



BUSINESS PAPER

Ordinary Council Meeting Wednesday, 14 April 2021

Date: Wednesday, 14 April 2021

Time: 10.00am

Location: Shire Chamber
Coonamble

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

**Hein Basson
General Manager**

Notice is hereby given that an Ordinary Meeting of Council will be held in the Shire Chamber, Coonamble on Wednesday, 14 April 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 March 2021 be confirmed as a correct record of the proceedings of the meeting.



MINUTES

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

**MINUTES OF COONAMBLE SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SHIRE CHAMBER, GULARGAMBONE MEMORIAL HALL
ON WEDNESDAY, 10 MARCH 2021 AT 10.00AM**

PRESENT: Cr Ahmad Karanouh (Mayor), Cr Paul Wheelhouse (Deputy Mayor), Cr Karen Churchill, 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), Noreen Vu (Executive Leader Environment, Strategic Planning & Community), Pip Goldsmith (Manager Economic Development & Growth), Sarah Banda (Graduate Engineer), Max Vozoff (Acting Manager Water & Sewerage), Marina Colwell (Executive Support Officer)

1 OPENING MEETING

The Mayor opened the meeting at 10.07 am, advising the attendees of the following:

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 COMMUNITY CONSULTATION

Nil.

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

Mayor Karanouh notes that Cr Wheelhouse will be joining the meeting a little later.

5 DEPUTATION/DELEGATIONS

RESOLUTION 2021/24

Moved: Cr Karen Churchill

Seconded: Cr Robert Thomas

That the meeting be paused for a short period of time from 10.10 am to allow two (2) members of the Gulargambone community to address the Councillors.

CARRIED

RESOLUTION 2021/25

Moved: Cr Robert Thomas

Seconded: Cr Barbara Deans

That Council resumes the meeting at 10.25 am.

CARRIED

6 CONFIRMATION OF MINUTES

RESOLUTION 2021/26

Moved: Cr Bill Fisher

Seconded: Cr Paul Wheelhouse

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.

CARRIED

At 10.16 am Cr Wheelhouse joined the meeting.

7 DISCLOSURES OF CONFLICTS OF INTEREST

Cr Karanouh informed the meeting that he has a pecuniary conflict of interest regarding item 14.2 Recovery Action Update – costs associated with the Demolition of Fire damaged Buildings – Corner Aberford Street and Castlereagh Streets,

Coonamble. Cr Karanouh advised the meeting that he will leave the room, not partake in any discussions or voting on the item.

Cr Deans informed the meeting that she has a non-pecuniary conflict of interest 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, contributing to discussions and voting on the item.

8 RESOLUTION BOOK

Nil.

9 MAYORAL MINUTE

MAYORAL MINUTE

RESOLUTION 2021/27

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

- 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.**

CARRIED

MOTION

RESOLUTION 2021/28

Moved: Cr Robert Thomas

Seconded: Cr Paul Wheelhouse

That Council arranges for an information day for community members to be educated on the correct use of the newly installed defibrillators.

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 STATUS REPORT REGARDING COUNCILLOR ENQUIRIES****RESOLUTION 2021/29**

Moved: Cr Pat Cullen

Seconded: Cr Robert Thomas

That Council notes the information in this report.

CARRIED

12.2 ROADS OF STRATEGIC IMPORTANCE - TOORAWEEAH ROAD**RESOLUTION 2021/30**

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

That Council notes the information in this report.

CARRIED

12.3 LOCAL GOVERNMENT REMUNERATION TRIBUNAL**RESOLUTION 2021/31**

Moved: Cr Pat Cullen

Seconded: Cr Paul Wheelhouse

- 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.**

CARRIED

12.4 2021 WESTERN DIVISION COUNCILS CONFERENCE

RESOLUTION 2021/32

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

- 1. That Council notes the information in this report.**
- 2. That Council nominates the Mayor, Cr Barbara Deans (with Cr Pat Cullen as alternate) and the General Manager to attend the Western Division Councils Conference in Broken Hill from 19 to 21 April 2021.**

CARRIED

12.5 WORKPLACE INJURY MANAGEMENT REPORT

RESOLUTION 2021/33

Moved: Cr Pat Cullen

Seconded: Cr Bill Fisher

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

CARRIED

12.6 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT

RESOLUTION 2021/34

Moved: Cr Barbara Deans

Seconded: Cr Karen Churchill

That Council notes the contents of this report.

CARRIED

At 11.05 am, Council adjourned for morning tea and resumed the meeting at 11.26 am.

12.7 APPLICATIONS FOR FINANCIAL ASSISTANCE UNDER COUNCIL'S DONATIONS POLICY

Cr Paul Wheelhouse noted that he has an interest as President of the Coonamble Rugby League Football Club, however, indicated that he will remain in the room, partake in the discussions and voting on the item.

RESOLUTION 2021/35

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

- 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 that 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.**

CARRIED

12.8 REVIEW OF WATER AND SEWER PRICING STRUCTURE**RESOLUTION 2021/36**

Moved: Cr Ahmad Karanouh

Seconded: Cr Barbara Deans

The Mayor requested Councillors to take some time and read through the contents of the report before it is being discussed.

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 – with the funding model pertaining to the Coonamble sewerage charges to be amended for the additional revenue to be phased in over a four (4) year period (instead of a three (3) year period), as follows:

	2021/2022 Increase	2022/2023 Increase	2023/2024 Increase	2024/2025 Increase
Coonamble Residential Fee	10%	10%	10%	10%
Coonamble Fee for Flats	10%	10%	5%	5%

The Mayor called for a division:

In Favour: Crs Ahmad Karanouh, Pat Cullen, Barbara Deans and Robert Thomas

Against: Crs Paul Wheelhouse, Karen Churchill and Bill Fisher

CARRIED 4/3

Cr Wheelhouse and Cr Churchill requested for their votes to be recorded as against the motion.

CARRIED

12.9 RATES AND CHARGES COLLECTIONS - FEBRUARY 2021

RESOLUTION 2021/37

Moved: Cr Robert Thomas
Seconded: Cr Paul Wheelhouse

That Council notes the information provided in the report.

CARRIED

12.10 STATUS OF INVESTMENTS - FEBRUARY 2021

RESOLUTION 2021/38

Moved: Cr Paul Wheelhouse
Seconded: Cr Robert Thomas

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.

CARRIED

12.11 URBAN SERVICES - WORKS IN PROGRESS

RESOLUTION 2021/39

Moved: Cr Paul Wheelhouse
Seconded: Cr Barbara Deans

That Council notes the information in this report.

CARRIED

12.12 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**RESOLUTION 2021/40**

Moved: Cr Pat Cullen

Seconded: Cr Bill Fisher

- 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 to represent Council on the Western Regional Planning Panel.**
- 4. That Council advertises for expression of interest from community members who would be interested in representing the Coonamble Local Government Area on the Western Regional Planning Panel.**

CARRIED**12.13 COMMUNITY SERVICE PROGRESS REPORT****RESOLUTION 2021/41**

Moved: Cr Bill Fisher

Seconded: Cr Karen Churchill

- 1) That Council notes the information contained in this report.**
- 2) That Council authorises Councillor Karen Churchill 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.**

CARRIED**12.14 SALEYARDS REPORT****RESOLUTION 2021/42**

Moved: Cr Robert Thomas

Seconded: Cr Pat Cullen

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

12.15 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS**RESOLUTION 2021/43**

Moved: Cr Paul Wheelhouse

Seconded: Cr Robert Thomas

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.

CARRIED

12.16 MT MAGOMETON QUARRY - REMAINING RESOURCE**RESOLUTION 2021/44**

Moved: Cr Ahmad Karanouh

Seconded: Cr Bill Fisher

- 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 Council);**
 - 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 Council's fees and charges to ensure that it is not overcharging itself, but that Council is competitive with other similar businesses within the region (which will potentially provide for more money onto road jobs but decrease profits). 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.

CARRIED

13 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS

13.1 NOTICE OF MOTION - EMPLOYMENT OF TEMPORARY STAFF

RESOLUTION 2021/45

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

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.

CARRIED

14 CONFIDENTIAL MATTERS

RESOLUTION 2021/46

Moved: Cr Paul Wheelhouse

Seconded: Cr Bill Fisher

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

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.

CARRIED

14.1 COUNCIL-OWNED PROPERTY - MUNNELL STREET GULARGAMBONE

RESOLUTION 2021/47

Moved: Cr Karen Churchill

Seconded: Cr Bill Fisher

- 1. That Council notes the information contained within this report.**
- 2. That Council rejects the initial expression of interest received for the vacant block of land located at 22-24 Munnell Street Gulargambone, and table a counter offer of \$10,000 (GST exclusive), based on the condition that no further work or expense be undertaken or incurred by Council in relation to this land.**
- 3. That Council, following negotiation with the interested parties, disposes of Lot 32 DP51636 Munnell Street Gulargambone by private treaty should the counter offer mentioned in paragraph two (2) above be accepted.**

CARRIED

At 12.49 pm the Mayor left the room, not partaking in any discussions or voting on the item.

The Deputy Mayor assumed the role of Chair.

14.2 RECOVERY ACTION UPDATE - COSTS ASSOCIATED WITH THE DEMOLITION OF FIRE DAMAGED BUILDINGS - CORNER ABERFORD AND CASTLEREAGH STREETS, COONAMBLE

Mr David Simons from SR Law, Council's debt recovery agency, provided Council with an overview of the situation regarding the costs associated with the demolition of the fire damaged buildings on the corner of Castlereagh and Aberford Streets. He explained the individual situations of the four (4) property owners involved with the distribution of the demolition and clean-up costs pertaining to these fire damaged buildings. He also allowed for and answered questions from Councillors and senior staff, further explaining the legal situations pertaining to the four (4) individual property owners and reiterating the validity of the legal advice provided to Council in writing.

RESOLUTION 2021/48

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

- 1. That Council notes the information in this report.**
- 2. That Council instructs the Executive Leader of Corporate and Sustainability to arrange for the four (4) Council invoices, previously raised in accordance with Council's calculations for the distribution of**

demolition and clean-up costs to be credited.

3. That Council instructs the Executive Leader of Corporate and Sustainability to arrange for the four (4) Council invoices, relating to the distribution of demolition and clean-up costs to be raised and reissued in accordance with the calculations provided by the quantity surveyor engaged by Council, and as are detailed in the body of the report and its annexures.
4. That Council, following the adjustments to the accounts being made, refunds Raynbut PTY LTD the amount of \$8,398.13 (GST Inclusive) due to the overpayment of the account that has occurred.
5. That Council, following the adjustments to the accounts being made, writes off the amount of \$6,237.39 from the account of Mr Karanouh and Ms Rangiawha, because a formal agreement had been reached for settlement of the account prior to the adjusted distribution amounts being determined, and acknowledging that all the terms of this formal agreement have been satisfied and the amount due paid in full.
6. That Council instructs the General Manager to contact the respective landowners on which the Central Business District fire cost remains outstanding with a view to entering into an arrangement for the settlement of these accounts.
7. That, should no response be received from the respective landowners mentioned in paragraph six (6) above within a period of 21 days from the date of formal contact being made, Council staff follow the debt recovery procedures as outlined in Council's adopted Debt Recovery Policy.

CARRIED

Cr Churchill requested for her vote to be recorded as against the motion.

The Deputy Mayor Vacated the Chair and Mayor resumed this position.

RESOLUTION 2021/49

Moved: Cr Paul Wheelhouse

Seconded: Cr Bill Fisher

That Council moves out of Closed Council into Open Council.

CARRIED

RESOLUTION 2021/50

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

That Council adopts in Open Council the resolutions passed in Closed Session, i.e. Resolution 2021/47 and Resolution 2021/48.

CARRIED

15 CONCLUSION OF THE MEETING

The Meeting closed at 1.45pm.

The minutes of this meeting were confirmed at the Council held on 14 April 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: Nil

Request to Support Motion – National Assembly of Local Government

Council has been requested by Inner West Council for support to endorse its motion to lobby through the Australian Local Government Assembly (ALGA) to not lower the “Jobseeker” payment as currently proposed. For Council’s information the former Leichhardt, Ashfield and Marrickville Councils were merged to form Inner West Council.

In seeking support of all councils throughout Australia, Inner West Council advises that the Federal Government recently announced that the rate of payment to unemployed Australians will be reduced from the current jobseeker rate and the increase from the previous level of Newstart will be \$25.00 per week.

This equates to an increase in income of approximately \$3.50 per day for Australians without work, following on after a quarter of a century with no increase in real terms to the rate of payment.

At its meeting held on 9 March 2021 Inner West Council resolved that:

1. *The Federal Government’s revised rate of the Jobseeker payment of \$44 per day is inadequate and will result in millions of Australian citizens being unnecessarily trapped in poverty. After 25 years with no increase to the incomes of unemployed Australians an increase of just \$3.57 per day above the previous rate of the Newstart payment is insufficient; and*
2. *Council writes to all Mayors and Councillors throughout Australia requesting that their Councils adopt this resolution and request that it be tabled at the National Assembly of Local Government 2021.*

In seeking support of all councils in Australia, Inner West Council says that local government representatives across Australia share a concern to make sure that Australians earning the lowest income are able to afford basic necessities and a decent quality of life.

In its request for support, Inner West Council says it is important that Mayors and Councillors representing local communities speak with one voice and advocate to the Federal Government for a more sensible and equitable level of income for unemployed citizens. It further points out that while poverty is a national problem, it’s devastating consequences are seen at every local level across Australia.

Social implications associated with this report would include the effect that insufficient living expenses would have on already disadvantaged persons in the lower socio-economic scale within local communities. Another factor that perhaps should be considered is a tendency to turn to criminal activities such as break, enter and steal.

I recommend endorsement of the following resolution to Council.

MOTION

That Council resolves as follows:

- 1. The Federal Government's revised rate of the Jobseeker payment of \$44 per day is inadequate and will result in millions of Australian citizens being unnecessarily trapped in poverty. After 25 years with no increase to the incomes of unemployed Australians an increase of just \$3.57 per day above the previous rate of the Newstart payment is insufficient.**
- 2. Request that this motion be tabled at the National Assembly of Local Government.**

Mayor's Activities Report

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

- **Coonamble Ag Field Day:** On Saturday 13 March 2021, a very successful Agricultural Field day was held where I was able to personally speak with The Hon Mark Coulton MP on the activities and natural occurrences happening within our local government area (LGA).
- **Country Championships Qualifier Races:** Sunday 14 March 2021 was to be a day of high-quality racing, with large crowds predicted, unfortunately the races were abandoned due to wet weather, however, on Tuesday 16 March 2021 the horses were able to show their form with a smaller crowd in attendance. The Coonamble Jockey Club will get the chance to do it all again with another day of racing being planned.
- **Waste to Art Exhibition:** On Thursday 18 March 21, I had the honour of attending the Waste to Art Exhibition Opening. This exhibition and competition allow ambitious and skilled artists the opportunity to promote their ideas of waste conservation using their artistic talents. One of my responsibilities for the evening was to present the winners with their awards. The standard of artistry for our local area is to be applauded.
- **Defibrillator training and sausage sizzle:** On Thursday 1 April 2021 Council hosted a successful free sausage sizzle outside its Administration Offices as part of a defibrillator training session offered by personnel from the Coonamble Aboriginal Health Centre and Coonamble Ambulance Service. All members of the public — adults and youth — were invited to learn how to use these potentially life-saving units. Council has bought and installed four defibrillators throughout the local government area: two in Coonamble and one each for Gulargambone and Quambone.
- **Roads to Home Program - Gulargambone Top - Roads to Home Community Event:** Tomorrow Thursday 15 April 2021, along with the General Manager, I will be attending an event in Gulargambone to celebrate the \$1.6 million completion of significant infrastructure and service upgrades at the Gulargambone Top community. These upgrades have improved the connectivity for the community

members, added to their quality of life and offered education and employment opportunities.

- **Challenge and Campdraft Event:** This occasion was to happen over four (4) days commencing Thursday 25 March 2021. Regrettably, this event too had to be postponed due to the weather and the unavailability of stock, with an alternate date yet to be announced.
- **Team Penning and Ranch Sorting:** Over the Easter weekend Coonamble hosted competitors that travelled from over the state to show their talents at Team Penning and Ranch Sorting. This is becoming a very popular horse sport Australia wide. Congratulations to the committee for a successful weekend.

MOTION:

That Council notes the contents of the Mayor's activity report.

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: Nil

PURPOSE

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

BACKGROUND

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

(a) Relevance to Integrated Planning and Reporting Framework

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 March 2021:

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.

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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 status of Councillors' enquiries to the end of March 2021 is documented above.

RECOMMENDATION

That Council notes the information in this report.

12.2 JUNE 2021 MEETING - CHANGE OF DATE

File Number: C 20
Author: Marina Colwell-Executive Support Officer
Authoriser: Hein Basson, General Manager
Annexures: Nil

PURPOSE

The purpose of this report is for Council to consider a deferral by one (1) week for the June 2021 Council Meeting.

BACKGROUND

The development of Council's Operational Plan is to be presented to the Office of Local Government (OLG) by 30 June 2021 incorporating the Annual Budget and written strategic objectives and actions. It provides a clear framework around Council's performance for the next financial year and enables Council to be transparent and accountable to the public.

In order for the Operational Plan to be assembled and then presented to the public in the allotted 28-day advertising procedure, Council is requested to reschedule the June Ordinary Meeting date from the set day of Wednesday 9 June to Wednesday 16 June 2021.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4 Encourage and promote a high level of leadership in the community.

(b) Financial Considerations

There are no financial considerations associated with this report.

COMMENTARY

Council's current meeting dates are set for the second Wednesday of each month. Although it had been planned for council to adopt a draft Operational Plan in April for public exhibition, it has become clear over the last few weeks that more time is needed to further refine the draft Budget and associated documents.

It would be sensible for Council to have a one (1) week extension of its normal Meeting date.

In accordance with Council's Code of Meeting Practice, this will allow the appropriate time for advertising of the change of meeting date and of the public exhibition of Council's Operational Plan.

Council will then be presented with a report on the new Operational Plan for formal adoption at the 16 June 2021 Ordinary Meeting.

(c) Governance/Policy Implications

Councillors and management must ensure that Governance is open and transparent, and that all business comply with *Local Government Act 1993* and associated Regulations.

(d) Legal Implications

(1) Section 365 of the *Local Government Act 1993* states the following:

The Council is required to meet at least 10 times a year; each time in a different month.

Section 9 of the Act states the following:

Public notice of meetings:

(a) A council must give notice to the public of the times and places of its meetings and meetings of those of its committees of which all the members are councillors.

(2) *Local Government (General) Regulations 2005*, for example Sections 405

(e) Social Implications

There are no social implications attached to this report.

(f) Environmental Implications

There are no environmental implications attached to this report.

(g) Economic/Asset Management Implications

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

(h) Risk Implications

There are no risk implications attached to this report.

CONCLUSION

It is suggested for Council to change the date of the June 2021 meeting by one week due to compliance regulations set by the OLG for reporting purposes, proposing to hold its meeting at the deferred date of Wednesday 16 June 2021.

RECOMMENDATION

- 1. That Council notes the information contained in this report.**
- 2. That Council extends by one week the date of the June Meeting from Wednesday 9 to Wednesday 16 June 2021 and requests the General Manager to ensure that this change is communicated to the community through its usual media and communications avenues.**

12.3 CODE OF MEETING PRACTICE - ORDER OF BUSINESS - AMENDMENT**File Number: C13****Author: Marina Colwell, Executive Support Officer****Authoriser: Hein Basson, General Manager****Annexures: 1. Draft Code of Meeting Practice (under separate cover)****PURPOSE**

The purpose of this report is to provide Council with a reviewed Order of Business in the Code of Meeting Practice Policy for consideration and adoption.

BACKGROUND

The Code of Meeting Practice provides a uniform set of meeting rules for Council to help ensure more manageable, orderly, effective, and time efficient meetings. The Office of Local Government (OLG) introduced the new Model Code of Meeting Practice for Local Councils in 2018 and allowed for Councils to exercise discretion as to whether they wanted to adopt non-mandatory clauses, or not. The code applies to all Council Meetings.

Council adopted the Model Code of Meeting Practice as had been issued by the OLG in July 2019, with some non-mandatory clauses. In July 2020, Council approved an amendment regarding Clause 5.21 "Guide to Webcasting of Council and Committee Meetings" – which at the time stated that recordings will be retained on Council's website for a period of three (3) months. This was amended to a minimum of at least 12 months to comply with Regulation 423 of the *Local Government Regulations 2005*.

As mentioned above, the Model Code of Meeting Practice comprises of mandatory and non-mandatory provisions. The Order of Business is one of the non-mandatory provisions that can be tailored to suit Council's meeting practices and preferences.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4. Governance is open and transparent.

L1.4.5. Review Council policies

(b) Financial Considerations

Nil

COMMENTARY

Meetings can become more effective if they are well planned with a clear organised Order of Business. In a recent policy review, staff have identified that Section Seven (7) of Council's Code of Meeting Practice – "Order of Business" does not fit with Council's meeting practices. Upon evaluation of this section, it was identified as requiring an adjustment to reflect Council's adherence to efficient, effective and constructive Meetings. Currently, the Order of Business consists of a list of 15 points. With the proposed adjustment, the points of order would reduce from 15 to 13 items.

The Order of Business sets a clear expectation for what the prerequisites are for a meeting; a well-designed list of business increases the ability for the meeting to be informative, effective and time efficient.

The following two (2) items of the Order of Business were identified as being redundant, and therefore is suggested to be removed from the existing Code of Meeting Practice – Order of Business. The specific page and section of relevance are: page17 – section 7, sub-section 7.1:

Order of Business for Ordinary Council Meetings in particular the point eight (8) and point 10:

- 8 - *Resolution Book*
 - With the introduction of the electronic Infocouncil Software Program, the manual process of the Resolution Book has become antiquated. Infocouncil has the capacity to produce specific resolution reports, with the associated actions, that can easily be accessed by the appropriate staff / department to manage and report upon. Council's Executive management Team (Manex) regularly follows up on the progress with the actions within these reports. The practice has also been implemented where regular monthly progress on important Council resolutions and projects are being reported on as part of the different departmental monthly progress reports – keeping Councillors up to date with the progress made.

- 10 - *Precis of Correspondence*
 - The *Precis of Correspondence* has also been identified as being superfluous to Council's needs, with all pertinent information being included in the "Reports" section of the monthly Council Meetings Business Paper. The "correspondence" section of a meeting agenda dates back to old-fashioned times – and correlates in NSW local government terms to practices that were in place before the new dispensation which started with the implementation of the "new" *Local Government Act 1993* in 1995.

(a) Governance/Policy Implications

Once adopted by Council, the revised Code of Meeting Practice will become a reviewed policy of Council.

(b) Legal Implications

There are no legal implications attached to this report.

(c) Social Implications

There are no social implications attached to this report.

(d) Environmental Implications

There are no environmental implications attached to this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

There are no risk implications attached to this report.

CONCLUSION

Council's Code of Meeting Practice has been reviewed and amended to reflect Council's commitment to promoting a uniform set of meeting rules with a specific Order of Business for Council to conduct an effective, informative, time efficient and therefore constructive meeting.

RECOMMENDATION

- 1. That Council notes the contents of this report.**
- 2. That Council formally adopts the revised Code of Meeting Practice Policy attached to this report.**

12.4 CONSULTATION PAPER - REMOTE ATTENDANCE BY COUNCILLORS AT COUNCIL MEETINGS

File Number: C13+L10
Author: Jill Moorhouse-Executive Assistant
Authoriser: Hein Basson, General Manager
Annexures: Nil

PURPOSE

The purpose of this report is to advise Council of the Consultation Paper which has been issued by the Office of Local Government (OLG), seeking views of Councils on proposed amendments to the *Model Code of Meeting Practice for Local Councils in NSW* to allow councils to permit **individual** councillors to attend meetings remotely by audio-visual link in certain circumstances.

BACKGROUND

In this Circular No 21-01 / 9 March 2021 / A754070, the OLG is informing councils that the 'prescribed period' for the purposes of section 747A of the *Local Government Act 1993* (the Act) during which the requirement for Councillors and members of the public to attend meetings is satisfied if the meeting is held in whole or in part remotely using audio visual links, expires on 25 March 2021.

Throughout the COVID-19 pandemic Council has complied with restrictions implemented by authorities, particularly the OLG and the NSW Government under the Public Health Act. In doing so, Council successfully implemented remote attendance by Councillors at meetings by audio-visual link.

Some Councils are now calling for the option of remote attendance to be made available to them on an ongoing basis to encourage greater diversity of representation and the OLG has issued a consultation paper on which Councils are invited to comment via submissions, the closing date for which is Monday 3 May 2021.

The proposed new provisions will not be mandatory, and Councils will be able to choose whether or not to include them in their adopted codes of meeting practice.

(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

It is noted that while the OLG is consulting on the proposed amendments to the *Model Meeting Code*, amendments will be made to the *Local Government (General) Regulation 2005* (the Regulation) to allow Councils to permit individual (but not all) Councillors to attend meetings by audio-visual link. The amendments will be temporary and will expire on 31 December 2021. The OLG will provide further guidance on the interim arrangements when the Regulation amendment is made.

The OLG further advises that the Regulation will be amended while consultations on the proposed amendments are underway. This will allow Councils to give approval for individual (but not all) Councillors to attend meetings remotely. It should be noted that these amendments will not allow whole Councils to meet remotely.

Councils should only give approval for Councillors to attend meeting by audio-visual link in exceptional circumstances, for example, because the Councillor is prevented from attending the meeting due to illness, disability, carer responsibilities, a natural disaster or because that Councillor is away from the local area on Council related business.

The OLG is seeking the views of Councils and others on the proposed amendments to the Model Meeting Code. If adopted by Councils, under the proposed new provisions, Councils will be able to give approval for individual Councillors to attend a meeting remotely by audio-visual link where the Councillor is prevented from otherwise doing under certain circumstances. However, these arrangements will only be in place until 31 December 2021, after which it will cease.

The proposed new provisions will not be mandatory, and Councils can choose whether or not to include them in their adopted Codes of Meeting Practice. Given the fact that these arrangements will be terminated at 31 December 2021, coupled with Council's experience during the Covid-19 restrictive period of time that it is more challenging to conduct its meetings virtually because of inadequate internet connections servicing some rural farming areas, and not having all Councillors in the one room to stimulate and facilitate good and flowing discussion, it is suggested for Council not to choose to include these provisions in its Code of Meeting Practice.

(a) Governance/Policy Implications

Council is obliged to comply with directions from the OLG and any restrictions imposed by the NSW Government under the Public Health Order.

(b) Legal Implications

Failure to comply with a direction under a Public Health Order is an offence under Section 10 of the *Public Health Act 2010*. Council must also operate in accordance with the *Local Government Act 1993* and *The Local Government (General) Regulations 2005*, as well as its adopted Code of Meeting Practice.

(c) Social Implications

There is still the need to be vigilant and aware that COVID-19 remains a real threat. Non-compliance with regulations or restrictions may cause the spread of the virus within the community.

(d) Environmental Implications

There are no environmental implications associated with this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

The risk implications would include the negative impact of COVID-19 within the community should it be contracted by members of the community.

CONCLUSION

Council is advised that from 26 March 2021 it will again be required under Section 10 of the Act to permit members of the public to attend meetings in person subject to the requirements of any Public Health Order in force at the time and social distancing requirements. However, Councils can limit the number of members of the public attending to comply with the Public Health Order and to ensure appropriate social distancing.

From 12 February 2021 the number of persons permitted to attend council and committee meetings in addition to councillors and staff under the *Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2021* (the Public Health Order) has been increased to 25. It should be noted that more than 25 persons can be permitted, provided the size of the meeting venue is sufficient to ensure there is at least two (2) square metres of space for each person at the meeting venue.

Councils are encouraged to continue to ensure appropriate social distancing and undertake their own risk assessment of meeting venues and apply whatever COVID mitigation strategies that may be necessary.

Where Councils are required to limit the number of members of the public attending meetings, they should consider livestreaming their meetings to ensure excluded members of the public can view them in real time.

RECOMMENDATION

- 1. That Council notes the information contained in this report.**
- 2. That Council resolves not to take any action by way of a submission to the Office of Local Government on the Consultation Paper *Remote Attendance by Councillors at Council Meetings*.**

12.5 WORKPLACE INJURY MANAGEMENT REPORT

File Number: S-17

Author: Amanda Nixon, Manager - People, Risk and Improvement

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 was 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 YTD – Feb 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)	5	6	4
YTD New Claims (Non Premium Impacting)	1	2	3
YTD Total New Claims	6	8	7
YTD Time Lost Due to Injury (LTI Days)	88	382	81
Open Premium Impacting Claims (Current Year)	0	2	3
Open Non Premium Impacting Claims (Current Year)	0	0	4
Total Open Claims	0	2	7
Closed Claims that are Impacting on Council's Premium (current year)	N/A	N/A	11
Total Cost of All Premium Impacting Claims (paid to date)	\$38,142	\$88,126	\$41,768
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 Council’s 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 VOLUNTEER POLICY

File Number: P-15

Author: Shannon Tandy-Human Resources

Authoriser: Hein Basson, General Manager

Annexures: 1. Volunteer Policy

PURPOSE

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

BACKGROUND

At the February Meeting the draft Volunteer Policy was tabled for Council's consideration and future adoption. At this meeting Council passed the following resolution:

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 request the People, Risk and Improvement department 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 its next Ordinary Meeting.

In compliance with the above resolution, the draft Volunteer policy was placed on public exhibition for a period of 28 days, with submissions invited from the community until 5pm on 18 March 2021.

(a) Relevance to Integrated Planning and Reporting Framework

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

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

P3.5.1 Provide volunteer related information to local organisations.

(b) Financial Considerations

The financial considerations in this report are mainly indirect costs which include the use of Personal Protective Equipment (PPE), volunteer supervision, as well as inductions and appropriate training as required. Costs are estimated at \$4,000 per annum (based on six (6) volunteer

placements) and provisions will be made in the 2021/2022 Budget and an ongoing basis in future years.

COMMENTARY

Following the close of the public exhibition period, no submissions were received by Council. A further check of Council records on 24 March 2021 revealed that no late submissions were received.

Council will note that no changes have been made to the draft Volunteer Policy.

(a) Governance/Policy Implications

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

(b) Legal Implications

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

(c) Social Implications

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

Volunteers gain a sense of purpose and confidence to combat stress, loneliness, isolation, and depression to create a better life balance. Meeting new people, sharing interests, and learning new skills also help volunteers to gain a sense of achievement.

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

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

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

CONCLUSION

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

Having a formal Volunteer Policy in place will ensure compliance with legislation, operational requirements, and a best practise philosophy. Council received no submissions from the public and therefore the Volunteer Policy remains unchanged and is presented to Council for adoption.

RECOMMENDATION

- 1. That Council notes the information contained in this report.**
- 2. That Council notes no submissions were received from the public in relation to this policy.**
- 3. That Council formally adopts the Volunteer Policy attached to this report.**

1. BACKGROUND

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

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

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

2. PURPOSE

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

3. POLICY OBJECTIVE

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

4. LEGISLATION & RELATED DOCUMENTS

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

5. APPLICATION/SCOPE

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

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

The following individuals and groups are excluded from this policy:

- People undertaking activities on behalf of Council in return for a fee or charge.
- People undertaking work experience with Council.
- Licensees of Council-owned community facilities.
- Volunteers delivering services on behalf of not-for-profit, government and/or non-government organisations within the Coonamble Local Government Area (LGA).

- Volunteers working for not for profit organisations, who are co-delivering projects with Council staff and/or volunteers.
- Participants completing work on Council projects or programs under a Community Service Order.
- Individuals undertaking routine work on Council property.

6. POLICY

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

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

6.1 EQUAL EMPLOYMENT OPPORTUNITIES

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

6.2 IMPLEMENTATION

Volunteers are recruited by the relevant Council department requiring the assistance of volunteers. All recruitment and selection of volunteers will be based on merit and interest of the volunteer without bias and inline with Council's Equal Employment Opportunities Policy.

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

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

6.3 RESPONSIBILITIES

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

6.3.1 Council's Responsibilities

Council will:

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

6.3.2 Volunteer's Responsibilities

Volunteers have obligations to Council and are required to:

- Act honestly and with reasonable care and diligence.
- Demonstrate appropriate behaviour while volunteering including:
 - Not attempting to influence another person for advantage or favour.
 - Reporting potential conflicts of interest.
 - Not soliciting, demanding, requesting or accepting any gift or benefit from another person.
 - Maintaining confidentiality and privacy.
- Acquaint themselves with the objectives and functions of Council and the services they are providing.
- Participate in appropriate induction and training.

- Operate under the direction and supervision of Council personnel to achieve the objectives required.
- Notify of any potentially hazardous situation to themselves or a third party.
- Report any injury/damage to themselves or a third party.
- Make a realistic commitment in terms of involvement and reliability.
- Be aware of and adhere to Council's policies and procedures, relevant legislation and relevant organisational policies, including Code of Conduct.
- Ensure confidentiality of information relating to clients and respect the rights of clients.
- Notify appropriate staff of accidents, unsafe working conditions, or inability to perform required tasks.
- Undertake necessary training to maintain skills required.
- Follow all instructions, consistent with the volunteer's job description, that may be given by the nominated supervisor.
- Always portray Council in a positive and competent manner.

6.3.3 Volunteer Opportunities

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

- Administration.
- Library Services.
- Visitor Information Centre.
- Youth Services.
- Museum Operations.
- Recreation & Open Spaces (Cemetery).
- Short term community projects or events.

6.3.4 Volunteer Recognition

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

6.4 COUNCIL'S RIGHTS

Council has the right to:

- Negotiate a commitment from a volunteer.
- Expect a volunteer to undergo appropriate induction and training.
- Expect to be notified in advance if a volunteer is unable to undertake duties.
- Refuse a volunteer placement.

- Request that a volunteer undertakes a police check or medical predetermined by the chosen area of work.
- Expect a volunteer to embrace privacy and confidentiality obligations.

6.5 COUNCIL'S GENERAL RESPONSIBILITIES

Council will ensure that volunteers:

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

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

7 DEFINITION

Term	Meaning
Volunteers	Defined as persons who undertakes activities without monetary reward, of their own free will, to be a benefit to Council and the local community. Volunteers will complement but do not replace the services provided by paid staff.
Employees	A worker who gets paid an hourly wage or annual salary for a set job. Performs work, under the direction and control of their employer , on an ongoing basis.
Induction	A process that ensures new workers receive accurate and consistent information on how to perform work tasks safely.
Conflicts of Interest	Arise when the personal interests of an employee or volunteer conflict with the professional interests of a business.
Gifts or Benefits	Any product or service (including hospitality) voluntarily provided to a Council Official, which represents an actual, potential or perceived conflict of interest.

<p>Confidentiality and Privacy</p>	<p>Privacy refers to the right of an individual to keep his or her information private.</p> <p>Confidentiality refers to the duty of anyone entrusted with information to keep that information private.</p>
<p>Code of Conduct</p>	<p>Sets the minimum standards of conduct for Council officials. It is prescribed by regulation to assist Council officials to:</p> <ul style="list-style-type: none"> • Understand and comply with the standards of conduct that are expected of them. • Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence. • Act in a way that enhances public confidence in local government

<p>Title: VOLUNTEER POLICY</p>
<p>Department: People, Risk & Improvement</p>

Version	Date	Author
1.1	03/02/20	Human Resources Officer
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment).</p> <p>Review Date:</p>		
<p>Amendments in the release:</p>		
Section Title	Section Number	Amendment History
<p>Annexure Attached:</p>		

12.7 EQUAL EMPLOYMENT OPPORTUNITY POLICY AND MANAGEMENT PLAN

File Number: P-15

Author: Shannon Tandy-Human Resources

Authoriser: Hein Basson, General Manager

Annexures: 1. Equal Employment Opportunity and Management Plan

PURPOSE

The purpose of this report is to provide Council with a revised Equal Employment Opportunity Policy and Management Plan for consideration and adoption.

EXECUTIVE SUMMARY

BACKGROUND

Under Section 345 of the *Local Government Act 1993*, Council is required to produce and implement an Equal Employment Opportunity Management Plan. Council has an obligation to ensure that employees have access to an environment where opportunities exist equally on the basis of merit, regardless of individual characteristics, preferences or other factors. All employees need to have the opportunity to seek personal and career development in a workplace free from discrimination and harassment.

(a) Relevance to Integrated Planning and Reporting Framework

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

L1.4.5 Review of Council's policies.

(b) Financial Considerations

Nil.

COMMENTARY

Council developed and implemented its Equal Employment Opportunity Policy and Management Plan in 2011 and it was last updated in March 2013. The Equal Employment Opportunity Policy and Management Plan is now due for review.

The following areas were identified as requiring further strengthening:

- The inclusion of statements strengthening Council's commitment to this policy.
- The inclusion of a list of definitions.

(a) Governance/Policy Implications

Once adopted by Council, this Equal Employment Opportunities Policy and Management Plan will become part of the policy framework for Council.

(b) Legal Implications

The revised policy has been designed to ensure legislative compliance with the various Acts and Regulations that govern this function of Council including the *NSW Local Government Act 1933*, *Local Government (General) Regulations 2005*, *Anti-Discrimination Act (NSW) 1977*, *Work Health & Safety Act (NSW) 2011* and *Council's Code of Conduct* to name a few.

(c) Social Implications

Council understands that fostering an environment of equal employment opportunity creates a more harmonious and productive workplace, free from discrimination which results in better service provisions to the community.

Employment with Council is based on ensuring the person with the most merit is recruited or promoted. Employee training and development plans are tailored to the individual's and Council's needs for workplace efficiency.

Diversity within Council should be seen as an asset and provide confidence and trust in the community that Council is acting in an unbiased manner towards its existing as well as newly recruited staff.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

Risk	Risk Ranking	Proposed Control	Proposed Risk Ranking	Within Existing Resources?
Employment opportunities exist equally on the basis of merit, regardless of individual characteristics or preferences.	Medium	Council endorses the Equal Employment Opportunities Policy and Management Plan Policy.	Low	Yes

CONCLUSION

The Equal Employment Opportunity Policy and Management Plan has been reviewed and amended to ensure compliance with both legislative, operational requirements and best practise philosophy.

With only minor changes made to the Equal Employment Opportunity Policy and Management Plan, it is now presented to Council for adoption in this slightly revised format.

RECOMMENDATION

- 1. That Council notes the information contained in this report.**
- 2. That Council formally adopts the revised Equal Employment Opportunity Policy and Management Plan attached to this report.**



EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY & MANAGEMENT PLAN

1. BACKGROUND

Under the Local Government Act 1993 section 345 Council is required by law to prepare and implement an Equal Employment Management Plan, including policies and programs.

The Equal Employment Opportunity Policy supports diversity in the workplace which means having employees from a wide range of backgrounds. This can include having employees of different ages, gender, ethnicity, physical ability, sexual orientation, religious belief, work experience, educational background, and so on.

2. PURPOSE

Coonamble Shire Council aims to provide an environment of equal employment opportunity in its workplace. Council believes that Equal Employment Opportunity creates a more harmonious and productive workplace, which results in better service provisions to the community.

3. POLICY OBJECTIVE

Equal Employment Opportunity at Coonamble Shire Council is based on the following principles:

- Fair practices in the workplace.
- Management decisions made without bias.
- Recognition and respect for the social and cultural backgrounds of all staff and customers.
- Improved productivity by ensuring the person with the most merit is recruited or promoted, skilled staff are retained, training and development are linked to employee and Council needs, an efficient workplace free of discrimination and harassment and reduced staff turnover.

4. LEGISLATION

- Council's Code of Conduct.
- Local Government Act 1993.
- Local Government (General) Regulations 2005.

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Date adopted –

- Anti-Discrimination Act (NSW) 1977.
- Industrial Relations Act (NSW) 1996.
- Work Health and Safety Act 2011.
- Disability Inclusion Act 2014.
- Disability Discrimination Act (NSW) 1992.
- Local Government (State) Award 2020.
- Racial Discrimination Act (Comm)1975.
- Sex Discrimination Act (Comm) 1984.
- Australian Human Rights and Equal Opportunity Commission Act 1986.
- Equal Opportunity for Women in the Workplace Act 1999.
- Age Discrimination Act 2004.

5. APPLICATION/SCOPE

This Equal Employment Opportunity Policy applies to all candidates seeking employment with Council, people who work for Council, volunteers and representatives of Coonamble Shire Council.

6. POLICY

EEO is a positive way of describing the absence of discrimination in the workplace. This means that employment decisions are not made on the basis of irrelevant characteristics, such as person's gender or gender identity, race, marital status, sexuality, pregnancy, disability, age, homosexuality and transgender. Basing employment decisions on such characteristics is unfair, bad management and also unlawful under Federal and State Equal Opportunity Laws.

In order to ensure EEO principles are followed, employment decisions must be made on the basis of the individual merit of employees and applicants against the selection criteria for the vacancy.

EEO also means the absence of harassment or bullying in the workplace. Unlawful harassment can be based on any of the prohibited grounds of discrimination but is commonly sexual or racial in nature. Harassment is any form of behaviour that is unwelcome, which is based on one of the prohibited grounds and which offends, humiliates or intimidates any person.

6.1 EEO MANAGEMENT PLAN

The Equal Opportunity Management Plan aims to demonstrate a commitment by council and staff to provide a work environment that accepts the principles of equal employment opportunities and avoids discrimination.

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Date adopted –

Coonamble Shire Council values the creation and maintenance of a fair and equal workplace in which individuals have the opportunity to genuinely and effectively compete for employment and training opportunities, free from any real or perceived discriminatory practices.

Council's Plan comprises four key strategies for an effective approach to EEO, as follows:

- Policies and procedures
- Communication and awareness
- Training and development
- Implementation, evaluation and review

6.2 RESPONSIBILITY

The overall responsibility for implementation and monitoring of this policy and plan lies with Management. However, all employees of Council have a responsibility in the practical application of the policy. For EEO to be effectively implemented in Council there must be a commitment from all Executive Leaders, Managers, Supervisors and employees for ensuring that this policy is followed and promoted. As EEO is the responsibility of all staff, Council will ensure that advice on EEO matters is available on an on-going basis to all staff.

7. DEFINITIONS

Term	Meaning
Equal Employment Opportunity (EEO)	Is the principle which ensures that all employees and potential employees are treated equitably and fairly, regardless of race, sex, marital status, age physical or intellectual impairment or sexual preference. EEO describes programs designed to ensure that all workers are given an equal chance when they apply for employment, promotion or training.
Discrimination	Any unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, sex, or disability.
Harassment	Is an act or instance of harassing, torment, vexation or intimidation.
Workplace Bullying	Any verbal, physical, social or psychological abuse by your employer (or manager), another person or group of people at work.

Title: EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY & MANAGEMANT PLAN		
Department: People, Risk & Improvement		
Version	Date	Author
1	10/10/2007	
2	October 2011	
3	February 2012	
4	13/03/2013	Manager- People, Risk & Improvement
5	10/03/2021	Human Resources Officer
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Manager of People, Risk & Improvement will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p> <p>Review Date: 10/03/2024</p>		
Amendments in the release:		
Amendment History	Date	Details
Policy developed and adopted	10/10/2007	Approved by the General Manager
Policy reviewed and amended	October 2011	Approved by the General Manager
Adopted by Council	09/11/2011	Council Minute No. 9490
Policy reviewed and amended	February 2012	Approved by the General Manager
Adopted by Council	13/03/2013	Council Minute No. 0387
Policy reviewed and amended	May 2014	Approved by the General Manager

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Date adopted –

Policy reviewed and amended	30/05/2017	Approved by the General Manager
<p>Annexure Attached:</p> <p>Equal Employment Opportunity (EEO) Management Plan attached.</p>		

Appendix 1: Equal Employment Opportunity (EEO) Management Plan

Key strategy 1: Policies and procedures

Objective: All policies and procedures conform with EEO principles

Action	Responsibility	Timeframe	Measurement
1.1 Ensure review of Council policies and procedures is undertaken within an EEO framework	Executive Leaders, Managers and Supervisors	Annually	Policies and procedures comply with EEO principles
1.2 Ensure position descriptions, recruitment advertising, performance appraisals and training reflect EEO principles	Manager- People, Risk & Improvement	Annually	Recruitment procedures comply with EEO principles
1.3 Communicate EEO information to new employees, as part of their induction process	Manager- People, Risk & Improvement	Annually	New employees receive EEO information during induction
1.4 Recruitment and selection policy clearly outlines procedures for screening, interviewing and appointment which comply with EEO principles	Manager- People, Risk & Improvement	Annually	Recruitment & selection policy developed, reflecting EEO principles
1.5 Job evaluation and performance appraisal policies, procedures and practices ensure employees are paid fairly and equitably	Manager- People, Risk & Improvement	Completed	Policies and procedures developed, reflecting EEO principles

Action	Responsibility	Timeframe	Measurement
1.6 Ensure access is available through the Employee Assistance Program for employees requiring assistance	Manager- People, Risk & Improvement,	Ongoing	Employees are aware of, and have access to EAP

Key strategy 2: Communication and awareness

Objective: All staff understands EEO principles and their responsibilities and rights in relation to EEO

Action	Responsibility	Timeframe	Measurement
2.1 Include updated information / posters on EEO on staff notice boards	Manager- People, Risk & Improvement	Annually	Current information displayed
2.2 All new managers / supervisors receive a copy of EEO Policy and Management Plan and are briefed as to their responsibilities at their induction	Manager- People, Risk & Improvement,	Ongoing	New managers/supervisors are briefed on EEO Policy & Management Plan as part of their induction
2.3 All aspects of EEO are covered in Coonamble Shire's new staff induction program	Manager- People, Risk & Improvement,	On-going	Staff induction package includes information on all aspects of EEO.

Key strategy 3: Training & Development

Objective: All staff have equal access to training and development opportunities relevant to their needs

Action	Responsibility	Timeframe	Measurement
3.1 Complete training and development policy and procedures ensuring they conform with EEO principles	Manager- People, Risk & Improvement	Completed	Training & Development policy and procedures developed, reflecting EEO principles
3.2 Ensure staff responsible for approving training are aware and adhering to EEO principles	Manager- People, Risk & Improvement,	Ongoing	Training & Development policy and procedures are communicated to staff responsible for approving training

Key strategy 4: Implementation, Evaluation and Review

Objective: EEO Management Plan is successfully implemented, effectively evaluated and periodically reviewed.

Action	Responsibility	Timeframe	Measurement
4.1 Staff with specific responsibilities in relation to the implementation of the EEO Management Plan are identified and their responsibilities communicated to them	Manager- People, Risk & Improvement	On-going	Relevant staff are aware of their responsibilities in relation to implementation of the EEO Management Plan
4.2 Implementation of EEO Management Plan monitored	Manager- People, Risk & Improvement	Annually	Implementation monitored and progress reported
4.3 EEO Management Plan reviewed and amendments considered periodically	Manager- People, Risk & Improvement	Annually	EEO Management Plan reviewed and amendments made, if appropriate

12.8 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT

File Number: D5

Author: Pip Goldsmith-Manager Economic Development & Growth

Authoriser: Hein Basson, General Manager

Annexures:

- 1. Belgravia Leisure RFQ - Coonamble Artesian Bath Experience (under separate cover)**
- 2. Belgravia Leisure Project Plan - Coonamble Artesian Bath Experience**
- 3. Tonkin Consulting RFQ - Detailed Design of Coonamble CBD precinct (under separate cover)**

PURPOSE

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

BACKGROUND

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

(a) Relevance to Integrated Planning and Reporting Framework

Economic Development & 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

Project budgets for the Visitor Information Centre, Coonamble CBD public amenities, and public art and town entrance signage projects are closely monitored. All projects remain within budget and current budgets are included in this report for the information of Council and the community.

The quotations accepted for the Coonamble Artesian Bath Experience and Detailed Design of the Coonamble CBD projects are within budgets allocated for those projects.

The Coonamble Chamber of Commerce has requested that a budget allocation be dedicated to that organisation as part of the Operational Plan 2021/22. Previously, such allocation was recognised as Economic Development General Expenses. This allocation will be considered as part of the review of the Operational Plan and Budget Report.

COMMENTARY

Artesian Bath Experience

Council's application to the Office of Local Government for compulsory acquisition of land at the Coonamble Racecourse has been submitted and is awaiting assessment. No date has been provided for an outcome of that assessment.

On 7 March 2021, Council requested quotes for the feasibility, business case and concept design of the Coonamble Artesian Bath Experience. The Request for Quote (RFQ) was listed on VendorPanel, the Local Government Procurement (LGP) online procurement platform. VendorPanel provides Council with the ability to request quotes from suppliers pre-approved by LGP and allows for an increased efficiency while ensuring governance and probity.

Belgravia Leisure is an Australian owned and operated leisure management provider partnering with over 40 State and Local Government organisations. The current lessee of the Coonamble Riverside Holiday Park, Belgravia Leisure has previously approached Council to express an interest in participating in the development of the Coonamble Artesian Bath Experience.

Since 2008, Belgravia Leisure has been the lessee and operator of the historic mineral springs bathing property in Victoria, Hepburn Bathhouse and Spa. This property offers mineral water bathing for the purpose of wellness and relaxation to residents and tourists. Belgravia Leisure has a depth of knowledge and experience in the sector which has seen Hepburn Bathhouse and Spa awarded Best Luxury Spring Spa each year from 2014 to 2019 by the World Luxury Spa awards.

The feasibility, business case and concept design of the Coonamble Artesian Bath Experience is a specialised project. A supplier with a niche skillset is required to undertake the project and deliver the most advantageous result. Council's Procurement Policy recognises that projects such as this presents extenuating circumstances and that an advantageous result for Council may be best achieved by receiving a response from a supplier not on the LGP panel.

For this reason, Belgravia Leisure was invited to respond to the RFQ and was provided with the same information that was listed on Vendor Panel, despite not being a pre-approved LGP supplier.

Following the closure of the RFQ period on 19 March 2021, Council received one (1) RFQ, from Belgravia Leisure. LGP pre-approved suppliers who were invited to respond to the RFQ provided a reason for declining the opportunity. Consistently, this reason was that the project was "not a service / product we can provide".

The response received from Belgravia Leisure (provided as Annexure 1 under separate cover) was assessed by Council staff according to criteria provided in the RFQ. The response was found to be of a very high standard, the quotation of \$183,000 was within Council's allocated budget of \$200,000, and it was recommended for acceptance.

In receiving only one (1) RFQ for the project and being unable to compare options, staff are required to ensure that the RFQ provides Council and the community with value for money.

The following excerpts from Council's Procurement Policy are relevant in considering the value for money provided by this response from Belgravia Leisure:

Value for Money in Procurement is about selecting the supply of goods, services and works taking into account both cost and non- cost factors including:

- *contribution to the advancement of the Council's priorities;*
- *non-cost factors such as fitness for purpose, quality, service and support; and cost related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.*

Circumstances may arise where due to extenuating circumstances an advantageous result would not be achieved by advertising a tender or RFQ. As a minimum, three formal written quotations will be required. If for some reason three written quotes cannot be obtained, the reasons are to be documented and referred back to the appropriate Manager. Such contracts must be authorised and signed by the appropriate delegated Manager.

5.4 Insufficient Quotations

The situation may arise where insufficient quotations are received to satisfy the above requirements. This may occasionally occur where there are few suppliers for the goods, services or works being sought. In this case, the details of the contacted suppliers must be recorded in Council Record Management System with a recommendation and an appropriate comment recorded.

There may be occasions when only one quotation may be received. Such occasions would require written approval of the General Manager or the Manager - Finance and Procurement, and would generally be considered under the following circumstances:

- *In the event of emergency works for safety reasons*
- *When there is only one known and reputable supplier.*

8.1 Achieving Best Value for Money

The Council's procurement activities will be carried out on the basis of obtaining Best Value for Money. This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability, and delivery considerations.

Lowest price is not the sole determinate of Best Value for Money.

In this case, it has been determined that the response from Belgravia Leisure provides value for money for a number of reasons, as follows:

Belgravia Leisure:

- provided a detailed description of the approach that will be taken in managing the project and demonstrated how this approach will result in successful execution;
- demonstrated relevant qualifications and previous experience with projects of comparable scale and outcome;
- employ and collaborate with experienced and qualified personnel, who have availability and capacity to undertake this project;
- is a recognised sector expert with a degree of local knowledge and have a genuine commercial interest in the successful outcome of this project.

One benefit of engaging a supplier from the pre-approved LGP panel, is that much due diligence has been undertaken. As Belgravia Leisure is not a LGP pre-approved supplier, Council has undertaken additional due diligence, ensuring compliance criteria are met.

Workplace Health and Safety (WHS) management, including verified documentation of Safety Performance, and copies of current relevant insurances have been provided to Council by Belgravia Leisure. Additionally, the financial viability of Belgravia Leisure has been assessed by an independent organisation to ensure the completion of the delivery of project.

In ensuring the appropriate investigation has been undertaken to provide Council with confidence in the value for money of the Belgravia Leisure response to the RFQ, staff have referred to The *Local Government Act 1993* (The Act), Section 55, (i) which specifies that Council is not required to tender for *a contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, a council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders.*

While the clause does not specifically apply in this case because the procurement process was not a tender (and was not required to be by Council's Procurement Policy), The Act provides guidance for the decision making in this case of extenuating circumstance. The Act confirms that when there is a lack of competitive responses to a procurement process, in this instance because of the specialised nature of this project, it is appropriate for Council to decide to enter into a contractual arrangement which will provide a satisfactory result.

As specified by the Procurement Policy, the General Manager has provided written approval for the engagement of Belgravia Leisure as the supplier for the feasibility, business case and concept design of Coonamble Artesian Bath Experience.

Staff have had an initial meeting with the project team from Belgravia Leisure to agree on a Project Plan. At the time of report writing, the Project Plan attached to this report as Annexure 2 was proposed by Belgravia Leisure.

Community consultation is scheduled to be underway at the time of the Council meeting in April. To date, staff have sought the advice of the Coonamble Chamber of Commerce regarding preferred methods of consultation, and it was agreed that a public event would be appropriate for the inclusion of those interested in participating.

Public Art – Sculptural Birds and Town Entrance Signs

Staff have attended a consultation meeting with Wailwan elders and representatives who have provided feedback on and in-principle approval of the design development of town entrance signs. Attendees included Sooty Welsh (local artist and elder), Dwayne Hammond (Chairperson Gulargambone Local Aboriginal Lands Council) Robert Carney (Deputy Chair Gulargambone Local Aboriginal Lands Council) and Jamie-Lea Trindall (Executive Director, Outback Arts and Wailwan woman). The meeting was facilitated by Andi Mether, Creative Director for the project. Apologies were received from Berty Bartholemew (Elder, Quambone) and Coonamble Local Aboriginal Lands Council.



Consultation meeting participants (l-r): Jamie-Lea Trindall, Sooty Welsh, Robert Carney, Dwayne Hammond and Andi Mether at Outback Arts.

Progress of the design and fabrication of sculptures and town entrance signs continues according to schedule.

There has been no change to the project budget since the last report to Council.

	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

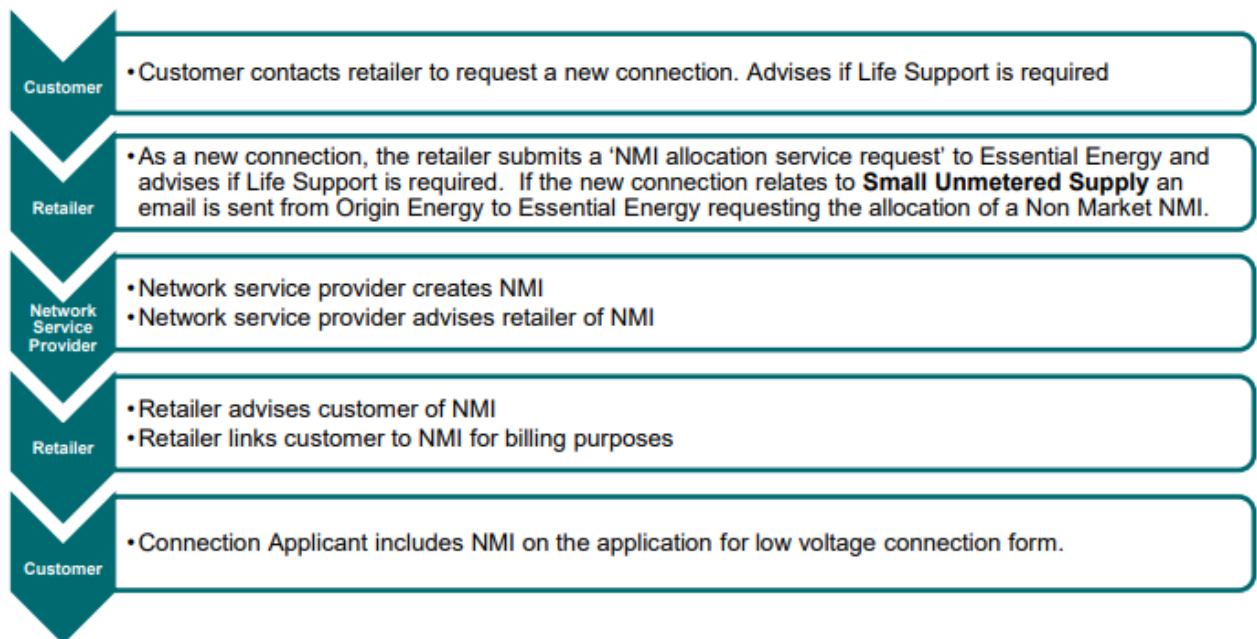
Artwork by local artists	33,000
Site placement of sculptures and signage	14,000
Fabrication of sculptures and signage	116,000
Installation of sculptures and signage	43,250
Additional estimated expenses	
Lighting	25,000
Landscaping	15,000
Contingency	38,950
TOTAL PROJECT EXPENSES	400,000

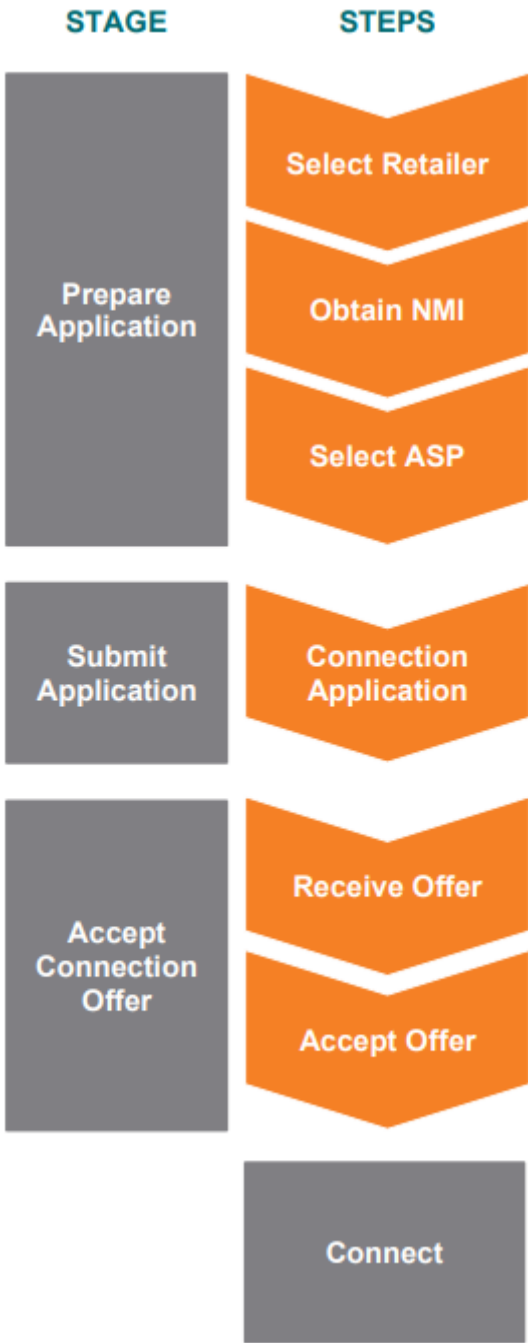
Coonamble CBD Public Amenities

The building has arrived onsite and installation onto footings and plumbing connection is complete. There have been delays in the new power connection and development of screens for in front and beside the toilet.

Power connection

The provision of a new power connection is a complex process with several specialist stakeholders involved. The process is summarised by the diagrams below.





All steps required to prepare the application for connection have been undertaken and the connection application is currently being finalised.

In addition to a National Metering Identifier (NMI), Council is required to collate and provide a significant amount of information for the Connection Application. This information is now influenced by the planned installation of two electric vehicle (EV) charging stations in close proximity to the toilet. There are efficiencies in ensuring that the power connection for the toilet will have provisions for the EV chargers.

Council is required to engage Accredited Service Providers (ASPs) to undertake works involved in the creation of a new power connection. An ASP is an electrical contractor who is authorised by Essential Energy to perform work on the network directly. This includes installing service lines and the physical connection.

There is only one local ASP. This supplier is Level 2 and has been engaged by Council to connect service lines to the network, and to manage the application on behalf of Council. Specialist knowledge is required to ensure the application is complete and correct, considering the high level of technical information involved.

ASPs provide guidance on the best connection option based on their technical knowledge. The type of ASP required depends on the nature of the work. As this project requires construction of network assets, a Level 3 ASP has been engaged for the design of distribution assets required for the connection and a Level 1 ASP engaged for construction.

A Level 2 ASP is required to connect service lines to the network and make the connection 'live'.

Meter installations are required to be organised through Council's retailer.

There have been delays in the completion of this power connection because the Level 3 design process has been impacted by the requirement to accommodate the needs of the NRMA's EV chargers. As this development was a late consideration to the process that Council has initiated several months ago, there have been changes required to the Level 3 design and consequently, the plans for the Level 1 construction. While there was an option for Council to progress with the power connection independently of the NRMA and avoid delays, this would have resulted in additional costs for both parties, and a lost opportunity for Council to make savings in the project budget at this stage.

The local Level 2 ASP is finalising the design process with the Level 3 ASP and is liaising with Essential Energy to ensure the application is complete.

Essential Energy is unable to provide an expected timeframe for the remainder of this process. Council staff continue to work with all stakeholders to expedite the connection as quickly as possible.

Screens

Staff continue to work closely with the artist chosen to design the imagery on the toilet block and the privacy and directional 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, despite Council's resolution providing a budget of \$12,000 for construction and installation of the screens.

As the artist has not been able to provide Council with a design proposal or cost for the installation of the screens, staff have requested an external organisation to undertake this design work. The quote provided to design the concrete slab, footing and screen anchorage to the slab, and review specifications of the screen design is \$1,200, which is provided for in the project budget. The provision of this design will simplify the process for Council to call for quotations from local suppliers for the concreting around the building. The current project budget is provided below for Council's information.

INCOME	Total \$
Stronger Country Communities Fund Round 2	250,000
Council commitment to match SCCF	81,529
Funding from Council's working capital, committed August 2020	17,497
Funding allocated from Tourism wages and promotional expenses	30,000
TOTAL PROJECT INCOME	379,026
EXPENSES	
<i>Confirmed Expenses</i>	
79 Castlereagh Street land purchase	52,626
Exceloo Silver triple JUPITER, installation 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
Plumbing connection	7,600
Design of concrete slab, footing and screen anchorage	1,200
<i>Estimated Expenses</i>	
Local trades to prepare for installation	10,000
Council trenching for installation	10,000
Civil works	10,000
Landscaping	5,000
Contingency	13,678
TOTAL PROJECT EXPENSES	379,026

Coonamble Visitor Information Centre (VIC)

Construction

Progress on the construction of the VIC continues to progress according to the program and without delay. Despite some wet weather during March, the anticipated completion date remains 29 June 2021.

Internal linings, internal doors and roofing is complete. Internal and external painting, and tiling is underway. Concreting was delayed by rain and is nearing completion. The kitchen and reception desk counters have been built and are prepared for installation.

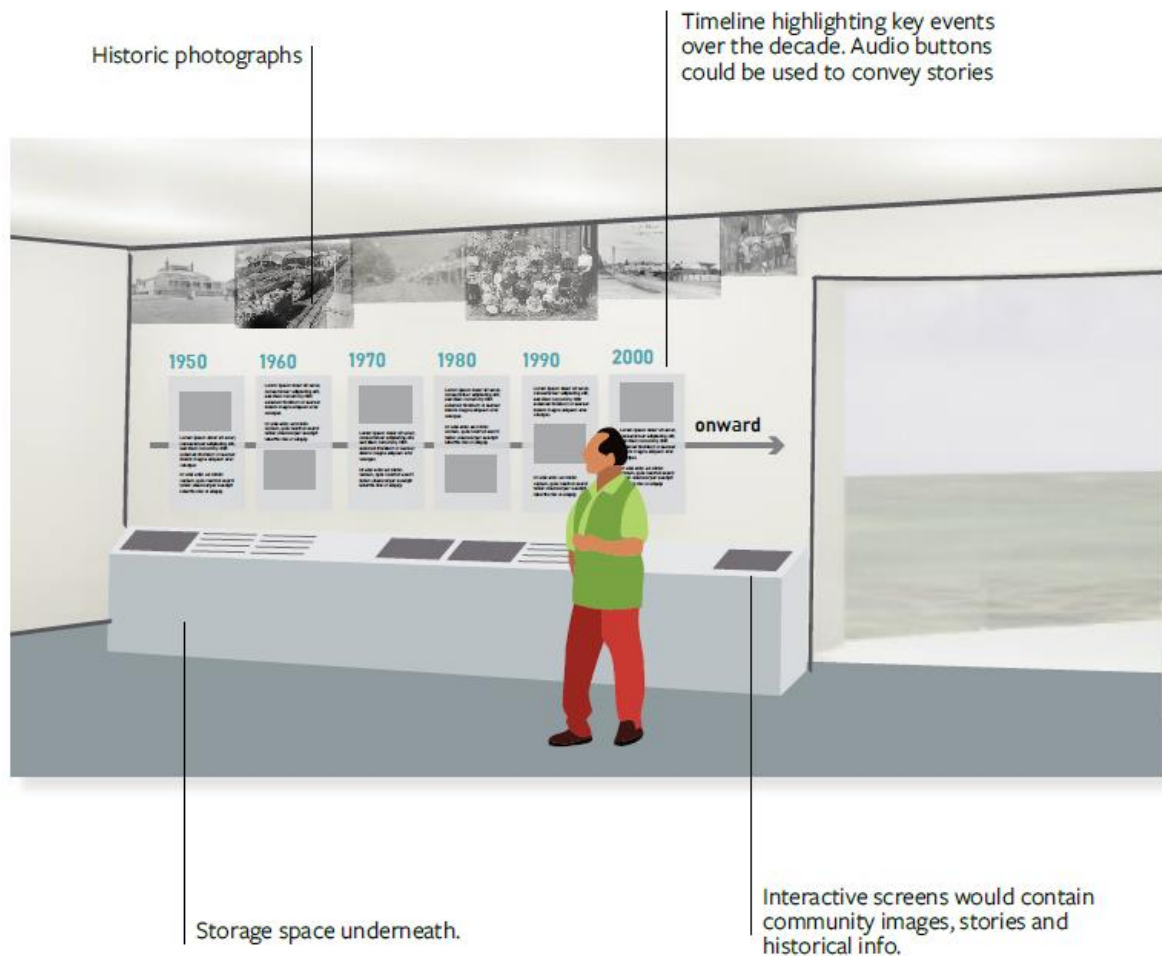
Council staff continue to work closely with the construction team and participate in fortnightly site meetings to monitor progress and developments. A site visit for Councillors has been arranged for the morning of the April 2021 Council Meeting.



Exhibition and Display

Armsign, the organisation appointed by Council to design and install exhibition and display for the VIC, has begun research and community consultation work. A planned visit during March was postponed due to flooding and an inability for those representatives to travel. This visit will be rescheduled for April.

In the meantime, the Coonamble Region Timeline Project, a community collaborative project is underway to gather information for a historical timeline display of the LGA's key events. This timeline will be presented in a graphic form and will be created as a permanent display in the new VIC. Council is working with appointed supplier Armsign to encourage community involvement and contribution to the project. Requests for submissions of stories and images have been posted on the Council's Facebook page, communicated via MTMFM Coonamble Community Radio and a detailed story about the project has been published in *The Coonamble Times*. Posters with a QR code that links directly to an upload page have been placed on the construction fence at the new VIC, at the Post Office and at ServiceNSW.



The current project budget is provided below for Council’s information.

INCOME	Total \$
Stronger Country Communities Fund Round 2	330,000
Council commitment to match SCCF	157,810
Council Development Reserve Fund (committed Feb 2020)	150,000
Council Working Funds (committed Feb 2020)	100,000
Drought Stimulus Package	400,000
Council Funds (committed July 2020)	364,640
TOTAL PROJECT INCOME	1,502,450
EXPENSES	
Construction and service connections	1,002,987
Construction variations 1 -7	33,736
Geotechnical	5,600
Detailed design	52,115
Regional Procurement	6,600
Section JV3 performance requirement	1,500
CC and DA fees	2,750
Architectural and engineering consultancy during construction	7,160
Interpretations, signage, furniture and fitout	197,500
Entranceway - concrete for driveway realignment	7,000

Kerb and gutter (62.5 linear metres @ \$325/lineal metre)	20,315
Rehabilitation and re-sealing of car park (1,000 m ² @ \$35/m ²)	35,000
Supply and delivery of plants	15,000
Landscaping (mulching and edging) and earthworks	30,000
Concreting (231.4 m ² @ \$300/m ²)	69,420
Contingency	15,741
TOTAL PROJECT EXPENSES	1,502,450

Coonamble CBD precinct

On 4 March 2021, Council released a Request for Quote (RFQ) for the detailed design of the Coonamble CBD precinct. VendorPanel was the chosen platform to access a number of suppliers pre-approved by Local Government Procurement (LGP) with the specialised skills and qualifications required to successfully undertake the project. The project is a key priority project identified by the Coonamble Shire Masterplan. The project scope included in the RFQ was comprised of the following components:

- Investigation of options and detailed design of the main street of Coonamble (being Castlereagh Street, between Aberford and Tooloon Streets) and including parking reconfiguration; mid-block crossing; street tree planting, street furniture (seats, bins, lighting) and accessible crossing points.
- Detailed design of Skillman's Lane to provide a vibrant pedestrian-only laneway to Skillman's Lane Carpark to enhance connectivity and natural surveillance.
- Detailed design of Skillman's Lane Carpark based on masterplan proposals including but not limited to the provision for RV, trailer and long vehicle parking, and access for delivery vehicles.
- All works for which detailed design has been undertaken must be costed by a quantity surveyor and costs of works provided as part of the project scope.

Four (4) responses were received from the following suppliers (in alphabetical order):

- Ardill Payne & Associates
- GHD
- Pavement Management Services
- Tonkin Consulting

Responses were assessed by a panel of staff according to the following criteria, as included in the RFQ documentation:

Criteria	Weighting
Price	40%
Detailed description of approach that will be taken in managing the project and demonstration of how this approach will result in successful execution, as described in the Project Scope.	20%
Demonstration of relevant qualification and previous experience with projects of comparable scale and outcome.	20%
Personnel qualifications, percentage of time contributing to the	10%

project and availability of staff.	
Local proponent or inclusion of local content (e.g. materials and labour).	10%
Total	100%

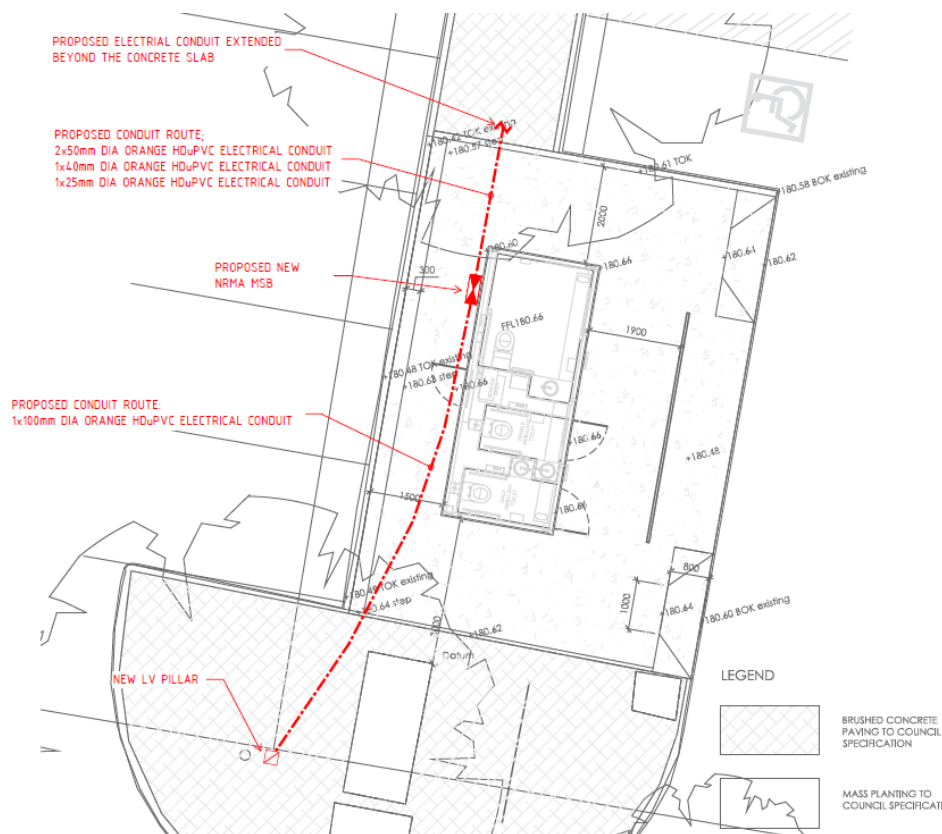
Tonkin Consulting was recommended as the preferred supplier following assessment of responses to the RFQ. The quotation provided by Tonkin Consulting was \$181,798, including all provisional items, which is within the budgeted provision for the project. Staff are currently working with Tonkin Consulting to confirm the scope of the project and the project plan. The response to the RFQ is included as Annexure 3 (under separate cover) for Council’s information.

NRMA Electric Vehicle charging stations

Staff are liaising with NRMA to assist with the installation of two (2) electric vehicle (EV) charging stations in Skillman’s Lane carpark. An indicative design and charger livery is shown below.



Council is collaborating closely with NRMA to ensure the new power connection in Skillman’s Lane carpark has provision for the EV chargers. The plan below demonstrates how the conduit and switchboard required for the EV chargers can be coordinated as part of the power connection for the new amenities building.



Staff have been negotiating with NRMA in order to ensure the costs involved in the new power connection costs are shared. NRMA has committed to paying for all costs associated with Level 1 construction and the switchboard which will provide access to power for both the amenities building and the EV chargers. This will constitute a saving for Council, of which the extent remains unknown until the Level 3 design component of the project is completed.

Coonamble Chamber of Commerce

The Coonamble Chamber of Commerce has requested a dedicated budget allocation for that organisation (please find the details of this proposal on the following page). The Chamber provided the following rationale and request:

Please note that the Chamber currently has 80+ members and runs major projects such as Buy Local Campaign and Business Awards and co-ordinates information, training and advocacy opportunities that are open to both members and all other businesses in the Shire. There are more projects we would like to do but all our members are busy business operators and do not have time for additional administration and co-ordination tasks.

Any assistance/sponsorship/contribution from Council to support these activities is very much appreciated.

The Chamber also welcomes any opportunity to partner with Council on projects of importance to local businesses, including the Main Street Activation, Inland Rail and other major infrastructure projects, tourism initiatives and events, and other relevant initiatives.

We believe a joint approach to building population, employment and investment would be very beneficial to the future of the district.

We would appreciate an opportunity for Chamber delegates to address Councillors on these matters at the relevant meeting.

Please advise a suitable date and time.

Staff have provided the Chamber with information about the budget process and timeline, and an application to speak at the Community Consultation session held at ordinary Council meeting.

The Executive Leader Corporate and Sustainability has been provided with the Chamber's request, for it to be considered as part of the Operational Plan Budget review for 2021/22. The request will be dealt with as part of the relevant report at the Ordinary Council Meeting in May 2021.

The Chamber has additionally provided Council with feedback on Cuisine on Castlereagh and suggested consultation methods regarding the Coonamble Artesian Bath Experience.

Campaign	Council contribution	Dedicated purpose	Value provided to Council and community
<i>Buy Local</i>	<ul style="list-style-type: none"> • \$8,000 • Promotional support 	<ul style="list-style-type: none"> • Prize money for draws during the event • Prize money for major draw • Promotional expenses • Event management for major draw? 	<ul style="list-style-type: none"> • Contribution to local economic stimulus • Council branding on promotional material
<i>Biennial Business Awards</i>	<ul style="list-style-type: none"> • \$2,500 • Promotional support 	<ul style="list-style-type: none"> • Costs of coordination of nominations and judging • Promotional expenses 	<ul style="list-style-type: none"> • Financial recognition of event celebrating local businesses • Council branding on promotional material • Council participation in judging / event
<i>Business Training and Capacity Building</i>	<ul style="list-style-type: none"> • \$5,000 (or \$2,500 in the year of the Business Awards) • Promotional support 	<ul style="list-style-type: none"> • TBC, annually • Examples: E-tendering, Workforce Recruitment, Staff Management. 	<ul style="list-style-type: none"> • Identified training made available to local businesses • Council branding on promotional material
<i>Admin support / ad hoc campaigns or programs</i>	<ul style="list-style-type: none"> • \$10,000 	<ul style="list-style-type: none"> • Paid support for regular Chamber administrative duties eg. Grant seeking, project co-ordination, communications. 	<ul style="list-style-type: none"> • Attract funding to district for activities that boost population, investment, employment • Provide project co-ordination previously provided by Council staff • Increase engagement by business owners/managers/staff in projects to advance Operational Plan objectives

Above is the request received from Coonamble Chamber of Commerce for budget allocation in the 2021/22 Operational Plan Budget.

Legislation changes to support the development of Agritourism

The Department of Planning, Industry and Environment (DPIE) is seeking Council feedback on proposed policy amendments to simplify the planning process and approval pathways for low-impact agricultural development and small tourism activities, including farm stays and farm events, on NSW farms. Amendments are proposed to the:

- Standard Instrument (Local Environmental Plans) Order 2006 (Standard Instrument LEP Order);
- State Environmental Planning Policy (Primary Production and Rural Development) 2019 (PPRD SEPP); and
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP).

In addition to seeking feedback, DPIE is asking councils to:

- Indicate their interest in incorporating optional clauses for farm stay accommodation and farm gate activities into their local environmental plan (LEP);
- Identify the zones in their LEP in which they wish to allow the proposed new farm events and farm gate activities land uses; and
- Provide details of (a) suitable contact(s) who can liaise with the department about these amendments.

The proposed amendments will make it easier for farmers to establish new complementary businesses on their land, including:

- Supporting more farm stays by:
 - Amending the existing definition of 'farm stay accommodation' in the Standard Instrument LEP Order, and
 - Introducing an optional clause that Councils can choose to adopt in their local plans to manage any impacts.
- Enabling events on farms by introducing a new definition for 'farm events'.
- Facilitating farm gate businesses by introducing:
 - A new definition for 'farm gate activities'; and
 - An optional clause that councils can choose to adopt in their local plans.
- Introducing fast-track approval pathways, known as exempt and complying development, for these types of agritourism, provided certain development standards are met.
- Allowing other low impact agricultural activities as exempt or complying development, such as small processing plants where certain development standards are met.
- Making minor changes to existing planning controls to make them more effective, such as increasing the separation required for rural dwellings from intensive livestock agriculture, if carried out as complying development.

This is an exciting opportunity for Council to encourage State Government support for an emerging local agritourism sector. Through the Economic Development Strategy and Destination Management Plan, Council has recognised the potential of the development of local agritourism offerings to allow for local economic diversity and development. Staff are developing a submission on behalf of Council, supporting the proposed amendments, and promoting the potential of agritourism in the LGA.

Grants

Since the previous report to Council, staff have been successful in securing funding through the 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.

A submission for Seniors Festival 2021 (\$5,000) funding for Coonamble Seniors Fiesta was unsuccessful.

The following grant applications have been submitted, and are awaiting an outcome:

- 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 Visitor Information Centre.

Staff are currently working on two applications for funding through the Murray-Darling Basin Economic Development Program (Round 3). The first application is to fund a Tourism Operator Business Development Program which will provide opportunities for developing agritourism operators, cultural tourism operators and accommodation providers. The Program will be directed by a 'roadmap' to be developed from Council's Destination Management Plan, and outputs will include a tourism marketing plan (including content such as images and video) and the development of online platforms to allow promotion and bookings. The second application is for funding for the detailed design of the Coonamble Artesian Bath Experience, following completion of the feasibility, business case and concept design which is currently underway.

Community Support

While staff actively investigate and apply for funding for Council projects and initiatives, a similar priority is to provide relevant information and advice to community groups and individuals. Council has promoted the following grant opportunities on its Grant Opportunities webpage (and promoted this page on Facebook):

- Boosting Female Founders Initiative;
- Community Hall Program – Essential Energy Grant;
- Community Heritage Grant;
- Hotel Energy Uplift Program;
- Local Sporting Champions Program;
- NAIDOC Week 2021.

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.

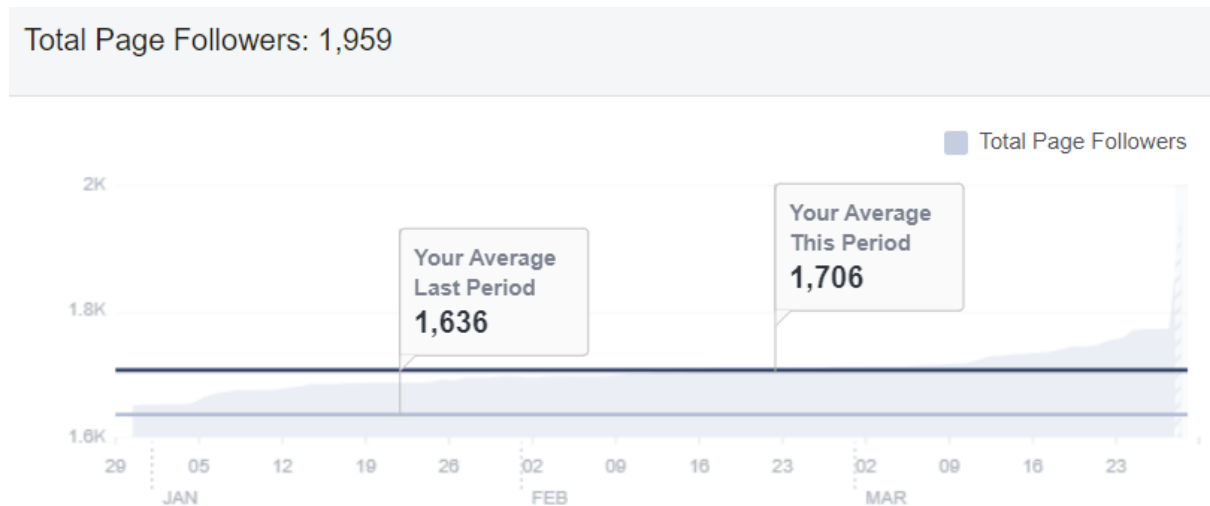
Notices requiring immediate dissemination are also posted in the notices column on the homepage of Council’s website and on Facebook.

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- Boosting Female Founders Initiative;
- Community Hall Program – Essential Energy Grant;
- Community Heritage Grant;
- Hotel Energy Uplift Program;
- Local Sporting Champions Program;
- NAIDOC Week 2021.

Social Media

During March 67 people have started following Council’s Facebook page, up from 1,892 to 1,959. Over the past 10 months, the number of new followers has grown steadily from 1,282, up 675 (just over 50% growth).



16 posts were made to Facebook during the past month. A video of minor flooding of the Castlereagh River from the bridge at Coonamble reached more than 4,000 users through social media in March.

Coonamble Shire Council Posted a Video
 Published 4 days ago

Recent rains swell the Castlereagh River
 Prolonged recent and widespread rainfall has filled the Castlereagh River, with a strong flow recorded ...



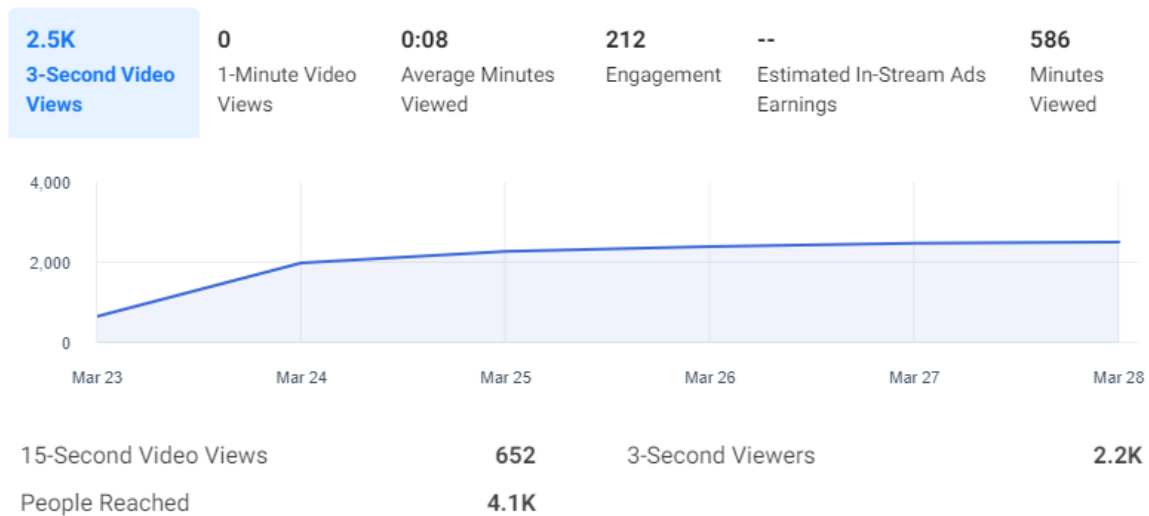
139 Reactions Shares 50 Comments 23

Copy Post Link View Post

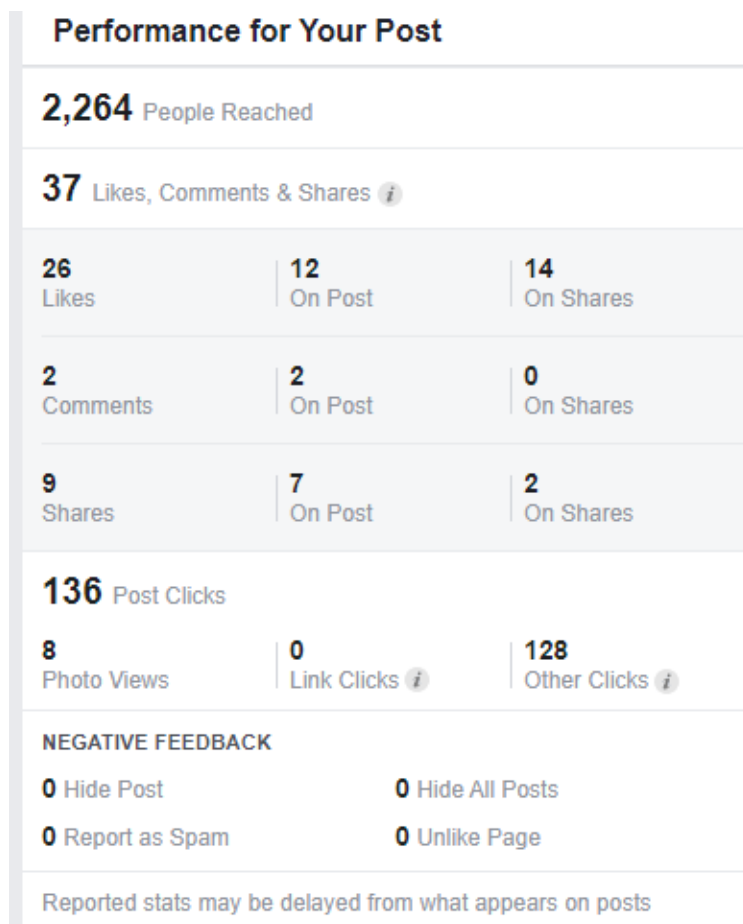
Viewer Activity

How the post has performed since being published.

Lifetime ▼ ⓘ



Reach was also high (2,300 users) for a post highlighting the weekend of activities associated with the Ag Field Day, Cuisine on Castlereagh and the Country Championships.



A post letting Quambone residents know that their garbage service could not be provided during the week of flooding reached more than 1,100 users and a post on the Public Art project for town entrances continued to build a reach to 2,700 Facebook users.

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

Tourism Activities and Destination Management

Tourism staff are currently working on the redevelopment of the local Visitor Information Guide. Updated images, copy and business listings are being collated to provide refreshed and current content. The size of the publication is being revised from A4 to A5. This decision aligns with contemporary standards and will allow for the Guide to fit into handbags and backpacks more easily. The paper stock will be matte, reflecting an environmentally conscious response and contemporary design approach. This paper choice is also functional, allowing users to make notes more easily throughout the Guide. A brief for design will ensure the layout will be clean and current, making it more visually appealing and easier to locate key information. Photography of the LGA will be recent and high-resolution quality. Council will be updated with draft layouts from the guide as they are available.

The Museum Under the Bridge

Council staff and volunteers open the Museum Under the Bridge to the public weekly on Wednesday mornings, and additionally by appointment for visitors seeking to attend outside those hours.

Following the departure of a single long-term volunteer in December 2019, there is a severe knowledge gap regarding the condition and scope of the current collection, demand for visitation to the Museum and the potential of the facility as a tourist product.

In recognising these challenges and the need to determine the best future operating model, the development of a standard operating procedure and review of all related policies and procedures is underway. This will allow consistency in operations and a standard which reflects sector best practice. Staff are referring to Museum and Galleries of NSW's Regional Museum Advisory Program for guidance.

Staff are updating procedures to include electronic and digital efficiencies and storage. The catalogue system, record of donations and visitation will be undertaken electronically to allow for documents and records to be more securely stored and easily retrieved.

Search engine optimisation is being investigated to allow the Museum to be more easily found and accessed by visitors when undertaking online research before visiting Coonamble. Signage and other promotional outreach will be reviewed over coming months.

Cultural Tourism

The Tourism & Events Officer and Visitor Information Officer attended a cultural tourism workshop at Outback Arts in March, along with a group of Gulargambone-based community members and representatives. As the main cohort were from the Gulargambone Local Aboriginal Lands Council, the focus of the workshop was on opportunities for cultural tourism that the Lands Council has the capacity to facilitate.

Initiatives, activities and product development that was discussed included:


- A shopfront for artwork, cultural centre/keeping place, retail opportunity, the display of local artefacts, photographs and stories of local Aboriginal culture;
- Cultural tours of sites of cultural significance;
- A native bush tucker garden.

It was useful for staff to attend to gain an understanding of the support required of Council to assist in the development of the Gulargambone cultural tourism offering. Additionally, staff were able to improve their own understanding of cultural tourism as a product offering in order to recognise opportunities for product development across the LGA.

Social media destination marketing

Reach of the @visitcoonamble social media pages has significantly increased in the last month. Posts on the Visit Coonamble Facebook reached 70% more people than the previous month, and engagement on the page has also increased.

The most popular post on Facebook was the one below of ex-local Sam Green on a horse at the 2019 Coonamble Rodeo & Campdraft. This post reached 535 people, which is approximately two thirds of the page’s followers.


 **Visit Coonamble is in Coonamble, New South Wales.**
 Published by Georgie Kelly · March 23 at 9:25 AM · Instagram ·

Horses will return to Coonamble! 🐎

Unfortunately the [Coonamble Challenge & Campdraft](#) that was due to take place this coming weekend has been postponed due to the weather. But fear not! Horses will return to Coonamble soon enough.

Our June long weekend Coonamble Rodeo & Campdraft is going ahead and an alternate weekend for the Challenge will be decided in due time.

📷 @kirstenljenkins via @sam88green
[#visitcoonamble](#) [#coonamble](#) [#visitnsw](#) [#coonamblechallenge](#) [#coonamblerodeo](#) [#coonamblecampdraft](#)
[Coonamble Rodeo Association Inc](#)



535 People Reached 159 Engagements [Boost Post](#)

You and 22 others 6 Comments 2 Shares

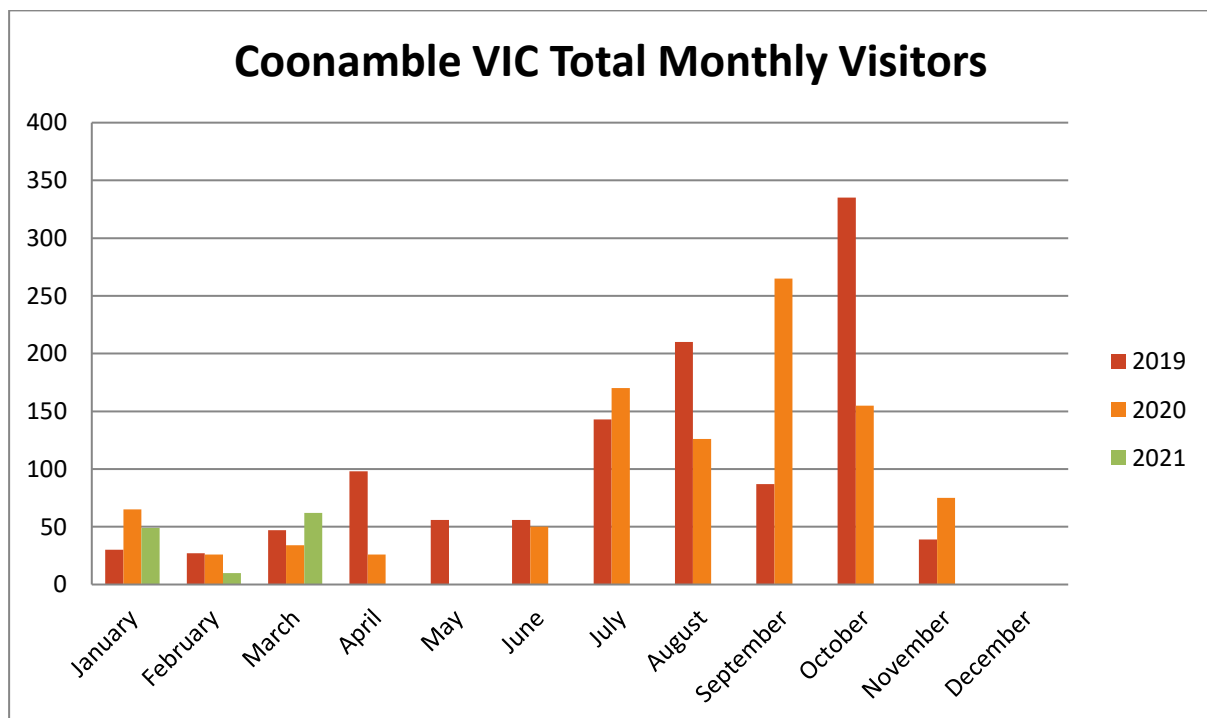
The most popular post on Instagram was an image of colourful shopfronts in the main street of Gulargambone. This post reached 203 people, at the time of post the page had 145 followers.



Followers of the Visit Coonamble Instagram page has increased by 25% over the past month, with total reach for the month reaching 1,607 people. Reach is eight (8) times the number of people who follow the page which is a significant audience capture.

Tourism Statistics

As of 29 March, the VIC has had 62 visitors for the month. Over the same period in 2020, 34 visitors were welcomed to Coonamble. Visitor numbers recorded at the VIC have steadily been increasing during the month of March, reflecting the upcoming tourist season and the consistent availability of staff to receive visitors at the VIC. The main enquiry remains to be for directions to attractions or neighbouring regions.



Events

Cuisine on Castlereagh

The evening food market was held in the main street on Saturday 13 March with a bar, food stalls, and the opportunity for local businesses to have a market stall.

Feedback received so far indicated that the event was a success. Following data provided by stallholders and the number of meals sold, staff estimated event attendance to be 800. Stallholders and participants were surveyed to gauge their satisfaction of the event. Following is a summary of this feedback:

- 100% of stallholders enjoyed the event, said their stall was successful and would participate again.
- Suggested improvements from stallholders included louder or live music, additional publicity and promotion, additional lighting, greater variety of stallholders and a working ATM.
- 87% of attendees said that they would attend a similar future event.
- Most people (80%) spent between one (1) and two (2) hours at the event, indicating the timeframe was appropriate.
- The most popular features of the event were the atmosphere, food choices that are not usually available, tables and chairs along the street, the way the event brought people together and the activity in the main street.
- The main suggestion for improvement for future events included more food stalls, especially with child-friendly options.





Upcoming concert events

Preliminary planning for the Jane Rutter flute concert on 28 August and the Gulargambone music event on the green of the Bowling Club over the June long weekend are underway.

Council staff continue to support community events such as Tour de OROC, Coonamble Challenge and Campdraft and Senior's Week events.

(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.

Council's Procurement Policy was respected in relation to the procurement process for the Coonamble Artesian Bath Experience and the Detailed Design projects. The following excerpt is relevant for both these projects:

“Purchase of goods and services up to \$230,000 for works in a single contract or supply arrangement may be undertaken using the procurement by quotation method as described below.

5.3.5 Goods and Services Between \$150,001 - \$230,000

All contracts above \$100,000 must be referred to the Manger - Finance and Procurement before a purchase order is generated.

For contracts between \$150,001 - \$230,000, either a formal tender or Request for Quote (RFQ) is to be invited by public advertisement in accordance with Council's Tendering documents. Such tenders may be submitted to Council, together with a recommendation from the Council Officer, or Evaluating Panel calling tenders, or authorised and signed by the Manger - Finance and Procurement or General Manager.”

(b) Legal Implications

Council has entered into contractual agreements with the chosen suppliers for the Coonamble Artesian Bath Experience and the Detailed Design projects.

Council will enter into a legal agreement with NRMA, providing a Licence to Charging Stations for Electric Vehicles to Occupy Skillman's Lane Carpark.

(c) Social Implications

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

- Opportunities for recreation at an artesian bath experience;
- Participation in local public art projects and VIC exhibition & exhibition, encouraging a sense of pride and ownership of the outcome, which will promote visitation to the LGA;
- Increased access to amenity such as public toilets and baby change facilities in the CBD precinct of Coonamble;
- Opportunities to host, participate in and attend local events as a source of entertainment and economic stimulus;
- Availability of information about Council activities, allowing the community to be engaged and participate in decision making.

(d) Environmental Implications

Environmental implications associated with various developments discussed in this report are addressed as part of the Development Application process for individual projects.

(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.

(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.

Today's Date: 24/03/2021

Start Date: 25/03/2021

(Thu)

0

Artesian Spa Business Case Project Plan

Description	Responsible	Start	End	Duration (Days)	% Complete	Days Complete	Days Remaining
Confirm Project Objectives				25/03/2021	25/03/2021	1	
1.1	Agree Objectives and Timelines with Council	Damian	25/03/2021	25/03/2021	0	0%	0 0
1.2	Detail Critical Task	Damian	25/03/2021	25/03/2021	0	0%	
Consultation & Stakeholder Engagement							
2.1	Local Community Members Specific Groups EG Chamber of Commerce, etc	Damian/Karen	7/04/2021	9/04/2021	2	0%	0 2
2.2	Council Mayor, Councillors, CEO	Damian/Karen	7/04/2021	9/04/2021	2	0%	0 2
2.3	Department of Planning and Industry	Damian/Karen	7/04/2021	9/04/2021	2	0%	
2.4	Natural Access Regulator	Damian/Karen	8/04/2021	9/04/2021	1	0%	
2.5	Hydro Geo Consultant	Damian/Karen	8/04/2021	9/04/2021	1	0%	
2.6	Sector Experts	Damian/Karen	8/04/2021	15/04/2021	7	0%	
Analysis of Tourist Catchment							
3.1	Assess Visitor economy of like attractions Assess Moree and other Artesian Spa Towns	Karl Flowers	12/04/2021	14/04/2021	2	0%	2 0
3.2	Annual Visits	Karl Flowers	14/04/2021	15/04/2021	1	0%	1 0
3.3	Length of Stay	Karl Flowers	15/04/2021	16/04/2021	1	0%	1 0
3.4	Dollar Value of	Karl Flowers	16/04/2021	17/04/2021	1	0%	1 0
3.5	Build Profile of Target Markets	Karl Flowers	18/04/2021	23/04/2021	5	0%	5 0
Identification of Product Mix & Industry Trends							
4.1	Provide a list of Facility Components	Karen	26/04/2021	4/05/2021	8	0%	0 8
4.2	Industry Trends for Spa & Wellness Products	Karen	27/04/2021	5/05/2021	8	0%	0 8
4.3	List of Complimentary Accommodation Options	Karen	28/04/2021	6/05/2021	8	0%	0 8
Facility Design and Development Options							
5.1	Preferred Facility components that are most viable	Damian	8/05/2021	19/05/2021	11	0%	0 11
Present Interim Findings to Council							
6.1	Present Interim Findings of Stages 1 - 5 to Council	Damian & Karen	19/05/2021	20/05/2021	1	0%	0 1
Concept Plans & Quantity Surveyors Estimate							
7.1	Development of Concept Plans and 3D Images	TRACT	20/05/2021	11/06/2021	22	0%	
7.2	QS of Capital Cost		20/05/2021	11/06/2021	22	0%	
Operational and Financial Forecast							
8.1	Operational Plan - Staff Structure, Management Model	Damian	4/06/2021	18/06/2021	14	0%	0 14
8.2	Revenue Forecast - 10 years	Damian	4/06/2021	18/06/2021	14	0%	0 14
8.3	Expenditure Forecast - 10 Years	Damian	4/06/2021	18/06/2021	14	0%	0 14
8.4	Establishment/Start up Costs	Damian	4/06/2021	18/06/2021	14	0%	0 14
Management Model & Funding Options							
9.1	Stand Alone Management or Integrated	Karen	4/06/2021	18/06/2021	14	0%	0 14
9.2	Management Model	Karen	4/06/2021	18/06/2021	14	0%	0 14
9.3	Funding Options	Damian	4/06/2021	18/06/2021	14	0%	0 14
Draft Report							
10.1	Present Draft Report to Council for Review & Feedback	Damian/Karen	21/06/2021	22/06/2021	1	0%	0 1
Final Report							
11.1	Present Final Report to Council	Damian	22/06/2021	30/06/2021	8	0%	0 8

12.9 RATES AND CHARGES COLLECTIONS - MARCH 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 March 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 March 2021	31 March 2020
Rates and Charges	\$2,240,917.11	\$2,160,451.64
Water Consumption	\$165,349.78	\$490,102.33
Total	\$2,406,266.89	\$2,650,553.97

COMMENTARY**Rates and Charges**

	28 March 2021	31 March 2020
Rates and charges in arrears as at 30 June 2020	\$904,997.89	\$694,494.20
Rates/charges levied & adjustments for 2020/2021	\$6,967,013.07	\$6,791,362.46
Pension Concession	(\$109,278.83)	(\$109,566.98)
Amounts collected as at 28 March 2021	(\$5,521,815.02)	(\$5,215,838.40)
Total Rates and Charges to be Collected	\$2,240,917.11	\$2,160,451.64

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 March 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 \$109,278.83; reducing the amount of income derived from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$49,175.47.

The rates and charges as at 28 March 2021 represents 28.47% of the total annual rates and charges levied and outstanding (compared with 28.86% on 31 March 2020).

Water Consumption Charges

	28 March 2021	31 March 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	\$411,618.41	\$807,221.69
Amounts collected as at 28 March 2021	(\$645,292.69)	(\$752,358.27)
Total Water Consumption Charges to be Collected	\$164,349.78	\$490.102.33

The water consumption charges as at 28 March 2021 represents 20.40% of the total water consumption charges outstanding (compared to 39.45% on 31 March 2020). In comparing the two years Council will note the significant variation, this is due to the fact that at the time of writing this report Council has not yet levied the third quarter billing cycle for the Water and Sewerage user pay charges in the 2020/21 Financial year.

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 March 2021 represent 28.47% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 28.86% on 31 March 2020). The water consumption charges as of 28 March 2021 represents 20.40% of the total water consumption charges outstanding from previous years (compared to 39.45% on 31 February 2020).

RECOMMENDATION

That Council notes the information provided in the report.

12.10 STATUS OF INVESTMENTS - MARCH 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 - 20/09/2021	0.35%	181 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 12/07/2021	0.28%	122 Days	2,000,000
Commonwealth Bank	A1+	Term Deposit - 25/06/2021	0.28%	120 Days	1,000,000
Commonwealth Bank	A1+	@ Call Account	0.10%		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 29 March 2021

\$ 76,908

(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 29 March 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 REQUEST FOR FINANCIAL ASSISTANCE - GULARGAMBONE PRESCHOOL INC.

File Number: Donations General - D5

Author: Bruce Quarmby-Executive Leader - Corporate and Sustainability

Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability

Annexures:

1. Request for assistance from Gulargambone Preschool Inc. (under separate cover)
2. Gulargambone Preschool Inc - 2019 Financial Statements (under separate cover)
3. Gulargambone Preschool Inc - 2020 Financial Statements (under separate cover)
4. Gulargambone Preschool Inc Constitution (under separate cover)
5. Gulargambone Preschool Constitution - ammendment (under separate cover)
6. Gulargambone Preschool - Special constitution resolution (under separate cover)

PURPOSE

The purpose of this report is for Council to consider a request for the provision of an interest free loan to the Gulargambone Preschool Inc.

BACKGROUND

In February 2021, Council staff received a request from the Gulargambone Preschool Inc for the provision of an interest free loan to the amount of \$223,000. A copy of the request has been attached for Council's information as Annexure 1 to this report.

The purpose of the loan is to assist the Gulargambone Preschool Inc with the management of cash flows associated with the completion of the new Preschool facility at 17-19 Warrie Street, Gulargambone. As can be seen within the attached request, the need for the loan has arisen due to the requirement of the funding bodies to have the grant funded works completed and evidenced prior to the funding body releasing the grant funds to the Gulargambone Preschool Inc.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4 Governance is open and transparent.

P4.1.3 Facilitate and support appropriate child and youth activities.

(b) Financial Considerations

The amount of the interest free loan being sought by the Gulargambone Preschool Inc is \$223,000. Should Council resolve to agree with the request, these funds would be sourced from Council's working funds.

It should also be noted that if Council is considering a reduction in the repayment of the principle, as per option two (2) of the request, that this amount will be classed as a donation and as such funded from Council's donation vote.

COMMENTARY

The request from the Gulargambone Preschool Inc, raises a couple of issues for Council's consideration. Firstly, does the provision on an interest free loan constitute an appropriate use of Council / Community funds? Secondly, when considering the application on merit, consideration should be given to the risks associated with the provision of a loan of this nature.

Dealing with the first mentioned issue, whether the request constitutes an appropriate use of Council / Community funds, Council can seek guidance from both the *NSW Local Government Act 1993* and its own adopted Community Strategic Plan. *Section 356 and 377 of the Local Government Act 1993*, set out the criteria under which Council can provide financial assistance to others. Whilst the form of the assistance being requested is somewhat different to the normal requests for financial assistance received by Council, the provision of an interest free loan is indeed deemed allowable under the provisions contained within the Act.

Moving on to Council's adopted Community Strategic Plan, a key theme that is identified within the plan is as follows:

- P4.1.3 Facilitate and support appropriate child and youth services.

Whilst Council's current adopted Operational Plan seeks to address this theme through the provision of after school and holiday activities, it would not be unreasonable to consider this request for the provision of an interest free loan as a further action supporting this theme.

In order to properly assess the risks associated with the provision of a loan, utilising Council / Community funds, Council staff requested that the Gulargambone Preschool Inc provide Council with additional documentation in support of their request. Further clarification was also sought regarding the proposed term of the requested loan, to which Council was informed that the loan, if granted, would be required for a period of approximately six (6) months. Additionally, as part of its due diligence Council has also conducted an external credit check on the Gulargambone Preschool Inc. These documents have been provided and are included as annexures to this report.

On review of the request and the supporting documentation, it supports the identified cash flow issue associated with the timing of the payment of grant funds. Whilst the construction of the facility has incurred some "overruns", like most major projects do, steps appear to have been taken to identify and implement cost savings measures where possible. The proposed Council loan, if granted, would allow for the completion of the project and in doing so satisfy the respective milestones for the grant funding agreements. Once these milestones have been met, the committee have indicated that it would be their intention to repay the Council loan using these grant funds.

The proposed timing and repayment of the loan, contingent on the committee receiving the balance of the grant funds owing, brings its own set of risks that Council should indeed be aware of. In particular, if the committee were to experience difficulties in acquitting the grant funded works to the funding bodies' satisfaction, the payment of the outstanding grant funds could be delayed to the committee. This in turn could potentially have a flow-on effect of delaying the repayment of the loan to Council. Taking this into consideration, Council should consider implementing contingencies to ensure the repayment of the loan. These may take the shape of a formal loan agreement or alternatively requesting the provision of securities against the loan.

Should Council resolve to proceed with the request, and drafting of the formal loan agreement is undertaken, it is recommended that Council nominates the full principle of the loan be repayable. The reason for this step is that any concession provided in the repayment of the loan would technically be classed as a donation and as such should be assessed in accordance with Council's adopted Donations Policy. The Gulargambone Preschool Inc should be encouraged to submit an application for assistance when the next round of funding becomes available.

As for addressing Council's own financial position and the risk associated with the potential provision of the loan, Council needs to consider the following factors.

- Council's available balance of unrestricted funds.
- The amount of the loan being requested i.e. \$223,000.
- The term of the loan being requested i.e., six (6) months.

In consideration of the availability of unrestricted funds, at the time of writing of this report, Council's projected unrestricted funds as at 30 June 2021 will approximately equate to \$3,400,000. Council should next consider both the amount and the term of the loan being requested, with regards to the potential impact that it may have on its own cashflows, should it resolve to approve the loan. All things being equal, given the principle and term of the loan being requested, Council's overall financial position and operations should not be overly impacted in either the short or medium term, should it resolve to approve the request as tabled.

One final consideration for Council to bear in mind, is that it needs to be mindful of the potential setting of a perceived "precedent". As with this application, all future applications for assistance of a similar nature will need to be assessed on individual merit.

(a) Governance/Policy Implications

In considering the request as tabled, it would be appropriate for Council to bear in mind its adopted Donations Policy which covers requests for financial assistance.

(b) Legal Implications

Section 356 and 377 of the Local Government Act 1993 provides Council with the legal framework under which it can provide financial assistance to others. Council can, in accordance with the afore-mentioned sections of the Act consider this request for financial assistance.

Should Council agree to the request, a formal legal agreement will be drawn up to facilitate the establishment of the loan.

(c) Social Implications

Should Council resolve to accede to the request for the provision on an interest free loan, it will assist Gulargambone Pre School Inc with the completion of their new purpose-built facility. The delivery of early childhood education and care services from the new facility will have a positive impact on the community.

(d) Environmental Implications

There are no environmental implications directly attached to this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

The Risk Implications arising from this report centre around the capacity of the organisation requesting the interest free loan to repay the debt, as well as Council's own ability to meet its own financial obligations during the period of the loan.

Exercising due diligence with the preparation of this application consideration by Council, management has requested that additional financial information be provided to Council to substantiate the Gulargambone Preschool's ability to repay the loan amount within the stated six (6) month term.

CONCLUSION

Council has received a request for financial assistance, in the form of the provision of a short-term interest free loan to the Gulargambone Preschool Inc for the amount of \$223,000. The requested funding would be utilised to assist the Gulargambone Preschool Inc with the management of its cash flows associated with the completion of the new Preschool facility in Gulargambone. Once the project is completed and the grant funds successfully acquitted, the Gulargambone Preschool Inc will repay the loan to Council.

RECOMMENDATION

- 1. That Council notes the information contained within this report.**
- 2. That Council requests the Executive Leader of Corporate and Sustainability to arrange the drawing up of a formal loan agreement between Council and the Gulargambone Preschool Inc for the amount of \$223,000 at a zero percent (0%) interest rate for the term of six (6) months.**
- 3. That Council provides the financial assistance as requested in the form of an interest free loan for a period of six (6) months for the amount of \$223,000 to the Gulargambone Preschool Inc, subject to the execution of the formal loan agreement mentioned in paragraph two (2) above between the two parties.**

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

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

BACKGROUND

At the February 2021 Meeting a draft Debt Recovery Policy was tabled for Council's consideration and adoption. At this meeting, Council passed the following resolution:

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

In compliance with the above resolution, the draft policy was placed on public exhibition for a period of twenty-eight (28) days, with submissions invited from the community until 5.00pm on 18 March 2021.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4 Governance is open and transparent.

L1.4.5 Review Council policies.

(b) Financial Considerations

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

COMMENTARY

Following the close of the public exhibition period, no submissions were received by Council. A further check of Council records on the 29 March 2021 revealed that no late submissions were received. As such, Council will note that there have been no amendments made to the revised draft Debt Recovery, as tabled, when compared to the original draft policy placed on display.

The revised Debt Recovery Policy seeks to achieve a balance of strengthening the level of detail and information contained within the policy, in particular procedural documentation, whilst not becoming overly complicated that it negatively impacts on Council's operational efficiency. Management has also sought to strengthen the synchronicity between the revised policy, as tabled and Council's recently adopted Financial Hardship Policy to ensure that adequate measures and system are available to assist those people who are experiencing genuine financial hardship.

(a) Governance/Policy Implications

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

(b) Legal Implications

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

(c) Social Implications

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

(d) Environmental Implications

There are no environmental implications directly attached to this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

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

CONCLUSION

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

RECOMMENDATION

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

1. BACKGROUND

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

2. PURPOSE

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

3. POLICY OBJECTIVE

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

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

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

4. LEGISLATION

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

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

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

5. APPLICATION/SCOPE

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

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

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

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

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

6. POLICY

6.1 ETHICS AND CONFLICTS OF INTEREST

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

6.2 PRIVACY OBLIGATIONS

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

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

6.3 RECOVERY OF DEBTS

6.3.1 RATES AND ANNUAL CHARGES

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

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

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

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

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

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

6.3.2 WATER AND SEWERAGE USAGE CHARGES

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

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

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

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

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

6.3.3 RECOVERY OF OTHER SUNDRY DEBTS

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

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

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

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

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

6.3.4 DEBT RECOVERY ACTION

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

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

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

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

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

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

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

6.3.5 SALE OF LAND FOR UNPAID RATES

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

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

6.3.6 INTEREST ON OVERDUE RATES AND CHARGES

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

6.3.7 PAYMENT ARRANGEMENTS

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

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

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

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

6.3.8 REVIEW

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

The standard review period will be every three (3) years from the effective date. The Executive Leader - Corporate and Sustainability will be responsible for the review of this policy.

7. DEFINITION

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

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

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



Annexure A

**Payment Arrangement Form
INITIAL APPLICATION**

Date: _____

APPLICANT DETAILS

Name(s): _____

Mailing Address: _____

Town: _____ State: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

PROPERTY DETAILS

Property Address: _____

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

Rates Account No: _____

Water Account No: _____

Debtor Account No: _____

PAYMENT DETAILS

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

Rates Account: \$ _____ Weekly Fortnightly Monthly

Water Account: \$ _____ Weekly Fortnightly Monthly

Debtor Account: \$ _____ Weekly Fortnightly Monthly

Commencement Date: _____ Completion Date: _____

I require this Payment Arrangement to remain continuous.

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

SIGNATURE

Name (print): _____

Signature: _____ Date: _____

Annexure B



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

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

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

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

Subject:

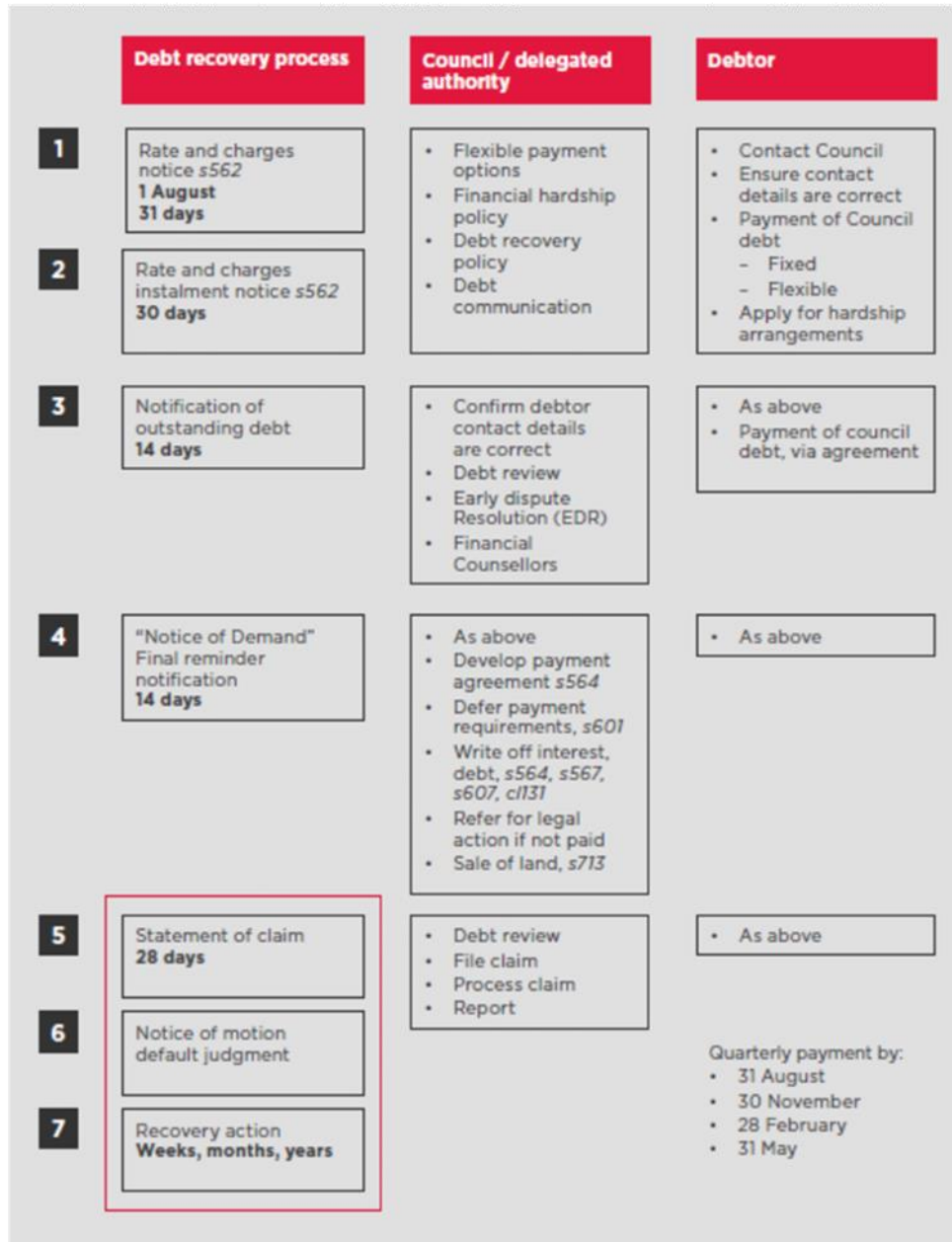
Summary

Annexure B

Action Required:

Name of Person Documenting Conversation	Signature	Date
		___/___/20___

Debt recovery process flowchart



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

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

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

BACKGROUND

The Community Services section focuses on our community and our people and the support that Council offers in the delivery of positive outcomes. The 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.

Community Services

- The President of the Women's Shed informed Council that due to the declining number of members, they have decided to operate until 30 June 2021 and will cease operations after this time.

Library

- Harmony Week 2021 was celebrated with story time at Coonamble Preschool and Coonamble Public School Preschool with show bags filled with relevant material and a story read.
- The Waste 2 Art Local Exhibition and Competition was launched at Outback Arts. The opening night was attended by staff and was opened by Mayor

Karanouh. Council contributes by providing staffing resourcing, catering, and prizes.

- 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 Statistics (26 February – 23 March 2021).

Service	Loans	New M/ships	Wi-Fi	Internet	Children's Computers	Junior Visits	Adult Visits
Coonamble	323	7	44	41/19.21hr	9	28	223
Gulargambone	24	0					

Manual Statistics - Coonamble (numbers refer to people attending)

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
546	11	50	3	12

Activity Statistics - Coonamble (numbers refer to people attending)

Senior Craft	Pre-School Visits	Housebound	Meetings	Movies	Other
15	45	8	8	n/a	0

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

Youth Council 2021-2022

- Promotion for the Youth Council nominations kept the Youth Services team busy this month including promotions on the radio at both Coonamble High School and Gulargambone Central School.
- Council received a grant of \$55,576.00 to establish a new 2021 Youth Council from the Stronger Country Communities Fund (Round 3).
- Council has extended the Youth Council nominations to 30 April 2021.
- Announcements regarding the Youth Councillors will be presented shortly to Council.

Children and Youth Services

- April School Holiday Program
 - The April School Holiday Program is locked in. Activities begin on Tuesday 6 April through to Thursday 15 April 2021.

COONAMBLE
SHIRE COUNCIL

APRIL SCHOOL HOLIDAYS 2021

<p>WEEK 1</p> <p>TUE, 6 April TIE DYE 10.30am-12.30pm The Pavilion Coonamble Showground</p> <p>WED, 7 April ABORIGINAL ART WORKSHOP with Hayden Woods 10:30am-1:30pm Lunch provided The Pavilion Coonamble Showground</p> <p>THU, 8 April BASKETBALL COMPETITION 4.30pm-8.00pm REDI Youth Centre Building BBQ Provided Prizes for the winning team</p>	<p>WEEK 2</p> <p>TUE, 13 April BUBBLE SOCCER 10.30am-12.30pm Coonamble Sportsground BBQ provided</p> <p>WED, 14 April MOTHER'S DAY CRAFT 10.30am-12.30pm The Pavilion Coonamble Showground</p> <p>THU, 15 April FAMILY FUN DAY AT THE WEIR 10.30AM-1.00pm Warrena Weir BBQ Area Morning tea provided BYO Equipment</p>
--	--

BOOK NOW:
www.tinyurl.com/FunApril21
FURTHER INFORMATION:
Youth Officer 0437303824

- Youth Week 2021
 - Youth Week for 2021 has also been co-funded by NSW Youth Week (NSW Government) and is between 16 April to 24 April 2021.

- The skateboarding workshop at McDonald Park on Friday 16 April 2021 will also see a plaque unveiling for the late Cr John (Bunda) Walker.
- A family fun evening has been organised for Saturday 17 April 2021 with an outdoor cinema as well as other events.



COONAMBLE SHIRE COUNCIL

NSW YOUTH WEEK

YOUTH WEEK 2021

16 APRIL TO 24 APRIL

FRIDAY 16 APRIL
SKATEBOARD WORKSHOP
 McDonald Park
 2.00pm - 5.30pm
 BYO: Hat, sunscreen & water.
 Skateboards provided.
BOOKINGS ESSENTIAL
<https://thetotemcollective.com/>

TUESDAY 20 APRIL
BLACKFIT FITNESS - COOKING & EXERCISE
 Gulargambone Central School
 10am - 3.30pm

THURSDAY 22 APRIL
BLACKFIT FITNESS - EXERCISE & EDUCATION
 St Brigid's School
 9.30am - 12.00pm
 Coonamble Public School
 12.30pm - 3.00pm

SATURDAY 17 APRIL
OUTDOOR CINEMA
 Coonamble Sports Oval
 Under 12s Movie
 6pm - 8pm
 Over 12 Movie
 8:15pm - 10pm
 BYO: Chairs, rug, water & nibbles.
 Ice cream available for purchase

WEDNESDAY 21 APRIL
BLACKFIT FITNESS - COOKING & EXERCISE
 Coonamble High School
 10am - 3.30pm

Events are alcohol free.
FURTHER INFORMATION: Youth Officer 0437303824

- After School Activities
 - Council will be formally commencing the After School Activities in Quambone and Gulargambone from Term 2. The Youth Officer has

been working with both schools to establish the facilities and promotion of the service.

- Quambone After School Activities will commence from Week 1 Term 2 on Tuesdays from 3:00pm to 5:30pm.
- Gulargambone After School Activities will commence from Week 1 Term 2 on Tuesdays and Wednesdays from 3:00pm to 5:30pm.
- Outback Arts Little Wings Puppetry Tour
 - Children between three (3) and 10 years old were treated to a free show at the Coonamble Bowling Club with a private workshop held at the Coonamble Preschool on 31 March 2021.
 - Council organised a bus service from Gulargambone and provided a free afternoon tea for those attending the show.

Seniors Week 13 April to 24 April 2021

- NSW Seniors Week will be celebrated with the annual Seniors Fiesta luncheon with free luncheon, fun and live music to be held on Thursday 22 April 2021. The theme this year is Mexican and dressing up is optional.
- The Luncheon will be at the Coonamble Bowling Club commencing at 11am.
- Council will be providing transport from Gulargambone.

A vibrant pink poster for a 'Seniors Week 2021' Fiesta. The text is in various colors (yellow, black, white) and fonts. It includes details about the date (Thursday 22 April), location (Coonamble Bowling Club), and contact information for booking. There are images of colorful maracas and a sombrero on the left side. The Coonamble Shire Council logo is in the bottom right corner.

YOU ARE INVITED TO A

FIESTA!

Please join us in celebrating

Seniors Week 2021

for shire residents over 50 and their carers

THURSDAY 22 APRIL

free luncheon, fun and live music by Royden Donohue

COONAMBLE BOWLING CLUB
commencing at 11am

To book for the Luncheon and reserve a Gular bus seat please call 68271900 by 14 April

Limited seating available to enable social distancing so book soon!

The theme is Mexican though dress up is optional

FIESTA

Event sponsor:
COONAMBLE SHIRE COUNCIL

Drought Busters

- Following an adjournment during COVID-19, the Drought Busters Alliance met for a second time this year on 23 March 2021. The Alliance discussed options relating to the sum of money yet to be utilised.
- 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.
- The Alliance will meet again in May to discuss the strategic intent of the program.
- Notification of this meeting will occur in the Coonamble Times, through the Chamber of Commerce, and other social media platforms.

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. This month's training session incorporated Applying a Trauma Informed Approach.

The Community Services Report provides an overview of events that have occurred and are upcoming.

(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 have 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 March 2021, in particular Council's opportunity to develop the Youth Council.

RECOMMENDATION

That Council notes the information contained in this report.

12.14 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**File Number: E5****Author: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Authoriser: Hein Basson, General Manager****Annexures: Nil****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 March 2021. This progress report considers 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, regulation and compliance, and public health requirements and environmental management considerations. 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 been merged into this report.

This progress report introduces Council to the topics that will be generally covered moving forward and where applicable, additional information that has been received for the month has been included under the commentary heading 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

Compliance and Regulation

- Under the *Local Government Act 1993*, *Environmental Planning and Assessment Act 1979* and *Protection of the Environment Operations Act 1997*, there are provisions to regulate environmental management.
- Council staff corresponded with 17 landowners regarding the condition of their blocks. Two (2) additional correspondence and phone calls were made in relation to vermin and pigeon infestation.
- Council staff are encouraged to educate members of the public first in relation to issues of compliance and regulation. This approach is achieved through telephone conversations, written correspondence, and onsite meetings.

Development Application Under Delegated Authority

- The number of development applications approved under delegated authority will be reported next month.

Public Health

- Council has authorised the free disposal by residents of Mouse-Off, Black Wheat, or other off-label pesticide products residents may have purchased at the Coonamble waste landfill site. The landfill operator has provided a designated bin to capture these products.

Ranger’s Report March 2021

The Ranger’s report provides information on ranger services for the month of March 2021 (to 26 March 2021).

<u>Correspondence</u>	<u>March 2021</u>	<u>Year to Date 2020/2021 Total</u>
Official Correspondence	60	501
Infringements (Animals)	4	4
Infringements (Other)	0	0
Change of Details	28	143
Microchipped dogs	26	296

<u>Correspondence</u>	<u>March 2021</u>	<u>Year to Date 2020/2021 Total</u>
Registrations	6	62
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 44** animals impounded (to 26 March 2021).

<u>March 2021</u>	<u>Dogs</u>	<u>Cats</u>
Returned to owners	1	0
Rehomed	17	9
Euthanised	7	0
Impounded*	34	9

*Three (3) dogs were impounded from Gulargambone and zero animals from Quambone

** One animal impounded and rehomed was a goat.

- Dog attacks

The Ranger's report had a total of three (3) dog in the reporting period to 26 March 2021
This included:

- A dog attack involving sheep. Two (2) sheep were killed.
 - Two (2) dogs were surrendered and euthanised.
- A dog attack on a person (bite on ankle).
 - The dog was surrendered and euthanised.
- A dog attack on another dog.
 - A notice to declare the dog a dangerous dog was issued under the Act.
 - Four infringements notices were issued to the owner.

Other Development Applications Information

- Not all development applications under the *Environmental, Planning and Assessment Act 1979 (EP&A Act)* that are falling within Council's area of jurisdiction 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 dot point one (1) and three (3) 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 has informed the final assessment report.
- The Development Assessment Report is being independently conducted by Michael Carter from Currajong Pty Ltd.
- As of 26 March 2021, the report had not been submitted to the Western Regional Planning Panel for their determination, however, was in the process of being lodged through the Planning Portal of the NSW Department of Planning, Industry and Environment (DPIE). A meeting date is yet to be advised.

Mandatory Use of NSW Planning Portal

- From 1 July 2021, development applications and complying development certificates will need to be logged into the NSW Planning Portal. The NSW Government mandated this decision requiring applicants, Councils and other Government agencies across NSW to work through this planning portal from 1 July 2021.
- The ePlanning team from DPIE has been providing online training packages to Local Councils and Council staff have undertaken some of this training.
- The digital space will be a one stop shop. Future applicants can register to the online portal and submit their applications.
- A notice in the Coonamble Times to advise on the planning portal implementation was advertised on 24 March 2021, with more notices to come, and further announcements on social media to assist in the community's preparedness for this change.
- DPIE will be offering a workshop with Councillors on the use of this planning portal, with a date yet to be advised. At this point in time, DPIE will not be offering training packages to potential applicants and tradespeople, although it has been requested.
- As a result, the Executive Leader Environment, Strategic Planning and Community (ESPC) will be inviting members of the community, potential applicants, and tradespeople to attend future workshops to provide an overview of how the planning portal works and the points of contact if applicants run into issues and who can assist them from DPIE and Service NSW.
- Computer access is available at the library for anyone without access to a computer. Council staff can offer some level of assistance to potential applicants, however, the responsibility to lodge a Development Application that is compliant to the EP&A Act is the applicant's responsibility.

- Details of proposed workshops include:
 - Wednesday 26 May 2021 – 4pm to 5pm;
 - Thursday 24 June 2021 – 5pm to 6pm;
 - Wednesday 28 July 2021 – 10am to 11am.

Strategic Land Use Planning

- The Executive Leader ESPC participated in the DPIE Employment Zone Reform Project workshop. The objective of the workshop was to provide the department with an understanding of the use of employment zones and how flexibility could be created that would lead to reform. The workshop identified the constraints of applying strategic planning rules across NSW and the reform outcome will recognise the needs of regional NSW versus metro Sydney and other urban areas. The outcomes of this workshop and other workshops are currently being reviewed with further information to come from DPIE. This provides a good opportunity for Council to provide future input into Council's industrial, business and village zonings.

Western Regional Joint Planning Panel

- At the March 2021 meeting, Council was informed of 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 Act.
- The Planning Panels Operational Procedures set out that the Panels have two (2) Council members appointed by each Council. At least one (1) Council member is required to have expertise in one (1) or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering, or tourism.
- It was recommended at the March 2021 meeting that the Executive Leader ESPC will be one (1) of the two (2) Council's members required and the person to satisfy the requirement of having technical competencies in one (1) or more of the areas required.
- Council chose to nominate another community member. A public notice has been advertised in the Coonamble Times calling for community nominations. The closing date for nominations is 16 April 2021. Community member nominations will be brought back to Council at the May 2021 Ordinary Council Meeting for a member's endorsement.

Sustainability and Environmental Management

- The NSW Environment Protection Authority (EPA) conducted a Roadshow in Dubbo where executives, including the Ms Tracy Mackey, EPA Chief Executive Officer, provided an EPA update. Face-to-face forums have been held across 12 locations – with Dubbo being the final destination.

- The EPA Roadshow was attended by the General Manager and the Executive Leader ESPC and targeted at Local Councils. This Roadshow provided an overview of the EPA's Regulatory Strategy and provided three (3) local topic roundtable discussions with other neighbouring Councils.
- The EPA has committed to undertaking these roadshows on a more frequent basis to connect with Local Councils.
- The EPA also introduced "the hub" concept whereby requesting all enquiries going to the info@epa.nsw.gov.au or the 131 555 hotline. The Executive EPA team and subject matter experts teleconference once a day and filter through the enquiries to ensure that the most appropriate person is supported with expertise to deal with the issue or enquiry. The customer relationship management style of "the hub" also allows for the tracking of issues and enquiries that were not previously captured. Similar to Council's approach of the Executive Team at Council receiving a daily collective of all incoming correspondence.

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.

Netwaste

- Information on Council's involvement with the Waste to Art, organised by Netwaste and locally coordinated by Outback Arts is provided in the Community Services Report.
- Council's Executive Leader ESPC met with the Netwaste team to discuss several strategic projects they were currently conducting. Council is one (1) of 26 members of the voluntary regional waste group. The project of focus includes the Waste Aggregation Profiling that is occurring across the 26 Councils to inform the Regional Waste Strategy. Council has participated in a survey and submitted annual landfill reports to assist in the formation of their data.

Quambone Waste Landfill Fencing

- Specifically relating to an outstanding waste management issue, Council recently commissioned Fencing Installers Australia Pty Ltd to erect a perimeter fence and double gate around the Quambone waste resource site. Construction commenced on 2 March 2021 with a Quambone resident engaged as the Fencing Installers Australia's site representative and a Coonamble business providing a bulldozer and the digging of fence post holes. The installer was subcontracted from Warren.
- Council has mutually agreed with the contractor, Fencing Installers Australia, to terminate the current contract due to several issues that arose after the commencement of the project. Council requested further information including a status of work, health and safety documentation containing workers inducted to the job site to 15 March 2021 and an inventory of materials on 15 March 2021. Fencing Installers Australia did not provide this information leading to Council terminating the contract.

- The finalising of the construction of the fencing will now be completed by another contractor.

Bulk Annual Clean Up

- Council staff are assessing the feasibility of a bulk annual clean up. The service is in its early stages of preliminary planning with more information to come.

The Environment and Strategic Planning Progress Report provides a summary of the information since the last meeting to 26 March 2021.

(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 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 Environment and Strategic Planning Progress Report has considered town planning and strategic land use planning, waste management, compliance and regulation and environmental management and health since the last meeting.

RECOMMENDATION

That Council notes the contents of this report.

12.15 SALEYARDS REPORT

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

PURPOSE

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

BACKGROUND

The following information details income and expenditure associated with the Coonamble saleyards for the month of March 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 (\$)

SALEYARDS ACCOUNT 01/07/2020 - 29/03/2021

Saleyard Operations:		
	Income	78,635.66
	Expenditure	88,859.35
	Deficit	- 10,223.69
Truck wash:		
	Income	25,502.36
	Expenditure	12,049.02
	Surplus	13,453.34
Summary:		
	Income	104,138.02
	Expenditure	100,908.37
	Surplus	3,229.65

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.

12.16 MOBILE FOOD VENDING VEHICLE POLICY**File Number: H2****Author: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Authoriser: Hein Basson, General Manager****Annexures:**

- 1. Draft Mobile Food Vending Vehicles Policy**
- 2. Draft Procedure for Mobile Food Vending Vehicles (under separate cover)**

PURPOSE

The purpose of this report is to present the draft Mobile Food Vending Vehicles Policy for public exhibition and to provide Council the draft Procedure for Mobile Food Vending Vehicles for information.

BACKGROUND

At the February 2021 Meeting, Council agreed to the development of a Mobile Food Vending Vehicles Policy, as follows:

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

Ensuring public health and safety is a function of local government and the draft Mobile Food Vending Vehicles Policy ('draft Policy') provides provisions for this function. Council is required to administer requirements under the *Public Health Act 2010*, *Food Act 2003* and *Local Government Act 1993*. The draft policy has set direction and guidance on Council's expectations for vendors, event and market organisers, Council staff and the community. The draft Policy is supported with the draft Procedure for Mobile Food Vending Vehicles document. The Procedure describes the step-by-step actions to take in specific instances.

It is recommended that Council places the draft Policy on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.

The draft Procedure for Mobile Food Vending Vehicles will be put on public display for noting. However, public comment on the draft Procedure is also welcomed for possible improvement thereof.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4. Governance is open and transparent.

L1.4.5. Review Council policies.

P3.1.2. Inspection of food premises.

EN1.1.1. Enforcement of environmental regulations.

(b) Financial Considerations

There are no financial considerations attached to this report.

COMMENTARY

In developing the draft Mobile Food Vending Vehicles Policy, the following areas were identified by management as requiring policy parameters:

- The relevant legislative requirements for safe food handling and preparation practices including food vehicle compliance with the provisions of the *Food Act 2003*, *Food Regulation 2010*, Food standards Code and NSW Food Authority's Guideline.
- Provision for vending on public roads, parks, or other public spaces.
- Provision for vending at approved community events, sporting events or markets.
- Provision for vending on private land (e.g. commercial property).
- Fees and charges.

The draft Policy and draft Procedure will apply to the whole of the Coonamble local government area (LGA) and while it focuses on mobile vending vehicles operating on Council owned land or public land, there are notification requirements for mobile food vending vehicles operating on private land as exempt development under the *State Environmental Planning Policy (Exempt and Complying Development) 2008*.

Potential Applicants wishing to operate, trade and/or sell on a public road or a public place require a local approval referred to as a Section 68 Local Approval under the *Local Government Act 1993*.

Local Government Act 1993

Section 68 What activities, generally, require the approval of Council?

Part F Other Activities

....

(7) Use a standing vehicle or any article for the purpose of selling any article in a public place.

Under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (the SEPP)*, vendors can be classified as an exempt development on private land, not requiring Council approval if they satisfy the development standards set out under Sections 2.54A and 2.54B. This includes the consent of the owner of the land on which they are located. However, under the proposed draft Policy, Council requires vendors to provide notification to Council so it can administer its requirements from a public health and food safety perspective.

It is suggested that flexibility rather than prohibition should be applied for mobile food vendors to operate within the LGA, subject to several local provisions. Visiting or travelling food vendors will be subject to these provisions and should

be welcomed. Free market principles will determine the supply and demand and whether a mobile food vendor would be a successful venture to locally engage in for any entrepreneur. Visiting vendors are likely to engage with other local businesses for accommodation and/or other food and drink supplies. Council would not be able to prohibit vendors operating under the above-mentioned *SEPP*.

As the draft policy is a new policy, it is recommended that Council places the policy on public exhibition for a period of 28 days and a further report is presented to Council with all submissions received at the conclusion of the public exhibition – for Council’s further consideration and adoption at the June 2021 Ordinary Meeting.

The draft Procedure is provided as a support document and is separate to the Policy. It will be publicly displayed to assist readers in understanding the step-by-step guide in implementing the policy.

(a) Governance/Policy Implications

Once adopted by Council, the Mobile Food Vending Vehicles Policy will become a policy of Council.

(b) Legal Implications

There are no direct legal implications arising from this report, other than those which have already been addressed above.

(c) Social Implications

Mobile food vending vehicles are a great way to encourage business operators to move from place-to-place and once adopted, the Policy will provide positive social implications for the community.

(d) Environmental Implications

The Policy provides provisions for environmental management and this is stepped out in how to comply with the provisions in the Procedure document.

(e) Economic/Asset Management Implications

The economic implications of this policy are potentially positive, in that these types of services deliver an addition service to the community and may support other businesses from time to time. Once adopted by Council, the Mobile Food Vending Vehicle Policy will continue to provide positive economic implications.

(f) Risk Implications

There are no risks arising from this report.

CONCLUSION

Council’s draft Mobile Food Vending Vehicle Policy has been drafted and is now proposed for public exhibition.

RECOMMENDATION

- 1. That Council places the draft Mobile Food Vending Vehicles 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 Environment, Strategic Planning and Community 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 Mobile Food Vending Vehicles Policy (with or without changes) at its June 2021 Ordinary Meeting.**
- 3. That Council notes the information provided in the draft Procedure for Mobile Food Vending Vehicles including the two forms for:**
 - (a) Notification of Mobile Food Vending Vehicle Form (Private land); and**
 - (b) Application to Operate Mobile Food Vending Vehicle on Public Road or Council Land Form.**

1. BACKGROUND

Ensuring public health and safety is a function of local government. Council is required to administer requirements under the *Public Health Act 2010* and the *Food Act 2003*. Mobile food vending vehicles are a registered vehicle under the *Road Transport Act 2013* and can include trucks and vans and are used for the sale of food and drinks. The Mobile Food Vending Vehicles Policy is supported with the Procedure for Mobile Food Vending and the two should be read in conjunction with each other. Section 68, Part F (7) of the *Local Government Act 1993* applies to the use of a standing vehicle or any article for the purpose of selling any article in a public place.

2. PURPOSE

The Mobile Food Vending Vehicles Policy provides the Coonamble Shire Council's local approval requirements for the operation of mobile food vending vehicles within our local government area. The Policy sets out:

- a. The relevant legislative requirements for safe food handling and preparation practices including food vehicle compliance with the provisions of the *Food Act 2003*, *Food Regulation 2010*, *Food standards Code* and *NSW Food Authority's Guideline*.
- b. Provision for vending on public roads, parks, or other public spaces.
- c. Provision for vending at approved community events, sporting events or markets.
- d. Provision for vending on private land (e.g., commercial property).
- e. Fees and charges.

3. POLICY OBJECTIVE

The policy aims to:

- a. Ensure that food sold through mobile food vending vehicles are safe and fit for human consumption.
- b. Guide and assist people wanting to operate a mobile vending vehicle in the local government area.
- c. Minimise any potential adverse impacts of mobile food vending vehicles including surrounding sensitive land uses such as residential areas.
- d. Protect the safe operation of mobile food vending vehicles.

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- e. Ensure that mobile food vending vehicles operate in accordance with the rules and regulations on lawful parking spaces on Council-owned roads.
- f. Protect the local environment by ensuring no increased litter or waste in or from the trading location and minimise pollution.

4. LEGISLATION

This policy relates to the *Food Act 2003* and *Food Regulation 2010*, the *Local Government Act 1993*, *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* and *Road Transport Act 2013* and *Roads Act 1993*.

5. APPLICATION/SCOPE

The Mobile Food Vending Vehicles Policy applies to the whole Coonamble Shire local government area (LGA). The focus of the policy is for mobile food vending vehicles operating on public land and provides some requirements for those operating on private land and community events, sporting events or markets.

5.1 Exemptions under the Policy

There are no exemptions under the Policy for mobile food vending vehicles.

Note: Section 158(3) of the *Local Government Act 1993* requires a Local Approvals Policy to specify the circumstances (if any) in which a person would be exempt from the necessity to bring a particular approval to Council.

To ensure the safety of food for human consumption, no exemptions for compliance with the Policy in relation to mobile food vending vehicles applies.

5.2 Relationship with this Policy

The Mobile Food Vending Vehicles Policy is supported with the Procedure for Mobile Food Vending Vehicle. The Procedure for Mobile Food Vending Vehicle provides operating protocols and procedures to guide applicants in understanding this policy.

6. POLICY

6.1 Establishing a mobile food vending vehicle

- 6.1.1 Applicants must seek Council approval to establish a mobile food vending vehicle in which it wishes to establish the registered food business and have its home garaging address within the local government area.

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- 6.1.2 Mobile food vending vehicles will be subject to vehicle inspections for food safety requirements prior to issue of an approval of establishing a mobile food vending vehicle that is to be a registered food business in the local government area.
- 6.1.3 Mobile food vending vehicles that require a mobile kitchen and have a separate fixed food handling premises will be subject to a separate application for the food handling premises, dependent on the land use zoning.

6.2 Council approval on public road network and Council owned land (public place)

- 6.2.1 Approval under section 68, Part F (7) of the *Local Government Act 1993* is required for the use of a standing vehicle or any article for the purpose of selling any article in a public place.
- 6.2.2 The operation of any mobile food vending vehicle without the required approval is an offence.
- 6.2.3 Approvals under this policy does not exempt the mobile food vending vehicle from complying with other relevant approvals and provisions set out in other legislation such as those set out in section 4 and the Food Standards Code.
- 6.2.4 Approvals will be issued subject to conditions, including but not limited to compliance with the Policy.
- 6.2.5 Only the sale of foodstuffs and drinks will be allowed from mobile food vending vehicles. No sale cigarettes or other products from mobile food vending vehicle will be approved.

6.3 Council approval and/or notification for community events, sporting events or markets

- 6.3.1 Where events or markets are organised by Council, the applicant will be required to obtain approval to operate the mobile food vending vehicle.
- 6.3.2 Where events or markets are organised by a third party, depending on the trading location, the applicant will be required to:
- (i) Notify council as per section 6.4 of this policy if trading on private land.
 - (ii) Obtain approval as outlined in this policy if trading on public land or a public road.

6.4 Notification to Council on private land

- 6.4.1 Mobile food vending vehicle trading in accordance with the provisions of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* on private land will need to notify Council at least 2 business days prior to their intended trading.

6.5 Approval categories

6.5.1 There are two categories of mobile food vending vehicle approvals issued by the Coonamble Shire Council.

6.5.1.1 Category 1 – Mobile Food Vending Vehicle

- (i) Menu items: Foods that are not potentially hazardous with the exception of processes that have a minimal food safety risk. The vehicle must meet relevant design and layout standards to ensure food safety requirements are met.
- (ii) Stopping time: Each food van can trade for a maximum period of 2 hours in one location at one time on Council owned road. For council owned land the stopping time is to occur in the approved hours of operation. At all times, the vehicle must comply with relevant kerbside parking restrictions and road rules. The maximum stopping time include set up and pack down times.

6.5.1.2 Category 2 – Mobile Food Vending Vehicle

- (i) Menu items: Includes the service of any potentially hazardous food, excluding those low-risk processes that have a minimal food safety risk. The vehicle includes, but not limited to, mobile kitchen and have access to a separate fixed food handling premises or commercial kitchen.
- (ii) Stopping time: Each vehicle can trade for a maximum period of 5 hours in one location at one time on Council owned roads. For council owned land the stopping time is to occur in the approved hours of operation. At all times, the vehicle must comply with relevant kerbside parking restrictions and road rules. The maximum stopping time include set up and pack down times.

6.6 Applications for approval

6.6.1 Applicants are required to complete forms and provide any supporting documentation required as outlined in the application form or requested by Council Officers.

6.7 Mandated requirements

6.7.1 Proximity to existing comparable premises

- (i) Mobile food vending vehicles cannot be positioned or trade within 200m radius of an operating food and drink premises or kiosk or special event selling food, unless it is in conjunction with an event, market, or sporting event. The minimum distance requirement is measured in a straight line

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from the closest point of the mobile food vending vehicle (location) to the main entrance of a food and drink premises or kiosk or boundary of a licensed event area.

6.7.2 Vehicle inspections

- (i) As outlined at 6.1.2, mobile food vending vehicles will be subject to vehicle inspections for food safety requirements prior to issue of an approval before its establishment as a food registered business in the local government area.
- (ii) Mobile food vending vehicles that are not registered in the local government area maybe subject to random inspections which will be charged back to the business owner.

6.7.3 Furniture

- (i) No tables or chairs or other seating or furniture is permissible with the mobile food vending vehicle operation.

6.7.4 Signage or standalone items

- (i) An approval under the Policy does not refer any approval for the erection or display of any sign or sign structure not directly attached to the mobile food vehicle. The Policy does not allow the use of any temporary signage (e.g., in association with the operation of any mobile food vehicle) or standalone items.

6.7.5 Other matters relating to approvals for mobile vending vehicles

- (i) This policy is supported by the Procedure for Mobile Food Vending Vehicle and provides a list of operating protocols that must be considered.

6.8 Submission of Applications

- 6.8.1 Under S. 68, Part F (7) approval, applications must be submitted 10 business days prior to trading.

6.9 Fees and charges

- 6.9.1 A fee applies for the assessment of an application and for the approval to operate a mobile food vending vehicle in accordance with Council's fees and charges.
- 6.9.2 Other charges may be applicable and will be outlined in accordance with Council's fees and charges. This may include inspection fees.
- 6.9.3 Under s. 610D (3) of the Local Government Act, an additional fee will be charged for an expedited service provide, for example, in a case of urgency. This is outlined in the Council's fees and charges.

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7. DEFINITIONS

The following table includes the definitions associated with this Policy. The Procedure for Mobile Food Vending Vehicle provides further definitions.

Term	Definition
Category 1 – Mobile Food Vending Vehicle	<p>Mobile food vending vehicles which serve foods that are not potentially hazardous. Food vans do not require a separate fixed food handling premises associated with the business.</p> <p>Preparation may involve low risk practices such as frothing milk. Refer to the Procedure for Mobile Food Vending Vehicle for further information.</p>
Category 2 – Mobile Food Vending Vehicle	<p>Mobile food vending vehicles which serve foods that are potentially hazardous, with the exclusion of the low-risk practices. These vehicles can be a mobile kitchen and have a separate fixed food handling premises that is approved for the food handling premises.</p> <p>This may include vehicle preparing hot food made to order. Refer to the Refer to the Procedure for Mobile Food Vending Vehicle for further information.</p>
Council	Coonamble Shire Council
Council owned road or public road or land	Council owned road or public road or land includes all the land used for vehicle traffic and parking, as well as any footway, shoulder, kerb, and gutter.
Procedure for Mobile Food Vending Vehicle	Supporting document to this Policy which provides guidance material for mobile food vending vehicles wishing to establish and/or operate and trade in the local government area.
Mobile Food Vending Vehicle	<p>Mobile food vending vehicles are a registered vehicle under the <i>Road Transport Act 2013</i>. Any registered vehicle used on land that is either self-drive or that can be towed down Council-owned or public roads and that is used in connection with the sale of food. They do not include push bikes, carts or any moveable or fixed structure that cannot be registered for use on a road.</p> <p>Mobile food vending vehicles are used for onsite food preparation and one step food preparation and the sale of any type of food which includes pre-packaged food. There are two categories of mobile food vending vehicles:</p> <ul style="list-style-type: none"> • Category 1 – Mobile Food Vending Vehicle • Category 2 – Mobile Food Vending Vehicle.

Title: Draft Mobile Food Vending Vehicles Policy		
Department: Environmental Services		
Version	Date	Author
0.1	5 March 2021	Executive Leader Environment, Strategic Planning and Community
1.0	9 April 2021	General Manager
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Executive Leader of "[Click here and add text]" will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p> <p>Review Date:</p>		
Amendments in the release:		
Section Title	Section Number	Amendment History
Annexure Attached:		
<p>Hein Basson General Manager</p>		

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12.17 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.
- Resealing is complete; however, line marking has been delayed to the wet weather.

(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.
 - Construction of main replacement in Maule Lane is underway.
 - 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.
 - Request for Quotation has been undertaken for Bimble Street and Conimbia Street main installations.
- Due to the lower demand, water restrictions have been eased.
- 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 has been rebuilt and installation is due early April.

(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 was 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 ongoing.

Bertram Street

The revised engineering investigations will be undertaken following completion of the survey and design for the Tooraweenah Road project.

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.). Issues have arisen associated with the administration of this project between the State and Federal Governments. Staff are working with both levels of government to ensure administrative requirements can be met for all parties. Additionally, there is a discrepancy in the amount being funded by the Federal Government when compared to announcements made from the office of Mark Coulton MP, correspondence has been sent and staff are also working on this issue with the appropriate departments. A resolution to this discrepancy is expected in the May budget.

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	In progress
3	SR7 Wingadee Rd – Maintenance grade	In progress
4	SR6 Bramble Rd – Reform/Resheeting – Stage 2	Complete
5	SR4 Emby Rd – Maintenance grading	Complete
6	SR19 Gulargambone Rd – Maintenance grading	Complete
7	SR4 Emby Rd – Reform/Resheeting	Scheduled
8	SR16 Mungery Rd – Reform/Resheeting	In Progress
9	SR7 Wingadee Rd – Reforming	In Progress
10	SR12 Back Gular Rd – Reform/Resheeting	Scheduled
11	SR 87 Box Ridge Rd – Shoulder flood damage repair	Scheduled
12	SR14 Quabathoo Rd – Cement causeway renewal	Scheduled
13	Maule Ln – Rehabilitation	Scheduled

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.

Local Roads and Community Infrastructure Funding

- 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) is the subject of a separate report in this business paper.

(a) Governance/Policy Implications

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

(b) Legal Implications

There are no legal implications arising from this report.

(c) Social Implications

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

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

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

CONCLUSION

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

RECOMMENDATION

That Council notes the information in this report.

12.18 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM - ROUND 2

File Number: R8-12

Author: Kookie Atkins, Executive Leader - Infrastructure

Authoriser: Kookie Atkins, Executive Leader - Infrastructure

Annexures: Nil

PURPOSE

The purpose of this report is to consider eligible projects to be funded under the recently announced Local Roads and Community Infrastructure Program – Round Two (2). Under this funding Council has an allocation of \$723,922.

BACKGROUND

Council was advised by the Australian Government's Department of Infrastructure, Transport, Regional Development and Communications ('Department') the offer of a grant under the Local Roads and Community Infrastructure Program – Round 2 (LRCI) of \$723,922 excluding GST. The LRCI Program aims to assist a community led recovery from COVID-19.

The LRCI guidelines outline the funding recipient's requirements to nominate projects they plan to undertake with LRCI Program funding by providing information to the Department. Eligible local roads are projects that involve the construction or maintenance of roads managed by local governments. Eligible community infrastructure projects are projects that involve the construction, maintenance and / or improvement to Council owned assets (including natural assets) that are generally accessible to the public.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected Councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities.

(a) Relevance to Integrated Planning and Reporting Framework

11.1.8 Continue local sealed roads routine maintenance, heavy patching, and resealing.

11.1.9 Continue local unsealed roads routine maintenance, grading, reforming, re-loaming, causeway re-sheeting.

(b) Financial Considerations

Through the Local Roads and Community Infrastructure Program – Round Two (2) Council has been allocated \$723,922 funding to carry out nominated eligible projects by the 30 June 2021.

COMMENTARY

At the March meeting Council resolved to redirect \$400,000 from round one (1) designated for additional work at selected flood damage sites to help address underlying issues not covered by flood damage funding to other works to ensure

expenditure by 30 June 2021. This deferred works can now be funded in this second round of funding.

Staff have reviewed the guidelines for the Local Roads and Community Infrastructure Program and have proposed the following projects on local roads:

Selected flood damage sites	\$400,000
Box Ridge Rd - Reconstruction	\$263,922
Beanbah Rd – Bridge abutments	\$60,000
Total	\$723,922

(a) Governance/Policy Implications

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

(b) Legal Implications

A legally binding agreement will be executed between Coonamble Shire Council and the Australian Government, Department of Infrastructure, Transport, Regional Development and Communications.

(c) Social Implications

There are no social implications arising from this report.

(d) Environmental Implications

Adherence to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Other statutory requirements may include but are not limited to: Native Title legislation, State Government legislation and Local Government planning approvals.

(e) Economic/Asset Management Implications

Council's Asset Management registers will be maintained to record construction and/or asset renewal activities.

(f) Risk Implications

The timely submission of reports in line with the Grant Agreement and the guidelines.

CONCLUSION

It is recommended that Council considers the nominated projects for funding under the Local Road Community Infrastructure Program.

RECOMMENDATION

That Council approves the following projects under the Federal Government’s Local Road and Community Infrastructure Program Round Two (2):

1. Selected flood damage sites	\$400,000.00
2. Box Ridge Rd - Reconstruction	\$263,922.00
3. Beanbah Rd – Bridge abutments	<u>\$ 60,000.00</u>
TOTAL	\$723,922.00

12.19 URBAN SERVICES - WORKS IN PROGRESS**File Number: Reports - R6****Author: Bruce Quarmby-Executive Leader - Corporate and Sustainability****Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability****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 March 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

I2.1.2 – Support development of facilities within Council budget and priorities.

I2.1.5 – 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 within 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 March, Council Urban Services section's works program has been disrupted by extended periods of wet weather. The works schedules have been adjusted to re-address the subsequent increase growth in ground vegetation.
- During the month of March, Council has also engaged the services of the Castlereagh Macquarie County Council to assist with its vegetation control programs.
- The repairs / upgrade to the damaged module at the Smith Park Skate Park have been completed. The repair/upgrade of this last module marks the

completion of the works program to convert the original “wooden” skate modules to concrete modules.

- The planned renewal of the crosses at the Arboretum in Coonamble have been completed in time for the annual Easter Celebrations.
- Council has received advice from O’Brien Electrical that the estimated delivery date for the new lighting towers for the Coonamble Sportsground has been delayed. The new anticipated delivery date is expected to be during the latter half of April 2021.



Repaired Skate Module



Renewed Cross at Arboretum

Vandalism:

- Vandalism costs incurred by Council for the 2020/21 financial year to date amount to \$10,339.06.

Pools:

- The regular swimming season concluded on Thursday 1 April 2021, with Council Pools closed to the public from this date.
- Following the closure of the pools Council staff will undertake the necessary steps to winterise the Pools for closure.

Buildings:

- Ongoing minor maintenance continues as planned.

(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 directly attached to 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.

13 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS

13.1 NOTICE OF MOTION - SURVEY AND CLEAN DRAINS - COONAMBLE

File Number: K2-1

Annexures: 1. Notice of Motion - Survey and Clean Drains

NOTICE OF MOTION

The following Notice of Motion has been received from Cr Paul Wheelhouse:

- i) *That Coonamble Shire Council survey and clean the drains out along Wilga Street, along with the intersection of Quonmoona and Wilga Streets. As well as address the situation of people's driveways that have no culverts or adequate drainage for the rainwater to get away.*
- ii) *That Council survey and clean the drains out along Park Street, along with the intersection of Charles and Park Streets. As well as address the situation of people's driveways that have no culverts or adequate drainage for the rainwater to get away.*

BACKGROUND

The areas mentioned in both sections of the Notice of Motion have had issues with inadequate drainage over many years.

ISSUES

Commentary: Executive Leader Infrastructure

The cost of surveying Council's kerb and guttering system would be significant, noting that the areas mentioned in the Notice of Motion cannot be dealt with in isolation. Due to the topography of the urban area, it will never be possible to eliminate all areas of concern.

Quotes are being sought to have Lidar Survey of the town updated. This will inform a plan to address as many of the drainage issues as possible through capital and maintenance programs over a number of years.

It would be appropriate to have this work carried out in conjunction with Council's Asset Management function. Perhaps Council may consider providing funds for these works in a future budget, as no funds are currently allocated for this work.

Council has long had a strong financial focus on rural roads, resulting in very limited funding being made available for town streets.

It should be noted that driveways are the responsibility of property owners – Council can work with owners whose driveways inhibit the flow of storm water, however this will be at the property owners' cost.

LEGAL/POLICY IMPLICATIONS

Council's Code of Meeting Practice 2019 states the following in Clause 9.9 "Motions requiring the expenditure of funds":

A motion or an amendment to a motion which is passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding

for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

FINANCIAL IMPLICATIONS

Commentary: General Manager

The financial implications are unknown, but in accordance with the commentary provided above, it would be significant. No funding source has been identified as part of the Notice of Motion. Please see in this regard the provisions of Clause 9.9 of Council's Code of Meeting Practice 2019 quoted above under legal/policy implications.

Regarding the comment made by the Executive Leader Infrastructure about Council's focus on its rural local road network, it is suggested that it would be appropriate for Council to consider where its general-purpose revenues are originating from. The following numbers are relevant:

Ordinary Rates – Farmland	\$3,942,363
Ordinary Rates – Residential	\$623,405
Ordinary Rates – Business	\$192,548
Ordinary Rates – Small Rural Holdings	\$152,730
Ordinary rates – Rural residential	\$75,232
Ordinary Rates – Villages	\$58,560
Financial Assistance Grant – General	\$2,853,390

Based on the above information, it is suggested that it is appropriate for Council to have a focus on its rural local roads, as roughly 78% of its rates revenue is generated from the farmland rating category. It has, however, become clear that the budgetary provisions made in past years for e.g. the maintenance works needed within this asset class have been inadequate.

This commentary attempts to paint the picture that Council will need to be careful in allocating scarce financial resources to a particular project without an holistic view of the problem. Projects should be driven and informed by well developed asset management plans. The development of such plans is currently receiving attention, in order to properly inform Council's long term financial plan and prioritisation of infrastructure works into the future.

MOTION

- 1. That Coonamble Shire Council surveys and cleans the drains out along Wilga Street, along with the intersection of Quonmoona Street and Wilga Street, as well as address the situation of people's driveways that have no culverts or adequate drainage for the rainwater to get away.**
- 2. That Coonamble Shire Council surveys and cleans the drains out along Park Street, along with the intersection of Charles Street and Park Street, as well as address the situation of people's**

driveways that have no culverts or adequate drainage for the rainwater to get away.

19/03/2021

NOTICE OF MOTION

Motion for Coonamble Shire Council to survey and clean the drains out along Wilga street along with the intersection of Quonamoona and Wilga street. As well as address the situation of peoples driveways that has no culverts or adequate drainage for the rain water to get away. The water cannot get away and it backs up and lay in our rate payers yards for months on end.

Motion for Coonamble Shire Council to survey and clean the drains out along Park street along with the intersection of Charles and Park street. As well as address the situation of peoples driveways that has no culverts or adequate drainage for the rain water to get away. The water cannot get away and it backs up and lay in our rate payers' yards for months on end

This Problem has been happening for a lot of years and needs addressing now!

Paul Wheelhouse
Cr Paul Wheelhouse

COONAMBLE SHIRE COUNCIL	
FILE NO:	C13:8
22 MAR 2021	
DOC NO:	96998
ASSIGNED:	Moorhouse
OPENED:	EP ACTION: yes

13.2 NOTICE OF RESCISSION - EMPLOYMENT OF TEMPORARY STAFF**File Number: P1****Annexures: 1. Notice of Rescission - Employment of Temporary Staff**

We, Councillors Ahmad Karanouh, Robert Thomas and Pat Cullen give notice that at the next Ordinary Meeting of Council to be held on 14 April 2021, we intend to move the following rescission motion:

Resolution No 2021/45 of 10 March 2021:

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

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 a contractor to perform the work.

CARRIED

Motion

- 1. That Council rescinds Resolution 2021/45 titled “Employment of Temporary Staff” that was passed at the Ordinary Meeting of Council held on 10 March 2021.**
- 2. That Council resolves not to employ additional staff on a temporary basis for three months to catch-up on mowing and tidying of street in Coonamble, noting that current staff will be assisted by the Castlereagh Macquarie County Council by spraying for excessive growth, where possible and with the onset of cooler weather, growth will not be as predominant.**

RATIONALE

I commend this Notice of Rescission to Council for the following reasons:

Council has contracted the Castlereagh-Macquarie County Council to carry out spraying of open areas where appropriate and this will reduce the burden on the streets maintenance gangs.

Council should take into account that with the cooler weather approaching the growth rate will decrease along with the need for regular and constant mowing. This will give Council’s staff the opportunity to address all overgrown areas and keep them maintained to a satisfactory and adequate standard.

Council does not have the authority or the responsibility to clean overgrown yards of absentee owners.

Council staff has now made good progress in addressing the backlog of mowing and maintenance over the past fortnight.

COMMENTARY FROM STAFF

The following commentary from the Executive Leader Corporate and Sustainability provided as part of the Notice of Motion last month is included below as background information:

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

- 1. That Council rescinds Resolution 2021/45 titled "Employment of Temporary Staff" that was passed at the Ordinary Meeting of Council held on 10 March 2021.**
- 2. That Council resolves not to employ additional staff on a temporary basis for three months to catch-up on mowing and tidying of street in Coonamble, noting that current staff will be assisted by the Castlereagh Macquarie County Council by spraying for excessive growth, where possible and with the onset of cooler weather, growth will not be as predominant.**

NOTICE OF RESCISSION – COUNCIL MEETING WEDNESDAY 14 APRIL 2021

We, Councillors Ahmad Karanouh,

give notice that at the next Ordinary Meeting of Council to be held on 14 April 2021, we intend to move the following rescission motion:

Resolution No 2021/45 of 10 March 2021:

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen


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 a contractor to perform the work.

CARRIED

MOTION

1. That Council rescinds Resolution 2021/45 titled Employment of Temporary Staff that was passed at the Ordinary Meeting of Council held on 10 March 2021.
2. That Council resolves not to employ additional staff on a temporary basis for three months to catch-up on mowing and tidying of streets in Coonamble, noting that current staff will be assisted by the Castlereagh Macquarie County Council by spraying excessive growth, where possible and with the onset of cooler weather, growth will not be as predominant.

COONAMBLE SHIRE COUNCIL	
FILE NO:	C13-5
24 MAR 2021	
DOC NO:	97011
ASSIGNED:	Karanouh
OPENED:	EP ACTION: yes

Signed:  Ahmad Karanouh

Signed:  Pat Cullen

Signed:  Roger Thomas

22 March 2021

13.3 NOTICE OF RESCISSION - RESOLUTION 2021/36 ADOPTION OF PROPOSED WATER AND SEWER PRICING STRUCTURE.

File Number: Councillors - C13

Annexures:

- 1. Signed notice of rescission motion for Council resolution 2021/36.**
- 2. Independant review of Proposed Water and Sewer Structure.**

I, Councillor Paul Wheelhouse, give notice that at the next Ordinary Meeting of Council to be held on 14 April 2021, I intend to move the following rescission motion:

RATIONALE

That due to the adverse effects on the local economy of the recent prolonged drought, which was then followed by the pandemic, that the proposed pricing increase for Council Water and Sewer access and user charges would have a negative impact on the community.

I commend this Notice of Rescission to Council.

LEGAL /POLICY IMPLICATIONS

- Section 372 of the Local Government Act 1993
- Council's adopted Code of Meeting Practice.

FINANCIAL IMPLICATIONS

Commentary: Executive Leader of Corporate and Sustainability.

Towards the end of 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 review. The findings from the review 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 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". A copy of this review has been attached for Council's information as an annexure to this report.

Taking into consideration the findings from the report, management as part of its due diligence has sought to address the concerns raised, by budgeting for an increase in the allocation of resources towards these functions of Council, commencing in the 2021/22 Financial year. In order to fund the increased allocation of resources, Council adopted a phased approach to increasing both the Access and User Charges for Council's Water and Sewerage Function for consideration as part of the draft 2021/22 Operational Plan and Budget.

Should Council resolve, as per the attached resolution to adopt a zero percent (0%) increase in the Access and User Charges it will have the negative affect on the Operational result for both the funds. The “new” projected Operational Results for the Sewerage Fund would be an Operational Deficit of \$192,990, for the 2021/22 Financial year with the Water Fund new projected Operational Result being a reduced Surplus of \$134,565.

Council. during its deliberations on this motion needs to also consider the current 2021/22 draft Capital works program for its the Water and Sewer Functions. This is since the large portion of these capital works programs are funded by drawings on the respective bank account balances for these reserves. For Council’s information, it is proposed in the draft 2021/22 Operational Plan that it funds \$736,021 worth of Water Capital works as well as \$1,039,917 worth of Sewerage Capital Works.

Whilst the financial positions of both Council Water and Sewerage Funds are indeed in a sound financial position, the downturn in the projected Operational Result combined with 2021/22 draft Capital works programs will place significant drawings on the established fund Reserves. To ensure the ongoing sustainability of these functions Council will at some point be required to generate additional revenue, to meet the ongoing operational expenses but also the renewal of existing capital infrastructure.

MOTION

That Council resolve the following,

- 1. The resolution 2021/36 titled the adoption of proposed water and sewer pricing structure that was passed at the meeting of 10 March 2021 be rescinded.**
- 2. Further, that Council resolves that there be no increases in either the Water and Sewerage Access charges or the Water and Sewer User charges for the 2021/2022 Financial year.**

Coonamble Shire Council

General Manager

Attention : Mr Hein Basson

Friday 19th March 2021

We the undersigned hereby give notice of our intention to move at the next meeting of Council for the rescission of the following resolution.

"For Coonamble Shire Council to rescind the motion given on (12.8 Review of water and sewer pricing structure.) Being

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 – with the funding model pertaining to the Coonamble sewerage charges to be amended for the additional revenue to be phased in over a four (4) year period (instead of a three (3) year period), as follows: 2021/2022 Increase 2022/2023 Increase 2023/2024 Increase 2024/2025 Increase Coonamble Residential Fee 10% 10% 10% 10% Coonamble Fee for Flats 10% 10% 5% 5%

Resolution 12.8 was confirmed at the Ordinary Council Meeting on Wednesday 10th March 2021 by the Mayor Councillor Al Karanouh, seconded by Councillor Barbara Deans.

As noted in the minutes: (The Mayor called for a division: In Favour: Crs Ahmad Karanouh, Pat Cullen, Barbara Deans and Robert Thomas")

Against: Crs Paul Wheelhouse, Karen Churchill and Bill Fisher CARRIED 4/3

Motion : There be no rate increases for a further 12 months, due to the economic times our community has had to endure with the drought and then the pandemic.

Cr Paul Wheelhouse *Paul Wheelhouse*

Cr Karen Churchill *[Signature]*

Cr Pat Cullen *Pat Cullen*

COONAMBLE SHIRE COUNCIL	
FILE NO:	E13
19 APR 2021	
DOC NO:	97088
ASSIGNED:	Colwell
OPENED:	EP ACTION: YES

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 [REDACTED]	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 [REDACTED]	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 [REDACTED]	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

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 Offer to Purchase Council Owned Property

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

14.2 Request for Financial Assistance - Gulargambone Preschool Inc.

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

15 CONCLUSION OF THE MEETING