 3 water TP's but not sewer pump stations. A position grade evaluation would have to be completed to determine salary grade.
7. Upgrade telemetry to provide run times and flow rates as soon as funding can be made available
8. Make greater use of contractors for day to day repairs and larger works over the next 2 years to provide time for Council staff to upskill for rotation of on-call weekends and relief of treatment plant operators on weekends and annual leave.
9. If possible, upskill and utilise currently qualified Parks and Gardens staff in Gulargambone to assist with Water TP and Sewer TP's on weekends to allow better management of fatigue issues for W&S staff – eg: sampling and testing.
10. Establish a means of regularly auditing WHS documentation to verify that adequate recording of risk assessments and site inductions is actually being done – eg: periodic tabling of documents at toolbox meetings to demonstrate compliance and then record in the minutes as a standing item on the agenda
11. Investigate the utilisation of casual relief staff from neighbouring councils for the WWTP's for future reference when needed.
12. Review performance in the first year of the new structure and employ additional Water & Sewerage staff in year 2 followed by continual monitoring with a view to assessing the adequacy and competency of staff in year 3.
13. Ensure staff competencies are useful and skills are actually applied to achieve productivity improvements and encourage opportunities for staff to progress within their grades.

NOTE: The position of WWTP Operator is strongly recommended above at No.2 above and is crucial to on-going operation and maintenance of the WWTP's and the sewer pump stations. The scoping study recommendations need to be attended to and serious attention to sampling and testing must ensure compliance with relevant standards.

For this reason, the new position of WWTP Operator is recommended in this report but with a formal job evaluation to determine the grade.

COSTS

The current staff structure and work practices are struggling to address the needs of the on-going operation and maintenance of the ageing infrastructure and hence the proposed new structure is recommended at No.1 above as a means of adjusting the alignment of duties more effectively.

In order to transition to this proposed structure, the following potential options with indicative associated costs below Manager level are estimated as shown below.

These figures include all on-costs and some provision for normal increases through competencies and automatic award increases which are unavoidable. The wages/on-costs are a guide for comparison purposes as it is not possible to accurately predict

future staff turnover, all competency progressions, future periods where vacancies may occur and future award increases beyond the life of the current Local Government Award.

For the purposes of this report, until correct job evaluations are completed - Grade 3 has been used for Year 1-2 and Grade 4 in Year 3, for the Water & Sewerage Operators and Grade 5 for the WTP & WWTP Operator.

Current Structure: (6 x EFT)

Title	Grade/Step	Amount	Incumbent
W&S Services Supervisor	7/3	\$88,178.82	
W&S Operator	4/4	\$85,647.85	
W&S Operator	3/1	\$67,560.41	
W&S Operator	3/1	\$67,560.41	
W&S Operator	3/1	\$67,560.41	Vacant
W&S Operator – Trainee	T6	\$64,405.53	Vacant
TOTAL		\$440,913.43	

Option A: (7 EFT – Recommended for year 1)

Title	Grade/Step	Amount	Incumbent
W&S Services Supervisor (no change)	7/3	\$88,178.82	
WTP Operator	4/4	\$85,647.85	
WWTP Operator (new position)	5/1	\$78,085.75	Vacant
W&S Operator (one step progression)	3/2	\$70,800.28	
W&S Operator (one step progression)	3/2	\$70,800.28	
W&S Assistant (vacant & Grade change)	1/1	\$59,954.20	Vacant
W&S Trainee Operator (no change)	T6	\$64,405.53	Vacant
TOTAL		\$517,872.71	

Option B: (8 EFT – Potentially year 2)

Title	Grade/Step	Amount	Incumbent
W&S Services Supervisor (no change)	7/3	\$89,926.00	
WTP Operator	4/4	\$87,283.75	
WWTP Operator (new position)	5/1	\$79,483.36	Vacant
W&S Operator (one step progression)	3/3	\$75,558.48	
W&S Operator (one step progression)	3/3	\$75,558.48	
W&S Assistant (re-designed role)	1/1	\$68,848.38	Vacant
W&S Assistant (vacant & Grade change)	1/1	\$68,848.38	Vacant
W&S Trainee Operator (no change)	T6	\$64,700.79	Vacant
TOTAL		\$610,207.62	

Option C: (8 EFT – Potentially year 3 and final structure)

Title	Grade/Step	Amount	Incumbent
W&S Services Supervisor (no change)	7/3	\$91,724.52	
WTP Operator	4/4	\$88,947.54	
WWTP Operator (new position)	5/1	\$80,935.81	Vacant
W&S Operator (one step progression)	4/2	\$79,778.45	
W&S Operator (one step progression)	4/2	\$79,778.45	
W&S Operator (trainee progression)	4/2	\$79,778.45	trainee
W&S Assistant (re-designed role)	1/1	\$70,158.70	Vacant
W&S Assistant (vacant & Grade change)	1/1	\$70,158.70	Vacant
TOTAL		\$641,260.62	

The estimated wages and salary costs for operational staff below Manager level for each option is as follows:-

Option	Wages including on-costs	Increase above previous year
Current Structure	\$440,913.41	0
Option A – Year 1	\$517,872.71	\$76,959.30
Option B – Year 2	\$610,207.62	\$92,334.91
Option C – Year 3+	\$641,260.62	\$31,053.00

OTHER MANAGEMENT SUGGESTIONS – COMMUNICATION AND ACCOUNTABILITY: -

Implement toolbox meetings with whole team each month to motivate and seek a sense of “ownership” – W/S Manager

(need to address claims of “poor culture” in W&S)

W/S Manager to establish annual works program timetable and report progress to Executive Leader each month at a “one on one” meeting.

W/S Manager to manage staff more closely – monitor weekly works programs and practices more closely – scrutinise timesheets closely

W/S Manager to ensure that Supervisor prepares and submits a work plan each week (recognising that unforeseen issues may arise)

W/S Manager to take more ownership of issues – code of conduct/etc

Executive Leader and GM to meet monthly to update progress and issues – it should be noted that the W/S Manager has achieved some very good things in the 15 months he has been in the position.

Workshop with Councillors to consider potential options and strategies during early new year budget preparation for 2021/2022. This workshop will need to illustrate the need for increased rate revenue to deliver sustainable levels of service but will need to be done sensitively and gradually due to the size of the issue and political realities.

Progress IWCM Plan as a priority – needed to obtain grant funds [REDACTED]
[REDACTED]

When IWCM completed, seek funding to implement recommendations of WWTP and WTP Scoping Studies – this may justify the on-going appointment of the W&S Technical Officer.

CONCLUDING ACKNOWLEDGEMENTS

All staff have cooperated fully in this assignment and their candid comments and input are greatly appreciated.

I wish to sincerely thank all those involved

It is not possible to achieve all of the above recommendations and suggestions overnight but regular monitoring of progress with staff collaboration will see improved outcomes.

It is imperative that Council improves conformance with EPA license requirements by closely monitoring test results and taking appropriate action whenever necessary. The position of WWTP Operator is therefore essential.

Work Health and safety issues need to be addressed for fatigue management and more regular documentation of hazard identification, risk assessment, safe operating procedures (SOP's) and safe work method statements (SWMS) when necessary.

Breaches of WHS legislation can result in criminal charges.

It is imperative that the elected Council considers the urgent need for improved compliance with EPA/DPI/DPIE WHS standards and related environmental legislation. Accordingly, Council needs to develop and implement a long-term financial plan to provide the necessary funding to address this.

[REDACTED]
Civil Engineer
[REDACTED]

Attachment A:

Proposed Organisation Chart

12.9 RATES AND CHARGES COLLECTIONS - FEBRUARY 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 February 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.

	28 February 2021	28 February 2020
Rates and Charges	\$2,537,266.93	\$2,417,304.07
Water Consumption	\$199,621.17	\$196,013.69
Total	\$2,736,888.10	\$2,613,317.76

COMMENTARY**Rates and Charges**

	28 February 2021	28 February 2020
Rates and charges in arrears as at 30 June 2020	\$904,997.89	\$694,494.20
Rates/charges levied & adjustments for 2020/2021	\$6,959,054.16	\$6,781,443.90
Pension Concession	(\$108,685.08)	(\$109,566.98)
Amounts collected as at 28 February 2021	(\$5,218,100.04)	(\$4,949,067.05)
Total Rates and Charges to be Collected	\$2,537,266.93	\$2,417,304.07

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 28 February 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 \$108,685.08; reducing the amount of income derived from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$48,908.28.

The rates and charges as at 28 February 2021 represents 32.26% of the total annual rates and charges levied and outstanding (compared with 32.33% on 28 February 2020).

Water Consumption Charges

	28 February 2021	28 February 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	\$410,015.21	\$414,750.53
Amounts collected as at 28 February 2021	(\$609,418.10)	(\$653,975.75)
Total Water Consumption Charges to be Collected	\$199,621.17	\$196,013.69

The water consumption charges as at 28 February 2021 represents 24.67% of the total water consumption charges outstanding (compared to 23.06% on 28 February 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 28 February 2021 represent 32.26% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 32.33% on 28 February 2020). The water consumption charges as of 28 February 2021 represents 24.67% of the total water consumption charges outstanding from previous years (compared to 23.06% on 28 February 2020).

RECOMMENDATION

That Council notes the information provided in the report.

12.10 STATUS OF INVESTMENTS - FEBRUARY 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 - 25/06/2021	0.28%	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 - 04/05/2021	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 - 10/05/2021	0.33%	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 - 17/05/2021	0.55%	181 Days	250,000
Westpac	A1+	Term Deposit - 17/05/2021	0.16%	90 Days	1,000,000
Westpac	A1+	Term Deposit - 31/05/2021	0.20%	122 Days	1,000,000
TOTAL					20,750,000

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 26 February 2021

\$ 69,459

(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 26 February 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.

12.11 URBAN SERVICES - WORKS IN PROGRESS**File Number: Reports - 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 February 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.
- During the month of February, Council Urban Services section's main focus has been on addressing the backlog of works within the Coonamble township. As was reported to the February 2021 Council Meeting, the assistance provided by the temporary redeployment of the additional staff member from Gulargambone in addressing this backlog has proven invaluable.
- Following the identification of several issues within the automated irrigation systems at the Coonamble Lawn Cemetery, a contractor was engaged to carry out the necessary maintenance. The affected lawn areas within the Lawn Cemetery are expected to recover in due course.
- The planned installation of the irrigation around the MacDonald Park Skate Bowl has been completed. A subsequent improvement in the ground cover around the bowl is expected to occur over the upcoming months.

- O'Brien Electrical have commenced the installation of the lighting at the Coonamble Sportsground, with the excavation and laying of conduit in preparation of the installation of the lighting towers, which are expected to be onsite during the latter half of March 2021.

Pools:

- A Council order has been placed for the replacement of the Solar Heating located on the Grandstand at the Coonamble Swimming Pool. The works are expected to be completed prior to the completion of the 2020/21 swimming season.
- Council has received a request from the Coonamble Swimming club to secure access to the Coonamble facility, following completion of the 2020/21 swimming season. As in the past, the purpose of this request is to enable local swimmers who are progressing to continue their respective training regimes until the end of April 2021.
- The Gulargambone Swimming club held a stroke development day at the Gulargambone Swimming Pool on the 28/02/21, with positive feedback being received regarding the presentation of the facility.
- The 2020/21 regular swimming season will conclude on Thursday 1 April 2021.

Buildings:

- Council staff are currently following up with local contractors for the submission of quotes to carry out necessary repairs to Council's Tooloon Street residence.
- 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 sections for Council's Information.

RECOMMENDATION

That Council notes the information in this report.

12.12 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. Sydney and Regional Planning Panels Operational Procedures 2020**
- 2. Planning Panels Code of Conduct Acknowledgement**

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 February 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 February 2021 have been included in the commentary of this report. Topics may include:

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

(a) Relevance to Integrated Planning and Reporting Framework

P3.1.2. Inspection of Food Premises

I3.3.1. Implementation Waste Management recommendations

EN1.1.1. Enforcement of environmental regulations

EN.1.1.2. Continue to review Local Environmental Plan

EN.1.1.3. Ensure compliance with NSW Building Certification

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

EN.1.1.5 Approvals completed within timeframe required.

P2.2.4 Controlling straying animals

(b) Financial Considerations

There are no direct financial considerations attached to this report.

COMMENTARY

Development Application Under Delegated Authority

- Five (5) Development Applications and five (5) Construction Certificates have been approved under the complying delegated authority since Council's February Meeting.
- The list covering the relevant period is as follows:

No	Description of Works	Address of Proposed Works	Approved Date
DA028/2020	Residential Dwelling (A1 Manufactured Home)	Lot 39 DP 754231 – 100 Walla Walla Road, Coonamble	17/02/2021
DA029/2020 CC029/2020	In ground Swimming Pool	Lot 70 DP 727151 – 1420 Floddenfield Road, Coonamble	3/02/2021
DA030/2020 CC030/2020	In ground Swimming Pool	Lot 2 DP 1082707 – 1679 Beanbah Road, Coonamble	3/02/2021
DA032/2020	Install prefabricated amenities building	Lot 2 DP 104443 – Skillmans Lane, Coonamble	1/03/2021
CC032/2020	Construct footings and slab for prefabricated amenities building only	Lot 2 DP 104443 – Skillmans Lane, Coonamble	1/03/2021
DA004/2021 CC004/2021	Demolition existing shed and replacement with 9m x 6m steel shed	Lot 11 DP 758282 – 14 Aberford St, Coonamble	18/02/2021
CC001/2021	Slab only for extension to Showground Pavilion	Lot 238 DP 40043 – 9567 Castlereagh Highway, Coonamble	18/02/2021

Public Health

- Council, the NSW Environment Protection Authority and the Western Local Health District Public Health Unit have recently provided alerts regarding the current mice plague. This includes:
 - Potential gas poisoning from poisoned what used to control mice.
 - Misuse of mouse baits leading to poisoning.

- The community is reminded to carefully follow instructions when using pesticides or risk poisoning or other serious health conditions, in particular the product Mouseoff which contains zinc phosphide leading to several hospitalisations recently.
- Mouseoff is clearly labelled as a high-risk commercial product, used for rodent control and only approved to be used in agricultural and/or industrial and commercial settings.
- Off-label use for domestic situations is strongly discouraged.
- Residents are encouraged to dispose of any Mouseoff or off-label products they may have purchased at the Coonamble waste landfill site.
- It is recommended that residents who are dropping this product or off-label pesticides they may have purchased for rodents are not charged a fee when disposing this at the Coonamble waste landfill site and operator records the transaction and charges back to Council.

RANGERS REPORT February 2021

The Ranger's report provides information on ranger services for the month of February 2021.

<u>Correspondence</u>	<u>February 2021</u>	<u>Year to Date 2020/2021 Total</u>
Official Correspondence	80	441
Infringements (Animals)	0	0
Infringements (Other)	0	0
Change of Details	25	115
Microchipped dogs	47	270
Registrations	8	56
Nuisance dog declaration	0	0
Dangerous dog declaration	0	0
Menace dog declaration	0	0

- **IMPOUNDED ANIMALS**

The Ranger's report had a total of 24 animals impounded.

February 2021	Dogs	Cats
Returned to owners	1	0
Rehomed	14	8
Euthanised	0	1
Impounded*	15	9

*Two (2) dogs were impounded from Gulargambone and five (5) dogs 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’.
 - Council Officers met with the proponent and their consultants on 4 March 2021 to seek further clarifications which is informing the final assessment report.
 - A final assessment report is currently being finalised by a consultant and will be submitted to the Western Regional Planning Panel for their determination in early 2021.

Strategic Land Use Planning

- The Executive Leader Environment, Strategic Planning and Community (ESPC) will sit on the Steering Committee of the Central West and Orana Regional Plan Review. The review is important in ensuring that the Plan continues to reflect the priorities, vision and directions of the region with the first meeting to occur on 10 March 2021.
- The Plan was released in 2017 by the NSW Department of Planning and Environment. The Plan’s vision is “*the most diverse regional economy of NSW with a vibrant network of centres leveraging the opportunities of being at the heart of NSW*”. The Plan identified several priorities for the Coonamble Shire including:
 - Support existing settlements.
 - Preserve the main street and central business district of Coonamble.
 - Support the agribusiness sector, including value-add manufacturing, transport and logistics, and associated businesses.
 - Leverage opportunities from the Local Government Area’s rural character to support diverse industries such as tourism.

- Protect and enhance Coonamble's cultural and historic character.
- Support the provision and continued development of major regional sports, recreation and cultural events and facilities.
- Protect important agricultural land from encroachment from residential development.
- The Plan covers a region of 300,000 people and covers a region of 19 councils.
- The Review comes at an opportunistic time given the release of the Coonamble Masterplan and the focus on economic development and growth in our Shire.
- Council will be provided an update of the Review as it arises.

Western Regional Joint Planning Panel

- Council recently received correspondence from DPIE for Council to nominate two members to sit on the Western Regional Planning Panel. Planning Panels are constituted for each region of the State (other than the Greater Sydney Region), and each district of the Greater Sydney Region under sections 2.21 and 3.2 and Part 3 of Schedule 2 of the EP&A.
- Annexure 1 to this report provides the Sydney and Regional Planning Panels Operational Procedures.
- Annexure 2 to this report provides the nominees acknowledgement of the planning panels code of conduct.
- The Planning Panels Operational Procedures set out that the Panels have two council members appointed by each council. At least one council member is required to have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.
- It is recommended that the Executive Leader ESPC is one of the two Council's members required and the person to satisfy the requirement of having technical competencies in one or more of the areas required. The Executive Leader ESPC is qualified in a Bachelor of applied Science (Parks, Recreation and Heritage), Bachelor of applied Science (Ecotourism), Master of Planning and Master of Environmental Law. Council may also choose to nominate another Councillor or a community member as its second member to this Panel.
- Alternatively, Council can also recommend a Councillor and a community member with the required expertise.

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. Following delays with materials, FIA started construction on 1 March 2021 and weather permitting will be completed by the end of March.

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 authorises the free disposal of Mouse-off, Black Wheat, or any off-label pesticide for rodents at the Coonamble Waste Landfill.**

- 3. That Council authorises the Executive Leader Environment, Strategic Planning and Community and Councillor..... or a community member..... to represent Council on the Western Regional Joint Planning Panel.**



Sydney & Regional Planning Panels Operational Procedures

January 2020

These procedures are provided for general guidance and information only and are made available on the understanding that the NSW Department of Planning and Environment (Department) is not providing legal advice.

The Department has compiled the procedures in good faith, exercising all due care and attention.

The procedures do not affect or replace relevant statutory requirements.

Where an inconsistency arises between the provisions of the procedures and relevant statutory provisions, the statutory requirements prevail.

While every reasonable effort has been made to ensure that this document is correct at the time of printing, the State of New South Wales, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the whole or any part of this document.

The procedures are not intended to give rise to any rights, claims, benefits, privileges, liabilities or obligations with respect to matters the subject of the procedures.

It should be noted that the procedures may be affected by changes to legislation at any time and/or be subject to revision without notice.

It is recommended that independent advice be sought in respect of the operation of the procedures and the statutory requirements applying to Sydney and Regional Planning Panels under the *Environmental Planning and Assessment Act 1979*.

Sydney and Regional Planning Panels Operational Procedures
© State of New South Wales through the NSW Department of Planning, Industry and Environment
January 2020
NSW Department of Planning, Industry and Environment
Four Parramatta Square, 12 Darcy Street, Parramatta, NSW 2150.
www.planning.nsw.gov.au

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Definitions

Aboriginal Land SEPP means the *State Environmental Planning Policy (Aboriginal Land) 2019*

Capital Investment Value (CIV) means all costs necessary to establish and operate a development, as defined in clause 3 of the *Environmental Planning & Assessment Regulation 2000*

Commission means the Greater Sydney Commission

Council means the council for the local government area in which the land the subject of a development application, rezoning review or application for a site compatibility certificate is located

Days means calendar days unless otherwise stated

Department means the Department of Planning and Industry

Development Application (DA) means an application for consent under Part 4 of the *Environmental Planning & Assessment Act 1979* to carry out development but does not include an application for a complying development certificate

District means any part of the Greater Sydney Region, or other region of the State, declared to be a district by the Minister

Education SEPP means the *State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017*

EP&A Act means the *Environmental Planning & Assessment Act 1979*

EP&A Regulation means the *Environmental Planning & Assessment Regulation 2000*

Greater Sydney Region means the region comprising the local government areas within the boundary shown on the map in Schedule 1 of the *Greater Sydney Commission Act 2015*

GSC Act means the *Greater Sydney Commission Act 2015*

LALC means Local Aboriginal Land Council

LEP means local environmental plan

LGA means local government area

LGNSW means Local Government NSW

LG Act means *Local Government Act 1993*

Minister means the Minister for Planning and Public Spaces

Panel or *Planning Panel* means a Sydney district or regional planning panel. The Panels were previously known as Joint Regional Planning Panels (JRPPs).

Planning Panel meeting means a public briefing meeting or a public determination meeting.

Planning proposal means a document prepared to explain the intended effect of, and justification for, making a proposed environmental planning instrument

Regionally significant development means development that meets criteria set out under Schedule 7 of the *State Environmental Planning Policy (State and Regional Development) 2011*

Planning proposal authority (PPA) means the public authorities identified under section 3.32 of the EP&A Act

SCC means a Site Compatibility Certificate issued under the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*

Seniors SEPP means the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*

Secretariat means the Planning Panels Secretariat which provides technical and administrative support to the Planning Panels

Secretary means the Secretary of the Department of Planning and Industry

State and Regional Development SEPP or SRD SEPP means the *State Environmental Planning Policy (State and Regional Development) 2011*

Sydney Planning Panel means a Sydney district planning panel

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1. Introduction

The Planning Panels were introduced in NSW on 1 July 2009 to strengthen decision making for regionally significant development and certain other planning functions under the EP&A Act.

These procedures relate to the operation of both the Sydney and Regional Planning Panels.

The Planning Panels are independent bodies representing the Crown and are not subject to the direction of the Minister, except on matters relating to Planning Panel procedures or where the Minister issues a formal direction under the EP&A Act.

These procedures are the Planning Panels charter and have been developed to explain the objectives, powers and authorities of the Planning Panels. They also detail the means of operating the Planning Panels and clarify the roles of various parties in the work of the Planning Panels.

The procedures should be read in conjunction with the Planning Panels Code of Conduct which explains the standard of conduct expected of Planning Panel members.

These procedures will be kept under review and may be amended periodically.

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2. Defining the regions and districts

Planning Panels are constituted for each region of the State (other than the Greater Sydney Region), and each district of the Greater Sydney Region (see sections 2.12 and 3.2 and Part 3 of Schedule 2 of the EP&A Act).

The nine Planning Panels are the:

- Northern Regional Planning Panel,
- Hunter and Central Coast Regional Planning Panel,
- Western Regional Planning Panel,
- Southern Regional Planning Panel,
- Sydney North Planning Panel,
- Sydney Eastern City Planning Panel,
- Sydney Central City Planning Panel,
- Sydney Western City Planning Panel and,
- Sydney South Planning Panel.

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3. Functions of Planning Panels

3.1 Functions

The principal functions of Planning Panels are to determine regionally significant DAs and undertake rezoning reviews. Additional functions of Planning Panels include:

- preparing planning proposals if they are directed to be a planning proposal authority,
- determining Crown DAs,
- determining modification applications for regionally significant development,
- determining DA reviews,
- determining SCCs, and
- advising the Minister upon request.

3.2 Legislation

Legislation governing Planning Panels includes:

- the EP&A Act for the constitution and functions of Planning Panels and obligations in respect to councils, with the following key provisions:
 - Division 2.4 and Schedule 2 provides for the constitution of Planning Panels, member appointments, functions and general procedures,
 - Division 3.4 allows for a Planning Panel to act as the planning proposal authority and undertake planning proposal reviews,
 - Section 4.5 specifies that a Planning Panel is the consent authority for regionally significant development, and
 - Section 4.7 sets out the consent functions of a Planning Panel which are to be exercised by the relevant council.
- the EP&A Regulation contains provisions for where a Planning Panel is exercising consent authority functions,
- the State and Regional Development SEPP sets out in Part 4 and Schedule 7 development declared to be regionally significant,
- the Aboriginal Land SEPP sets out in Part 3 development declared to be regionally significant, and
- the Seniors SEPP and the Education SEPP both set out processes for consideration and determination of relevant applications for Site Compatibility Certificates.

3.3 Classes of regionally significant development

The State and Regional Development SEPP identifies the types of development classified as regionally significant (see Schedule 7 of the SEPP). The Aboriginal Land SEPP also identifies development declared to be regionally significant development (see Part 3 of the SEPP). The relevant Planning Panel will be the consent authority for regionally significant development.

Note State significant development or development within the City of Sydney cannot be declared as regionally significant development (see section 4.7 of the EP&A Act).

On lodgement of a DA, the council will decide if a DA is regionally significant development.

The capital investment value (CIV) is relevant for some regionally significant development and should be calculated at the time of lodgement. Councils should request a quantity surveyor's certificate or similar expert assessment

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to confirm the CIV from the applicant. The CIV is to be calculated in accordance the Planning Circular PS 10-008 (or as updated).

The Planning Panels determine applications to modify consent for regionally significant development under section 4.55(2) of the EP&A Act. Section 4.55(1) and section 4.55(1A) modification applications to development consents granted by the Planning Panel are to be determined by the relevant council. A court granted consent may be modified by a Planning Panel under section 4.56 if it is the consent authority.

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4. Membership of Planning Panels

(Part 4, Schedule 2 of the EP&A Act)

4.1 Members

Each Planning Panel consists of five members, with three of the members, including the chair, appointed by the Minister (State members) and two members nominated by the relevant council (council members).

Property developers and real estate agents are not eligible to be members of a Planning Panel.

The agenda of a Planning Panel meeting may include consideration of multiple matters, each located in different council areas. The council members who join the State members to form a Planning Panel will change, depending on the LGA in which the matter under consideration is located.

Panel members can be appointed to more than one Panel, either as a Panel member and/or as an alternate member.

When there is a vacancy on a Planning Panel, the Minister in the case of a State member, and the relevant council in the case of a council member, will appoint another member to that vacancy.

Terms of appointment for Planning Panel members, both State and council, must not exceed three years. Members are eligible for re-appointment. A State member of a Sydney Planning Panel must not be a member for more than nine years in total.

The secretariat is responsible for maintaining a register of all Planning Panel members.

4.2 Chair and deputy chair

Chairs of the Planning Panels are appointed by the Minister from among the State members. The Minister must obtain the concurrence of Local Government NSW (LGNSW) to the appointment unless LGNSW:

- does not notify its concurrence or refusal within 21 days of being requested, or
- has previously refused to give concurrence for two different persons nominated by the Minister for that appointment.

At any time, the members may determine to elect a deputy chair from among the State members for any term. The role of a deputy chair is to act as the chair in the chair's absence.

The chair (or, in the absence of the chair, a person elected by the members) presides at Panel meetings. The presiding member has a deliberative vote and, in the event of an equality of votes, has a second or casting vote.

4.3 Expertise requirements for members appointed by the Minister

All Panel members appointed by the Minister, including alternates, must have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering, tourism or government and public administration.

4.4 Council members

Two council members are appointed by each council. At least one council member must have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

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4.5 Selection of council members

Each council determines how their members are selected. In selecting members, councils should have regard to any conflict of duties that would be created for a person nominated to the Planning Panel if they are in any way responsible or involved in the assessment of matters to be determined by the Panel or involved in voting or deliberating on matters that come before the Panel.

Councils are not restricted to nominating people from the council's local area. They can appoint, terminate, and reappoint members at any time, and can determine the duration of each appointment. Generally, so as to ensure the greatest degree of continuity for the Panels, councils should consider appointing members for the maximum term of three years provided for under the EP&A Act. However, councils should reconsider if the nominations to the Panels are appropriate within 12 months following a council election.

Following a change to its nominees, council is to forward the new member's contact details to the secretariat as soon as possible and this must be a minimum of 14 days before any meeting at which they will act as a Panel member.

If a council fails to nominate one or more council members, a Panel may still exercise its functions in relation to the area of the council concerned.

4.6 Payment of council members

Councils determine the fees they pay their Panel members. The Minister has provided guidance to all councils on appropriate rates of remuneration for travel and subsistence allowances for their members.

Each council is responsible for making any payments to its Panel members when they attend Planning Panel meetings.

4.7 Alternate members

The Minister may at any time appoint a person to be the alternate of another member appointed by the Minister and may revoke any such appointment.

A council may also at any time appoint a person to be the alternate of a member nominated by the council and may revoke any such appointment.

Any changes are to be notified in writing to the secretariat as soon as possible and at least 14 days before undertaking any Panel business.

The alternate will act in the place of the member with all the powers of the member. Although a member may be appointed as an alternate for two or more members, they will only have one vote on any Panel decision.

4.8 Rotation of members

All chairs and members are required to periodically rotate with alternate members. The chair is to determine the frequency of rotation.

Following a matter being deferred, where possible the same members should reconvene to finalise the determination.

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5. Code of Conduct considerations

5.1 Planning Panels Code of Conduct

All Planning Panel members must comply with the Planning Panels Code of Conduct when exercising their functions as a Panel member and make impartial merit-based decisions in accordance with their statutory obligations. The latest version of the Planning Panels Code of Conduct is available online at www.planningpanels.nsw.gov.au. On appointment each Planning Panel member must acknowledge in writing that they will abide by the Planning Panels Code of Conduct.

5.2 Declaration of interests

On being informed of a matter to come before the Planning Panel members should consider if they have an actual, potential or reasonably perceived conflict and, if so, declare the conflict and take any appropriate action, such as allowing an alternate member to take their place.

Planning Panel members are required to complete and sign a declaration of interest form in relation to each matter which is considered by the Planning Panel, either before, or at the commencement of, the Planning Panel meeting. Any verbal declarations are to be recorded in writing.

To avoid any perceptions of bias, and to meet requirements of the Code of Conduct, councillors who have previously deliberated or voted on a matter that is to come before the Planning Panel (such as a submission from the council on a DA for regionally significant development, a related voluntary planning agreement or a planning proposal) must stand aside from their place on the Planning Panel and allow council's nominated alternative member to take their place. Alternatively, the member may choose to not participate in the deliberations or voting on the matter at the council (or council committee) meeting. They should also not remain in the council chamber during the council's deliberations.

5.3 Representations to Planning Panel members

If a Planning Panel member is approached by any person about a matter to come before the Planning Panel, i.e. a DA, or planning proposal or Site Compatibility Certificate, the Planning Panel member must not discuss the matter.

Any person that approaches a Planning Panel member should be encouraged to make a written submission to the council planning staff for DAs during the exhibition period, or if the matter relates to a planning proposal for which the Planning Panel is the Planning Proposal Authority, to the secretariat. Issues raised in submissions will be addressed in the assessment report to be provided to the Planning Panel and there will be an opportunity for the applicant and any person who made a submission to address the Planning Panel at its meeting.

5.4 Interactions with third parties about matters before the Planning Panel

Planning Panel members are not to discuss any matter that is to be considered by the Planning Panel with councillors, the applicant, their consultants, parties who have made a submission, or any other person with an interest in the matter outside of a public briefing meeting, public determination meeting, site visit or briefing.

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5.5 Public meetings organised by the council or community about the proposed development

To avoid any perception of bias, Planning Panel members should avoid attending public meetings about a proposed development organised by members of the community or council, unless the meeting has been organised at the request of the Planning Panel.

In order for all Planning Panel members to hear the concerns of the public as part of the consideration of the application, Planning Panel members should decline any invitation to attend a public meeting and advise the meeting organisers to make a submission to council and register to address the Planning Panel at its meeting.

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6. Administration

Administration and support for the Planning Panels is provided by the Planning Panels Secretariat. Support includes:

- scheduling of meetings, briefings and site visits,
- preparing and issuing agendas and business papers,
- notification of meetings,
- arranging for travel and accommodation for State appointed Panel members,
- preparing records of decision (with assistance from council),
- arranging for the audio recording of public Panel meetings,
- record keeping for the Planning Panels, and
- being the first point of contact for councils to notify a Planning Panel of any decision made by the Panel which is the subject of a merit appeal in the Land and Environment Court.

The secretariat is the first point of contact for all Planning Panel matters and publishes a wide range of information on its website:

www.planningportal.nsw.gov.au/planningpanels

The contact details for the secretariat are:

phone: (02) 8217 2060

email: enquiry@planningpanels.nsw.gov.au

January 2020

7. Government information, privacy and complaints

7.1 Right to information and privacy management

The Department assists Planning Panels in managing applications made under the *Government Information (Public Access) Act 2009* and the *Privacy and Personal Information Protection Act 1998*.

Applications of this nature can be made to patiunit@planning.nsw.gov.au or visit the Department's website at:

<http://www.planning.nsw.gov.au/About-Us/Right-to-Information/How-Can-I-Access-Information>

7.2 Complaints

The Department assists Planning Panels in managing complaints. Complaints are investigated and managed in accordance with the Department's Management of Complaints Policy.

Dissatisfaction with determinations of the Planning Panels will not be regarded as a complaint.

If you wish to make a complaint telephone, write or email the Department at:

phone: 1300 305 695.

postal address: GPO Box 39, Sydney NSW 2001.

email: information@planning.nsw.gov.au.

Complaints made in this way will be recorded in the Department's Complaints Register and will be allocated to the appropriate level for investigation and response.

If you are not satisfied with a response, you can ask for the issue to be considered by a more senior officer.

Code of conduct complaints will be dealt with under the Planning Panels Code of Conduct.

At any time, a person can complain to external bodies such as the Independent Commission Against Corruption (ICAC), the Ombudsman, or the Audit Office of NSW. Allegations of corrupt conduct, misconduct, or serious waste of resources are encouraged to be made directly to these organisations.

Complaints about council, councillors, council staff or local planning panels (IHAPs) should be directed to the relevant council.

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8. Monitoring, review and reporting

The secretariat monitors the progress of DAs referred to the Planning Panels. It is expected that council will complete its assessment report within 60 days after the close of the public exhibition period. The relevant Planning Panel will aim to determine the DA within 14 days of receipt of the assessment report.

The performance of the Planning Panels is monitored and reported in the Department's Annual Report.

8.1 Availability of information

The secretariat makes a range of information publicly available on its website, including:

- Planning Panel notices with dates, locations and times (at least 7 days before the Planning Panel meeting),
- the relevant council's assessment report and recommendation (at least 7 days before the Planning Panel meeting),
- records of briefings and Planning Panel meetings, Determinations and Statements of Reasons, decisions on rezoning reviews and Site Compatibility Certificates, resolutions of the Planning Panels and any advice provided by the Planning Panels to the Minister, Secretary or GSC, as relevant,
- audio recordings of Planning Panel meetings, and
- a schedule of meeting dates reserved for Planning Panel business.

Councils remain responsible for receiving, notifying and exhibiting DAs and supporting documents in accordance with statutory provisions and council's own notification and exhibition requirements set out in its community participation plan.

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9. Liability and indemnification

Panel members are excluded from personal liability as long as the act or omission was done in good faith for the purpose of carrying out their duties under the EP&A Act (see s 2.28 of the EP&A Act).

The NSW Government extends insurance indemnity cover to Panel members. For indemnification provisions to apply Panel members must act honestly and in accordance with the Planning Panels Code of Conduct in the performance of their responsibilities.

For further information please contact the NSW Self Insurance Corporation (icare) at: <https://www.icare.nsw.gov.au>

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10. Roles of councils and other panels

10.1 Role of councillors and council staff

The elected council and council staff have different roles in the assessment of DAs. Under the *Local Government Act 1993*, the independence of council staff is protected in the preparation of advice and recommendations. Staff members are not subject to direction by the council or by a councillor as to the content of any advice or recommendation made by the staff member. Equally, a council or councillor is not bound by the advice or recommendation made by a member of staff.

10.2 Assessment role

Council staff undertake the assessment of a DA. The assessment of a DA includes accepting the DA, consultation, concurrence and obtaining general terms of approval from an agency if required, carrying out community participation requirements and assessment of the matters set out in 4.15 of the EP&A Act. The assessment is documented in a report with recommendations. The report is then considered by the person or body that is the consent authority.

Council is responsible for carrying out community participation requirements on behalf of the Planning Panels (see section 4.7(2)(d) and Division 2.6 of the EP&A Act).

The Department undertakes the assessment of planning proposals and applications for site compatibility certificates referred to the Planning Panels.

10.3 Determination role

Historically, one of the roles of an elected council has been to determine or make decisions on DAs in their capacity as a consent authority. There are occasions, however, where the determination role is performed by other people or bodies, either because the council has delegated that function, or because it has been conferred upon another person or body. For example, where mandatory local planning panels, previously known as Independent Hearing and Assessment Panels (IHAPs), have been introduced elected councils no longer determine DAs (see section 2.17 of the EP&A Act).

The Planning Panel for the area in which the development is to be carried out is the consent authority for regionally significant development (see section 4.5 of the EP&A Act).

10.4 Post-determination role

Council staff are responsible for post-determination functions including:

- notifying Planning Panel determinations on DAs (see sections 4.7(2)(e), 4.18 and 4.59 of the EP&A Act),
- registering Planning Panel development consents on the NSW Planning Portal (see sections 4.7(2)(e) and 4.20 of the EP&A Act), and
- monitoring and enforcing compliance with conditions of the development consent.

The notice of determination should be issued once council receives a copy of the endorsed and final determination from the Planning Panel. The notice of determination must include all conditions imposed by the Planning Panel, including any additional or amended conditions.

The council has no power to amend conditions or include additional conditions following the Planning Panel's determination.

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Council will advise any person who made a submission on the DA of the determination.

The council continues to be responsible for the monitoring of, and enforcing compliance with, any conditions of the development consent.

Where an application has been approved subject to a 'deferred commencement' condition council is responsible for determining whether the requirements of the condition have been met (see section 4.16(3) of the EP&A Act). Council advises the chair of the Planning Panel in writing when the matter specified in the condition has been satisfied (see clause 123E (2) of the EP&A Regulation).

10.5 Support provided to Planning Panels by councils

Planning Panels are entitled on request to the general manager of a council, to use the staff and facilities of the relevant council, have access to council records, and any other assistance or action for the purpose of carrying out their functions (see section 2.27 of the EP&A Act).

It is expected that use of council facilities such as meeting rooms would be arranged prior to Planning Panel meetings.

Support, such as recording the written decisions of the Planning Panel, audio recording of Planning Panel meetings, copying of documents and the provision of professional advice, may also be required.

Generally, the relevant council bears the administrative and council staffing costs associated with the Planning Panel meetings. Administrative costs may include those associated with the meeting venue and set up, the attendance of council staff, as well as administrative support.

The chair and members of a Planning Panel will need to be mindful of the regular duties and responsibilities of council staff when requests for support and assistance from councils should be made through the chair to the general manager (or other person nominated by the general manager) of the council concerned.

10.6 Role of design review panels

Design review panels are established by councils either formally under *State Environmental Planning Policy No. 65 – Design Quality of Residential Apartment Development* with the approval of the Minister, or informally to bring special design expertise to the assessment of certain types of DAs.

Design review panels that are properly integrated in the assessment process are an effective tool which helps to improve the quality of design outcomes. The quality of design has a bearing on many, but not all, of the matters considered in the assessment of a DA.

The role of design review panels in the assessment of applications is not changed by the fact that the application is to be determined by a Planning Panel. However, it is generally more effective in terms of design quality outcomes and timeliness if the design review panel is convened at the pre-DA stage or early in the assessment phase.

10.7 Role of local planning panels

The purpose of local planning panels (formerly known as IHAPs) is to provide independent, expert determination of DAs, as well as providing an opportunity for people with an interest in the DA to raise and discuss issues in a public forum before a decision is made on the application. Local planning panels determine all DAs that meet criteria set by the Minister.

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Although similar in operation, the roles of local planning panels and the Planning Panels do not overlap. Each DA must satisfy distinct referral criteria before it is known whether the Planning Panel or local planning panel will determine that DA.

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11. Development application and assessment

11.1 Pre-development application meetings

Pre-DA meetings between applicants and assessment officers are commonly used to inform lodgement requirements and likely assessment pathways before applications are submitted to the consent authority.

Applicants are encouraged to meet with council before lodging a DA, and to respond to the advice of council when preparing the DA.

To avoid any apprehension of bias, it is not appropriate for determining bodies, such as Planning Panels or their members to participate in pre-DA meetings.

11.2 Making of development applications

DAs for regionally significant development are made to the relevant local council.

In the case of development located in two or more LGAs, a separate DA must be lodged with the councils of each LGA. Additionally:

- each DA should only address that part of the development located on land in the relevant LGA,
- neighbouring councils may wish to consider setting up joint assessment procedures, if appropriate, and
- the Planning Panel will determine each DA separately (although the determinations may be made concurrently).

11.3 Notification to the secretariat

Within 7 days of receiving a DA for regionally significant development, the council registers the DA with the secretariat.

The registration is made via the Planning Panels website or the NSW Planning Portal. The registration includes all information required on the website registration page. The DA documents are electronically transmitted to the secretariat at the same time.

The secretariat advises relevant Planning Panel members of the DA once the registration is accepted. The DA documents, including the application form are generally sent to Planning Panel members electronically.

These documents allow Planning Panel members to become familiar with the development and to identify if they have any potential conflicts of interest prior to their review of the assessment report and before attending the Panel meeting to consider the application in public.

11.4 Public exhibition of development applications by council

Public exhibition of the DA is undertaken by council staff in accordance with the requirements of the EP&A Act, EP&A Regulation and Council's Community Participation Plan or any relevant development control plan or policy of council.

Notification of exhibition, including letters and advertisements, should contain appropriate statements to advise:

- that the {name of relevant} Planning Panel is the consent authority for the application,
- that submissions made in respect of the application should be made to {name of relevant} Council, but will be provided to the Planning Panel and may be viewed by other persons with an interest in the application,

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- names and addresses of submitters will be provided to the Planning Panel for notification purposes, and
- other information required by the EP&A Act or EP&A Regulation.

11.5 Requests for additional information

It is the applicant's responsibility to provide adequate information and technical reports on potential impacts of the proposed development.

Holding a pre-DA meeting with council staff will often clarify council requirements for the lodgement of an application. However, the applicant may be requested by council staff to provide further information or reports to properly address all relevant aspects of the development, or to enable an assessment report to be completed.

During the assessment process the Planning Panel may identify issues at a briefing that must be addressed or clarified in council's assessment report, and for which council may request further information.

Amended plans or additional information for a DA must be lodged with council.

11.6 Status reports

Councils must advise the secretariat if it is evident that there are difficulties in assessing the DA or the assessment report will not be completed within the timeframe indicated in the referral notification.

The secretariat tracks the progress of DAs registered with it and requests status updates from council for DAs lodged for 70 days or more.

Where a response or concurrence from public agencies delays the assessment of a DA, a council can ask the secretariat for assistance to ensure the agency responds to council in a timely manner.

Where there is an ongoing and unreasonable delay in the processing of a DA, council may be requested by the Planning Panel to complete its assessment without further delay.

11.7 Assessment of the development application

The council that received the DA is responsible, through its staff, for the assessment of the application.

It is council's responsibility to prepare an assessment report addressing all statutory requirements and properly considering all issues. Usually councils will rely on their own professional staff, however where they do not have the technical expertise required in-house, they may engage external expertise. All costs associated with the preparation of the assessment report are to be covered from application fees, which are retained by council.

The assessment report must clearly identify how the proposal meets the relevant requirements for regionally significant development, and that the Planning Panel is responsible for determining the application.

The assessment report must include a recommendation on the proposed development:

- if the recommendation is for approval of the application, the report must include recommended conditions of consent, and
- if the recommendation is for refusal, the report must include reasons for refusal based on the assessment in the report.

The chair, following consultation with the Planning Panel, may also request without prejudice draft conditions of consent, where council's report

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recommends refusal. The Panel may do this before or at the determination meeting.

The assessment report should clearly identify if there are any outstanding issues and steps to be taken to address such issues.

In considering an application, a Planning Panel may request additional information to assist in its determination of the application.

11.8 Varying development standards

Where a DA includes a variation to a development standard, an application under clause 4.6 of the relevant LEP is required (or, where the development is not in a standard instrument LEP, an objection under *State Environmental Planning Policy No 1—Development Standards* (SEPP 1)). Council's assessment report includes an assessment of the application against the relevant statutory provisions.

The function of obtaining concurrence from the Secretary under clause 4.6 is a matter for the council. However, where concurrence is assumed, the council does not need to obtain concurrence. The Planning Panel will determine whether a clause 4.6 application is well founded on the basis of the applicant's justification.

11.9 Local infrastructure contributions

The assessment report should address contributions required in accordance with the council's relevant contributions plan (see section 7.11 and 7.12 of the EP&A Act). The Planning Panel is able to impose additional or different contributions than those set out in the contributions plan. For Crown developments, councils should address contributions in accordance with the relevant planning circular (Circular No. D6, issued September 1995 or as updated).

11.10 Special infrastructure contributions and certification requirements

If the development falls within a special contributions area the council should address the relevant requirements in its assessment report and recommend appropriate conditions in accordance with the Ministerial direction (see section 7.24 of the EP&A Act).

The council must address any "Satisfactory Arrangements" clause in the applicable LEP in its assessment report. These clauses usually state that development consent must not be granted by a consent authority until arrangements to the satisfaction of the Secretary have been made to contribute to regional or State infrastructure. A Planning Panel cannot provide consent to the DA until the Secretary (or delegate) of the Department has certified in writing that satisfactory arrangements have been made.

11.11 Development subject to delays in determination

An applicant with a DA that has a CIV between \$10 million and \$30 million can refer the DA to the relevant Planning Panel for determination if it remains undetermined for 120 days after being lodged with council (see Schedule 7 of the State and Regional Development SEPP). The referral process is outlined below:

- when making a referral, applicants must use the Regional Development Request form available on the Planning Panels website,
- the applicant is to complete the relevant part of the form and submit it to **both** the relevant council and the secretariat,

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- once the council receives the referral form it cannot determine the DA until a decision has been made regarding whether the Planning Panel will have the function of determining the DA, however council can continue to assess the DA,
- the council sends the completed referral form and copies of all DA documents, to the secretariat within 7 days. Council should also send its explanation for the delay in completing its assessment,
- the chair will consider the information in the referral form and advise the secretariat if the referral is accepted (i.e. the applicant is not responsible for a delay in the application), generally within 14 days of the applicant making the referral. The chair will consider a number of matters in making this decision, including:
 - permissibility and zoning, including whether the determination is dependent on a rezoning,
 - whether the determination is dependent on a voluntary planning agreement or the approval of a masterplan or DCP,
 - whether the landowner's consent has been provided,
 - whether the required referrals and concurrences have been obtained,
 - whether there have been requests for further information, and what the responses were to those requests, and
 - if council has considered the DA and the outcome of that consideration,
- once the chair decides, the secretariat will notify the council and the applicant as to whether the development is regionally significant development,
- if the referral is not accepted the chair must advise the reason(s) for not accepting the referral,
- if the referral is accepted, council completes the assessment of the application and prepares an assessment report for submission to the secretariat, and
- a briefing with council may be held prior to determination.

11.12 Council representation to the Planning Panel

An elected council may make a submission on a DA within their LGA that is to be determined by a Planning Panel up to seven days before the Planning Panel meeting.

After the assessment report is sent to the secretariat, it may be given to the elected council to assist in its decision as to whether it will be making a submission to the Planning Panel. The elected council's submission should not be prepared by persons involved in the assessment of the application but could be prepared by another council officer, or a consultant.

A council submission should not be specifically referenced in the assessment report or recommendations prepared by the council staff. If council makes a submission, a staff representative or individual Councillors may register to address the Planning Panel at the meeting to express the views of council.

Councillors who are also Planning Panel members have an independent role because they have been nominated by their council as its nominee to the Planning Panel.

11.13 Submission of assessment report to the secretariat

The completed assessment report and recommendation is to be immediately sent via electronic means to the secretariat.

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The assessment report is not to be endorsed or presented to the elected council before being sent to the secretariat.

The following items are to be sent in a digital format to the secretariat:

- assessment report and any attachments and recommendations (including conditions),
- the Council Assessment Report cover sheet (available on the Planning Panels website),
- final architectural drawings and plans and other reports that the assessing officer considers that the Panel may require in order to make an informed decision,
- copies of each submission received in respect of the DA
- a completed List of Submitters (available on the Planning Panels website) containing the names, postal addresses and email addresses (if provided) of every person or body who made a submission to allow the secretariat to notify submitters of the details of the Panel meeting, and
- in the case of petitions, only the name and address of the head petitioner should be provided, if that person can be identified.

Note: Council's assessment report must include a summary and assessment of all submissions so that the Planning Panel can consider the submissions as part of the assessment of the DA. Based on the details provided by council, the secretariat will notify persons who made submissions of the time, date and venue of the Planning Panel meeting at which the relevant application will be considered. Councils should also give the secretariat copies of any late submissions and, where necessary, provide further assessment if the issues are not already covered in council's assessment report.

11.14 Written submissions to the Planning Panel

All written submissions must be sent directly to council to be considered as part of the assessment of the DA.

Submissions sent to the Planning Panel will be given to council for assessment. Planning Panels will not normally accept information "in confidence" that is not also given to council. However, if confidentiality is requested, the reason must be clearly stated as to why it is confidential and relevant to the assessment matter before the Panel and the chair will consider the request.

11.15 Rezoning, development control plans and planning agreements

Where a DA is lodged concurrently with a planning proposal seeking the rezoning of land under the LEP Council's assessment report must address the DA against the proposed zoning. Council is responsible for progressing the planning proposal. The Planning Panel cannot determine a DA to approve such development until the land is rezoned to permit that development.

Where the provisions of an environmental planning instrument require a development control plan (DCP), (previously known as a master plan) to be adopted by the council before granting development consent, it is the responsibility of council to prepare and adopt the DCP prior to sending the assessment report to the Planning Panel. In such circumstances, the Planning Panel will not determine the application until the DCP is adopted by the council.

If a planning agreement is proposed, it should be negotiated by council staff. Council's assessment report for the Planning Panel would normally make reference to any planning agreement and its relationship to the DA.

The Planning Panel may only impose a condition of consent requiring a planning agreement be entered into if the condition reflects the terms of any

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offer made by the applicant to enter into a planning agreement (see section 7.4 of the EP&A Act).

11.16 Referral of Crown development applications with a CIV less than \$5 million

Crown DAs with a CIV greater than \$5 million are regionally significant development. Crown DAs with a CIV under \$5 million can be referred to the relevant Planning Panel (see section 4.33 of the EP&A Act) by either:

- the applicant where council (or IHAP, if relevant) has not determined in the prescribed period, or
- the council at any time including before the end of the prescribed period.

Before the end of the prescribed period, only a council (not the applicant) can refer an application to the Planning Panel.

For Crown DAs with a CIV of less than \$5 million where a council or IHAP seeks to refuse consent or impose a condition to which the applicant has not provided their agreement, the application is also to be referred by council to the relevant Planning Panel (see section 4.33(2) of the EP&A Act). Planning Circular PS 09-017 outlines the Crown DA provisions and policy.

The referral to the Planning Panel must be in writing. Additional procedures for the referral, including the requirement to notify the other party in writing of the referral are set out at sections 4.33(6) and section 4.33(7) of the EP&A Act.

Once the application is referred to a Planning Panel, the council registers DA on the Planning Panels website and gives its assessment report to the Planning Panel to consider.

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12. Determination of development applications

12.1 Determining regionally significant development applications

Planning Panels determine regionally significant development as the consent authority.

Planning Panels generally hold public determination meetings to consider DAs. Refer to **Schedule 1** for more information on the detailed procedures for Planning Panel meetings.

The purpose of the public determination meeting is for the Planning Panel to hear views of the community and other interested parties, such as the applicant and the council, on the DA before the Planning Panel makes a decision.

After reviewing written submissions on a DA, considering the recommendation in council's assessment report and hearing from those wishing to address the Planning Panel, the Planning Panel may determine the application or defer its decision for reasons that will be stated in the meeting record.

In certain circumstances the determination of a DA can be done by a circulation of papers e.g. where the assessment report recommends approval and there are no submissions objecting to the proposed development or if the decision on the DA was deferred.

12.2 Obligation to consult council – if adverse financial impacts

A Planning Panel must not make a decision that will have, or that might reasonably be expected to have, a significantly adverse financial impact on a council without first consulting the council (see section 2.26 of the EP&A Act).

The consultation must be in writing, with the council being given a specified time to respond in writing. Where a briefing with the general manager (or nominee) is to be held to discuss the matter, all relevant Panel members should be present, and a meeting record and outcomes should be sent to the secretariat.

12.3 Determining Crown development applications

A consent authority for Crown development cannot refuse consent to a Crown DA except with the approval of the Minister, nor can it impose a condition on a development consent for Crown development except with the approval of the applicant or the Minister.

This requirement applies to Crown development that is to be considered by a Planning Panel, where the application is for regionally significant development, or where the DA is referred to the Panel under Division 4.6 of the EP&A Act.

Where the Planning Panel wishes to either refuse an application or impose conditions not agreed by the applicant, or where a Planning Panel fails to determine the DA within the prescribed period, the applicant or the Planning Panel may refer the DA to the Minister. The Minister may then direct the Planning Panel to approve or refuse the Crown DA within a specified time.

12.4 Determining DAs for coastal protection works

Certain coastal protection works are classified as regionally significant development. Where a Planning Panel is to determine a DA for coastal protection works the chair and the council nominated members will remain on the panel, however the State members will be replaced by members appointed by the Minister who have expertise in coastal engineering or coastal geomorphology (see clause 8A, Schedule 7 of the SRD SEPP).

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12.5 Delegation to council to determine applications

If the Minister agrees, Planning Panels may delegate the determination of applications to councils, a local planning panel of a council or the general manager or other staff of council (see section 2.16(2) of the EP&A Act). Delegation may be for development in a specified area, for a class of application, or be made on a case-by-case basis.

In situations where the determination is delegated, councils must:

- register the application on the Planning Panels website,
- inform and update the secretariat on the processing of the application as requested, and
- provide a copy to the secretariat of all determination documents, including the assessment report and Notice of Determination.

The chair of the relevant Planning Panel may request the council to not exercise the delegated function in certain circumstances.

Any determination made by council under delegation is a decision of the Planning Panel.

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13. Reviews and appeals

13.1 Decision reviews

Planning Panels also review decisions made on DAs by the Planning Panels (see Division 8.2 of the EP&A Act). The Council notifies the Planning Panel when a request to review a decision has been lodged. The Planning Panel reviewing the decision will be comprised of different members to those members that made the original decision and will be called the Decision Review Panel of the [relevant] Planning Panel.

Note that decision reviews cannot be requested where the following applies:

- the time to lodge a legal appeal has passed,
- a merit appeal has been determined regarding the DA, or
- it is an application for complying development, a Crown DA or a designated development DA.

The Decision Review Panel may ask to be briefed on the decision review request, either by the applicant, Council staff undertaking the assessment, or other experts engaged to assess the application.

The circumstances where this may be needed include where the applicant for the DA has amended the development the subject of the original DA since the original determination.

If needed, the Decision Review Panel may also hold a site visit or public briefing meeting.

Council must prepare an additional assessment report to the Decision Review Panel if the DA or application to modify a development consent has been amended after its initial determination, or if submissions have been made following any further notification.

The Decision Review Panel of the Planning Panel may hold a public determination meeting. A Decision Review Panel will only need to hold a public determination meeting if the application was notified and submissions objecting to the application were received. It is at the Chair's discretion whether a public determination meeting is necessary at any other time.

Council must give written notice to the applicant of the result of the review within 7 days of the completion of the review.

13.2 Appeals against a Planning Panel determination

Merit appeals

An applicant who is dissatisfied with a determination or deemed refusal of an application may lodge a merit appeal to the Land and Environment Court within six months against the decision as provided for in the EP&A Act.

Note: An application is deemed to have been refused if it is not determined within 40 days, or 60 days if the application is for designated or integrated development, requires concurrence of a concurrence authority or is accompanied by a biodiversity development assessment report and that proposes a discount in the biodiversity credits required under the report to be retired.

If the development is designated development, then an objector to the development who is dissatisfied with a determination may also lodge a merit appeal in the Land and Environment Court within 28 days as provided for in the EP&A Act.

The council for the area will be the respondent for any merit appeal against a determination made by a Planning Panel on a development application. The council is subject to the control and direction of the Planning Panel in connection with the conduct of the appeal.

The council is to give notice of the appeal to the Planning Panel. It must do this by notifying the secretariat. Notification to the Planning Panel must be

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made no more than seven days after the council receives notice of the appeal and must advise whether the council will be actively defending the appeal.

Note: Each Planning Panel chair has delegated authority to act as the Planning Panel's representative to provide instructions and seek legal advice in relation to appeals. Planning Panel delegations are published on the Planning Panels website.

The Planning Panel will determine its level of involvement in an appeal, and what directions (if any) it wishes to issue to the council, on a case-by-case basis. While a Planning Panel has the power to direct and control the council, it may choose not to exercise the power. If a Planning Panel wishes to take a more active role in a council's conduct of the appeal, the Planning Panel can exercise its powers to control and direct council. In some circumstances the Planning Panel may seek to join proceedings and act as the respondent in the place of the council.

Council is to:

- 1) provide the Planning Panel with a copy of the application commencing the appeal within 7 days of the council being served with it,
- 2) provide the council's proposed statement of facts and contentions to the Planning Panel at least 7 days before the later of:
 - a) the day of the first directions hearing for the appeal or
 - b) the day the statement is filed,
- 3) identify in the council's statement of facts and contentions the steps taken by the council to notify the Planning Panel of the appeal, and any response received by the council, and
- 4) provide the Planning Panel with:
 - a) a copy of any directions or orders made by the Court in relation to the appeal within 7 days of the directions or orders being given,
 - b) a copy of any proposed in principle agreement between the parties to the appeal following a conciliation conference under section 34 of the *Land and Environment Court Act 1979* within 3 days of the proposed in principle agreement being reached and before any written agreement is executed,
 - c) the dates on which the appeal will be heard within 3 days of the council receiving notice of them, and
 - d) a copy of any judgment of the Court in relation to the appeal.

The council should include in its Statement of Facts and Contentions the actions taken by council to notify the Planning Panel of the appeal and any response from the Planning Panel.

Deemed Refusals

A Planning Panel may determine a DA even though it is subject to a deemed refusal appeal. When a deemed refusal appeal has been filed with the Court, the usual practice is for council's assessment officer to complete their assessment report.

Applications may be deemed to have been refused before a Planning Panel has been briefed on the application. Where a Planning Panel has not been

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briefed on an application that is subject to an appeal, the Planning Panel may request a briefing from the council.

Judicial review and civil enforcement proceedings

Any person may commence judicial review or civil enforcement proceedings in the Land and Environment Court against a Planning Panel determination. Unlike merit appeals, in these types of proceedings the Planning Panel will be named as a respondent.

A submitting appearance may be filed by the Planning Panel if the grounds of challenge are not related to the powers or procedures of the Planning Panel in determining the application.

Appeals against determinations where council is the applicant

The Planning Panel will be the respondent in merit appeal and judicial review proceedings in the Land & Environment Court where council is the applicant.

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14. Planning proposals

Planning Panels also undertake plan-making functions including:

- undertaking administrative reviews,
- acting as the planning proposal authority (PPA) in certain circumstances, and
- providing advice to the Minister or the Secretary on any planning or development matters or environmental planning instrument referred to them.

Note: The Independent Planning Commission undertakes these functions in the City of Sydney LGA.

14.1 Reviews

A Planning Panel may be asked to review certain plan-making decisions.

Reviews include:

- **Rezoning reviews** — which may be requested by a proponent before a planning proposal has been submitted to the Department for a Gateway Determination, and
- **Independent proposal reviews** — which may be requested by a Local Aboriginal Land Council before a planning proposal for land subject to a development delivery plan or interim development delivery plan, that is shown in the Aboriginal Land SEPP, has been submitted to the Department for a Gateway Determination.

These review processes allow councils and proponents to have decisions about the strategic merits of proposed amendments to LEPs reconsidered.

The Department's *A Guide to Preparing Local Environmental Plans* sets out lodgement requirements, including information the council or proponent must provide for reviews to be undertaken.

14.2 Rezoning reviews

If a proponent (e.g. developer, landowner) has requested that a council prepare a planning proposal for a proposed instrument, the proponent may ask for a rezoning review if:

- the council has notified the proponent that the request to prepare a planning proposal is not supported, or
- the council has failed to indicate its support 90 days after the proponent submitted a request, accompanied by the required information, or has failed to submit a planning proposal for a Gateway determination within a reasonable time after the council has indicated its support.

On receipt of an application the Department notifies the Planning Panel and the relevant council within 3 business days.

The Planning Panel reviews the planning proposal initially considered by council, rather than any amended or updated version. Council will be requested to confirm that the planning proposal is that which was initially considered by council, and to provide any additional comments or information to the Department within 21 days.

The Planning Panel may be briefed by the Department, council and proponent to clarify any issues before completing the review. The Planning Panel may request a site visit to assist in its considerations.

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A briefing or site visit will be attended by the Planning Panel, Department staff and, in certain circumstances, the applicant and council staff. Any briefing or site visit will follow the procedures set out in Schedule 1.

Determination

The review and determination should be in accordance with the Planning Circular PS 18-012 (or as updated).

The Planning Panel's determination is to be based on the strategic and site-specific merits of the proposal.

Planning proposals that do not reasonably meet the strategic and site-specific merit tests will not proceed to a Gateway determination.

The Planning Panel's determination is to provide a clear decision on whether the planning proposal should proceed or not to a Gateway determination.

Decisions on rezoning reviews will generally be made by a resolution following a circulation of papers in accordance with the procedures set out in Schedule 1.

Communication of the Planning Panel's determination is made to the proponent and the council within 90 days of the Department receiving the initial rezoning review request.

Planning Proposal Authority

If the Planning Panel determines that a proposal should proceed to a Gateway determination, councils will be provided the opportunity of accepting the planning proposal authority role. If the council does not accept the role within 42 days an alternate planning proposal authority will be appointed.

Each Planning Panel has delegated authority to direct itself to be the planning proposal authority where a proposal has been subject to a rezoning review and the council has not accepted this role.

14.3 Independent proposal reviews

Independent proposal reviews give Local Aboriginal Land Councils an opportunity for an independent body to give advice on planning proposals for land subject to a development delivery plan, or interim development delivery plan, that is shown in the Aboriginal Land SEPP.

The process for an independent proposal review is similar to that outlined for rezoning reviews.

When a Planning Panel is undertaking an independent proposal review in determining the strategic merit of a proposal it will also need to consider the consistency of the planning proposal with the relevant development delivery plan for the land (or interim development delivery plan) shown in the Aboriginal Land SEPP and when determining the site-specific merit of the proposal it will also need to have regard to the social and economic benefit to the Aboriginal community facilitated by the proposal.

The review and determination should be in accordance with the Planning Circular PS 19-003 (or as updated).

Each Planning Panel has delegated authority to direct itself to be the planning proposal authority where a proposal has been subject to an independent proposal review and the council has not accepted this role.

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14.4 Planning Proposal Authority (PPA)

A Planning Panel may be directed to be the PPA for planning proposal by the Minister. Generally, a Planning Panel has delegation from the Minister to act as PPA if it has recommended that a planning proposal proceed to Gateway and the council has declined to remain as the PPA.

As PPA, the Planning Panel performs all the functions that a council normally would in preparing LEPs. This includes:

- submitting a planning proposal to Gateway,
- undertaking any necessary agency consultation prior to public exhibition of the proposal,
- endorsing the public exhibition of a planning proposal that has received a Gateway determination and met all of the Gateway conditions,
- exhibiting the planning proposal in accordance with the terms of the Gateway determination,
- considering a recommendation report, addressing submissions received during public exhibition,
- holding a public briefing meeting (at the Panel chair's discretion) following public exhibition, to listen to any person wishing to speak, and
- submitting a request to the Department, as delegate of the Minister, that the LEP be legally drafted and made.

The Minister (or delegate) remains responsible for determining and making the LEP.

14.5 Support provided to the Planning Panel in its role as PPA

When a Planning Panel is acting as PPA the secretariat arranges any necessary agency and community consultation (public exhibition) and the Department provides technical support and briefings to the Planning Panel.

14.6 Availability of Planning Panel decisions and advice

The Planning Panel needs to make a number of decisions throughout the plan-making process when undertaking reviews or acting as PPA. Decisions of the Planning Panels will be made publicly available on the Planning Panels website within 3 business days of any decision.

14.7 Community consultation

There is no requirement for a Planning Panel meeting to be held prior to determining a rezoning review. The Gateway determination details requirements, if any, for community consultation on planning proposals. The Planning Panel may hold Planning Panel meetings at any time, at the discretion of the chair.

Submissions received as part of the public exhibition of a planning proposal for which a Planning Panel is the PPA are made publicly available on the Planning Panels website.

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15. Site compatibility certificates

Planning Panels determine applications for SCCs made under the Seniors SEPP and the Education SEPP.

Written applications are to be lodged with the Department. The Department prepares an assessment of the application and a recommendation for the relevant Planning Panel. The Planning Panel considers the application and the Department's assessment report and those matters set out within clause 25 of the Seniors SEPP, or clause 15 of the Education SEPP as relevant. The Panel may determine an application by issuing a SCC or refusing to do so.

The Planning Panel may request a briefing and/or a site visit to assist in its considerations.

A briefing or site visit will be attended by the Planning Panel and Department staff and follow the procedures set out in Schedule 1.

Decisions on SCCs will generally be made by a resolution following a circulation of papers in accordance with the procedures set out in Schedule 1.

Should a DA be supported by an SCC issued by the Planning Panel come before the Planning Panel for determination, the Planning Panel will be comprised of different members to the members that issued the SCC.

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Schedule 1: Procedures for briefings, meetings and decisions.

1 Briefings and site visits

The chair may agree to a site visit or a briefing prior to a Planning Panel making a decision or providing advice on a matter.

A site visit or briefing is solely to identify and clarify issues with the proposal. Planning Panel members will not offer opinions on the merits of the proposal or ask those involved with the assessment of the proposal for their opinion or recommendations at site visits or briefings.

However, the Panel may identify issues that it expects to be addressed or clarified in any assessment report.

A site visit or briefing will be attended by the Planning Panel and relevant council or Department assessment staff or other persons engaged in the assessment of the DA or matter to be determined by the Planning Panel. In some circumstances other parties, including the applicant or people who made submissions on an application or matter may also be invited to attend a site visit or briefing. The invitation of parties is at the discretion of the chair.

Briefings on DAs may include a presentation by council assessment staff on key elements of the proposal and the planning controls that affect it (such as zoning), and an overview of issues of concern arising through the Council's assessment or raised in submissions. The timing of the submission of the assessment report and tentative date for a determination may also be discussed.

The assessment officer briefing the Planning Panel should have available a set of large-scale plans at the briefing.

Only Planning Panel members who will sit on the Planning Panel to determine the matter should attend the briefing.

Briefings and site visits on planning proposals and site compatibility certificates follow the same format, with Departmental staff briefing the Planning Panel.

It is not mandatory that the Planning Panel be briefed prior to considering a matter. Where there is a briefing, it should take place within four weeks of the close of any public exhibition period, and before council makes any major request for further information from the applicant (although council can request further information before the exhibition). The assessment of a DA should not be delayed for a briefing to occur.

Planning Panel members may identify further issues where they need clarification or more information. A Planning Panel may request briefings with council or Department staff to clarify any element of the proposal and the assessment report prior to the Planning Panel making its decision.

Briefings are not determination meetings and Planning Panel members should not make any comment that would indicate pre-determination of the matter.

The chair should take into consideration the availability of all members of the Planning Panel and any other necessary persons when deciding to conduct a site visit.

Entry to any private land may only take place with the express permission of the owner of the land, and it is the responsibility of council staff, in relation to a DA, or Department staff in relation to a planning proposal, to seek owner's consent when required.

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A written record of the briefing or site visit is made including time, date, attendees, any declarations and key issues discussed and is published on the Planning Panels website within 7 days. Site visits or briefings are not recorded by audio/ video record, an audio record or a transcription record.

It may be appropriate to invite the applicant or proponent to attend the briefing when:

- the Planning Panel could benefit from additional technical explanation on a complex matter,
- the development or other options are still being considered (e.g. if a major re-design has been requested by the council), or if
- material to be presented may be commercially sensitive or confidential.

The Planning Panel will publish clearly documented reasons why a briefing by an applicant was necessary so that there is no apprehension of bias.

Site inspections and briefings are not public meetings of the Planning Panel.

2 Meetings

Public briefing meetings

If the matter before the Planning Panel attracts significant community interest, the Planning Panel may consider calling a public briefing meeting.

Public briefing meetings are held to hear submissions in a public forum and to meet with key stakeholders to discuss unresolved issues. Community groups and individuals may register to speak to the Planning Panel at the public briefing meeting. Public briefing meetings are held at the discretion of the Planning Panel.

Planning Panel members should not make any comment that would indicate pre-determination of the application at a public meeting.

Determination meetings

Prior to determining a DA or other matter, a Planning Panel may call a public determination meeting. The purpose of a public determination meeting is to hear those who wish to express their view on the proposal before the Planning Panel makes its determination in public.

Notice of a public determination meeting is given at least 7 days before the meeting. Notice of the meeting (including the time, date and venue for the meeting) are:

- notified on the Planning Panels website, and
- given to every person who made a submission to the council (in the case of petitions, only the head petitioner).

The meeting agenda, any business papers, assessment reports and attachments (including any representations made by council) are distributed to members of the Planning Panel and uploaded on the Planning Panels website in advance of the meeting.

People wishing to address the Planning Panel must register prior to the meeting.

The chair determines the order of presentations to the Planning Panel and the amount of time given to each speaker. At the meeting, it is acceptable to provide the Planning Panel with written material which summarises the matters to be presented to the panel by the speaker. However, written material must be kept to a minimum.

3 Meeting procedures for Public Briefings and Determinations

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Planning Panel meetings are to be conducted in public.

Meeting dates and agendas

A regular schedule of proposed meeting dates is determined at the beginning of each year by the secretariat in consultation with the chair. The meeting dates are listed on the Planning Panels website and are reserved for public briefing meetings, Planning Panel briefings and site visits, or Planning Panel meetings. Planning Panel public determination meetings are generally arranged within 14 days of receiving council's assessment report.

Additional meetings of a Planning Panel may be organised at the discretion of the chair. These additional dates are posted on the website as soon as they become available.

The chair may consult with the general managers (or their nominee) of the relevant councils when approving the agenda for each meeting.

The council notifies the secretariat of any revised date for completion of the assessment report as soon as it is aware of any delay and advises of the reasons for the delay.

The meeting time and venue

The meeting time and venue is determined by the chair in consultation with relevant councils, and taking into account:

- the location of the proposed developments to be considered at the Planning Panel meeting,
- the number of persons who have expressed an interest in the different matters to be considered at the Planning Panel meeting,
- the availability of a suitable venue and the accessibility of the proposed venue for those persons, and
- local considerations and logistics.

The meeting time and venue should:

- maximise accessibility to people who have expressed an interest in the matters to be considered at the meeting, and
- facilitate the open exchange of information between the Planning Panel members and other parties.

Items from a number of different LGAs might be considered at one meeting provided the venue is reasonably accessible to most interested parties.

In regional areas, the chair may need to convene meetings in a number of locations to ensure they are accessible to the greatest number of people with an interest in the application being considered.

Notice of meeting

Notice of a Planning Panel meeting is to be given by the secretariat at least 7 days before the meeting. Notice is given to Planning Panel members, the general managers (or their nominee) of the councils in that region or district, every person who made a submission to the council (in the case of petitions, only the head petitioner) in respect of an item to be considered at the meeting and the applicants for those items. A notice is placed on the Planning Panel website and may be placed in the local newspaper.

The notice is to include details of:

- the time and date of the meeting,
- the venue for the meeting,
- the matter under consideration (DA/s or planning proposal),

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- the availability of agenda and business papers, which will include the assessment report and recommendations, and
- other matters to be considered at the meeting.

Distribution of meeting agenda and business papers

The meeting agenda, business papers/assessment reports and attachments, including any representations made by councils, are to be distributed to members of the Planning Panel and uploaded on the Planning Panels website by the secretariat no less than 7 days prior to the meeting.

A hard copy of the agenda and business papers are posted via express post to those Planning Panel members who have a decision-making role on the matter.

Opening and closing meetings

The chair will open the meeting by introducing the Panel and its members, state the purpose of the meeting, read out any apologies and call for declarations of interest following the declarations of interest procedures.

The chair will note any site visits or briefings the panel has had the benefit of and describe the order of proceedings and time limits for speakers.

The chair may also request council staff to briefly summarise the key issues that have arisen in the assessment report.

The panel will then listen to those wishing to address the panel. After the presentations the panel will make its determination and the chair will read out the decision of the panel before closing the meeting.

Declarations of interest procedures

The declarations of interest procedures set out below follow the requirements of the Planning Panels Code of Conduct (Code):

1. The chair calls on Planning Panel members to complete and sign written declarations of interest forms prior to the meeting for each panel matter (under clause 4.1 of the Code). Any verbal declarations must be recorded in writing.

Note: Under the Code, a panel member should declare the following interests:

- a. an actual, potential or reasonably perceived conflict of interest (see clause 3.1 of the Code),
 - b. a pecuniary interest listed under clauses 3.10 – 3.12 of the Code,
 - c. a non-pecuniary interest (see clause 3.14 of the Code),
 - d. a conflict of duties listed under clauses 3.18 – 3.25 of the Code,
 - e. a pecuniary interest or non-pecuniary interest arising from a political contribution or donation (see clause 3.26 of the Code),
 - f. a position and pecuniary interest in corporations, partnerships or other businesses that may be relevant to the activities of the Planning Panel in accordance with the Department of Premier of Cabinet's Guidelines 'Conduct Guidelines for Members of NSW Government Boards and Committees' (see clause 4.3 of the Code),
 - g. a personal dealing with council (see clause 5.1 of the Code), and
 - h. a gift or benefit listed under clauses 5.2 – 5.6 of the Code.
2. The chair reviews the written and signed declarations and the management measures put in place for any declared interests.
 3. If the chair is satisfied that reasonable and appropriate management measures are consistent with those set out in the Code, then a note to this effect is to be made on the meeting record.

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4. Should the chair have concerns, the chair is to raise these concerns with the member and suggest additional reasonable and appropriate management measures including, if warranted, that the member not take part in the determination for the matter (see clause 3.8 of the Code).
5. The chair is to provide the member an opportunity to respond.
6. The chair is to consider any response prior to making a final decision on the reasonable and appropriate management measures and note the response, the decision, and the chairs reasons for the decision in the meeting record.

Presentations at a Planning Panel meeting

The chair determines the order of presentations to the Panel. Panel members may ask questions of those making presentations. The amount of time given to each speaker is at the discretion of the chair.

At the Planning Panel meeting, it is at the chairs discretion whether to accept written material which summarises the matters to be presented to the Planning Panel by the speaker. Any allowed written material must be kept to a minimum.

By registering to speak at a meeting, speakers agree to being audio recorded and to the publication of that recording on the Planning Panels website.

a) Presentation by the assessment officer

The chair may request that the assessing officer responsible for preparing the assessment report (or a representative) presents a summary of the DA or planning proposal, as the case may be, and outline any relevant assessment issues at the start of the presentations. The assessment officer should have available at the Planning Panel meeting a set of large-scale plans (including any amended plans).

Generally, it is council's professional planning and assessment staff that prepare DA assessment reports for the Panel's consideration.

Where a Planning Panel is acting in the role of the PPA for a planning proposal matter the Department provides technical assistance, which may include the provision of an assessment report for the Planning Panel.

The assessment officer (or representative) should inform the chair of any late submissions received, and of any issues raised which may not have been addressed in the assessment report.

The assessment officer (or representative) should be present throughout the Planning Panel meeting, so that the chair can seek clarification where necessary of assessment issues that may arise during the course of the meeting. Other technical experts from the council/Department may also be present (such as traffic engineers) and the chair may ask for clarification of specific issues. Any questions to council/Department staff can only be made by Planning Panel members and are to be directed through the chair.

b) Presentation by the applicant or proponent

The applicant, in the case of a DA, or the proponent, in the case of a planning proposal, will be given the opportunity to outline the proposal and respond to the assessment report. The applicant/proponent may also be required to respond to submissions made at the meeting. The time allocated to the applicant/proponent, including their consultant(s), is at the discretion of the chair, but is generally 15 minutes. Additional time may be allocated

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where professional consultants have been engaged by the applicant/proponent to present at the meeting.

c) Presentation by people or groups who made submissions

Planning Panel meetings enable people or groups to make a presentation to the Panel meeting. People who wish to address the Planning Panel must register with the secretariat prior to the meeting by contacting the secretariat by telephone or email within the timeframe specified in the notification letter (generally two days before the Panel meeting).

For those people who are of the view that they would not be appropriately or adequately represented by any groups, they may register to speak to the Planning Panel as individuals.

The chair will advise on the time allocated for verbal submissions which will vary from meeting to meeting depending on a number of considerations such as the number of registered speakers.

As a guide:

- individual submitters will have 3 minutes to speak,
- a speaker for a community organisation/group will have 10 minutes to present. Additional time may be allocated where professional consultants have been engaged by community groups to present at the meeting.

In addition, where a large group of people have common issues to raise at the meeting, the chair may ask that a spokesperson be appointed to speak on behalf of the group. In such cases, the spokesperson will generally be allocated more time than individual speakers.

The chair seeks to ensure that all groups or individuals who request to address the Planning Panel are heard. Any requests for extending time limits should be made to the Planning Panel at the meeting and may be granted at the discretion of the chair.

Speakers should focus their oral presentations on the assessment report and its recommendation rather than re-stating information outlined in their earlier written submissions. The Planning Panel has been provided with all submissions and associated documents before the Planning Panel meeting.

d) Presentation by people or groups that have not made a submission

The chair has the discretion to allow any member of the public to address the Planning Panel, even if they have not made a submission or registered to speak by the relevant deadline. Considerations may include the number of persons that made submissions and have requested to address the meeting and the available time.

e) Presentation by an expert engaged by the Planning Panel

For the purpose of making a decision on a matter, such as a DA or a planning proposal, a Planning Panel may obtain independent assessment reports, advice and assistance that the Planning Panel may require, particularly in relation to complex technical matters. This would be in addition to any assessment report or other information provided by the relevant council/Department in assessing the application.

Selection of such experts is to be determined by the chair in consultation with the other Panel members.

Depending on the circumstances, the expert may submit a report with recommendations directly to the Planning Panel. In addition, the expert may

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be invited to present the outcomes of their report at the Planning Panel meeting.

The independent assessment report should be made available on the Planning Panels website prior to the meeting, except where this information includes legal advice provided to the Planning Panel and is subject to legal professional privilege.

Adjourning during a Planning Panel meeting

A Planning Panel may adjourn a meeting where:

- a briefing is required to hear confidential or sensitive information, and/or
- the panel wishes to confer amongst itself before reconvening the meeting for voting and determination.

Before the adjournment the panel chair publicly states the reasons for the adjournment which are recorded in the audio and written record of the meeting.

If the meeting is adjourned so that the panel may confer amongst themselves prior to making a decision, the chair briefly summarises the matters discussed in the adjournment after reconvening the meeting. The panel may discuss the matter further in the meeting and/or make its determination.

Planning Panel discussions during adjournments are not recorded.

Deferring a decision at a Planning Panel meeting

A Planning Panel may defer its determination of the matter for a subsequent meeting or it may be determined electronically by a circulation of papers. A decision may be deferred for any reason including to obtain additional information or advice.

The chair informs the meeting of the reasons for the deferral of a decision (i.e. why the decision cannot be made at the meeting) and advises of the procedures and timeframes to be followed for the determination of the matter.

A written record of the Planning Panel meeting, including the reasons for deferral, is placed on the Planning Panels website, and a copy is provided to the council.

It is the council's responsibility to follow up on any requests for additional information or amendments from the applicant, to determine whether re-exhibition is required, and to provide a supplementary assessment report to the Planning Panel.

The Planning Panel may hold further briefings following a determination meeting if it requires further information to make its determination or where there is commercially sensitive or confidential material that needs to be considered before the matter can be determined.

4 Decisions and determinations

The Planning Panel will strive to make its decisions unanimously. Where a decision cannot be made by unanimously, the decision will be made by majority vote. The chair will have a second or casting vote if required because of an equality of votes.

Quorum for a Planning Panel decisions

A quorum is a majority of the Planning Panel's members, including the chair, i.e. a total of three members. The decision of the Planning Panel will be deferred if a quorum is not present.

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Where conflicts of interest are known before a decision is to be made, alternate members will be used to make a quorum.

The Planning Panel's consideration

In addition to the assessment report, the Planning Panel is to take into account all written submissions, as well as the views expressed by those addressing the Planning Panel at its public meeting/s.

The Planning Panel's reasons

The Planning Panel must provide reasons for its decisions, which are to be recorded in the 'Determination and Statement of Reasons' template provided by the secretariat.

The Planning Panel may rely on the conclusions and recommendations within the assessment report, however, the Planning Panel must identify where it has its own reasons for making the decision and where it adopts the reasons from any assessment report of Council or the Department. As part of setting out its reasons the Planning Panel is to:

- provide a summary of the main issues raised in submissions,
- demonstrate how the Panel considered the community's concerns, and
- demonstrate how the Panel dealt with the issues raised, should they have been found to have merit i.e. requested further studies, applied appropriate conditions or, agreed with council recommendation that the applicant had satisfactorily addressed the concerns.

Determinations on DAs

The determination must clearly state whether a DA is unconditionally approved, approved with conditions, or refused.

Any new conditions of consent or changes to the recommended conditions of consent must be recorded.

If the Planning Panel resolves to approve an application that is recommended for refusal, the Planning Panel may seek a further report from the council's planning officer providing recommended conditions of consent. The Planning Panel may request without prejudice conditions of consent before a Planning Panel meeting if council's report recommends refusal.

The determination and statement of reasons must include the following:

- the decision of the Planning Panel,
- the date of the decision,
- the reasons for the decision (having regard to any statutory requirements applying to the decision), and
- how community views were considered in making the decision.

DA determinations must be publicly notified in accordance with clause 20 Schedule 1 of the EP&A Act.

The decision of the Planning Panel is not subject to a 'Rescission Motion' as in local government.

Decisions of Decision Review Panels are called a 'Review of Decision' Determination and Statement of Reasons.

Determinations on matters other than DAs

Decisions made by the Planning Panels on SCCs, Rezoning Reviews and where the Planning Panel is the Planning Proposal Authority will include the following:

- the decision of the Planning Panel,
- the date of the decision, and

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- the reasons for the decision (having regard to any statutory requirements applying to the decision).

Resolutions of the Planning Panels

The Planning Panels may from time to time make resolutions to do or not to do certain things, e.g. to authorise the chair to provide instruction in relation to legal appeals on behalf of the Planning Panel.

Resolutions of the Planning Panel will be published on the Planning Panels website.

Dissenting views

If the decision (and reasons for the decision) is not unanimous, all members of the Planning Panel (i.e. including the minority) still need to give reasons.

Timing of Determination and Statement of Reasons

It is preferable that the Planning Panel record both its decision and its reasons at the time of the determination.

Signatures

All members of the Planning Panel must sign the Determination and Statement of Reasons. Where one or two members are in dissent, they must still sign, as the reasons will set out their dissenting views.

5 Transactions of business outside meetings

A Planning Panel can transact its business by the circulation of papers or at a meeting at which members participate by telephone or other electronic means (known as an electronic determination) (see Schedule 2, Clause 25(4) and Clause 26 of the EP&A Act).

The chair may decide that it is unnecessary to hold a determination meeting to consider a DA or other matter. The Planning Panel can complete its business through an electronic determination. These circumstances may arise when:

- the assessment report recommends approval and there are no submissions by way of objection,
- the Planning Panel has held a public meeting and deferred its decision to request specific additional information from an applicant or council (such as amended drawings) and if council, after having accepted the amended drawings, has decided that re-exhibition of is not required,
- the Planning Panel is voting on a procedural matter, or
- the Planning Panel is voting on a decision following a briefing in relation to a Rezoning Review, Planning Proposal or site compatibility certificate.

When an electronic determination for a DA is proposed, the council report and recommendation is made available on the Planning Panels website seven days prior to the DA being determined.

The secretariat distributes business papers (including the assessment report and attachments) to Planning Panel members for consideration and advise that the determination is made via electronic means.

Following consideration of the business papers, the Planning Panel advises the secretariat of its decision on the DA and a record of decision is completed and endorsed by all members.

The chair and each Planning Panel member has the same voting rights as they have at public determination meetings.

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Resolutions approved by circulation of papers are recorded in writing and made publicly available on the Planning Panels website within 7 days. The circulation of papers is generally done electronically and are not recorded by audio/ video record, an audio record or a transcription record.

6 Records of proceedings

The chair is responsible for ensuring that full and accurate records are kept of the proceedings of Planning Panel meetings, briefings and other business.

An audio recording will be made for all public briefing meetings and determination meetings and will be published on the Planning Panels website. By registering to speak at a meeting, speakers agree to being recorded and to the publication of that recording. Where a speaker has not registered to speak but wants to make a submission at the meeting it is at the chair's discretion and the speaker is asked to agree to being recorded and that recording being published.

Document templates for written records of proceedings are provided by the secretariat.

Secretariat or council staff will assist in the preparation of draft written records. A copy of the unconfirmed written record is provided to all Planning Panel members who participated in the proceedings. Planning Panel members may submit any proposed corrections to the unconfirmed record to the secretariat for confirmation by the chair.

Alternatively, a Planning Panel may choose to complete and endorse the final record immediately after completing the meeting or briefing. In this case, draft records are not circulated.

When the written records have been confirmed and endorsed by the chair the written record is placed on the Planning Panels website.

The confirmed written record is available within 7 days of the Planning Panel meeting or briefing.

Any written record for a Planning Panel meeting details:

- the opening and closing times of the meeting,
- the details of the matter considered by the Planning Panel,
- the names of all members of the Planning Panel, including the chair,
- any disclosure of interest made by a member, the reason for that disclosure of interest and whether the member making the disclosure participated in the discussion or determination of the matter,
- any adjournments and reasons for the adjournment,
- the names of each person heard by the Planning Panel in respect of a matter,
- any decision of the Planning Panel,
- reasons for the decision,
- the names of each member who voted for or against the decision, and reasons for dissent, where the decision is not unanimous, and
- the signatures of all the members making the decision.

A written record of briefings or site visits are made including time, date, attendees, any declarations and key issues discussed and are published on the Planning Panels website within 7 days. Site visits or briefings are not recorded by audio/ video record, an audio record or a transcription record.

The secretariat, with assistance from the relevant council, is responsible for recording decisions for Planning Panel meetings.

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Planning Panel members are required to provide any notes made during a meeting, briefing or site inspection to the secretariat for registration as a record. This includes hand written or electronic notations.



**COUNCIL NOMINATED MEMBER'S ACKNOWLEDGEMENT
OF THE PLANNING PANELS CODE OF CONDUCT**

I, _____ acknowledge that I have received and reviewed the Planning Panels Code of Conduct.

By signing below I acknowledge that:

1. it is my personal responsibility to comply with the Code of Conduct;
2. I understand the standards of conduct that are expected while carrying out functions as a planning panel member;
3. I:
 - a) will act honestly, ethically and responsibly in my duties as a panel member;
 - b) exercise a reasonable degree of care and diligence, and
 - c) act in a way that enhances public confidence in the integrity of the role of panels in the planning system.
4. I have an obligation to declare any conflicts of interest; and
5. I will review the Planning Panels Code of Conduct on a regular basis.

Signature:

Date:

Planning Panels Secretariat

GPO Box 39 Sydney NSW 2001 | T 02 8217 2060 | www.planningpanels.nsw.gov.au

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:**

1. **Draft Terms of Reference for Youth Council**
2. **Youth Council Nomination Form**
3. **Operational Plan Review 2021**

PURPOSE

The purpose of this report is to provide information on the activities within Council's Community Services section for the month of February 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 services
- Library Services
- Children and Youth Services and
- Integrated Planning.

(a) Relevance to Integrated Planning and Reporting Framework

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

(b) Financial Considerations

There are no financial considerations arising from this report.

COMMENTARY

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

Library

- Planning has commenced for Harmony Week 2021. Show bags will be filled with relevant material and distributed to the two preschools in Coonamble.
- Book Exchanges in Gulargambone was fulfilled in February.
- Planning for the Waste 2 Art Local and Regional Exhibitions and Competitions continues with input from our partners at Outback Arts and NetWaste. Opening night is Thursday 18 March at 5pm and all Councillors and staff are welcome. Council contributes by providing staffing resourcing, catering and prizes.

- The COVID-19 Safety Plan for Libraries was reassessed and revised following an update from the NSW Government. This included:
 - Items no longer needing to be quarantined or wiped down. This allows for children to utilise toys and other educational material when visiting the library. Social distancing and sanitizing is still in effect.
- The next Librarians Meeting has been scheduled for March 31 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.
- Library Lovers Day February 14 was celebrated with chocolates. Each member entering the library was given a bookmark and chocolate to mark the day.

Library Statistics (23 January 2021 – 25 February 2021).

Service	Loans	New M/ships	Wi-Fi	Internet	Children’s Computers	Junior Visits	Adult Visits
Coonamble	594	8	70	48	33	53	268
Gulargambone	33	1					

Manual Statistics - Coonamble (numbers refer to people attending)

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
321	6	49	3	12

Activity Statistics - Coonamble (numbers refer to people attending)

Senior Craft	Pre-School Visits	Housebound	Meetings	Movies	Other
12	n/a	12	n/a	n/a	0

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

Children and Youth Services

- Council’s Youth Officer is currently engaging with the Coonamble High School Student Representative Committee (SRC) in developing Coonamble’s Youth Week which coincides with Seniors Week from 16 to 24 April 2021. The SRC’s first meeting on 1 March 2021 saw them put forward ideas and vote on their preferred options. Organisation for Youth Week 2021 is possible due to a grant from the NSW Communities and Justice.
- The after-school activities programs in Gulargambone and Quambone ceased due to COVID-19. Council is currently in negotiations with both schools at Gulargambone and Quambone and other interagency on re-establishing this program. Council is aiming to have the programs up and running by Term 2 with the potential for some services to run prior to the end of Term 1. Delays relate to new schooling staff and the need for pest control and cleaning at the

facilities. This will include two days a week at Gulargambone on Tuesdays and Wednesdays with Redi.e providing activities for the other days.

- One or two days will be offered in Quambone depending on staffing availability.

Youth Council 2021-2022

- Council received a grant of \$55,576.00 to establish a new 2021 Youth Council from the Stronger Country Communities Fund (Round 3). Officers are busy preparing a Youth Council Guideline and promoting nominations to both Coonamble High School and Gulargambone Central School and other high school aged students in the Shire.
- Nominations opened on 8 March 2021 and close on 22 March 2021. The program will consist of 3 workshops/major events specifically for Youth Council members and provide the youth representatives facilitation and professional development to address local social issues.
- To facilitate the Youth Council, it is recommended that Council recommends a Councillor to be a Champion and mentor to the Youth Council and assist in the vetting the nominations, attending the monthly meetings wherever possible and three professional development workshops or community event for 2021 through to July 2022.
- The Nominations Committee will include a Councillor, Executive Leader Environment, Strategic Planning and Community, Executive Principal from Coonamble High School (or their delegate), Executive Principal from Gulargambone Central School (or their delegate) and potentially one or two Youth Interagency members.
- The Youth Council will have opportunity to attend other forums and meetings such as the Council meeting, Interagency meetings and workshops that encourage meaningful youth engagement in community decision making processes and making it possible for members to participate in Council procedures relating to youth.
- The draft terms of reference are provided to Council's for reference (Annexure 1).
- The nomination form is provided for Council's reference (Annexure 2).

Drought Busters

- Following an adjournment during COVID-19, the Drought Busters Alliance met for the first time in almost 12 months on 23 March 2021. The Alliance discussed options relating to the sum of money yet to be utilised.
- People with Drought Busters Dollars will be encouraged to spend local and ignore the expiry date on the notes. People with vouchers can spend up until 31 March 2021.
- Misplaced Drought Busters Dollars that have not been utilised can be replaced by contacting the Drought Busters Alliances Secretary.
- Local businesses have been contacted by the Alliance to accept these dollars. Local businesses will need to cash in the dollars prior to 30 April 2021.
- After such time, the Alliance will meet again to discuss the strategic intent of the program.

- Notification of this will occur in the Coonamble Times, through the Chamber of Commerce and other social media platforms.

Training

- The Executive Leader Environment Strategic Planning and Community, Librarian, Youth Officer, Youth Worker (casual) and Relief Ranger attended training “What’s Up With My Mob” delivered by Spirit Dreaming through the Centre for Community Welfare Training.
- Council Officers are currently participating in the Sector Strengthening Learning and Development Training Program that has been developed by TPG and focus on shared ways of working to equip all service providers with common practices and tools. Future training sessions will include:
 - Applying a trauma informed approach
 - Uncomfortable conversations
 - Collaborative partnerships with other agencies
 - Brides out of poverty

Operational Plan Review

- At the beginning of each financial year, Council prepares an Operational Plan which outlines the actions Council will undertake to work towards achieving the outcomes in the four-year Delivery Program. With commencement of the 2020 Financial year, Council underwent a restructure; actions in the Operational plan have been reviewed and will be better defined when a full review of the Operation Plan is finalised. Attached as an annexure is a live draft for your examination.

(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. As the restrictions ease for COVID-19, Council continues to implement strategies to support the community during these unprecedented times.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

There are no risk implications arising from this report.

CONCLUSION

The updates provided in this report deliver information to Council on the key activities undertaken in Council’s Community Services section for the month of February 2021, in particular Council’s opportunity to develop the Youth Council.

RECOMMENDATION

- 1) That Council notes the information contained in this report.
- 2) That Council authorises Councillor.....in being the Champion to the Youth Council and represent Council in the Youth Council’s establishment for the remainder of the current election term.



COONAMBABLE SHIRE YOUTH COUNCIL

COMMUNITY, WELLBEING, CONNECTIVITY AND WORK READY

DRAFT TERMS OF REFERENCE

COONAMBABLE SHIRE YOUTH COUNCIL

The Coonamble Shire Youth Council (Youth Council) will act as a forum where members can voice their interests and concerns. It will give members the chance to make positive changes in Coonamble, Gulargambone and Quambone and general local community. Members can also vote on providing a voice for matters that are passionate to them. The Youth Council will participate in the organisation of celebrations of National Youth Week and other important dates. Coonamble Shire Council will encourage all Youth Council members to develop into passionate and progressive leaders and citizens over the course of their term.

PRIMARY OBJECTIVES

- Youth Councillors are encouraged to voice the opinions and concerns of young people to the Coonamble Shire Council and the wider community.
- Members will assist the Coonamble Shire Council in developing policy, programs and events relating to youth including National Youth Week and other important dates.
- The Youth Council will have the opportunity to focus on four areas of community, wellbeing, connectivity and for older members getting work ready.
- Youth Councillors will foster a better relationship between young people, service providers and the general community.
- The Youth Council will encourage a sense of community and civic pride within young people of the community.





MEETINGS AND EVENTS

- The Youth Council will meet at least six (6) times per year being the third Thursday of every month.
- Additional meetings shall be held as deemed necessary.
- Council staff will provide the Youth Councillors notice of the meeting at least one (1) week before the meeting in writing, via email, text message or phone.
- The Quorum for Youth Council meetings and the Annual General Meeting shall be four (4) members of which at least one (1) will be an office bearer.
- The Youth Council will also organise events that will also replace some monthly meetings.

MEETING TIME AND LOCATION

- On the third Thursday of every month, the Youth Council's main meeting location will meet at the Council Chambers, 80 Castlereagh Street, Coonamble from 3:30pm to 5:00pm.
- Youth Councillors from Gulargambone, Quambone or surrounding areas will have the opportunity to video conference into the meeting if they cannot attend in person.
- Council Staff will rotate the face-to-face meeting between Gulargambone and Quambone for at least one meeting per year respectively.

ANNUAL GENERAL MEETING

- The Annual General Meeting of Coonamble Shire Youth Council shall be convened in the month of June each year prior to the general meeting.
- In addition to any other business, the business of an Annual General Meeting shall be to confirm the minutes of the last Annual General Meeting, to receive annual reports upon the activities of the Youth Council during the last year and to elect office bearers of the Youth Council.

ADMINISTRATION AND SUPPORT

- The Coonamble Shire Council will oversee and guide the administration of the Coonamble Youth Council. One nominated Council representative, the Youth Officer, Community Services Coordinator and Executive Leader Environment Strategic Planning and Community will offer advice and secretariat functions to the Coonamble Youth Council when called upon or where deemed necessary.





OFFICE BEARERS

- The Youth Council shall have the following office bearers who shall be elected at each Annual General Meeting – Chairperson, Deputy Chairperson and Peer Support Person.
- Nominations of candidates for election as office bearers of the Youth Council shall be made in writing by the candidate or shall be elected from the floor at the Annual General Meeting of each year.
- If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected. If the number of nominations received is more than the number of vacancies to be filled, a ballot shall be held.
- The ballot for the election of office bearers shall be conducted by either a show of hands of those present at the meeting or a secret ballot.
- Office bearers shall hold office from the date of their election until the next Annual General Meeting whereupon all office bearers shall be eligible for re-election.
- If any member holding an executive position is absent from three (3) meetings without an adequate reason they will step down from their executive position and become an ordinary member.
- The first order of business of the first meeting shall be to elect the office bearers.

CHAIRPERSON

- The Chairperson will be assisted by Council Staff to open the meetings of the Youth Council.
- The Chairperson may call members to order in a meeting when they act outside of the rules laid down in the Terms of Reference of the Youth Council.
- They can move or second a motion and shall have a casting vote except in respect of the election of Chairperson.
- The Chairperson may decide who shall speak first where two (2) members begin to speak at the same time and may direct a speaker to discontinue his/her speech, if they are being inappropriate.

DEPUTY CHAIRPERSON

- It shall be the duty of the Deputy Chairperson to take the place of the Chairperson in his/her absence and undertake the functions above.

PEER SUPPORT PERSON

- The Peer Support Person will facilitate friendly and informal communication with other Youth Council members and children and youth in the community. Communication with organisations, bodies and Youth Councils will be assisted by Council staff.
- They will be actively engaged in the production and distribution of publicity required by the Youth Council by assisting Council staff.





ROLE OF A YOUTH COUNCILLOR

- A Youth Councillor is expected to attend all Council meetings or to communicate any absences from meetings or activities prior to them being held.
- Members will actively seek out the views and opinions of young people and bring any relevant issues to the attention of the Youth Council. They will participate in discussions and decision-making and get involved in any working parties or events involving the Coonamble Youth Council.
- A Youth Councillor is expected to undergo induction training and to act honestly, to not make improper use of their position or information acquired because of their position.

VOTING

- Each Youth Council member shall have one (1) vote. Proxy votes will not be allowed as only members in attendance shall be permitted to participate in the decision making process of the Council.
- Questions arising at any Youth Council meeting or Annual General Meeting shall be decided by the majority of votes of those present. In the case of equal votes, the person appointed to chair the meeting shall have a second or casting vote.

ELIGIBILITY OF MEMBERS

- The Youth Council will have up to twelve (12) members.
- The Youth Council will consist of High School aged students from Years 7 to 12.**
- **When an individual finishes High School, members can still remain on the Youth Council up until 31 July 2022. After that period of time, cessation of membership will apply if the member does not wish to continue as a Volunteer Advisor.
- Youth Councillors will need approval from their parents or carers.

CESSATION OF MEMBERSHIP

- A person ceases to be a member of the Youth Council if they resign from membership by giving notice of no less than two (2) weeks, if they are expelled from the Council or miss three (3) meetings without an adequate reason (office bearers).
- Council staff will call for nominations from any subcommittees that may form from the Youth Council or publically advertise for nominations.

AGENDAS AND MINUTES

- The agenda for each Youth Council Meeting will be determined by the Coonamble Youth Council representatives in cooperation with the Council staff. Council staff will prepare the agendas and minutes of the meetings will distribute this to Youth Council members and other interagency or interested parties.





ANNUAL PLAN

- The Youth Council must establish an annual plan that summaries their goals for twelve (12) months. The Annual Plan must be completed and presented to Coonamble Shire Councilors in the first three (3) months of the year or new elected term..

ANNUAL REPORT

- A report will be presented to Council in July of each year which reviews the operation and achievements of the committee against the Terms of Reference. This report will be prepared by Council staff. The Annual Report will be published on Council's website.

YOUTH COUNCIL GUIDELINE (2021)

- The Youth Council Guideline has been developed to assist Youth Councillors, their parents and carers, the elected Council, Council staff, interagency advisors and broader community on the operations of the Youth Council and should be read in conjunction with the Terms of Reference.

VOLUNTEER ADVISORS AND YOUTH INTERAGENCY

- The Youth Council will be supported by several volunteer advisors who will include advisors from the Youth Interagency and ex Youth Councillors.
- A report on the progress of the Youth Council will be presented to the Youth Interagency.
- Youth Councillors will also provide the Youth Interagency action items and be welcomed to participate in Youth Interagency meetings when asked to do so.

FUNDS

- The funds of Youth Council shall come from Government grants, sponsorships, donations, fundraising and fees or any such other sources as the membership determines.
- Coonamble Shire Council will auspice the funds on behalf of the Youth Council. No member of the Council will be paid by Youth Council money or other benefit except in the case of authorised payment of out-of-pocket expenses.

RECOGNITION

- At the end of the end of the of the calendar term, Youth Council members will receive a certificate of appreciation in recognition of their service to Council and their community.

The End





COONAMBLE SHIRE YOUTH COUNCIL NOMINATION FORM

The Coonamble Shire Youth Council (Youth Council) will be established in 2021. Nominations are now open and will close on Wednesday 31 March 2021. Please refer to the Draft Coonamble Shire Youth Council's Terms of Reference for further information.

For parents and carers, please refer to Council's Youth Council Guideline for further information.

If you are having difficulties in filling out this form, please come and visit us at the Council.

Submit your nomination to youthofficer@coonambleshire.nsw.gov.au or you can drop a hardcopy back to Coonamble High School or Gulargambone Central School front office, the libraries or Council's Administration building at 80 Castlereagh Street, Coonamble by Wednesday 31 March 2021.

NOMINEE INFORMATION

Name: _____

Address: _____

Contact number: _____

Email: _____

Date of Birth: _____ (Please note applicant must be in High School or equivalent aged)

APPLICATION QUESTIONS

What is motivating you to apply to be a Youth Councillor?

What do you see as the main issues affecting young people in our Shire?

Youth Council



COONAMBLE SHIRE YOUTH COUNCIL NOMINATION FORM (P. 2)

APPLICATION QUESTIONS (CONTINUED)

How will you contribute to the Youth Council? (e.g. think about your skills, qualities or experience you may have?)

What do think the top goals of the Youth Council should be?

REFEREE

Please provide the name and contact details of an adult referee (over 18) that supports your application for the Youth Council. This could be a teacher, a service provider, mentor or a coach and NOT your mum or dad or carer.

Referee's Name: _____

Relationship to you: _____

Referee's phone number _____ **Email:** _____

EMERGENCY CONTACT DETAILS

Emergency Contact's Name: _____

Relationship to you: _____

Emergency contact's phone number _____ **Email:** _____

Youth Council

COONAMBLE
SHIRE COUNCIL

Operational Plan



REVIEW 2020-2021

1 July 2020 to 31 December 2020

INTRODUCTION

Coonamble Shire Council adopted its first suite of documents within the Integrated Planning and Reporting Framework in 2012. Overarching this suite of interrelated plans is the Community Strategic Plan 2032 which identifies the aspirations of the community.

Council’s Delivery Program outlines activities that Council will undertake to deliver its part of the Coonamble Shire Strategic Plan 2032. At the beginning of each financial year, Council prepares an Operational Plan which outlines the actions Council will undertake to work towards achieving the outcomes in the four-year Delivery Program.

Council is required to report its performance in these activities to the community on a six-monthly basis. This report outlines the Operational Plan and its updates for the period of 1 July 2020 to 31 December 2020.

The following is the Action Status Snapshot as at 31 December 2020.

Total Actions: 185








Our People

Our community is connected across geographic, interest, cultural and social groups

Leverage online technologies to improve virtual connections


P1.1.1 Continue to improve the quality of Coonamble Shire Website.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Ensure that all images of seniors, people with a disability and youth are positive and language is appropriate.	Bruce Quarmbly	Progressing	50%	As of 31 December 2020 - Website continues to be monitored weekly to ensure content appropriateness.	
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Investigate technologies for live streaming Council meetings.	Bruce Quarmbly	Progressing	50%	As of 31 December 2020 - Council meetings are now live streamed	
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Maintain a Positive Ageing presence on the Council website that includes information on local initiatives, and links to key aged care websites.	Noreen Vu	Progressing	50%	As of 31 December 2020, a Positive Ageing page has been created on Council's website. Maintenance is ongoing. http://www.coonambleshire.nsw.gov.au/Community/positive-ageing	
P1.1.1 Continue	Promote library	Bruce	Proaessing	50%	As of 31 December 2020 - Promotion and support of these	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
to improve the quality of Coonamble Shire Website.	as a community internet access point. Promote Town WiFi hot spot.	Quarmby			Council services are ongoing.	
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Review of website design and layout. Review links to community group sites to ensure information is current.	Bruce Quarmby	Progressing	20%	As of 30 December 2020 - Review of Website layout continues with content being updated by Council's Economic department. Suggest re-assignment to either Pip / Noreen	

Increase the representation of Aboriginal people in community roles including local Council

P1.2.1. Utilise Local Government Week to raise awareness of the role and function of Council

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P1.2.1. Utilise Local Government Week to raise awareness of the role and function of Council	Conduct community awareness campaign during Local Government Week August 2018.	Pip Goldsmith	Completed	100%	Council communication channels were utilised to provide information about Local Government Week.	



P1.2.2. Provide appropriate opportunities for Aboriginal people to participate in Councils community planning

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P1.2.2. Provide	Regularly attend CWPs.	Noreen Vu	Proaessina	50%	No Community Working Group	


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
appropriate opportunities for Aboriginal people to participate in Council's community planning	provide information and gain feedback. Utilise NAIDOC and other specific events for consultation activities.				meetings occurred during this reporting period. NAIDOC week was acknowledged on Council's social media platforms and Community Connect newsletter. Council's Youth Officer engaged with the Coonamble Preschool children in a special NAIDOC Week story time and craft activity.	

Leverage the skills and knowledge in our community to promote social interaction and facilitate knowledge sharing


P1.3.1. Support activities/projects that increase community participation and connection

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P1.3.1. Support activities/projects that increase community participation and connection	Ensure Disability Access specific award to be included in local business awards.	Pip Goldsmith	Progressing	50%	Council actively participates in the local business awards. An award specific to Disability Access is no longer included among the categories. Future inclusion of such an award is to be determined in partnership with the Coonamble Chamber of Commerce.	
P1.3.1. Support activities/projects that increase community participation and connection	Collaborate with Government, non-Government organisations and community in facilitation of activities that build social capital.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Community events and activities facilitated in partnership with local community service organisations were participated and promoted by Council. Council continued to actively participate in the Interagency meetings, Together Partnership Group and reestablish the Youth Interagency in September 2020.	

P1.3.2. Maintain local business database. Distribute relevant information to local businesses.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P1.3.2. Maintain local business database. Distribute relevant information to local businesses.	Maintain website business database.	Hein Basson	Completed	0%	As of 31 December 2020 - The newly appointed Manager Economic Development and Growth will attend to this function, in conjunction with keeping other relevant information on Council's website current.	


P1.3.3. Provide Community Development Workers to facilitate community building.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P1.3.3. Provide Community Development Workers to facilitate community building.	Co ordinate appropriate Community Development Worker recruitment, as required.	Amanda Nixon	Completed	100%	31 December 2020 - No recruitment required during reporting period.	

Develop and grow the community's sense of shared responsibility

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

P2.1.1. Utilise Safer by Design principles in public space planning


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P2.1.1. Utilise Safer by Design principles in public space	Incorporate Safer by Design principles into any public space development including	Bruce Quarmany	Not Due To Start	0%	As of 31 December 2020 - No public development has been carried out during the reporting period.	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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planning parks, walkways, car parks.

P2.1.2. Work with Police and communities to target crime hot spots

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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P2.1.2. Work with Police and communities to target crime hot spots	Participate in Community Policing meetings.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Policing actively participated and engaged with Council and at the interagency level. Direct communication between Council and Police providing active engagement and consultation between the two services continues.	
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P2.1.3. Support activities that promote community involvement in neighbourhood safety.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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P2.1.3. Support activities that promote community involvement in neighbourhood safety.	Support Coonamble Alcohol and Drug Initiative Crime and Justice Action Group activities.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Support and participation provided as requested.	
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P2.1.4. Provide Crime Prevention information.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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P2.1.4. Provide Crime Prevention	Maintain information on Council website.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Crime prevention information maintained on	
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DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
					information. Council's website.	
P2.1.4. Provide Crime Prevention information.	Conduct home safety campaign during Seniors Week.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Seniors Week did not occur during the reporting period and will form part of the next reporting period.	

Develop and grow the community's sense of shared responsibility

P2.2.1. Work with partners to develop programs that assist women and children to escape from family violence and men to address family violence

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P2.2.1. Work with partners to develop programs that assist women and children to escape from family violence and men to address family violence	Collaborate with Coonamble Domestic Violence Committee to raise awareness of Family Violence	Noreen Vu	Progressing	50%	As of 31 December 2020 - Council is an active member of the DV Collective Committee and attending meetings and participating in awareness campaigns.	

P2.2.2. Work with community groups to develop local solutions to drug and alcohol related issues.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P2.2.2. Work with community groups to develop local	Support Coonamble Alcohol and Drug Initiative.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Local Drug and Alcohol workers continue to accept referrals and are supported in their roles.	


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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solutions to drug and alcohol related issues.

P2.2.3. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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P2.2.3. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community.	Ensure seniors interests are considered when reviewing the effectiveness of safety camera and alcohol free zones.	Bruce Quamby	Progressing	50%	As of 31 December 2020 - Alcohol free zones have been extended. Through the utilisation of grant funding opportunity additional CCTV cameras have been installed in MacDonald Park.	
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P2.2.3. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community.	Ensure street lighting (particularly within the vicinity of aged accommodation facilities) meets the needs of seniors.	Bruce Quamby	Progressing	30%	As of 31 December 2020 - Following completion of the review with representatives from Essential Energy, Council is awaiting the roll out of the planned LED upgrades to the street lighting by Essential Energy.	
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P2.2.3. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community.	Contribute to stakeholder initiatives where appropriate, support Coonamble Alcohol and Drug Initiatives (CADI).	Noreen Vu	Progressing	50%	As of 31 December 2020 - Council community service staff continues to support services through interagency meetings, providing information and engaging with service providers for continuous improvement.	
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P2.2.4. Control straying animals.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P2.2.4. Control straying animals.	Continue community education campaign. Continue de-sexing program. Utilise rescue programs to rehouse animals where appropriate.	Environmental Services	Progressing	50%	As of 31 December 2020 -De-sexing program, education of registration and micro-chipping continued during the reporting period. Council participate in the animal rehoming program.	

P2.2.5. Liaise with local Police and State Government to increase Police presence.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P2.2.5. Liaise with local Police and State Government to increase Police presence.	Work with the new Local Area Command to ensure Policing activity is adequate.	Hein Basson	Progressing	50%	As of 30 June 2020 - Have personally met with Inspector David Maher, and he confirmed that additional numbers were allocated to the Coonamble station and area. It seems that increased Police numbers and presence, as well as a dedicated liaison person for especially youth, are paying the necessary positive dividends.	


P2.2.6. Provide Crime Prevention information

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P2.2.6. Provide Crime Prevention information	Maintain information on Council website.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Crime prevention information maintained on Council's website.	

A range of services supports our community to lead healthy Lifestyles


P3.6 Improve access to rehabilitation support for people with drug and alcohol addictions



P3.6.1 Work with relevant organisations to improve community member access to appropriate drug and alcohol rehabilitation.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P3.6.1 Work with relevant organisations to improve community member access to appropriate drug and alcohol rehabilitation.	Continue to support the Coonamble Drug and Alcohol Initiative in developing innovative approaches to accessing drug and alcohol rehabilitation.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Service providers operated in a COVID-19 environment with interagency moving to an online platform to support initiatives.	

Support and promote healthy lifestyles


P3.1.1. Advocate, support and raise awareness of programs that promote the physical and mental health and well-being of community members.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P3.1.1. Advocate, support and raise awareness of programs that promote the physical and mental health and well-being of community members.	Advocate, support and raise awareness of programs that promote the physical and mental health and well-being of community members.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Council continue to support the Coonamble Together Partnership, Coonamble and Gulargamone Interagencies, Youth Interagency, Coonamble Women's Shed and other service providers in their activities and programs. After school programs operated by Council in Gulargambone and Quambone during the school term were cancelled during COVID-19. School Holiday Programs in a COVID-19 safe	


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
					environment saw youths attend programs in Coonamble, Gulargambone and Quambone in the October 2020 school holidays. Council provided up to 200 school holiday packs for children and youths to take home. Support of White Ribbon and other domestic violence campaigns and mental health programs promoted through community development activities. Events hosted/supported: Christmas Street Party and International Day of People with Disability.	
P3.1.1. Advocate, support and raise awareness of programs that promote the physical and mental health and well-being of community members.	Maintain and promote a healthy ageing and lifestyle resource library for seniors.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Healthy ageing and lifestyle resource have been established at the Coonamble Library. The Library hosts a seniors craft group regularly who were unable to meet during COVID-19 restrictions. The seniors craft group recently reconvened in November 2020 offering opportunity to have a yarn around the table.	
P3.1.1. Advocate, support and raise awareness of programs that promote the physical and mental health	Promote Beyond Blue program through Youth Week. Promote Black Dog Institute through Coonamble & Gulargambone Libraries. Partner with local agencies in	Noreen Vu	Progressing	50%	As of 31 December 2020 - Black Dog: Agreement no longer in place with NSW Libraries. The Library now offers Books on Prescription - that assist people in managing their well-being. Council continues to engage with interagency and service providers in developing community activities within	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
and well-being of community members.	community development activities within Council's resources.				Council's resources.	

P3.1.2. Inspection of Food premises.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P3.1.2. Inspection of Food premises.	Carry out annual food premises inspections and food handling education program.	Environmental Services	Progressing	80%	As of 31 December 2020 - Food premises inspections have been completed for this reporting period.	

P3.1.3. Maintain and enhance age appropriate play areas that meet the needs of ages 0-5 and 6-12 years.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P3.1.3. Maintain and enhance age appropriate play areas that meet the needs of ages 0-5 and 6-12 years.	Maintain playground equipment for ages 0-5 years and 6-12 years.	Bruce Quarmby	Progressing	35%	As of 31 December 2020 - Inspection of playground equipment is ongoing and maintenance to equipment is carried as required.	

Improve access to medical and specialist services


P3.2.1. Continue to advocate for appropriate medical services.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P3.2.1. Continue	Assist in the provision	Bruce Quarmby	Proaessina	50%	As of 31 December 2020 - Onoaina	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
to advocate for appropriate medical services.	of accommodation for medical and dental practitioners.				subsidised accommodation has been provided.	

Improve access to services for disengaged community members.

P3.3.1. Support appropriate community development activities undertaken by a range of organisations and provide assistance with project development, governance, grant writing, community building and group facilitation.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P3.3.1. Support appropriate community development activities undertaken by a range of organisations and provide assistance with project development, governance, grant writing, community building and group facilitation.	Provide community assistance through Community Services Unit. Assist local community service agencies with Community Development capacity building.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Council continues to provide support to agencies/organisations to build community capacity, including Coonamble Together Partnership Group, Coonamble Interagency and Coonamble Women's Shed.	

P3.3.2. Build community capacity around inclusion of people from all cultural, social and ability groups.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P3.3.2. Build Coonamble Shire Council Operational Plan Review 1 July 2020 to 31 December 2020	Review seating	Bruce Quamby	Progressing	10%	As of 31 December 2020 - Council	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
community capacity around inclusion of people from all cultural, social and ability groups.	provision in Coonamble main street.				has allocated funding within the 2020/21 Operational budget for the Coonamble CBD revitalisation design costs. Appropriately qualified consultants will be engaged in the later half of the financial year to provide these services for Council.	
P3.3.2. Build community capacity around inclusion of people from all cultural, social and ability groups.	Source funding for additional accessible public toilets.	Bruce Quamby	Progressing	50%	As of 31 December 2020 - The proposal to develop accessible public toilets is currently an ongoing project.	
P3.3.2. Build community capacity around inclusion of people from all cultural, social and ability groups.	Supporting ageing and disability services in the changing climate of the National disability Insurance Scheme	Noreen Vu	Progressing	50%	As of 31 December 2020 - Housebound book program operating, ongoing support of services through interagency meetings in both Coonamble and Gulargambone and the Coonamble Together Partnership. Regular update provided by NDIS. Council's Librarian delivered a contactless 'takeaway service' of more than 500 books in Coonamble during COVID-19 restrictions.	
P3.3.2. Build community capacity around inclusion of people from all cultural, social	Activities and events managed by Council are accessible by all groups.	Noreen Vu	Progressing	50%	As of 31 December 2020 - With the easing of COVID-19 restrictions, Council successfully supported the delivery of the Street Christmas Party and continues to plan activities for 2021.	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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and ability groups.

Increase the community's involvement in sporting activities

P3.4.1. Ensure parks and gardens and sportsgrounds are maintained to an acceptable standard.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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P3.4.1. Ensure parks and gardens and sportsgrounds are maintained to an acceptable standard.

Improve irrigation system at Coonamble Sportsground and Smith Park to ensure ground coverage.

Bruce Quarmby

Not Due To Start

0%

Works completed prior year -not planned for this current year



Increase capacity for organisations to attract and retain volunteers

P3.5.1. Provide volunteer related information to local organisations.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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P3.5.1. Provide volunteer related information to local organisations.

Acknowledge local volunteers.

Amanda Nixon

Progressing

50%

31 December 2020 - Volunteer process developed and to be approved in next reporting period. Volunteer campaign scheduled for Jan - June 2021.



P3.5.1. Provide volunteer related information to local organisations.

Provide links, grants information and supporting information to community and sporting

Pip Goldsmith

Completed

100%

Relevant information about grants and funding opportunities is available on Council's website, delivered via regular e-newsletters to subscribers and included in Council's monthly newsletter





DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
	organisations.				delivered to all residential addresses.	

Our community respects and encourages the diversity of culture, ability and ages of our population

Increase opportunities for our community to celebrate together

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



DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P4.1.1. Support activities that promote cultural awareness and diversity in ability and age.	Support intergenerational programs that promote the benefits of age and maturity.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Council continued to operate a fortnightly housebound book delivery service during reporting period. Due to COVID-19 restrictions programs were not able to be delivered in a face-to-face format.	
P4.1.1. Support activities that promote cultural awareness and diversity in ability and age.	Participation in Youth Week, Children's Week, Harmony Day, Senior's Week, International Day of People with a Disability & NAIDOC.	Noreen Vu	Progressing	50%	As of 31 December 2020 - NAIDOC week fell within the reporting period and was promoted through Council's social media platforms including a visit to the Coonamble Preschool for a NAIDOC Week Storytime and craft activity. Other events will be planned for in 2021 with the easing of COVID-19 restrictions.	

P4.1.2. Continue to facilitate Australia Day activities.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P4.1.2.	Host Annual Australia	Pip Goldsmith	Proaessina	90%	Plannina for Australia Dav activities in	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
Continue to facilitate Australia Day activities.	Day event.				Coonamble is underway. Support and funding has been provided to the Gulargambone Australia Day Committee.	

P4.1.3 Facilitate and support appropriate child and youth activities

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P4.1.3 Facilitate and support appropriate child and youth activities	Provide after school activities at Quambone.	Noreen Vu	Not Due To Start	0%	As of 31 December 2020 - The Quambone After School activities was put on hold during COVID-19 restrictions with planning underway to reconvene in 2021.	
P4.1.3 Facilitate and support appropriate child and youth activities	Provide after school and holiday activities at Coonamble and Gulargambone.	Noreen Vu	Progressing	50%	As of 31 December 2020 - After school activities were put on hold during COVID-19 restrictions, and school holiday programs were delivered differently once restrictions ease. This included providing maximum numbers of participants per session in holiday activities. Efforts to reconvene programs in 2021 is underway.	



Improve interaction across social cultural and age groups

P4.2.1. Provide strategic early intervention community development programs for children, young people and vulnerable community members.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P4.2.1. Provide	Facilitate Youth	Noreen Vu	Proaressina	50%	As of 31 December 2020 - Council	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
strategic early intervention community development programs for children, young people and vulnerable community members.	Council. Seek funding opportunities that align with Council's Child & Youth Development policy.				lodged a Stronger Country Communities Fund for a Youth Council on 12 August 2020.	

P4.2.2. Carry out actions contained in Coonamble Shire Positive Aging Strategy

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P4.2.2. Carry out actions contained in Coonamble Shire Positive Aging Strategy	Review Accessible Parking spaces at key Council recreational facilities.	Bruce Quarmby	Progressing	50%	As of 31 December 2020 - The review of accessible parking spaces occurs when any upgrades and improvements occur for key recreational facilities and will be addressed on an as needs basis.	
P4.2.2. Carry out actions contained in Coonamble Shire Positive Aging Strategy	Review Council's current communications mechanisms to ensure compliance with accessibility standards.	Bruce Quarmby	Progressing	50%	As of 31 December 2020 - A review of Council mechanisms has commenced, with new procedures implemented.	


P4.2.4. Implementation principles of multiculturalism across Council business.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P4.2.4.	Conduct annual	Amanda Nixon	Prooressina	50%	31 December 2020 - Annual review	


Coonamble Shire Council Operational Plan Review 1 July 2020 to 31 December 2020

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
Implementation principles of multiculturalism across Council business.	review of Multicultural Services Program Plan.				completed for 20/21 with recommendations made.	

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

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P4.2.5. Ensure Council consultation provides opportunities for participation for people from diverse backgrounds.	Monitor implementation and review Community Consultation Guidelines.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Guidelines monitored regularly and implemented as required.	

P4.2.6. Provide appropriate support to organisations that provide services to people with a disability and cultural and linguistically diverse (CALD) community members.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P4.2.6. Provide appropriate support to organisations that provide services to people with a disability and cultural and linguistically	Provide community development support to local organisation providing CALD services, where requested.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Support provided as required and requested.	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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diverse (CALD) community members.

Promote role models who demonstrate community respect

P4.3.1. Provide Aboriginal Cultural Awareness training to all staff and Councillors.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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P4.3.1. Provide Aboriginal Cultural Awareness training to all staff and Councillors.

Provide Aboriginal Cultural Awareness training to all staff and Councillors as required.

Amanda Nixon

Progressing

50%

31 December 2020 - Training not required in July - Dec period, will be reviewed in next reporting period.



Promote more cultural events in the shire

P4.4.1. Assist Coonamble Shire events with marketing and promotion.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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P4.4.1. Assist Coonamble Shire events with marketing and promotion.

Provide promotion through e-newsletter, website and Facebook page. Provide advice and guidance through tourism staff.

Pip Goldsmith



Completed

100%

Advice and information has been provided to local event organisers as requested. Promotional material for events has been delivered to key sites with high visitor numbers, and communicated regularly through Council's owned communication channels.



P4.4.2. Provide opportunities for access to arts related activities.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
P4.4.2. Provide opportunities for access to arts related activities.	Facilitate Waste to Art education and competition.	Noreen Vu	Not Due To Start	0%	As of 31 December 2020 - The 2020 Waste2Art was cancelled. Council works in collaboration with the Outback Arts Centre and Net Waste to host the event with current efforts put into the regional Waste2Art exhibition in 2021.	
P4.4.2. Provide opportunities for access to arts related activities.	Participate in Sister City, Campbelltown Council's Fisher's Ghost event.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Council did not participate in the 2020 Campbelltown Council's Fisher's Ghost. The event was significantly scaled back due to COVID-19 restrictions over its ten day festival.	

Our Infrastructure


Strong community connections: Our community connections support and facilitate our access to each other and our local services

Maintain local road maintenance and construction


11.1.1. Continue to implement rolling plant replacement program

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.1.1. Continue to implement rolling plant replacement program	Replace plant in accordance with Rolling Replacement Program.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - plant replacement up to date	


11.1.2. Depot maintained and upgraded

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.1.2. Depot maintained and upgraded	Maintain Depot to meet legislative requirements.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - Areas of improvement identified through audit, and improvements ongoing.	


11.1.3. Plant operated efficiently and economically

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.1.3. Plant operated efficiently and economically	Monitor Plant usage and costs.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - plant efficiencies and work practices monitored.	


11.1.4. RMS RMCC Contract continued on Castlereagh Highway (HW 18)

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.1.4. RMS RMCC Contract continued on Castlereagh Highway (HW 18)	RMCC Maintenance Contract completed as directed by the RMS.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - no outstanding works orders.	


11.1.5. Routine maintenance, heavy patching and reseals continued under Regional Roads Block Grant contract

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.1.5. Routine maintenance, heavy patching and reseals continued under Regional Roads Block Grant contract	Regular inspection and programming of heavy patching and resealing.	Kookie Atkins	Progressing	50%	Inspections undertaken and works program progressing.	


11.1.6. Reconstruction of sealed regional roads under Regional Roads Repair Program continued.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.1.6. Reconstruction of sealed regional roads under Regional Roads Repair Program continued.	Submit applications for REPAIR funding and complete successful grant projects.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - Applications in progress for next round	


11.1.7. Continue local roads reconstruction under Roads to Recovery Program

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.1.7. Continue local roads reconstruction under Roads to Recovery Program	Rehabilitation and reseal of Council identified priority roads.	Kookie Atkins	Progressing	40%	As of 31 December 2020 - Program has experienced delays due to weather and harvest.	

11.1.8. Continue local sealed roads routine maintenance, heavy patching & resealing.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.1.8. Continue local sealed roads routine maintenance, heavy patching & resealing.	Regular inspection and allocation of resources in accordance with budget and schedule.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - Inspections carried out on a regular basis and resources allocated within budget	

11.1.9. Continue local unsealed roads routine maintenance, grading, reforming, reloaming, causeway re-sheeting.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.1.9. Continue local unsealed roads routine maintenance, grading, reforming, reloaming, causeway re-sheeting.	Complete maintenance and improvement works as detailed in Roads Management Plan.	Kookie Atkins	Progressing	50%	Maintenance and improvements carried out with budget constraints	


Minimise the effects of flooding on our infrastructure

11.2.1. Continue to invest in Levee management


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.2.1. Continue to invest in Levee management	Maintain Levee and provide Council share of grants.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - levee upgrade progressing, maintenance as needed	

Public transport that facilitates access to services and communities for remote residents

11.3.1. Support projects that aim to reduce transport disadvantage.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.3.1. Support projects that aim to reduce transport disadvantage.	Seek transport assistance for youth activities.	Noreen Vu	Not Due To Start	0%	Due to COVID-19, the funding was extended to 2021 with Council making preparations for this.	

11.3.2. Maintain Certification of Aerodrome to CASA Regulations

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.3.2. Maintain Certification of Aerodrome to CASA Regulations	Maintain Airport and surrounds to acceptable standard.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - certification maintained, ground maintenance standards not met	

11.3.3. Inland rail - lobby for rail line to be via Coonamble township.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
11.3.3. Inland rail	Attend information	Hein Basson	Proaressina	50%	As of 30 June 2020 - A submission	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
- lobby for rail line to be via Coonamble township.	briefings.				has been lodged with the Senate Enquiry into the Inland Rail Project; arguing that not adequate attention has been paid to the development of the route between Narromine and Narrabri, and that the evaluation of the social and economic benefits need a higher weighting as part of the assessment criteria. A funding submission has also been lodged for a further strategic study to be undertaken on the benefits of bring the line closer to Coonamble. This funding has been approved and the study is underway - lead by EY- Consultants - for the creation of a link into the Inland Rail line at Curban. ARTC provides regular updates to Council regarding their progress with the Inland Rail project.	

- Cultural expression and enjoyment : Our community benefits from access to appropriate facilities


Increase the exhibition and production of more cultural events in the Shire

12.1.1. Ensure Showground & Pavilion are well managed and assets maintained.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
12.1.1. Ensure Showground & Pavilion are well managed and assets	Review Showground Management Plan. Implement replacement program for facility seating.	Bruce Quamby	Progressing	25%	As of 31 December 2020 - Showground Management plan to be reviewed as part of the 2021/22 Operational Plan preparation process. Continuation of the seating	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
maintained.	Install two portable grandstands.				replacement program is currently not sourced through Council funds, staff will monitor for grant funding opportunities to allow the replacement program to continue.	


12.1.2. Encourage development of multi purpose community facilities to meet the needs of local communities.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
12.1.2. Encourage development of multi purpose community facilities to meet the needs of local communities.	Support development of facilities within Council budget and priorities.	Bruce Quarmby	Progressing	50%	As of 30 December 2020 - Council continues to provide ongoing support to various organisations within its local government area.	



12.1.3. Support development of diverse cultural and recreational opportunities for children and young people.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
12.1.3. Support development of diverse cultural and recreational opportunities for children and young people.	Continue to source funding for development of recreational spaces for children and young people.	Bruce Quarmby	Progressing	50%	As of 31 December 2020 - Council has awarded the contract for the renewal/upgrade of the lighting system at the Coonamble Sportsground. Installation of the lighting will be carried out during the later half of the 2020/21 financial year.	


12.1.4. Continue to support regional arts development.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
12.1.4. Continue to support regional arts development.	Support operations of Outback Arts.	Bruce Quarmby	Progressing	50%	As of 31 December 2020 - Council is a financial member of the 2020/21 Regional Arts Development Program.	

12.1.5. Maintain/Improve parks to acceptable standards.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
12.1.5. Maintain/Improve parks to acceptable standards.	Source funding for "all abilities" play equipment to improve playgrounds throughout the Shire.	Bruce Quarmby	Progressing	50%	As of 31 December 2020 - Funding sources have been monitored , no opportunities have been identified.	
12.1.5. Maintain/Improve parks to acceptable standards.	Develop maintenance plan for parks.	Bruce Quarmby	Progressing	40%	As of 31 December 2020 - Presentation of Council facilities are subject to regular inspection by Council staff, works programs are set to ensure the facilities are maintained to expected levels. As part of the 2021/22 operational plan preparation service levels for these facilities was reviewed.	

12.1.6. Maintain Showground to ensure reasonable standard of facility is provided.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
12.1.6. Maintain Showground to ensure reasonable	Installation of irrigation system to Pavilion grassed area	Bruce Quarmby	Not Due To Start	0%	works completed prior year,	


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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standard of facility is provided. - grant funded.

12.1.7. Ensure pools are well maintained.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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12.1.7. Ensure pools are well maintained.	Replace pool mats.	Bruce Quarmby	Progressing	10%	As of 31 December 2020 - Council staff continue to monitor for grant funding opportunities to fund the installation of Pool mats at the Gulargambone Pool.	
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12.1.7. Ensure pools are well maintained.	Asset Management Plan developed for Coonamble, Gulargambone & Quambone Pools.	Bruce Quarmby	Progressing	30%	As of 31 December 2020 - These facilities are covered by Council Recreational facilities and Building plans. These plans will be reviewed as part of the 2021/22 Operational Plan preparation process. It is noted that the finalisation of the masterplan for the Coonamble Pool has been delayed , with the plan due for finalisation in the later half of the 2020/21 financial year.	
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12.1.8. Ensure pools are well maintained

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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12.1.8. Ensure pools are well maintained	Upgrade fascia at Gulargambone Pool.	Bruce Quarmby	Not Due To Start	0%	Works completed prior year	
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Maintain and improve the role of our community libraries

12.2.1. Provide high quality library services that are responsive to community need.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
12.2.1. Provide high quality library services that are responsive to community need.	Facilitate after school activities in response to community need.	Noreen Vu	Progressing	50%	As of 31 December 2020 - School holiday programs were cancelled because of COVID-19 for the April and July 2020 school holidays. A COVID-19 Safe School Holiday Programs in the October 2020 school holiday program saw smaller groups participate in Coonamble, Gulargambone and Quambone. This was the first time that Quambone had dedicated day of activities in the community and this was well received and well attended.	
12.2.1. Provide high quality library services that are responsive to community need.	Facilitate Tech Savvy Seniors program.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Technical support provided to seniors on an ongoing basis. The library offers access to a magnification computer for people with vision impairment. Funding was sourced for the Tech Savvy Seniors programs which operated since early 2020.	
12.2.1. Provide high quality library services that are responsive to community need.	Maintain a level of large and audio books sufficient to meet community demand.	Noreen Vu	Progressing	50%	As of 31 December 2020 - The library continued to purchase and maintain appropriate resources. Ongoing acquisition with the support of the North West Regional Library Service.	
12.2.1. Provide	Support early	Noreen Vu	Proaessina	50%	As of 31 December 2020 - The	



Coonamble Shire Council Operational Plan Review 1 July 2020 to 31 December 2020


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DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
high quality library services that are responsive to community need.	language/literacy skills and life skills programs.				facilitation of storytime was put on hold at the Coonamble Preschool and recommenced in November 2020 at the great pleasure of the children. Early Language information technologies maintained.	
I2.2.1. Provide high quality library services that are responsive to community need.	Develop and facilitate annual patron survey.	Noreen Vu	Progressing	50%	Surveys were not implemented due to COVID-19 and will be considered in 2021 in conjunction with the North Western Libraries.	


Share access to local facilities to fully realise the potential of local infrastructure

I2.3.1. Continue to upgrade and maintain infrastructure that supports cultural recreational and leisure activities


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
I2.3.1. Continue to upgrade and maintain infrastructure that supports cultural recreational and leisure activities	Audit Shire signage at Key venues. Investigate installation of Tactile Guidance Surface Indicators.	Bruce Quarmby	Progressing	40%	As of 31 December 2020 - The signage audit has been completed with identified tactile signage due to be installed as part of the maintenance program for the Council Pool facilities.	
I2.3.1. Continue to upgrade and maintain infrastructure that supports cultural	Improve toilet and change room facilities at pools. Grant funded.	Bruce Quarmby	Completed	100%	As of 31 December 2020 -Upgrades to the Coonamble swimming pool amenities have been completed.	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
recreational and leisure activities						
12.3.1. Continue to upgrade and maintain infrastructure that supports cultural recreational and leisure activities	Review Asset Management Plan - Building Maintenance. Carry out works in accordance with AMP.	Bruce Quarmby	Progressing	25%	As of 31 December 2020 - Planned maintenance works have been carried out in accordance with plans. A number of planned asset renewal projects are due for completion in the later half of the 2020/21 financial year. It is noted Asset management plans will be reviewed as part of the 2021/22 Operational plan preparations.	

12.3.2. Investigate and maximise opportunities for Council buildings to be used for multipurpose community activity

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
12.3.2. Investigate and maximise opportunities for Council buildings to be used for multipurpose community activity	Monitor and review use of Council buildings.	Bruce Quarmby	Progressing	30%	As of 30 December 2020 - Continued ongoing monitoring and review of the utilisation of Council buildings	

12.3.3. Manage Councils Local Heritage Fund. Oversee provision of Heritage Advisory Services.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
12.3.3. Manage Council's Local Heritage Fund.	Assist with grant applications by individuals and	Environmental Services	Progressing	50%	As of 31 December 2020 - Promotion of grant opportunities disseminated through Council's Monthly Grant	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
Oversee provision of Heritage Advisory Services.	organisations.				Opportunities e-blast and via Council's website and Facebook page. Council does not employ Heritage Officer due to cost/benefit deficiency. Advice provided to residents and ratepayers to assist in the development grant applications.	


Good health : Our community has safe and reliable access to our primary utilities

Deliver safe drinking water and sewerage services


13.1.1. Implement a mains replacement program based on Water Management Plan

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
13.1.1. Implement a mains replacement program based on Water Management Plan	Continue to progress mains replacement program	Kookie Atkins	Progressing	50%	As of 31 December 2020 - works scheduled as per program	


13.1.3. Ensure water assets are well maintained

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
13.1.3. Ensure water assets are well maintained	Maintenance of mains, services and essential infrastructure undertaken.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - service reliable, failures have quick response times	


13.1.4. Implement a mains relining program based on Sewerage Management Plan

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
13.1.4. Implement a mains relining program based on Sewerage Management Plan	Mains relining commenced.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - relining program delayed due to competing priorities	

13.1.5. Maintain sewer assets


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
13.1.5. Maintain sewer assets	Monitor and repair pumps and equipment.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - water assets operational	

13.1.6. Treatment Plants maintained to Legislative requirements.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
13.1.6. Treatment Plants maintained to Legislative requirements.	Regular monitoring of effluent quality.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - legislative requirement met	


Improve community access to services

13.2.1. Liaise with RFS to provide operational and strategic fire protection in Coonamble


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
13.2.1. Liaise with RFS to provide	Attend Bush Fire Management	Bruce Quarmby	Progressing	50%	As of 31 December 2020 - Bush Fire Management Committee meetings	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
operational and strategic fire protection in Coonamble	Committee meetings, provide input. Provide administration function for RFS cluster Councils.				are attended with Council continuing to provide ongoing administration function for the RFS Zone.	

13.2.2. Continue sponsorship of SES to respond to disasters



DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
13.2.2. Continue sponsorship of SES to respond to disasters	Meet legislative requirements under SES Act.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - SES housed and operational	

13.2.3. Manage town common

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
13.2.3. Manage town common	Management Plan and Operational Guidelines developed.	Environmental Services	Progressing	50%	As of 31 December 2020 - Maintenance works identified and planned with works scheduled in for 2021. No progress has been made on the Management Plan and Operational guidelines during the reporting period.	


13.2.4. Implement recommendations contained in the Coonamble Shire Pedestrian Access and Mobility Plan (PAMP)

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
13.2.4. Implement	New and refurbished	Environmental	Proaressina	50%	As of 31 December 2020 - Council	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
recommendations contained in the Coonamble Shire Pedestrian Access and Mobility Plan (PAMP)	Council facilities are designed and constructed to meet access standards.	Services			continues to ensure that all new and refurbished facilities meet access standards.	
13.2.4. Implement recommendations contained in the Coonamble Shire Pedestrian Access and Mobility Plan (PAMP)	Prioritise PAMP recommendations and prepare a three year budget and plan for completing actions.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - Inspections have identified sections that require repairs/replacements.	
13.2.4. Implement recommendations contained in the Coonamble Shire Pedestrian Access and Mobility Plan (PAMP)	Routinely inspect paving for defects or trip hazards.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - inspections of paving is ongoing with complaints received by Council actioned in a timely manner.	

Minimise our hard waste production and promote recycling

13.3.1. Implementation Waste Management strategy recommendations.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
13.3.1. Implementation Waste Management strategy recommendations.	Investigate annual waste collection service (including assistance for senior community	Kookie Atkins	Not Progressing	90%	As of 31 December 2020 - ready for commissioning	


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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members).

Maintain all public facilities to ensure safety and promote use

13.4.1. Maintain/Improve Parks to acceptable standards


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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13.4.1. Maintain/Improve Parks to acceptable standards	Review kerbside maintenance - review current program and identify priority sites for additional mowing/trimming.	Bruce Quarmby	Progressing	30%	As of 31 December 2020 - Council's kerbside maintenance program has been reviewed, identified priority areas will continue to be maintained in accordance within Council's adopted operational budget. A formal policy outlining Kerbside service levels will be developed during the later half of the 2020/21 financial year.	
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13.4.1. Maintain/Improve Parks to acceptable standards	Continue works in accordance with Asset Management Plan.	Bruce Quarmby	Progressing	50%	As of 30 December 2020 - Works have been completed in line with Asset Management Plan.	
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13.4.2. Complete buildings maintenance & improvement program

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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13.4.2. Complete buildings maintenance & Improvement	Schedule works for duration of Long Term Financial Plan so as to meet key	Bruce Quarmby	Progressing	15%	As of 31 December 2020 - Long Term Financial Plan to be reviewed, taking into consider the updated information from the 2019/2020	
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DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
program	KPIs and service levels set by Council.				Financial statements, as part in conjunction with the review of Asset Management Plans and the 2021/22 Operational plan preparations.	


13.4.3. Maintain cemeteries to acceptable standards

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
13.4.3. Maintain cemeteries to acceptable standards	Improvement to cemetery facility; improved maintenance.	Bruce Quarmby	Progressing	50%	As of 31 December 2020 - Routine inspections continue to be carried out to ensure the facility is presented at the expected level of Council , with the works program adjusted in accordance with findings from these inspections and budgetary constraints.	

Appropriate investment : Our community is looking to the future to improve and protect our access to resources

Ensure long term management and protection of our community assets

14.1.8 Continue to improve the information on the relationship between the service level and cost so that future community consultation will be well informed of the options and costs.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
14.1.8 Continue to improve the information on the relationship between the service level and	Collate and consolidate data for use during community consultation.	Bruce Quarmby	Progressing	50%	As of 30 December 2020 - Ongoing collection and review of financial data and service levels to be utilised in community consultation.	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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cost so that future community consultation will be well informed of the options and costs.

14.1.6. Collect data for all major infrastructure classes

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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14.1.6. Collect data for all major infrastructure classes

Co-ordinate inspection data provided by various departments and update asset register.

Bruce Quarmby

Progressing

25%

As of 31 December 2020 - Information is being correlated and updated to registers as required.



14.1.9. Prepare long term cash flow predictions for asset maintenance, rehabilitation and replacement.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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14.1.9. Prepare long term cash flow predictions for asset maintenance, rehabilitation and replacement.

Review and refine Long Term Financial Plan (LTFP).

Bruce Quarmby


Progressing

20%


As of 31 December 2020 - Long Term Financial Plan to be reviewed, taking into consider the updated information from the 2019/2020 Financial statements, as part in conjunction with the review of Asset Management Plans and the 2021/22 Operational plan preparations.




14.1.10. Revalue assets at intervals in accordance with Australian Accounting Standards.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
14.1.10. Revalue assets at intervals in accordance with Australian Accounting Standards.	Revaluations undertaken in consultation with external auditor.	Bruce Quarmby	Progressing	30%	As of 31 December 2020 - Accounting standards no longer mandate intervals for revaluation of Council Assets. Desktop valuation updates for Council Building and Other Structures , Transport Infrastructure network are planned to be carried out prior to the 30/06/2021.	


14.1.11. Review Councils Asset Management Policy.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
14.1.11. Review Council's Asset Management Policy.	Monitor in accordance with Policy Review Schedule.	Bruce Quarmby	Progressing	10%	As of 31 December 2020 - Asset Management Plans and Policy are to be reviewed as part of the 2021/22 Operational plan preparation process.	


14.1.12. Improve staff capacity in the usage of asset management systems.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
14.1.12. Improve staff capacity in the usage of asset management systems.	Key Staff undertake Asset Management training, as needed.	Amanda Nixon	Progressing	50%	31 December 2020 - Training undertaken in relation to Asset Management - Financial and Best Practice Management Systems by senior staff.	


14.1.13. Ensure Quarry operation is financially viable.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
14.1.13. Ensure Quarry operation is financially viable.	Maintain plant and equipment in good condition. Review plant and operations.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - ISO certification met and maintained	


14.1.14. Maintain Quarry quality certification.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
14.1.14. Maintain Quarry quality certification.	Test all products as per QA documentation.	Kookie Atkins	Progressing	50%	As of 31 December 2020 - testing carried out as per QA certification.	

14.1.15. Ensure Quarry is maintained to Department of Mines' standard.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
14.1.15. Ensure Quarry is maintained to Department of Mines' standard.	Ensure that all plant and equipment pass inspector's Audit..	Kookie Atkins	Completed	100%	As of 31 December 2020 - Certification maintained	

14.1.17. Review viability of Saleyards.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
14.1.17. Review viability of Saleyards.	Develop Asset Management Plan for Saleyard infrastructure.	Environmental Services	Progressing	30%	As of 31 December - Due to a recent change in usage patterns, a further review of the assumptions for expected and current operations of	


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
	Prepare long term financial plan for sustainable operation.				the sale yards will be undertaken by management in 2020/21	

Our Economy


Support: We support our local economy without compromising on quality

Re-establish and maintain a robust, well patronised Coonamble and Gulargambone main streets

EC1.1.1. Continue to plan and implement Coonamble main street beautification and revitalisation projects.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC1.1.1. Continue to plan and implement Coonamble main street beautification and revitalisation projects.	Maintain and improve main street gardens and trees.	Bruce Quarmby	Progressing	40%	As of 31 December 2020 - Seasonal planting of the Coonamble CBD garden beds have been completed.	

EC1.1.2. Maintain main street and business area public spaces to a high standard


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC1.1.2. Maintain main street and business area public spaces to a high standard	Provide regular street cleaning services.	Environmental Services	Progressing	50%	As of 31 December 2020 - Regular street cleaning services are undertaken in the mainstreet and business area public spaces to a high standard.	

EC1.1.3. Lobby for Gulargambone main street beautification funding.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC1.1.3. Lobby for	Pursue funding	Bruce Quarmby	Progressing	50%	As of 31 December 2020 - Council	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
Gulgambone main street beautification funding.	opportunities for Gulgambone main street beautification.				staff continue to liaise with representatives from the Gulgambone community regards to improvements in Lions Park. The Installation of playground equipment in Lions Park was progressing well , with an opening of the facility planned for January 2021.	

EC1.1.4. Provide training and support to tourism related businesses in the Shire.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC1.1.4. Provide training and support to tourism related businesses in the Shire.	Provide tourism development assistance to local businesses/committees if requested. Assist with Tourism Award applications and grants, if requested.	Pip Goldsmith	Completed	100%	Staff regularly provide relevant information to current and potential tourism operators, local event organisers and community groups. Council has hosted an agritourism workshop and met with several businesses to assist in the development of local offerings. No assistance has been requested for tourism award submissions during the reporting period.	

EC1.1.8. Tourism Information on Coonamble Shire be displayed at regional and interstate visitor centres

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC1.1.8. Tourism Information on Coonamble	Distribute Coonamble Shire brochures throughout region. VIC.displays/attendance at	Pip Goldsmith	Completed	100%	Coonamble LGA visitor guides are available at regional visitor information centres. No relevant consumer shows were held during	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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Shire be displayed at regional and interstate visitor centres
 selected consumer shows.
 the reporting period.

Reinvigorate the main street precinct in Gulargambone

EC1.2.1. Lobby for funding for main street beautification

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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EC1.2.1. Lobby for funding for main street beautification
 Apply for funding when opportunities arise.
 Bruce Quarmby
 Progressing 50%
 As of 30 December 2020 - Monitoring of funding opportunities is ongoing.
 Suggest to re-assign to pip / david



EC1.2.2. Maintain main street and business area public spaces to a high standard


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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EC1.2.2. Maintain main street and business area public spaces to a high standard
 Liaise with local businesses regarding street appearance.
 Environmental Services
 Progressing 50%
 As of 31 December 2020 - The local community including local businesses were engaged and consulted during the Masterplan 2020 consultation.




EC1.2.3. Identify opportunities for new tourism product


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC1.2.3. Identify opportunities for new tourism product	Seek suitable grant funding for identified products.	Pip Goldsmith	Completed	100%	The Grants & Communications Officer maintains a register of grant opportunities and facilitates regular applications for funding.	

EC1.2.4. Provide training and support to tourism related businesses in the Shire


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC1.2.4. Provide training and support to tourism related businesses in the Shire	Assist with Tourism Award applications and grants where appropriate.	Pip Goldsmith	Completed	100%	No requests for award application assistance were received during this reporting period. Grant assistance has been provided as requested.	

EC1.2.5. Develop existing visitor markets


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC1.2.5. Develop existing visitor markets	Contribute to regional destination planning	Pip Goldsmith	Completed	100%	The Coonamble Shire Council Destination Management Plan was adopted in November 2020. Staff regularly contribute to the strategic planning and regional initiatives of Destination NSW Country & Outback and work closely with neighbouring LGAs on regional product offerings.	

EC1.2.6. Develop new visitor markets in line with Inland RTO


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC1.2.6. Develop new visitor markets in line with Inland RTO	Participate in appropriate visitor market initiatives outlined in the Regional Destination Plan.	Pip Goldsmith	Completed	100%	A Coonamble Shire Council Destination Management Plan which reflects the themes of the Destination NSW Country & Outback Destination Management Plan has been adopted, and actions are taken to undertake identified visitor market initiatives.	

EC1.2.7. Participate in Inland Tourism and Great Inland Way initiatives

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC1.2.7. Participate in Inland Tourism and Great Inland Way initiatives	Maintain membership of the Great Inland Way and Regional Tourism Organisation, if applicable.	Pip Goldsmith	Completed	100%	Council maintains membership of the Great Inland Way and is an active participant of the Destination NSW Country and Outback destination network.	



EC1.2.8. Tourism Information on Coonamble Shire be displayed at regional and interstate visitor centres

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC1.2.8. Tourism Information on Coonamble Shire be displayed at regional and interstate visitor centres	Shire brochures at regional VICs. Displays/attendance at select consumer shows.	Pip Goldsmith	Completed	100%	Coonamble LGA visitor guides are available at regional visitor information centres. No relevant consumer shows were held during the reporting period.	

Growth & diversity : Our growing regional economy is diverse


Identify and attract industry programs that will draw new industry to the Shire


EC2.1.1. Promote the Shire as a location for business development and investment

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC2.1.1. Promote the Shire as a location for business development and investment	Market Industrial subdivisions lots.	Hein Basson	Progressing	50%	As of 30 June 2020 - The opinion is held that there is no real advantage to be gained in marketing the industrial allotments. They have been created, and are there if being needed - which is possibly the best position Council can be in. We are prepared if an investor comes along who need some industrial land. Council's time and resources are much better utilised e.g. pursuing the development and implementation of the Coonamble Shire Masterplan in order to stimulate the tourism industry as part of a broader economic development strategy.	
EC2.1.1. Promote the Shire as a location for business development and investment	Provide information on Shire data to potential investors and business.	Hein Basson	Completed	100%	As of 30 June 2020 - REMPLAN information is available, and is being provided to interested potential investors.	


EC2.1.2. Support business initiatives that develop economic growth

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC2.1.2.	Pursue external	Hein Basson	Progressing	50%	As of 30 June 2020 - A large number	


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
Support business initiatives that develop economic growth	funding opportunities that contribute to infrastructure improvements.				of external grant funding opportunities have been pursued over the last couple of years, and some of the projects from last year are still in the process of being pursued, e.g. the construction of a new VIC and toilet block in the Main Street. Further funding has been obtained for the upgrade of the Caravan Park in Coonamble, and will start to be expended shortly. Further drought grant funding (\$1M) will be used for the upgrade of the sporting oval; mainly focusing on the installation of lights that will allow for night games to be played, and potentially attracting regional games to the area. Further funding would be welcome to pursue projects identified as part of the Coonamble Shire Masterplan development process.	
EC2.1.2. Support business initiatives that develop economic growth	Provide information and referral service to established businesses.	Hein Basson	Progressing	90%	As of 31 December 2020 - The Manager Economic Development and Growth will pursue these programs and initiatives as part of her role into the future. Regular liaison with the Chamber of Commerce is ensured.	
EC2.1.3. Encourage skills attraction and development activities.						
DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC2.1.3. Encourage skills attraction and development activities.	Support appropriate initiatives that contribute to skill development.	Hein Basson	Progressing	50%	As of 30 June 2020 - This strategy and action have been reviewed against Council's updated Economic Development Strategy. It will be pursued where possible and appropriate.	

EC2.1.4. Support and assist proponents of new agricultural, horticultural and aquaculture enterprises.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC2.1.4. Support and assist proponents of new agricultural, horticultural and aquaculture enterprises.	Provide interested parties with referrals and linkages to various sources of assistance.	Hein Basson	Progressing	90%	As of 30 June 2020 - The Manager Economic Development and Growth already has and will keep on pursue these programs and initiatives as part of her role into the future. The newly developed e-update for the business community is circulated on a regular basis to the business community - with positive responses.	

EC2.1.5. Support projects that enhance and promote local natural resources to encourage business and tourism.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC2.1.5. Support projects that enhance and promote local natural resources to encourage business and	Support development of key sites within the Shire in line with Regional Destination Management Plan and Council resources.	Pip Goldsmith	Completed	100%	The Coonamble Shire Masterplan has identified key sites and priorities for development. Funding has been sought and secured for several sites across the LGA with projects including public art, bore bath development and caravan park upgrades underway.	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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tourism.

Local education : Our educational opportunities include support for our local economy

Leading organisations provide cadetships and graduate employment opportunities

EC3.1.1. Continue to provide the School to Work program, offering options for work experience and Traineeship/ Apprenticeship employment with Council.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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EC3.1.1. Continue to provide the School to Work program, offering options for work experience and Traineeship/ Apprenticeship employment with Council.

Provide opportunities for School to Work placements throughout the organisation

Amanda Nixon

Progressing

50%

31 December 2020 - One school based trainee retained with further opportunities offered during reporting period.



Provide education that addresses the needs of the local population

EC3.2.1. Facilitate partnerships and linkages with government, business and community to develop and improve the education and skill base of young people.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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EC3.2.1. Facilitate partnerships and linkages with government, business and

Participate in Coonamble Connected Communities (School) initiatives.

Noreen Vu

Progressing

50%

As of 31 December 2020 - Ongoing relationship with Connected Communities project workers and Coonamble Together Partnership.



DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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community to develop and improve the education and skill base of young people.

EC3.2.2. Assist with Education Fund Scholarship.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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EC3.2.2. Assist with Education Fund Scholarship.

Provide agreed funding to Coonamble and District Education Foundation.

Bruce Quarmby

Progressing

50%

As of 31 December 2020 - Funding has been included in Council 2020/21 budget, currently awaiting claim from the Foundation for the contribution.



EC3.2.3. Support appropriate alternative education programs.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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EC3.2.3. Support appropriate alternative education programs.

Promote Libraries as a space for tutors and home school activity.

Noreen Vu

Progressing

50%

As of 31 December 2020 - Library services were altered, library resources were still available during COVID-19 restrictions. The Library is regularly utilised by several tutors, home schoolers and distance education students, pre schools, childcare centres, Speech Pathologist and seniors craft group and many of these interactions have reconvened with the easing of restrictions. Library resources are



DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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expanded as funding allows and promotion of facilities and services through social media, Coonamble Times, Council's Community Connect Newsletter.

Local employment : Our community members are gainfully employed in appropriate and satisfying jobs

Provide appropriate and accessible education for our community

EC4.1.1. Support partnerships that support and develop life learning opportunities.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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EC4.1.1. Support partnerships that support and develop life learning opportunities.

Pursue opportunities for staff learning exchanges with Sister City, Campbelltown City Council, and other networks.

Amanda Nixon

Progressing

50%

31 December 2020 - Opportunities identified with placement expected in Jan - June 2021 period.



EC4.1.1. Support partnerships that support and develop life learning opportunities.

Continue library programs involving learning opportunities for pre-school children and seniors.

Noreen Vu

Progressing


50%

As of 31 December 2020 - Library programs expanded to include early learning technologies (hardware, software and infrastructure). Despite COVID-19 restrictions impacting on a large portion of the reporting period there is now and regular pre- school visitation and the Coonamble Senior Citizens group utilising Library for weekly recreational activity has recommenced.




Identify local employment opportunities and promote these across the community


EC4.2.1. Continue to facilitate School to Work program.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC4.2.1. Continue to facilitate School to Work program.	Identified traineeship /apprenticeship opportunities filled as resources are available.	Amanda Nixon	Progressing	50%	31 December 2020 - One school based trainee retained with further opportunities offered during reporting period. One W&S Traineeship position offered during reporting period. Work Crew project is scheduled for Jan - June period.	

EC4.2.2. Continue to recruit using EEO best practice principles.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC4.2.2. Continue to recruit using EEO best practice principles.	Recruitment practices reviewed annually for EEO best practice.	Amanda Nixon	Not Due To Start	0%	31 December 2020 - Review due in Jan - June 2021 period.	

EC4.2.3. Promote job opportunities on line and through local agencies.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EC4.2.3. Promote job opportunities on line and through local agencies.	Advertise employment opportunities locally and on website. Update employment information package	Amanda Nixon	Progressing	50%	31 December 2020 - All positions vacant have been added to website and distributed to local employment agencies. Information packages updated as required.	


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
	and review annually.					

Our Environment


Good environmental management: Our community values knowledge sharing and promotion of best practice environmental management

Promote ecologically and environmentally sustainable land use and development


EN1.1.1. Enforcement of environmental regulations.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EN1.1.1. Enforcement of environmental regulations.	Improve staff capacity and environmental knowledge.	Environmental Services	Progressing	50%	As of 31 December 2020 - Staff have undertaken appropriate workshops to improve environmental knowledge with training and development moving to online platforms during COVID-19 restrictions. Due to staff movements, Council has contracted the services of experienced professionals to oversee the health, building, environmental and regulatory functions during the reporting period.	



EN1.1.2. Continue to review Local Environmental Plan.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EN1.1.2. Continue to review Local Environmental Plan.	DCP reviewed in accordance with Legislation.	Environmental Services	Not Progressing	0%	As of 31 December 2020 - Due to the unavailability of staff resources the review of the DCP has not progressed and is highlighted as a priority for 2021.	


EN1.1.3. Ensure compliance with NSW Building Certification.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EN1.1.3. Ensure compliance with NSW Building Certification.	Assess applications in accordance with Legislation.	Environmental Services	Progressing	50%	As of 31 December 2020 - Building applications assessed within legislative timeframes	

EN1.1.4. Provide quality over the counter, telephone and email advice to customers.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EN1.1.4. Provide quality over the counter, telephone and email advice to customers.	Provide building "adaptability" guidelines for ageing in place to residents who are renovating or building homes.	Environmental Services	Progressing	50%	As of 31 December 2020 - Information provided to potential builders and owner builders on aged and disabled access to new and renovated building.	
EN1.1.4. Provide quality over the counter, telephone and email advice to customers.	Respond to enquiries, provide pro-active information on website.	Environmental Services	Progressing	50%	As of 31 December 2020 - All enquiries responded to within appropriate timeframe. Preliminary discussions have occurred on the planned review of website contents with more actions to come in 2021.	

EN1.1.5. Approvals completed within time frame required.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
EN1.1.5. Approvals completed within time frame	Continue to work within best practice guidelines.	Environmental Services	Progressing	50%	As of 31 December 2020 - Land use complies with Council LEP - gateway determinations requested where required.	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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required.

EN1.1.6. Ensure ongoing program of noxious weed and insect control through membership of Castlereagh - Macquarie County Council.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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EN1.1.6. Ensure ongoing program of noxious weed and insect control through membership of Castlereagh - Macquarie County Council.

Council representative to attend Castlereagh Macquarie County Council meetings. Provide financial contribution.

Bruce Quarmby

Progressing

50%

As of 31 December 2020 - The annual financial contribution has been provided, with Council representatives continuing to attend the Castlereagh Macquarie County Council meetings as required.



Knowledge sharing

Share knowledge and facilitate knowledge sharing amongst those working on the land.

EN2.1.1. Ensure appropriate opportunities for those working on the land to participate in Council consultation regarding decisions that affect them.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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EN2.1.1. Ensure appropriate opportunities for those working on the land to participate in Council consultation regarding

Continue to ensure methods for reaching people working on the land are incorporated into consultation strategies.

Noreen Vu

Progressing

50%

As of 31 December 2020 - Council utilises Facebook, website, phone calls and newsletters to facilitate consultation with people on the land. Drought and well being page developed on Council website.



DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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decisions that affect them.

Protection of our waterways

Ensure the health of our river system

EN3.1.1. Enforcement of environmental regulations.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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EN3.1.1. Enforcement of environmental regulations.

Regular inspection of creeks and river. Source grant funding to combat littering. Increase litter patrols to identify source of dumped litter.

Environmental Services

Progressing 50%

As of 31 December 2020 - Regular patrols/inspections on waterways continued. Incidents of illegal dumping investigated. Literature on litter control provided at Council's Administration office.




Our Leadership



A community that is supported by active, respected leaders

Encourage broader involvement in community activities

L1.1.1. Continue to support Coonamble Shire Youth Council as a link between young people and their Council.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.1.1. Continue to support Coonamble Shire Youth Council as a link between young people and their Council.	Facilitate Youth Council meetings.	Noreen Vu	Not Due To Start	0%	Facilitation of Youth Council meeting put on hold due to COVID-19 and will be considered for 2021.	

L1.1.2. Promote genuine opportunities for people to participate in decisions that affect them.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.1.2. Promote genuine opportunities for people to participate in decisions that affect them.	Develop and utilise an Access and Inclusion Reference Group when developing Council plans.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Extensive, broad sector community consultation undertaken by sala4D as part of the Coonamble Shire Masterplan process. Council will undertake further consultation in 2021 during the development of the new Disability Inclusion Plan.	
L1.1.2. Promote genuine opportunities for people to participate in	Utilise broad methods of community consultation, including in place	Noreen Vu	Progressing	50%	As of 31 December 2020 - Council utilised various mediums to encourage community participation in consultation processes including: Facebook, website, newsletter,	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
decisions that affect them.	strategies.				media, surveys, public exhibition in Council's front office and libraries and face to face. Public question time at Council meetings put on hold due to COVID-19 however people were and still able to stream the Council meetings live.	

L1.1.3. Encourage local involvement in regional business awards.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.1.3. Encourage local involvement in regional business awards.	Assist in Regional Business Awards.	Hein Basson	Completed	100%	As of 31 December 2020 - The necessary assistance is being provided to local businesses who would like to participate in the regional business awards initiative. As part of this function provided by Council's Manager Economic Development and Growth, businesses will also be encouraged to participate.	


L1.1.4. Encourage children and young people to be involved in the planning and design of community spaces

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.1.4. Encourage children and young people to be involved in the planning and	Utilise child and youth friendly consultation methods to ensure genuine opportunities for engagement.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Children and youth participation in the planning for the refurbishment of the Gulargambone Youth Centre. Council's Youth Officer engaged with the young people of the Shire to	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
design of community spaces					develop the school holiday program in its new format of physical distancing.	


Promote opportunities for leaders to learn the features of good leadership

L1.2.2. Encourage staff to develop leadership skills

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.2.2. Encourage staff to develop leadership skills	Coaching and mentoring program for junior staff continued with new staff. Leadership and Professional Practice training program for senior staff continued with new staff.	Amanda Nixon	Progressing	45%	31 December 2021 - Due to COVID-19 restrictions and resourcing required limited activities undertaken however internal mentoring with new and junior staff continued.	

Support leadership succession planning

L1.3.1. Continue to work in partnership with key services in the Shire, assisting with governance and leadership development.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.3.1. Continue to work in partnership with key services in the Shire, assisting with governance and leadership	Provide advice and support with governance and leadership development to key services in the Shire, where requested.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Support provided to the Coonamble Women's Shed, Coonamble Together Partnership Group, Coonamble and Gulargambone Interagency and Youth Interagency.	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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development.

L1.3.2. Take measures to publicize the positive contribution young people make to the Shire.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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L1.3.2. Take measures to publicize the positive contribution young people make to the Shire.

Produce positive media/ promotion of youth activities, events and achievements, prior/ during or after the event.

Noreen Vu

Progressing

50%

As of 31 December 2020 - Council provided engaging holiday packs during the height of the COVID-19 pandemic and provided a COVID-19 safe October school holiday program. Council events were promoted through flyers, posters, media releases, radio announcements, school visits (when restrictions eased), Facebook, Council websites and Community Connect newsletter.



Encourage and promote a high level of leadership in the community

L1.4.1. Lobby against forced Local Government amalgamations.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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L1.4.1. Lobby against forced Local Government amalgamations.

Lobby as opportunities arise.

Hein Basson


Progressing

50%





As of 31 December 2019 - The State Government has committed themselves to the principle of no forced amalgamations, so no further lobbying is really necessary. The opinion is held that it will take at least 10 years before this contentious matter will resurface again.



L1.4.2. Develop a Business Continuity Plan.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.4.2. Develop a Business Continuity Plan.	Monitor and review Business Continuity Plan.	Bruce Quarmby	Not Due To Start	0%	As of 31 December 2020 - Desktop review of Business Continuity plan to be carried out prior to the 30/06/2021.	

L1.4.3. Provide high quality customer service to the community.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.4.3. Provide high quality customer service to the community.	Audit Council library equipment and resources in terms of height and reach accessibility.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Regular monitoring to ensure the facility and resources are accessible for all library users. Staff assistance offered.	
L1.4.3. Provide high quality customer service to the community.	Facilitate Disability Awareness Training for staff.	Amanda Nixon	Not Due To Start	0%	31 December 2020 - Training scheduled for Jan - June 2021 period.	
L1.4.3. Provide high quality customer service to the community.	Monitor IT Resources Plan.	Bruce Quarmby	Progressing	40%	As of 31 December 2020 - Monitoring of IT Resources plan is ongoing. As part of the 2021/22 operational plan preparation process it will be further reviewed by Council staff to ensure that it is adequately resourced to meet Council's ongoing needs.	
L1.4.3. Provide high quality customer service to the community.	Conduct annual review of front line customer service and make recommendations for	Bruce Quarmby	Progressing	35%	As of 31 December 2020 - Ongoing monitoring and review of front line customer service, minimal complaints have been received.	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
community.	improvement.				Improvements to customer service where identified have been implemented.	


L1.4.4. Governance is open and transparent.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.4.4. Governance is open and transparent.	Conduct all business in compliance with Local Government Act & Regulations.	Hein Basson	Progressing	90%	As of 31 December 2020 - Business is conducted in compliance with Local Government Act and regulations.	

L1.4.5. Review Council policies.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.4.5. Review Council policies.	Monitor Policy Review Schedule.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Review of Council policies schedule has been completed and departments are using this schedule as a guide to continually update policies as required for continuous improvement	

L1.4.6. Maintain consultation process with workforce.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.4.6. Maintain consultation process with workforce.	Facilitate Consultative Committee and WH&S Committee meetings. Staff communication	Amanda Nixon	Progressing	50%	31 December 2021 - Both Consultative and WHS Committees functioning and meeting regularly. Staff newsletter has been distributed. Staff communication strategy, not	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
	strategy reviewed annually.				reviewed.	


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

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.4.7. Ensure compliance with legislation for WH&S.	Conduct all business in compliance with WHS Act 2011 & Regulations. Adhere to WHS Management Plan.	Amanda Nixon	Progressing	50%	31 December 2021 - Council business continues to be conducted inline with WHS obligations and no issues of non-compliance reported. Limited continued developed of WHS Management Plan due to resourcing re-directed to meeting WHS COVID 19 obligations.	

L1.4.8. Review recruitment & retention strategies.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.4.8. Review recruitment & retention strategies.	Monitor recruitment and retention strategies	Amanda Nixon	Not Due To Start	0%	31 December 2021 - Review due to be completed Jan - June reporting period.	

L1.4.9. Ensure compliance with legislation for Equal Employment Opportunity.



DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.4.9. Ensure compliance with legislation for	Monitor compliance.	Amanda Nixon	Progressing	50%	31 December 2021 - All recruitment and training activities undertaken in compliance with EEO compliance	



DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
Equal Employment Opportunity.					obligations and best practice.	

L1.4.10. Maintain long term financial viability.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.4.10. Maintain long term financial viability.	Review Long Term Financial Plan.	Bruce Quamby	Progressing	15%	As of 31 December 2020- Annual review of Council's Long Term Financial to be carried as part of the 2021/22 Operational Plan process. The Long Term Financial plan will also be updated with the information contained within the 2019/2020 financial statements.	

L1.4.11. Continue to progress workforce planning.


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.4.11. Continue to progress workforce planning.	Continue to conduct and respond to staff disability inclusion survey.	Amanda Nixon	Progressing	50%	31 December 2020 - Staff survey conducted and recommendations are being progressed.	
L1.4.11. Continue to progress workforce planning.	Develop Council's Workforce Management Strategy for retaining older workers and people with a	Bruce Quamby	Progressing	50%	As of 31 December 2020 - Council continues to comply with the underlying principles of EEO and anti discrimination in its recruitment and selection process.	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
	disability.					
L1.4.11. Continue to progress workforce planning.	Review recruitment processes, forms and language for accessibility.	Amanda Nixon	Not Due To Start	0%	31 December 2020 - Review due in Jan - June period.	
L1.4.11. Continue to progress workforce planning.	Monitor and review Workforce Plan.	Amanda Nixon	Not Due To Start	0%	31 December 2021- Review due in Jan - June 2021 reporting period.	

L1.4.12. Progressively address training needs and upgrade Training Plans

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.4.12. Progressively address training needs and upgrade Training Plans	Continue to develop annual staff training plans.	Amanda Nixon	Progressing	50%	31 December 2021 - Training undertaken in line with annual and individual training plans.	

L1.4.13. Continue with employee exit interviews process.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L1.4.13. Continue with employee exit interviews	Carry out exit interviews	Amanda Nixon	Progressing	50%	31 December 2021 - All staff given the opportunity to complete exit interviews.	

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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process.

A community that supports active, respected leaders

Increase Aboriginal representation on Council

L2.1.1. Promote awareness of the role and function of Council to Aboriginal people


DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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L2.1.1. Promote awareness of the role and function of Council to Aboriginal people	Attend and present relevant information to Community Working Party. Utilise relevant events/activities as opportunity to relate the role and function of Council.	Noreen Vu	Progressing	50%	As of 31 December 2020 - No Community Work Party meetings held during the reporting period. Council supported and participated in interagency meetings and the Together Partnership Group.	
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Increase representation to community leader roles


L2.2.1. Continue to develop the leadership capacity of staff.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
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L2.2.1. Continue to develop the leadership capacity of staff.	Staff coaching, mentoring and leadership training program continued.	Amanda Nixon	Progressing	50%	31 December 2021 - Mentoring of junior staff and psychometric testing in recruitment activities and as professional development continued.	
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Acknowledge the importance of community leader roles

L2.3.1. Continue to facilitate Australia Day celebrations.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L2.3.1. Continue to facilitate Australia Day celebrations.	Facilitate annual Australia Day event.	Noreen Vu	Not Due To Start	0%	Australia Day did not occur during this reporting period.	

L2.3.2. Council staff acknowledge Aboriginal Country at official Council meetings.

DP Action	Operational Plan Action	Responsible Officer	Status	Progress	Comments	Traffic Lights
L2.3.2. Council staff acknowledge Aboriginal Country at official Council meetings.	Acknowledgment of Country made by Council staff at official Council meetings.	Noreen Vu	Progressing	50%	As of 31 December 2020 - Appropriate acknowledgement made.	

12.14 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 February 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 (\$)
19/02/2021	Fat Sale	1,145	2,394.09			1,150	9,184.20

SALEYARDS ACCOUNT 01/07/2020 - 26/02/2021**Saleyards Operations:**

Income	78,635.66
Expenditure	86,469.56
Deficit	- 7,833.90

Truck wash:

Income	22,485.17
Expenditure	3,973.72
Surplus	18,511.45

Summary:

Income	101,120.83
Expenditure	90,443.28
Surplus	10,677.55

Saleyards Activities

The fat sale for the year was held on 19 February 2021 with a throughput of 1,150 good quality cattle. A very strong market prevailed.

Minor maintenance at the saleyards is addressed as issues arise.

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

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

Council received correspondence from Aus Meat for the National Saleyards Quality Assurance that they are intending to conduct an audit during a sale which is likely to be organised for the April 2021 sale.

(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.

12.15 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 certification was extended.

(b) Airport:

- Routine inspection and maintenance works are ongoing.
- Reseal and line marking of runway are 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 due to carry out a water mains installation and replacement program over the next few months. A contractor has been engaged to begin the installation at Maule Lane.
- New mains will be laid to increase water security for both the Coonamble and Gulargambone Hospitals by providing flows from an additional direction. Council has engaged contractors to install these mains over the next few months.
- 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.
- Council has engaged contractors to complete repairs on the Wingadee Street, Yarran Street and Gulargambone Reservoirs. The contractors have installed new hatches. Additionally, they have rectified OH&S issues for the access ladders at the Yarran Street Reservoir, and improved the bird-proofing at the Wingadee Street Reservoir.
- A funding deed for the Integrated Water Cycle Management is being prepared by RestartNSW. This project will result in a 30-year business plan / strategy to ensure that the Water and Sewer Assets are maintained to provide a high level of performance.

(d) Quarry:

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

(f) Levee Upgrade:

- Stage 4 – Major problems with riverbank stabilisation in particular areas have been encountered, which will necessitate a change in the scope for the project. 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:

- Discussions between staff and the EPA regarding the future of the saleyard licence are continuing. This is a matter that will be taken over in due course by the Executive Leader Environment, Strategic Planning and Community.

(h) State Highway:

- 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 heavy patching works were completed in 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 with extensions commenced 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, are on going.

Bertram Street

- An amount of \$350,000 has been allocated to improve drainage at Bertram Street near the Primary School. The work involves removal of a concrete causeway, replacement of some sections of kerb and rehabilitating the roadway to suit.

Due to the nature and extent of work, it will be disruptive to the school children and traffic for some weeks as it will not be possible to complete the work within school holiday periods.

The Acting Manager Roads and Bridges has consulted with the School Principal who has no objection to a possible reduced scope of works to lessen disruption to the school and still achieve drainage improvements.

It may be possible to leave the concrete causeway in place and still divert runoff from the road to the nearby open drain, with some lesser replacement of kerb. This modified work proposal will be less disruptive during school days and may be partially completed within school holiday periods.

At this stage, the engineering design levels are being investigated to ascertain the possibility of achieving the desired drainage improvements whilst leaving the existing concrete causeway in place.

A further update will be provided to Council following this investigation.

Tooraweenah Road

- TfNSW – the final report has been accepted and progressed. Quotes have been sought for preliminary works including environmental, geo-technical, survey and design. Quotations have been accepted for survey, design, geotechnical analysis and environmental review.

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. Kindly note that this project is separate to the upgrade of the Warren Road intersection. Staff have completed the relevant documents which were submitted in early November (i.e. policy documents, various project plans etc.). 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

Item	Task	Comments
1	MR202 Merri Merri – Flood damage repairs	In progress
2	SR86 Carinda Road – Rehabilitation (after harvest)	Programmed
10	SR8 Kensington Rd – Maintenance grade	Programmed
11	SR7 Wingadee Rd – Maintenance grade	Programmed
12	SR2 Tooraweenah – Maintenance grade	Complete
14	SR55 Gibsons Way– Reform/Resheeting	Complete
15	SR6 Bramble Rd – Reform/Resheeting – Stage 2	In Progress
16	SR90 Fishers Rd – Reform/Resheeting	Complete
17	SR79 Gumin Gumin Rd – Reform/Resheeting	Complete
18	Slashing sealed Local & Regional Roads	In Progress
	SR55 Gibsons Way - Culverts	Complete
	SR4 Emby Rd – Maintenance grading	In Progress

	SR19 Gulargambone Rd – Maintenance grading	In Progress
	SR16 Mungery Rd – Reform/Resheeting	In Progress
	SR7 Wingadee Rd – Reforming	Programmed
	SR12 Back Gular Rd – Reform/Resheeting	Programmed
	SR 87 Box Ridge Rd – Shoulder flood damage	Programmed

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.

Roads Committee

- The Roads Committee carried out a roads inspection bus trip to gain a better understanding of the network and some of the issues Council is facing.



Local Roads and Community Infrastructure Funding

- Council allocated \$400,000 from round one (1) of this funding for additional work at selected flood damage sites to help address underlying issues not covered by flood damage funding. Due to the extended time it is taking to gain approval for the flood damage works, alternate sites have been identified to be funded from the \$400,000 to ensure works can be carried out by the end of June. Quotes are being sourced for projects on Quobathoo Road, Box Ridge Road, Billaroi Road and Carinda Road. When quotes are received it will be determined which, if not all of these projects can be completed.

- Round two (2) of the Local Roads and Community Infrastructure funding has been confirmed with Coonamble being allocated \$723,922. Works proposed for round two (2) will be the subject of a report for the April 2021 Council Meeting.

(a) Governance/Policy Implications

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

(b) Legal Implications

There are no legal implications arising from this report.

(c) Social Implications

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

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

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

CONCLUSION

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

RECOMMENDATION

- 1. That Council re-allocates \$400,000 of the Local Roads and Community Infrastructure funding to the following alternate sites to ensure the funds can be expended within the allotted time frame (by the end of June 2021):**
 - **Quobathoo Road;**
 - **Box Ridge Road;**
 - **Billaroi Road; and**
 - **Carinda Road.**
- 2. That Council requests the Executive Leader Infrastructure to, in the April 2021 Infrastructure Progress Report, address Council's intent to make an amount of \$400,000 available to be expended on roads which have suffered flood damage to repair them to a**

better standard than only to the condition that they were in before the flood event – in order to effect quality, longer-lasting repairs to particular roads sections which have been known to be problematic over time.

3. That Council notes the rest of the information in this report.

12.16 MT MAGOMETON QUARRY - REMAINING RESOURCE**File Number:** Q-1**Author:** Alan Blackney, Quarry Overseer**Authoriser:** Hein Basson, General Manager**Annexures:** 1. Diverse Surveyors Pty Ltd - Report regarding Mt Magometon Quarry**PURPOSE**

The purpose of this report is to provide Council with information from which to base decisions pertaining to resource allocation for both internal stakeholders and external customers, taking into consideration the remaining resource at Council's Mt Magometon Quarry.

BACKGROUND

The quarry was established in 1964 and over time Council has enhanced its operation by the installation of a new crushing plant and the renewal of mobile plant. In 2012 Council decided to investigate the possibility of acquiring additional land adjacent to the current Council lease. Investigations with the Lands Department revealed that Council would need to obtain consent from the then lessee to have the land transferred to Council. The lessee at the time was Mr Ray Williams, who agreed to transfer and in 2014, following the Minister's approval, the expansion was completed.

The primary objective of the crusher was to supply Council with aggregate and road making material and, as Mt Magometon is potentially one of a limited number of sites within the local government area (LGA) where quality rock can be sourced, its importance to Council's ongoing operations cannot be overstated.

The secondary objective of the crusher was to provide income to Council and this goal has been successful over the years in generating additional revenue through profits to relieve Council's dependence upon rate income and grants to some extent.

(a) Relevance to Integrated Planning and Reporting Framework

14.1.13 Ensure quarry operation is financially viable.

14.1.14 Maintain quarry quality certification.

14.1.15 Ensure quarry is maintained to department of Mines' standard.

(b) Financial Considerations

There are no financial implications directly associated with this report. However, the average annual amounts over the past five (5) years are set out hereunder:

• Income	\$2,433,600
• Expenditure	\$1,945,600
• Profit	\$ 488,000
• Value of Capital Improvements	\$1,916,780
• Return on Capital Investment	26.92%

COMMENTARY

Surveyors were recently engaged by staff to conduct a topographic survey to calculate the remaining quarry resource at the Mt Magometon site using remotely piloted aircraft systems and precision GPS stations to capture geo-referenced imagery, which was processed to produce an updated surface model of the site.

A copy of the Surveyor's Report is attached for Councillors' perusal and information.

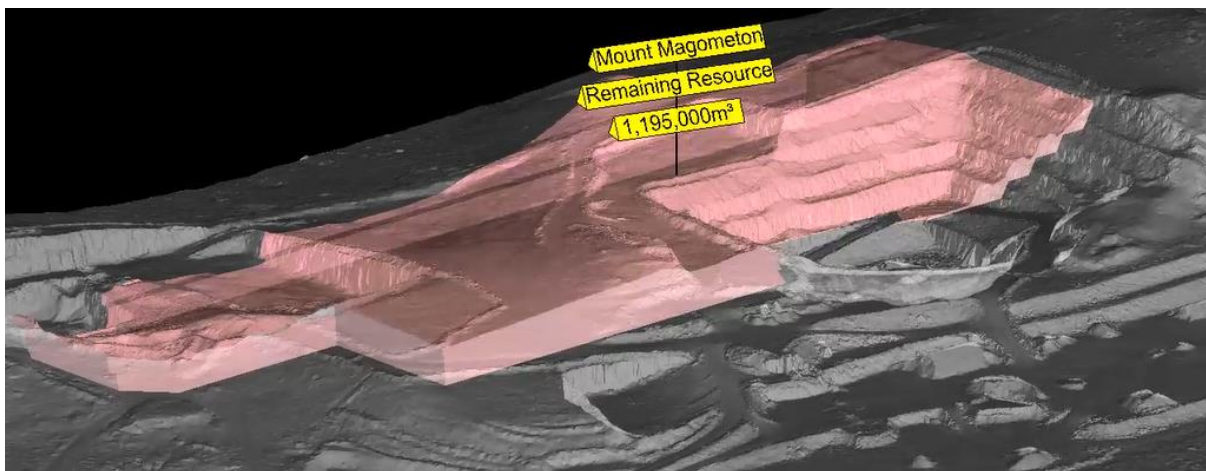
The volume of available material for extraction is approximately 1,195,000 cubic metres, which equates to 3,023,350 tonnes, with a forecast minimum timeframe for extraction of 30.2 years.

This timeframe is based on the maximum allowable extraction rate of 100,000 tonnes per annum determined by the Environment Protection Authority Licence under which the quarry operates.

Examples of timeframes based on various rates of yearly production (rounded) are as follows:

- 80,000t = 37.8 years
- 85,000t = 35.5 years
- 90,000t = 33.6 years
- 95,000t = 31.8 years

It is paramount that Council considers any plans to increase the current maximum extraction rate, as this will have an impact on the quarry lifespan. This, in turn, will result in financial implications in future years, including the possibility of having to source material from elsewhere at increased costs.

**(a) Governance/Policy Implications**

Control, operation and management of Council's Mt Magometon Quarry are carried out in accordance with the adopted Quarry Management Plan.

(b) Legal Implications

There are no legal implications directly associated with this report at this time.

(c) Social Implications

There are no social implications directly associated with this report.

(d) Environmental Implications

The environmental implications included in this report would involve the future rehabilitation of the quarry site. Works such as fencing, removal of structures and tree planting would need to be considered as well as revegetation of the site to prevent erosion and sedimentation.

Council previously agreed to accrue \$150,000 at the rate of \$10,000 per annum, plus CPI increases, towards the long-term rehabilitation of the quarry.

(e) Economic/Asset Management Implications

The economic / asset management implications would include the need to implement further control measures to monitor both extracted and crushed material movements for the purposes of production tracking for planning and compliance with EPA Licence. The number of tonnes being extracted from the pit has not been adequately captured to date, which means the level of compliance with the EPA Licence is largely unknown and needs to be remedied.

However, using basic calculations, a yearly extraction rate can be extrapolated as an estimate using factors that are deemed reasonable. The result of this calculation indicates an acceptable yearly extraction rate of 95,095 tonnes.

Commentary: General Manager

In addition to the above consideration, some years ago, it had apparently been agreed by Council that 25% of all annual profits be allocated to finance future capital works (i.e. put into the Quarry Reserve Fund) but this direction has not been followed on a regular and consistent basis, as Council in other years wanted the full profit amount to be made available for its roads infrastructure. This matter will have to be revisited to ensure that at least annual depreciation costs are accounted for, and the necessary funding be available when major maintenance and/or renewal of the plant and equipment is needed. However, the Quarry reserve is currently quite healthy with a positive balance of \$1,239,045. Conversely, the Quarry Rehabilitation Reserve currently only has a positive balance of \$160,000. This situation will also have to be revisited to ensure that Council will financially be able to rehabilitate the site according to the required industry standards when operations cease.

(f) Risk Implications

There are no risk implications directly associated with this report.

Further Commentary: General Manager

I suggest that the following matters will have to be further investigated, and for a report to be prepared for Council's consideration when the necessary information and facts have been gathered:

- Developing and implementing the best possible “lean and mean” business model, addressing the following points:
 - Determining the optimum staffing numbers, whilst still meeting Local Government (State) Award 2020 and Work Health and Safety requirements. (This action should not be perceived as a threat to or by any existing staff member/s, as Council will have thorough discussions around any potential changes with all involved and no job losses will be guaranteed within the organisation. It is, however, important for the Quarry as a business unit to operate as efficiently as possible in order to return the maximum benefit to the community in terms of providing for an additional revenue source for the funding of Council’s extensive local road network);
 - Whether the current fixed crusher (bringing whole of life asset and operator costs into the equation) versus hiring in mobile crushers at competitive rates is the best short, medium and longer-term option;
 - Investigating proper planning and stockpiling management to ensure on the one hand adequate supplies of different product at all times, and on the other hand not sitting with “dead stock” (which relates to dead capital not working for us);
 - Identification of potential additional business opportunities to increase profits, whilst not unhealthily eating away at the projected lifespan of the facility;
 - Analysing our fees and charges to ensure that we are not overcharging ourselves, but that we are competitive with other similar businesses within the region (which will provide more money onto our jobs but decrease our profit). However, in this regard, we need to be sure that we comply with the National Competition Principles.
- As was mentioned above, the necessity to set and pay a set percentage of annual profits into the Quarry Reserve fund to ensure that capital expenditure would be able to be incurred when major maintenance and/or renewal of plant and equipment is required.
- As was also mentioned above, the necessity of determining the rehabilitation costs of the Quarry site in accordance with the applicable industry standards and expectations, and for an annual amount to be set and paid into the Quarry Rehabilitation Reserve fund from the Quarry profits – to ensure that Council is financially able to undertake the necessary rehabilitation works when operations cease.
- As part of Council’s strategic planning, the identification of suitable land with adequate hard rock resources for the development of another Quarry be pursued, and for such land to be purchased and the necessary planning and approval processes to be followed well in advance of the current Quarry reaching the end of its predicted lifespan.

CONCLUSION

The information provided in this report is designed to assist Council in determining respective allocations of this finite resource between internal stakeholders and external customers based on set financial targets, taking into consideration the quantity of material available and the extraction rate. The report also highlights a number of particular areas for further investigation, which, once the necessary

information has been gathered, will culminate in another report for Council's consideration.

RECOMMENDATION

- 1. That Council notes this report.**
- 2. That the following matters be further investigated, and a report be prepared for Council's further consideration when the necessary information and facts have been gathered:**
 - 2.1. Developing and implementing the best possible "lean and mean" business model, addressing the following points:**
 - 2.1.1. Determining the optimum staffing numbers, whilst still meeting Local Government (State) Award 2020 and Work Health and Safety requirements;**
 - 2.1.2. Whether the current fixed crusher (bringing whole of life asset and operator costs into the equation) versus hiring in mobile crushers at competitive rates is the best short, medium and longer-term option;**
 - 2.1.3. Investigating proper planning and stockpiling management to ensure on the one hand adequate supplies of different product at all times, and on the other hand not sitting with "dead stock" (which relates to dead capital not working for us);**
 - 2.1.4. Identification of potential additional business opportunities to increase profits, whilst not unhealthily eating away at the projected lifespan of the facility;**
 - 2.1.5. Analysing our fees and charges to ensure that we are not overcharging ourselves, but that we are competitive with other similar businesses within the region (which will potentially provide more money onto our jobs but decrease our profit). However, in this regard, Council needs to be sure that it complies with the National Competition Policy principles.**
 - 2.2. Pursuing the necessity to set and pay a set percentage of annual profits into the Quarry Reserve fund to ensure that capital expenditure would be able to be incurred when**

major maintenance and/or renewal of plant and equipment is required.

- 2.3. Pursuing the necessity of determining the rehabilitation costs of the Quarry site in accordance with the applicable industry standards and expectations, and for an annual amount to be set and paid into the Quarry Rehabilitation Reserve fund from the Quarry profits – to ensure that Council is financially able to undertake the necessary rehabilitation works when operations cease.**
- 2.4. As part of Council’s strategic planning, pursuing the identification of suitable land with adequate hard rock resources for the development of another Quarry, and for such land to be purchased and the necessary planning and approval processes to be followed well in advance of the current Quarry reaching the end of its predicted lifespan.**



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ABN 51 600 569 640
ACN 600 569 640

14/02/2021

Client: Coonamble Shire Council

Project Name: 490 - Mt Magometon Quarry Coonamble Shire

Site Name: Mount Magometon

Date of Survey Acquisition: 8/02/2021

Personal:

- David Ericson (Senior Surveyor)

Equipment:

- Leica GNSS GS18
- DJI Phantom 4 Pro RTK
- DJI D-RTK 2 High Precision GNSS Mobile Base Station
- 2 x Leica GS15 Static GNSS units

Survey requested:

- DTM using photogrammetry techniques with a minimum of 0.1m vertical accuracy
- Aerial imagery
- Stockpile volumes
- Remaining quarry resource

Introduction

Diverse Surveyors was engaged by Alan Blackney from Coonamble Shire Council to conduct a topographic survey to calculate the remaining quarry resource and current stockpile volumes at the Mt Magometon quarry site. Central coordinates of the actual site are 646185 E, 6566400 N (MGA/GDA2020). The Area of Interest consists of 80ha. Using state-of-the-art remotely piloted aircraft systems and precision GPS stations, geo-referenced imagery was captured, classified and processed to produce an updated surface model of the site. Leica GNSS was used to survey the GCPs. 2 new control points was established through the governments AUSPOS resource with the data referenced to MGA2020 Zone 55 grid system with AHD (Derived from Ausgeoid2020) used for elevation.



Figure 1 -Mt Magometon Quarry Lease

Survey Details

Date of Field Survey: 8/02/2021

Time: 10:00am

Control Referenced

ID	Easting	Northing	Height (AHD)
MAG1	654252.411	6566855.936	272.927
MAG2	654172.54	6566592.74	257.699

Information for Aerial Survey

Accuracy Results

Ground Control Points (GCP): 11 (horizontal/vertical accuracy of +/- 2 cm)

GCP Name	Accuracy XYZ [m]	Error X [m]	Error Y [m]	Error Z [m]
GCP4 (3D)	0.020/ 0.020	-0.020	0.002	-0.009
GCP6 (3D)	0.020/ 0.020	0.006	-0.015	-0.012
GCP8 (3D)	0.020/ 0.020	0.008	0.005	-0.015
GCP9 (3D)	0.020/ 0.020	-0.006	0.017	0.005
GCP11 (3D)	0.020/ 0.020	-0.015	0.002	0.005
GCP14 (3D)	0.020/ 0.020	-0.006	0.012	0.010
GCP16 (3D)	0.020/ 0.020	0.013	-0.008	-0.010
GCP18 (3D)	0.020/ 0.020	0.021	-0.004	0.021
GCP20 (3D)	0.020/ 0.020	0.004	0.004	0.008
GCP21 (3D)	0.020/ 0.020	0.007	-0.020	-0.013
GCP23 (3D)	0.020/ 0.020	-0.014	0.007	0.014
Mean [m]		-0.000097	0.000049	0.000411
Sigma [m]		0.012429	0.010448	0.012135
RMS Error [m]		0.012429	0.010449	0.012142

GCP Check Points: 12 (horizontal/vertical accuracy of +/- 3 cm)

Check Point Name	Accuracy XYZ [m]	Error X [m]	Error Y [m]	Error Z [m]
GCP1		0.0158	-0.0172	-0.0087
GCP2		-0.0156	0.0057	0.0067
GCP3		0.0114	0.0237	-0.0125
GCP5		0.0172	-0.0023	-0.0249
GCP7		-0.0088	0.0184	0.0091
GCP10		-0.0066	-0.0136	-0.0081
GCP12		0.0272	-0.0011	-0.0085
GCP13		0.0286	-0.0020	-0.0145
GCP15		-0.0014	0.0120	0.0145
GCP17		0.0097	-0.0114	-0.0110
GCP19		0.0134	0.0161	-0.0113
GCP22		-0.0047	-0.0026	-0.0141
Mean [m]		0.007186	0.002131	-0.006939
Sigma [m]		0.013781	0.012613	0.010829
RMS Error [m]		0.015543	0.012792	0.012862

Please note, the accuracies indicated above relate to discretely identifiable features on hard flat surfaces on open areas. Our process incorporates dense point matching methodologies and as such the data in areas where ground is obscured by vegetation, buildings or other structures is to be considered uncertain. These areas can be determined by the orthophoto provided. The dense point matching method uses automatic feature recognition algorithms, homogeneous and reflective surface (sand, snow, water etc) may provide erroneous results and should not be relied upon.

Deliverables

A table below provides the data provided to the client for the requested survey.

Data	Description	Format	Average Resolution	Coordinate System	Height datum
01 Elevation point cloud	210208_Mt Mag Points_mga2020z55_ahd	CSV	1.0m (Simplified)	MGA2020 Zone 55	AHD
02 Orthomosaic	210208_Mt Magometon ortho_mga2020	ECW/Kmz /jpg	3.2cm/pixel	MGA2020 Zone 55	NA
03 Resource	210208_Mt Magometon Remaining Resource & 210208_Mt Magometon Resource animation	PNG & avi	NA	NA	NA
04 Stockpile Volumes	210208_Mt Magometon Stockpile Volume 1-3	JPG	NA	NA	NA
05 Control	Mt Magometon Fixed Control_200227	Excel	NA	MGA2020 Zone 55	AHD

Deliverables Preview



Figure 2 - Orthomosaic at 3.2 cm/pixel



Figure 3 - DTM at 1.0 metre spacing grid

Notes

The documentation and CAD data provided by the client to complete the remaining resource calculation were different. The title boundary from MinView was adopted which matched the data provided "QuarryLotsKML". The blue area below is the data supplied with the file name 'Figure2.1' by the client. The grey shaded area is both from MinView and file supplied by the client (QuarryLotsKML). It is safe to say that that the boundary file 'Figure 2.1' is incorrect. The resource is based off the parameters outlined in the document '2.4 – Extraction' which was supplied by the client.



Figure 4 – Difference in client supplied datasets

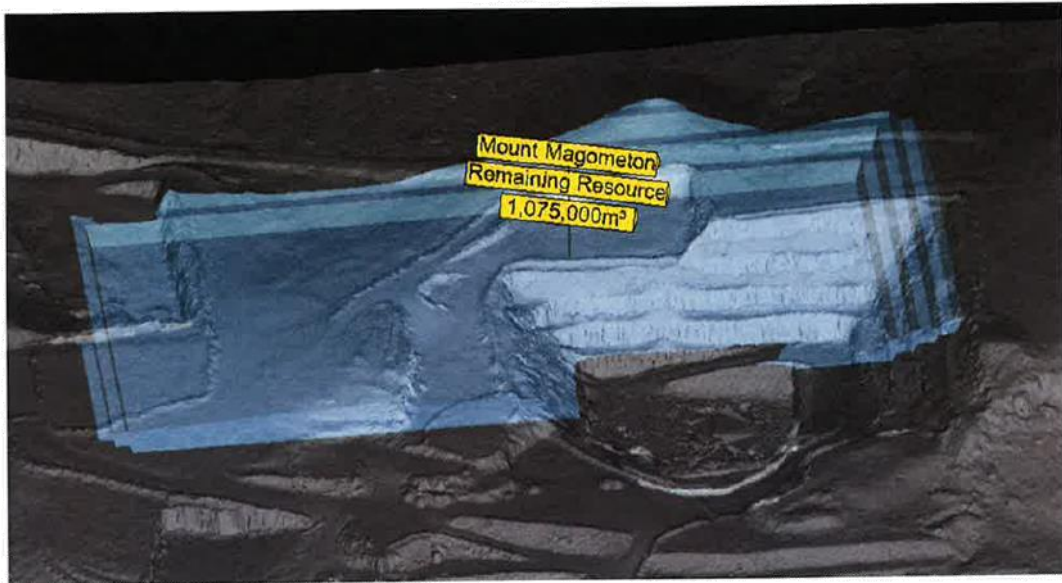


Figure 5 – Mt Magometon Remaining Resource

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**

This Notice of Motion has been included with Council's February 2021 Ordinary Meeting Business Paper, however, Cr Churchill was an apology and requested for the motion to be included with the March 2-21 Council Meeting Business Paper again.

NOTICE OF MOTION

The following Notice of Motion has been received from Clr 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 <karen.churchill@bigpond.com>
Sent: Friday, January 22, 2021 3:57 PM
To: Hein Basson <gm@coonambleshire.nsw.gov.au>
Cc: Jill Moorhouse <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 Council-owned Property - Munnell Street Gulargambone

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

14.2 Recovery Action Update - Costs associated with the Demolition of Fire damaged Buildings - Corner Aberford and Castlereagh Streets, Coonamble

This matter is considered to be confidential under Section 10A(2) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

15 CONCLUSION OF THE MEETING