



## **BUSINESS PAPER**

# **Ordinary Council Meeting Wednesday, 12 May 2021**

**Date: Wednesday, 12 May 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, 12 May 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, 14 April 2021 be confirmed as a correct record of the proceedings of the meeting.



# **MINUTES**

**Ordinary Council Meeting  
Wednesday, 14 April 2021**

**MINUTES OF COONAMBLE SHIRE COUNCIL  
ORDINARY AT THE SHIRE CHAMBER, COUNCIL MEETING  
HELD AT THE SHIRE CHAMBER, COONAMBLE  
ON WEDNESDAY, 14 APRIL 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), Kookie Atkins (Executive Leader - Infrastructure), Noreen Vu (Executive Leader - Environment, Strategic Planning & Community), Pip Goldsmith (Manager of Economic Development & Growth), Marina Colwell (Executive Support Officer)

## **1 OPENING MEETING**

The Mayor opened the meeting at 10.15 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**

Coonamble Chamber of Commerce – Representatives Mrs Tessa Pennell and Mrs Lee O'Connor addressed Council around the importance of Council assisting with the programs and requesting financial support toward the need for administration staff. Council was advised that the Chamber of Commerce has 80 members from the local government area.

Gulargambone Preschool – Representatives Ms Amii Marchant and Mrs Hayley Barry addressed Council reiterating in the request for financial assistance to help with management of cash flows associated with the completion of the Gulargambone Preschool facility.

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

Nil

### **5 DEPUTATION/DELEGATIONS**

### **6 CONFIRMATION OF MINUTES**

#### **RESOLUTION 2021/51**

Moved: Cr Paul Wheelhouse

Seconded: Cr Barbara Deans

**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.**

**CARRIED**

### **7 DISCLOSURES OF CONFLICTS OF INTEREST**

Cr Deans informed the meeting that she has a non-pecuniary conflict of interest regarding the Inland Rail Project, the Ralston Quarry Development Application and a potential Farm-stay operation. 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**

### **9 MAYORAL MINUTE**

#### **RESOLUTION 2021/52**

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

During the delivery of the Mayors report Cr Karanouh congratulated Executive Assistant Jill Moorehouse, on her great achievement of reaching 60 years employment with Council.

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

**CARRIED**

### **RESOLUTION 2021/53**

Moved: Cr Ahmad Karanouh

Seconded: Cr Barbara Deans

**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.**

**CARRIED**

### **MOTION**

#### **RESOLUTION 2021/54**

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

**That the amount of \$12,000 provided in the 2021/22 Operational Plan and Budget for the purposes of Council sponsoring the Coonamble Rodeo Association's upcoming 2021 event, together with an amount of \$3,000 from unexpended funds provided in the Mayor's Donations Vote, be made available to the Rodeo Association to help with covering the costs associated with this event.**

**CARRIED**



**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****RESOLUTION 2021/55**

Moved: Cr Pat Cullen

Seconded: Cr Bill Fisher

**That Council notes the information in this report.****CARRIED****MOTION****RESOLUTION 2021/56**

Moved: Cr Robert Thomas

Seconded: Cr Karen Churchill

**That the Executive Leader for Environment, Strategic Planning and Community prepare a report on the situation of the corner block (Aberford & Castlereagh Streets), for the Ordinary May Meeting.****CARRIED****12.2 JUNE 2021 MEETING - CHANGE OF DATE****RESOLUTION 2021/57**

Moved: Cr Pat Cullen

Seconded: Cr Paul Wheelhouse

- 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.**

**CARRIED**

**12.3 CODE OF MEETING PRACTICE - ORDER OF BUSINESS - AMENDMENT****RESOLUTION 2021/58**

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

- 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.**

**CARRIED**

**12.4 CONSULTATION PAPER - REMOTE ATTENDANCE BY COUNCILLORS AT COUNCIL MEETINGS****RESOLUTION 2021/59**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

- 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*.**

**CARRIED**

**12.5 WORKPLACE INJURY MANAGEMENT REPORT****RESOLUTION 2021/60**

Moved: Cr Pat Cullen

Seconded: Cr Bill Fisher

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

**CARRIED**

**12.6 VOLUNTEER POLICY****RESOLUTION 2021/61**

Moved: Cr Robert Thomas

Seconded: Cr Barbara Deans

- 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.**

**CARRIED**

**12.7 EQUAL EMPLOYMENT OPPORTUNITY POLICY AND MANAGEMENT PLAN****RESOLUTION 2021/62**

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

- 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.**

**CARRIED**

**12.8 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT****RESOLUTION 2021/63**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

- 1. That Council notes the contents of this report.**
- 2. That, in preparation for the 2021/22 Operational Plan and Budget Council authorises to be made available to the Chamber of Commerce the amount of \$5,000 for administration support and ad hoc campaigns or programs, in addition to the other allocations for the "Buy Local" campaign, the Biennial Business Awards, and Business Training and Capacity Building.**

**CARRIED**

At 11.35 am, Council adjourned for morning tea and resumed the meeting at 11.55 am.

**12.9 RATES AND CHARGES COLLECTIONS - MARCH 2021****RESOLUTION 2021/64**

Moved: Cr Paul Wheelhouse

Seconded: Cr Barbara Deans

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

**CARRIED**

**12.10 STATUS OF INVESTMENTS - MARCH 2021****RESOLUTION 2021/65**

Moved: Cr Pat Cullen

Seconded: Cr Paul Wheelhouse

**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.**

**CARRIED**

**12.11 REQUEST FOR FINANCIAL ASSISTANCE - GULARGAMBONE PRESCHOOL INC.****RESOLUTION 2021/66**

Moved: Cr Paul Wheelhouse

Seconded: Cr Barbara Deans

- 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.**

**CARRIED**

**RESOLUTION 2021/67**

Moved: Cr Robert Thomas

Seconded: Cr Pat Cullen

**That a clause be added to the formal loan agreement stipulating that the zero per cent interest rate charged for the six (6) months duration of this agreement is based on the current economic climate and conditions, further, if the loan has not been repaid within the six (6) months timeframe interest on the outstanding amount be charged at a market related interest rate.**

**CARRIED**

**12.12 DEBT RECOVERY POLICY****RESOLUTION 2021/68**

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

- 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.**

**CARRIED**

### **12.13 COMMUNITY SERVICE PROGRESS REPORT**

#### **RESOLUTION 2021/69**

Moved: Cr Robert Thomas

Seconded: Cr Paul Wheelhouse

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

**CARRIED**

### **12.14 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**

**Note: Executive Leader for Environment, Strategic Planning and Community, tabled the Development Assessment Report.**

#### **RESOLUTION 2021/70**

Moved: Cr Paul Wheelhouse

Seconded: Cr Bill Fisher

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

**CARRIED**

### **12.15 SALEYARDS REPORT**

#### **RESOLUTION 2021/71**

Moved: Cr Paul Wheelhouse

Seconded: Cr Bill Fisher

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

**CARRIED**

**12.16 MOBILE FOOD VENDING VEHICLE POLICY****RESOLUTION 2021/72**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

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.

**CARRIED****12.17 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS****RESOLUTION 2021/73**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

**That Council notes the information in this report.****CARRIED****RESOLUTION 2021/74**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

**That Council at 12.35pm moves into Committee of the Whole and suspends Standing Orders to enable Council to more informally discuss the rural local road network.****CARRIED**

The acting Manager of Roads Mr Ian Dinham, joined the meeting for this discussion.

**RESOLUTION 2021/75**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

**That Council at 1.10pm resumes to Standing Orders.**

**CARRIED**

The acting Manager of Roads Mr Ian Dinham, left the meeting.

## **12.18 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM - ROUND 2**

### **RESOLUTION 2021/76**

Moved: Cr Paul Wheelhouse

Seconded: Cr Barbara Deans

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

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

**CARRIED**

## **12.19 URBAN SERVICES - WORKS IN PROGRESS**

### **RESOLUTION 2021/77**

Moved: Cr Paul Wheelhouse

Seconded: Cr Pat Cullen

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

**CARRIED**

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

### **13.1 NOTICE OF MOTION - SURVEY AND CLEAN DRAINS - COONAMBLE**

#### **RESOLUTION 2021/78**

Moved: Cr Paul Wheelhouse

Seconded: Cr Robert Thomas

- 1. That Council cleans the drains out along Wilga Street, along with the intersection of Quonmoona Street and Wilga Street, as well as investigate the situation of people's driveways that have no culverts or adequate drainage for the rainwater to get away with a further report in the last mentioned regard, take prepared by the Executive Leader Infrastructure, for**



**Councils consideration as its May Ordinary Meeting.**

2. That Council cleans the drains out along Park Street, along with the intersection of Charles Street and Park Street, as well as investigate the situation of people's driveways that have no culverts or adequate drainage for the rainwater to get away with a further report in the last mentioned regard, take prepared by the Executive Leader Infrastructure, for Councils consideration as its May Ordinary Meeting.

**CARRIED****13.2 NOTICE OF RESCISSION - EMPLOYMENT OF TEMPORARY STAFF****RESOLUTION 2021/79**

Moved: Cr Robert Thomas

Seconded: Cr Pat Cullen

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, as well as using a contractor if deemed necessary by the Executive Leader of Corporate and Sustainability.

**CARRIED**

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

**13.3 NOTICE OF RESCISSION - RESOLUTION 2021/36 ADOPTION OF PROPOSED WATER AND SEWER PRICING STRUCTURE.****RESOLUTION 2021/80**

That Council resolves 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.

Cr Barbara Deans asked for a division of the voting to be recorded.

In Favour: Crs Paul Wheelhouse, Karen Churchill and Pat Cullen

Against: Crs Ahmad Karanouh, Barbara Deans, Bill Fisher and Robert Thomas

**LOST 3/4**

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

**14 CONFIDENTIAL MATTERS****RESOLUTION 2021/81**

Moved: Cr Barbara Deans

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 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.

**CARRIED**

**14.1 OFFER TO PURCHASE COUNCIL OWNED PROPERTY**

**RESOLUTION 2021/82**

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

1. That Council notes the information contained within this report.
2. That Council accepts the offer of IOR Property Group No. 2 Pty Ltd to purchase Lot 30 DP 1159279 for the purchase price of \$49,410 (GST exclusive) and disposes of the allotment by way of private treaty.
3. That Council authorises the General Manager to sign all legal documents pertaining to the sale of the allotment mentioned in paragraph two (2) above, and further authorises the affixing of Council's seal commensurate to the provisions of Regulation 400 of the *Local Government (General) Regulations 2005* on these documents where necessary and appropriate.

**CARRIED**

**RESOLUTION 2021/83**

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

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

**CARRIED**

**MOTION**

**RESOLUTION 2021/84**

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

**That Council adopts in Open Council the resolution passed in Closed Session, (Resolution 2021/80).**

**CARRIED**

**15 CONCLUSION OF THE MEETING**

**The Meeting closed at 2.13pm.**

**The minutes of this meeting were confirmed at the Council held on 12 May 2021.**

.....  
**CHAIRPERSON**

**7 DISCLOSURES OF CONFLICTS OF INTEREST**

## 8 MAYORAL MINUTE

### MAYORAL MINUTE

**File Number:** M3

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

**Authoriser:** Hein Basson, General Manager

**Annexures:** Nil

### Mayor's Activities Report

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

- **Seniors Luncheon:** The Seniors Luncheon was held on Thursday 22 April 2021 with a theme of a "*Mexican Fiesta*" the event was well supported with approximately 90 people attending from Coonamble, Gulargambone, and Quambone. Last year's best dressed lady, Hannah Boyd from Gulargambone, did the cutting of the cake; and the best dressed for 2021 were local personalities Paula O'Connor and David Facer.
- **Anzac Day:** The parade was well supported by the local schools and Pony Club and the local emergency services. WW11 veteran Mr Bill Crowe arrived in his WW11 jeep. Joining the parade were visitors to the town Mr & Mrs Betts with their vintage car from the WW11 era.
- **Coonamble Show:** The show will be on Tuesday 18 - Wednesday 19 May 2021 and is fast approaching, after the event last year being cancelled due to Coronavirus, the committee pressed on and came up with a novel idea to hold a Virtual Show, with the main street shopfronts transformed to showcase the artwork from the local schools and residents. I am confident that the committee is eager to have a great show this year with normal to higher entries for all categories and large crowds expected.
- **Western Divisions Conference:** On Monday 19 April, Cr Deans and the General Manger and I travelled to Broken Hill for the Western Division Councils of NSW Annual Conference. This year's theme was "*4 Pillars of Sustainability*" and presented a great opportunity to network with other regional Councils and Councillors, Ministers, Shadow Ministers, and Cr Linda Scott (LGNSW President and ALGA President). The following are some of the relevant points taken from the seminar:
  - The Hon Adam Marshall MP
    - He made mention that Covid 19 resulted in distinct tourism benefits for country NSW.
    - He also emphasized the State Government's commitment to assist councils with their roads infrastructure backlog challenges through making available the Fixing Local Roads Program.

- The Hon Mark Coulton MP
  - He made mention of the Financial Assistant Grants (FAGs) and the push by LGNSW and ALGA for 1% of all Federal Government revenues to be allocated to this grants program. He raised his concern that the effect of this objective will potentially result in more funding flowing to metropolitan areas, instead of to regional and rural areas.
  
- Greg Warren MP
  - He reiterated the statistic that the 40,000 population, living out towards the western part of the State covers 42% of the geographic area of NSW.
  - He also reinforced the dilemma of small rate bases for smaller Councils – which translates to these Councils' reliance on grant funding.
  
- Cr Linda Scott, LGNSW and ALGA President
  - She paid tribute to the late Cr Lillian Brady, former Mayor of Cobar Shire Council, quoting her saying that “We’re here for finance and not romance” to a politician a few years ago – which is not only reflective of her personality but her approach to always extract the maximum amount of financial assistance for her community.
  - She addressed the issue of Rate Capping, stating that this State Government policy has been hurting Local Government for decades, contributing to the current infrastructure backlog that Councils experience as well as the state of local roads. She shared with the audience the fact that the South Australian Government decided not to introduce rate capping after they had consulted with LGNSW.
  - She acknowledged that the increased Emergency Services Levy provides for a potential sustainability risk for LG.
  - She made mention of the fact that many Councils are currently carrying the depreciation costs of Rural Fire Service assets whilst the local government sector has no ‘control’ over those assets.
  - She indicated that both ALGA and LGNSW are still advocating for one per cent (1%) of Federal revenues to be allocated to Financial Assistance Grants and made mention that this percentage had fallen from 1996 to the current 0.05%. She also mentioned that the formula pertaining to the distribution of the allocated grant funding should recognise the relative need of Councils; meaning that Councils in the greatest need should receive preference.
  - She mentioned the possibility of the implementation of a new property tax to replace the current stamp duty tax.

- She stated that the report dealing with the 15,000km of local roads to be “handed back” to the State Government is currently sitting on Minister Paul Tool’s desk.
- She stated that the migration of people in Australia – moving from metropolitan areas to regional areas – is causing significant housing shortages.
- She mentioned that the NSW Government is putting \$1.5 billion towards dams and other infrastructure in order to address water security issues for communities.
- She reiterated that access to fundamental health services remains to be a big issue for communities within more remote areas.
- She reported that 80% of Councils reported skills shortages and that LGNSW is working on a remote skills services program.
- Tim Hurst, Chief Executive of the NSW Office of Local Government
  - He made extensive mention of the Model Code of Conduct; stating that measures are being implemented to improve the investigation process, addressing the issues of more timely responses, increasing in OLG resources, mandatory training for Councillors and him as Chief Executive taking action himself.
  - He made mention of the fact that three (3) Councils have recently been suspended, i.e. Armidale Regional Council, Wingecarribee Shire Council, and the Central Coast Council.
  - He stated that a Performance Measurable Framework for the sector is being finalised, and that new guidelines will soon be released.
  - He mentioned that his office is focused on the forthcoming general local government elections in September and would like to see elected Councils being more reflective of the communities they serve as far as especially women are concerned.
  - He also made mention that the Model Code of Meeting practice will in all probability in future make provision for the virtual attendance of Council Meetings by Councillors in the instances where Councillors have care giving responsibilities, have a disability, ill health, need to be away for work or other purposes, and in the instance of natural disasters. However, individual councils will have the right to determine what they will view as being justifiable reasons not to attend a meeting in person.
  - He mentioned that there will be an on-line learning tool available as from May and that the OLG will also be presenting further training in webinar format into the future – especially focusing on the upcoming elections.

**MOTION:**

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



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

**SECTION B - MATTERS FOR INFORMATION ONLY**

**9 COMMITTEE REPORTS**

Nil

## 10 REPORTS TO COUNCIL

### 10.1 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 April 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 has sought further legal advice on failure to comply with the development control order – please see the confidential report as part of this Business Paper.

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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 April 2021 is documented above.

**RECOMMENDATION**

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

## 10.2 COMMUNITY CONSULTATION SESSION POLICY - REVIEW

**File Number:** C20

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

**Authoriser:** Hein Basson, General Manager

**Annexures:** 1. Community Consultation Session Policy

### PURPOSE

The purpose of this report is to provide Council with a revised Community Consultation Session Policy for consideration and adoption.

### BACKGROUND

The Code of Meeting Practice provides a uniform set of meeting rules for Council to help ensure practicable, efficient meetings. The Office of Local Government (OLG) introduced the new Model Code of Meeting Practice for Local Councils in 2018 (the code applies to all Council Meetings) and allowed for Councils to adopt non-mandatory clauses such as Community Consultation Sessions.

The aim of this Policy is to provide Council and members of the public with clear direction in relation to the requirements and expectations pertaining to community consultation sessions.

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

L1.4.4. Governance is open and transparent.

L1.4.5 Review of Council's policies

#### (b) Financial Considerations

Nil.

### COMMENTARY

Council may hold a community consultation session as part of each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Community consultation sessions may also be held at Extraordinary Council meetings. It is essential that the correct details are portrayed within the policy and to the public for their information, this will allow meetings to have the capacity to be time efficient.

Staff have identified with the establishment of the Pre-Meeting Sessions that the start time of 9.00 am and the Ordinary Council meeting start of 10.00 am, along with the receival time of the Application to Speak to the General Manager details in the current policy as inaccurate and are in need are updating.

The current policy sections that are incorrect are point one (1) and point three (3) of the Policy Statement, and currently read as follows:

#### *POLICY STATEMENT*

*1. The Council may hold a community consultation session as part of each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be*

*considered at the meeting. Community consultation sessions may also be held at Extraordinary Council meetings. The duration of sessions will be 15 minutes and they will commence at 9.05 a.m. on the day of a set Council meeting.*

*And*

*3. To speak at a community consultation session, a person must first make an application to the Council in the approved form. Applications to speak at the session must be received by 4.30 on the Tuesday before the meeting and must identify the item of business on the agenda of the Council meeting the person wishes to speak on and whether they wish to speak “for” or “against” the item.*

The revised changes in the new amended policy are proposed to be:

1. The Council may hold a community consultation session as part of each Ordinary Meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Community consultation sessions may also be held at Extraordinary Council Meetings. The duration of sessions will be a maximum of 20 minutes and they will commence at approximately 10.05 am on the day of a set Council meeting.

And

2. To speak at a community consultation session, a person must first make an application to the Council in the approved form. Applications to speak at the session must be received by 12.00 noon on the Tuesday before the meeting and must identify the item of business on the agenda of the Council meeting the person wishes to speak on and whether they wish to speak “for” or “against” the item.

It is noted that the given time of receipt of an application for community consultation within Council’s Code of Meeting practice is currently no later 4.30 pm for an individual to apply to consult the Council. This time frame is inadequate for the General Manager to assess the application and either accept or decline the request and provide the necessary feedback to the applicant by the close of business on the day of receipt. This time frame shortcoming will therefore also need to be amended in Council’s Code of Meeting Practice.

**(a) Governance/Policy Implications**

Once adopted by Council, the revised Community Consultation Session Policy will become a part of the policy framework for Council.

**(c) Legal Implications**

There are no legal implications attached to this report.

**(d) Social Implications**

There are no social implications attached to this report.

**(e) Environmental Implications**

There are no environmental implications attached to this report.

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

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

**(g) Risk Implications**

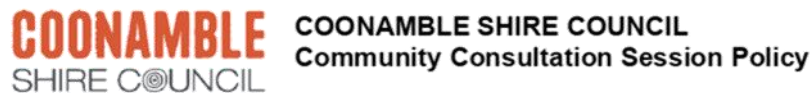
There are no risk implications attached to this report.

**CONCLUSION**

Council's Community Consultation Session Policy has been reviewed and amended to ensure compliance with operational requirements. This review also allows the community to connect with Council in regard to items that Council will be addressing as part of their monthly meetings, and for such community members to be aware of the correct and relevant procedure to be followed in this regard.

**RECOMMENDATION**

- 1. That Council notes the contents of this report.**
- 2. That Council formally adopts the revised Community Consultation Session Policy attached to this report, and authorises the necessary adjustment to be made to its Code of Meeting Practice, in order for this consultation policy and mentioned meeting code to be consistent in all respects.**



## INTRODUCTION

The Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) was prescribed on 14 December 2018 and includes a non-mandatory provision regarding Community Consultation Sessions.

## AIM

The aim of this Policy is to provide Council and members of the public with clear direction in relation to the requirements and expectations pertaining to community consultation sessions. This Policy has been developed in line with section 4 of the Model Code of Meeting Practice for Local Councils in NSW.

Council approves the inclusion of the Community Consultation Session Policy below, to be made available to members of the public who wish to address Council, as well as to be distributed with future Business Papers.

## POLICY STATEMENT

1. The Council may hold a community consultation session as part of each Ordinary Meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Community consultation sessions may also be held at Extraordinary Council meetings. The duration of sessions will be a maximum of 20 minutes and they will commence at approximately 10.05 a.m. on the day of a set Council meeting.
2. Community consultation sessions are to be chaired by the Mayor or acting chair. The names of speakers, the organisation that they are representing and the topic that they are speaking about, as well as a short summary of the presentation, will be recorded in Council's Meeting Minutes.
3. To speak at a community consultation session, a person must first make an application to the Council in the approved form. Applications to speak at the session must be received by **12.00 noon on the day before the meeting** and must identify the item of business on the agenda of the Council meeting the person wishes to speak on and whether they wish to speak "for" or "against" the item.
4. A person may apply to speak on no more than **four (4) items** of business on the agenda of the Council meeting.
5. Legal representatives acting on behalf of others are not to be permitted to speak at a community consultation session unless they identify their status as a legal representative when applying to speak at the session.

6. The General Manager or his delegate may refuse an application to speak at a community consultation session. The General Manager or his delegate must give reasons in writing for a decision to refuse an application.
7. No more than **four (4) speakers** are to be permitted to speak "for" or "against" each item of business on the agenda for the Council meeting.
8. If more than the permitted number of speakers apply to speak "for" or "against" any item of business, the General Manager or his delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the General Manager or his delegate is to determine who will address the Council at the community consultation.
9. If more than the permitted number of speakers apply to speak "for" or "against" any item of business, the General Manager or his delegate may, in consultation with the Mayor or the Mayor's nominated Chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.
10. Approved speakers at the community consultation session are to register with the Council any written, visual, or audio material to be presented in support of their address to the Council at the public forum and to identify any equipment needs no more than **one (1) day** before the public forum. The General Manager or his delegate may refuse to allow such material to be presented.
11. The General Manager or his delegate is to determine the order of speakers at the public forum.
12. Each speaker will be allowed a **maximum of five (5) minutes** to address the Council. This time is to be strictly enforced by the Chairperson.
13. Speakers at public forums must not digress from the item on the agenda of the Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chairperson, the speaker will not be further heard.
14. A Councillor (including the Chairperson) may, through the Chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
15. Speakers are under no obligation to answer a question put under clause 14. Answers by the speaker to each question are to be limited to **five (5) minutes**.



16. Speakers at community consultation sessions cannot ask questions of the Council, Councillors or Council staff.
17. The General Manager or his nominee may, with the concurrence of the Chairperson, address the Council for up to **five (5) minutes** in response to an address to the Council at a community consultation session after the address and any subsequent questions and answers have been finalised.
18. Where an address made at a community consultation session raises matters that require further consideration by Council staff, the General Manager may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matters.
19. When addressing the Council, speakers at community consultation sessions must comply with this code and all other relevant Council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct, or making other potentially defamatory statements.  
  
The Mayor or Chair will be guided by Section 10A(2)(a) – (i) of the *Local Government Act 1993* in not allowing members of the public during community consultation sessions to deal with or discuss or disclose any information with regards to the matters mentioned in this section and subsections of the Act.  
  
The opinions expressed by community members are not reflective or representative of the views of Council and hence Council cannot be held responsible or liable.
20. If the Chairperson considers that a speaker at a community consultation session has engaged in conduct of the type referred to in clause 19, the Chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the Chairperson's request, the Chairperson may immediately require the person to stop speaking.
21. Clause 20 does not limit the ability of the Chairperson to deal with disorderly conduct by speakers at community consultation sessions in accordance with the provisions of Part 15 of the Code of Meeting Practice.
22. Where a speaker engages in conduct of the type referred to in clause 19, the General Manager or his delegate may refuse further applications from that person to speak at community consultation sessions for such a period as the General Manager or his delegate considers appropriate.
23. Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a community consultation, in the same way that they are required to do so at a Council meeting. The Council is to maintain a written

record of all conflict of interest declarations made at community consultation sessions and how the conflict of interest was managed by the Councillor who made the declaration.

**IMPLEMENTATION / COMMUNICATION**

The Executive Support Officer will communicate the information within this Policy to all parties that request to address Council in this forum.

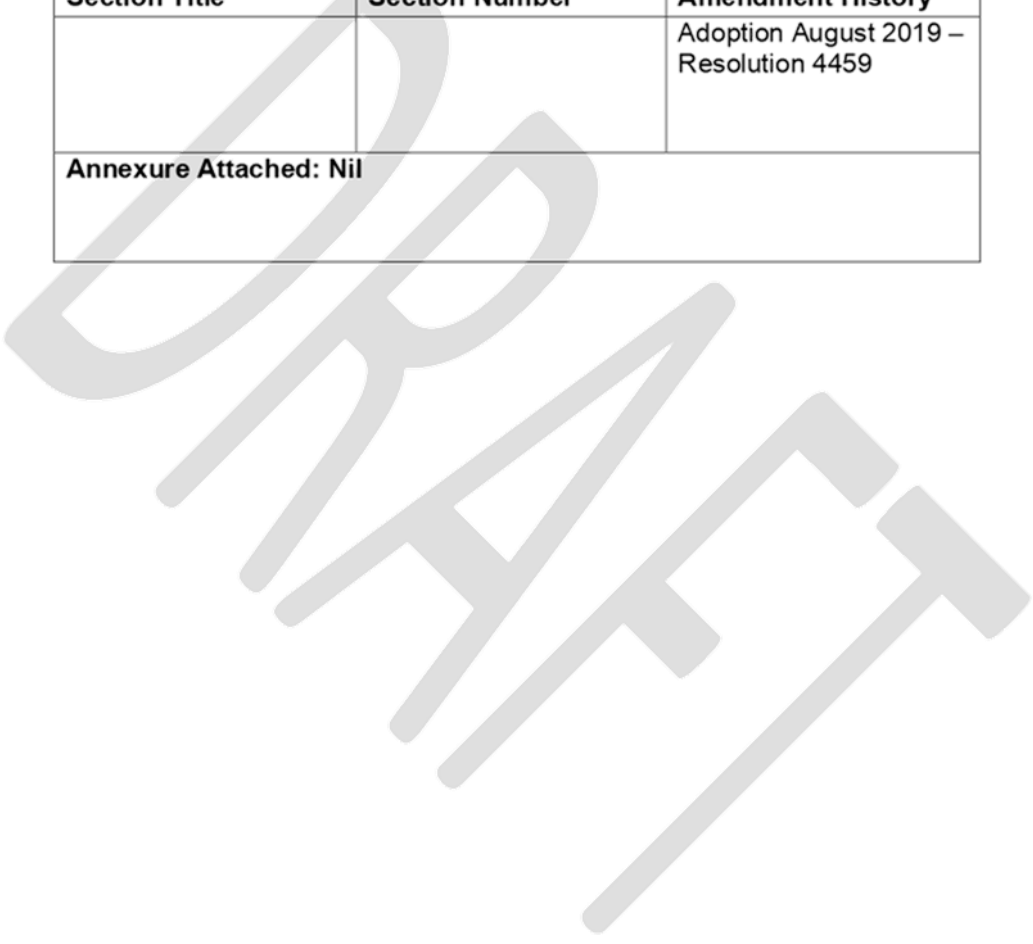
**REVIEW**

This policy will be reviewed once every three (3) years or sooner if deemed necessary.

.....  
 General Manager

.....  
 Date

<b>Title: Community Consultation Session Policy</b>		
<b>Department: People, Risk &amp; Improvement</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
1.2	15/04/2021	Executive Support Officer
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).		
<b>Review Date: April 2024</b>		
<b>Amendments in the release:</b>		
<b>Section Title</b>	<b>Section Number</b>	<b>Amendment History</b>
		Adoption August 2019 – Resolution 4459
<b>Annexure Attached: Nil</b>		





**APPLICATION TO SPEAK AT THE COMMUNITY CONSULTATION SESSION HELD AT ORDINARY COUNCIL MEETINGS**

Applicant Name: \_\_\_\_\_

Telephone Contact Number: \_\_\_\_\_

Date of Ordinary Council Meeting: \_\_\_\_\_

Report Number: \_\_\_\_\_

Report Title: \_\_\_\_\_

I will be speaking FOR or AGAINST the abovementioned item (please tick one option).

**KINDLY NOTE:**

Approved speakers are to register any written, visual, or audio material to be presented in support of their address to Council and identify any equipment needs **no more than one (1) day before the Council Meeting**. The General Manager or his delegate may refuse to allow such material to be presented.

**APPLICATIONS MUST BE RECEIVED BY COUNCIL BY 12.00 NOON ON THE DAY BEFORE THE COUNCIL MEETING USING ONE OF THE FOLLOWING METHODS:**

Hand delivered: Council Administration Centre  
80 Castlereagh Street, Coonamble NSW 2829

Post: General Manager, Coonamble Shire Council  
PO Box 249, Coonamble NSW 2829

Emailed: [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)

**FOR OFFICE USE ONLY:**

Date application received: \_\_\_\_\_

General Manager (Approval / Refusal) \_\_\_\_\_  
Signature & Date

Reason for Refusal: \_\_\_\_\_

Date Applicant informed: \_\_\_\_\_

**10.3 FRAUD AND CORRUPTION CONTROL POLICY****File Number: P 15 : G 9****Author: Marina Colwell-Executive Support Officer****Authoriser: Hein Basson, General Manager****Annexures: 1. Draft Fraud and Corruption Control Policy****PURPOSE**

The purpose of this report is to provide Council with a revised Fraud and Corruption Control Policy (currently called Fraud Control Policy) for public exhibition and to provide Council the draft policy for consideration and adoption.

**BACKGROUND**

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

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

The last formal review and adoption of Council's Fraud Policy occurred in 2008. The draft Fraud and Corruption Control Policy is attached for Council's consideration.

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

L1.4.4 Governance is open and transparent.

L1.4.5 Review of Council policies.

**(b) Financial Considerations**

There are no financial considerations attached to this report.

**COMMENTARY**

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

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

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

This policy is intrinsically linked to Council's Public Interest Disclosures Policy, which is also currently being reviewed and updated. In association with this step, a Public

Interest Disclosures Guidelines and Procedures are also being developed. These documents will be presented to Council at the June 2021 Ordinary Meeting.

**(a) Governance/Policy Implications**

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

**(b) Legal Implications**

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

**(c) Social Implications**

There are no Social Implications attached to this report.

**(d) Environmental Implications**

There are no Environmental Implications attached to this report.

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

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

**(f) Risk Implications**

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

## **CONCLUSION**

Council's Fraud and Corruption Control Policy has been reviewed and updated to ensure compliance with legislative, relevance to operational requirements. This policy is inherently connected to Council's Public Interest Disclosures Policy, which is also currently being reviewed and updated. A further report in this regard will be presented to Council at its next monthly meeting in May.

## **RECOMMENDATION**

- 1. That Council places the draft Fraud and Corruption and Control Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting suggestions from the community.**
- 2. That Council requests the General Manager to present a further report, together with all suggestions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Fraud and Corruption and Control Policy (with or without changes) at its June 2021 Ordinary Meeting.**

# COONAMBLE FRAUD AND CORRUPTION SHIRE COUNCIL CONTROL POLICY

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## 1. BACKGROUND

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

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

## 2. PURPOSE

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

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

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

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

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

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



*Figure 1: The Fraud Control Framework*

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

### 3. POLICY OBJECTIVE

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

### 4. LEGISLATION

- *Independent Commission Against Corruption Act 1988;*
- *Local Government Act 1993 – Code of Conduct;*
- *Crimes Act 1900 (NSW);*
- *Protected Disclosures Act 1994;*
- *Public Finance and Audit Act 1983 (PF&A Act);*
- *Local Government Amendment (Governance and Planning) Act 2016;*
- *Australian Standard: AS 8001-2003/AMDT 1-2-004 Corporate Governance – Fraud and Corruption Control.*

### 5. APPLICATION/SCOPE

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

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



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

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

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10. The Public Officer is to review and report on identified risks and control measures as part of Council's Annual Report.
11. Management will conduct spot audits, use phone usage reports, computer usage reports, dry hire records and any other reports considered relevant in the process of monitoring and detecting corruption and fraudulent behaviour.
12. Fraud and Corruption Prevention will also be included in any Risk Management Strategies developed by Council.

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

#### **Fraud Control Framework**

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

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

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

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

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

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

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

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

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

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

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**Attribute 5: Prevention Systems**

- Proactive and integrated fraud risk assessment
- Planning, follow up and accountability
- Analysis of reporting on suspected and actual frauds
- Ethical workforce
- IT security strategy

**Attribute 6: Fraud Awareness**

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

**Attribute 7: Third party management systems**

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

**Attribute 8: Notification System**

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

**Attribute 9: Detection System**

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

**Attribute 10: Investigation Systems**

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

**6. POLICY****REPORTING SUSPECTED CORRUPTION / FRAUD**

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

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

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

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

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

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

#### **Risks**

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

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

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

## 7. DEFINITION

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

(1) *Corrupt conduct is:*

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

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

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

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

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

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

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

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

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

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

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

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## 10.4 REVIEW OF SOCIAL MEDIA POLICY

**File Number:** P15

**Author:** Pip Goldsmith, Manager Economic Development & Growth

**Authoriser:** Hein Basson, General Manager

**Annexures:** 1. Draft Social Media Policy - Reviewed May 2021

### PURPOSE

The purpose of this report is to provide Council with a reviewed Social Media Policy for consideration.

### BACKGROUND

The purpose of the Social Media Policy is to provide guidance on the use of social media at work and at home. It is important that employees understand the difference between making representations on social media platforms on behalf of Coonamble Shire Council (Council) and the personal use of social media.

The policy provides Council employees with standards of use as they engage in conversations or interactions using digital media. The intention of this policy is to ensure Council's use of social media platforms to communicate with various stakeholder groups is effective, informative, and appropriate.

The Policy is structured to clearly inform Council, Council officers and customers of Council of the procedures and processes related to the appropriate use of social media by Council, Councillors, and employees.

The last formal review and adoption of Council's Social Media Policy occurred in 2016. The draft Social Media Policy is attached for Council's consideration.

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

P4.2.5. Ensure Council consultation provides opportunities for participation for people from diverse backgrounds.

P4.4.1. Assist Coonamble Shire events with marketing and promotion.

EC2.1.1. Promote the Shire as a location for business development and investment.

L1.1.2. Promote genuine opportunities for people to participate in decisions that affect them.

L1.4.3. Provide high quality customer service to the community.

L1.4.4. Governance is open and transparent.

L1.4.5. Review of Council policies.

#### (b) Financial Considerations

There are no financial considerations related to this report.

### COMMENTARY

Social media plays an important role in engaging our communities. As technology and trends are dynamic, it is important to keep up to date with best practice. The updated Social Media Policy reflects changes in social media since the 2016

adoption of the Policy, while providing flexibility in the Policy to ensure it can still be applied following future changes and developments.

Previously, the Social Media Policy did not recognise the potential of the medium to be used as a marketing tool by Council. As Council staff currently use social media for the purposes of proactive communication including marketing and promotion of Council as an organisation, and of the LGA as a destination, it was important to update the policy to reflect this purpose and guide the application of the use of social media for this purpose.

In recognising that there is more than one purpose for Council's use of social media, the Policy has been updated to acknowledge the different uses of various social media accounts, and ensure messaging is specific and appropriate. The Policy now allows, and directs, staff to ensure the message and image published is considered and specific to purpose. For example, conversational language with a whimsical image is appropriate for posting on the Visit Coonamble channels, while the Coonamble Shire Council page is expected to present a more formal professional image.

The reviewed and updated draft Social Media Policy has been updated to reflect the branding review that Council undertook in June 2020 as part of the Masterplan process, to leverage the Brand Style Guidelines and new logos in social media channels. The rationale for this is to ensure consistency with all Council communications for the purposes of brand building.

Further additions have been made to the description of Council's monitoring of social media, and a description added of posts and comments that Council may choose to delete from Council's owned channels. This has been explicitly included to provide Council staff with a clear direction about when it is appropriate to remove comments from the online conversation. This is required to ensure these conversations are productive and remain at a standard that is appropriate, without preventing transparency. This is also included to protect Council and community members from online bullying.

The draft Social Media Policy has been updated to include an explicit list of examples of inappropriate use of social media by staff. This inclusion provides staff with clarity about what is and is not appropriate use of social media and is in essence, a translation of the standard expected by the Code of Conduct, with specific relevance to social media.

**(a) Governance/Policy Implications**

Once adopted by Council, the revised Social Media Policy will become a policy of Council. The updated Social Media Policy is reflective of the Code of Conduct.

**(b) Legal Implications**

The revised policy has been designed to ensure legislative compliance with relevant Acts and Regulations.

**(c) Social Implications**

The Social Media Policy will provide Council staff with guidance about how to appropriately communicate via relevant online channels.

**(d) Environmental Implications**

There are no environmental implications directly associated to this report.

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

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

**(f) Risk Implications**

The draft Social Media Policy assists Council to minimise risk as a result of the misuse of social media channels.

**CONCLUSION**

Council's Social Media Policy has been reviewed and updates to ensure compliance with legislative, relevance to operational requirements and provide opportunity to utilise potential for proactive community engagement.

**RECOMMENDATION**

- 1. That Council places the draft Social Media 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 Manager Economic Development & Growth 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 Social Media Policy (with or without changes) at its June 2021 Ordinary Meeting.**



## SOCIAL MEDIA POLICY

Approval Date: **10 AUGUST 2016**

Review Date: 12 May 2021

Responsible Officer: Manager Economic Development & Growth

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### 1. Purpose

The purpose of the Social Media Policy is to provide guidance on the use of social media at work and at home. It is important that employees understand the difference between making representations on social media platforms on behalf of Coonamble Shire Council (Council) and the personal use of social media. The policy provides Council employees with standards of use as they engage in conversations or interactions using digital media. The intention of this policy is to ensure Council's use of social media platforms to communicate with various stakeholder groups is effective, informative, and appropriate.

The purpose of Council's utilisation of social media platforms is to:

- Provide an efficient method of delivering factual, up-to-date information about Council's policies, projects, services and activities, via online communication channels.
- Provide two-way communication with stakeholders through online feedback and correspondence mechanisms.
- Provide an informal, timely and accessible way for the public to communicate with Council.
- Encourage community interaction and develop stronger relationships with community.
- Utilise digital channels as powerful marketing tools for Coonamble Shire Council as an organisation, and the Coonamble LGA as a destination.
- Encourage advocacy through communication and engagement.
- Provide essential updates to the community during a crisis or emergency.

## 2. Policy Statement

### 2.1 Council representatives using social media must:

- Only disclose publicly available information. No comment will be made on social media sites regarding confidential, private or legal matters.
- Ensure that no copyrighted or trademarked material is published without permission.
- Ensure that information and images posted online is not illegal, libellous, discriminatory, defamatory, sexist, racist, bullying, hateful, offensive, abusive, or obscene. Such content will be removed.
- Ensure that information posted online does not infringe Council's Code of Conduct or any other Council code or policy. At all times, use of social media by Council Officials should be done in a professional manner in accordance with the relevant policies and legislation, and consistent with Council's values.
- Ensure messaging and content aligns with Social Media Procedures and Guidelines and Council's Brand Style Guidelines and is appropriate for the channel and purpose. For example, conversational language with a whimsical image is appropriate for posting on the Visit Coonamble channels, while the Coonamble Shire Council channels would be expected to present a more formal professional image.
- Include the Coonamble Shire Council logo on graphics as appropriate, to reinforce that the content being shared represents Council.

### 2.2 When using Council social media sites, employees authorised by the General Manager (or nominee) will:

- Only post content that is genuinely expected to be relevant and of interest to the community.
- Respond to enquiries within 24 hours (Monday to Friday) where possible. (Not all posts on Council's social media platforms are a direct inquiry to Council or seeking a response. If a response is required it could potentially take many forms and does not necessarily need to be a direct answer to a question, or a resolution of a problem.)
- Keep messages simple, and provide relevant, accurate, fair and thorough information.

### 2.3 Monitoring social media

Council's authorised employees will monitor content posted on all official social media outlets to ensure adherence to the Social Media Policy for appropriate use, message and consistency in branding.

Content relating to Council that is posted on the internet by elected members, employees, residents and other community members or organisations will be monitored by authorised employees. Comments from social media users will be monitored and moderated where possible.

Council may delete comments from Council's owned social media channels that are:

- knowingly false, mischievous or vexatious complaints or statements about individuals, companies or Council.
- misleading, obscene, off-topic, sexist, racist or spam.
- promotional or commercial in nature.
- unlawful or incite others to break the law.
- defamatory or harassing of our employees, volunteers or the participants in our programs.
- information that may compromise the safety or security of the public.
- repetitive posts copied and pasted or duplicated by single or multiple users.
- any other inappropriate content or comments as determined by Council.

#### 2.4 Personal use of social media

Guidelines in this Policy do not apply to Council staff personal use of social media, where staff make no reference to Coonamble Shire Council and do not identify themselves as an employee of Coonamble Shire Council or provide information that would enable them to be reasonably identified as a Council employee.

However, staff and Councillors that do comment via social media on issues regarding Council are therefore linked to Council. With this understanding, staff and Councillors should be aware that comments made via social media are in the public domain, and use of such should be aligned to Council's media policy, Internet Email and Computer Use Policy and Code of Conduct. Defamatory, disrespectful, or deliberately misleading commentary provided on these platforms may bring staff or Councillors in breach of Council's Code of Conduct.

When staff are using social media, it is not acceptable at any time to:

- promote a brand or business on social media when identified as a Council employee, such as wearing a uniform or mentioning Council in that post. This also includes with an identifiable Council building in view.
- post comments or images that are obscene, offensive, threatening, harassing or discriminatory in relation to work, another staff member, a stakeholder or Council.
- create a social media page to protest policies or actions that staff are responsible for implementing or promoting.
- comment on policy matters that Council is involved with.
- post inappropriate images that reference or involve Council in some way. This could be photos taken of employees engaging in misconduct that breaches the Code of Conduct, or otherwise damages Council's reputation. Staff concerns over matters of this nature should be pursued via appropriate internal channels.

- engage in comments that breach anti-discrimination legislation.
- release sensitive, personal or confidential information without proper authority.
- use an official work email address, or anything else that connects the post to Council, when making public comment.
- post any material that might otherwise cause damage to Council's reputation.

There is no such thing as a 'private' social media site. Posting information online is a public activity and no different from publishing information in a newspaper.

For Councillors it is advisable not post anything to social media they would not want published and/or attributed to them in the media.

Posts – even deleted posts – are considered 'publication' and are subject to the same defamation laws as any other media.

2.5 Non compliance with the Social Media Policy by Council representatives will be managed through the relevant Code of Conduct and disciplinary systems.

Employers can be held legally responsible for acts of discrimination or harassment that occur in the workplace or in connection with a person's employment. This can include posts and comments made or circulated on social media.

2.6 Developing new social media platforms

Council's General Manager must authorise the use of online marketing tools such as additional Council websites and social media channels that are branded or deemed to be associated with Coonamble Shire Council.

### **3. Scope**

This Social Media Policy applies to all people who work, volunteer or represent Council.

### **4. Related documents**

- Coonamble Shire Council Code of Conduct
- Social Media Procedure
- Communications with the Media Policy
- Bullying and Harassment in the Workplace Policy
- Work Health and Safety Policy
- Internet Email and Computer Use Policy

### **5. Legislative Provisions**

- NSW Local Government Act 1993
- Copyright Act 1968
- Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act)
- Privacy and Personal Information Protection Regulation 2014 (NSW) (PPIP Regulation)

- Defamation Act 2005

**Policy Review History**

Date	Changes Made	Approved By
May 2016	Policy draft developed.	
June 2016	Draft policy endorsed.	Min # 2088 08/06/2016
August 2016	Formally adopted – no submissions during public exhibition.	Min # 2202 of 10/08/2016
May 2021	Policy reviewed and updated.	



## 10.5 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 claim costs over three (3) financial years, 2018/19 to 2020/21 YTD – March 2021.

There has been a small increase since last month in both time lost and claim costs, due to an on-going open claim from 2019 / 20 and one new claim in the 2020 / 21 reporting period. Overall claim costs have increased since 2018/19, however the trend for the current financial year is not expected to rise significantly.

Council continues to work closely with StateCover and other providers to facilitate a successful return to work for employees within the shortest possible timeframe; however, ongoing lost time could negatively influence Council's future premium costs.

Item	2018/2019	2019/2020	2020/2021 YTD – March 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	398	81
Open Premium Impacting Claims (Current Year)	0	2	2
Open Non-Premium Impacting Claims (Current Year)	0	0	4
Total Open Claims	0	2	6
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	\$90,578	\$52,587
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. 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, 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**

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Control</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
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 monthly Workplace Injury Management report for its information.**

**10.6 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT****File Number: D5****Author: Pip Goldsmith-Manager Economic Development & Growth****Authoriser: Hein Basson, General Manager****Annexures: 1. EOI to IIP Round 2 - Closed (Public Excluded)****PURPOSE**

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

**BACKGROUND**

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

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

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

**(b) Financial Considerations**

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 allocated.

**COMMENTARY****Artesian Bath Experience***Community consultation*

Since the engagement of Belgravia Leisure to undertake the Feasibility Investigation, Business Case and Concept Design of the Coonamble Artesian Bath Experience, comprehensive community consultation has been undertaken. A public meeting was held at the Coonamble Golf Club on 7 April with approximately 50 local residents in attendance and approximately 30 additional community members meeting privately with the consultants. Community feedback provided during those sessions was wide-ranging and included the following comments:

- This project should include an investigation of a free-flowing bore.
- Affordability of the capital cost for Council and the community is paramount.
- Inappropriate and incompatible design resulting in a white elephant facility must be avoided.

- Any development needs to be financially and environmentally sustainable.
- Generally, the community is supportive of such a development and would like to see it go ahead.
- It is important that people who visit the development are encouraged to spend time (and money) in town.
- A staged approach to the development would be appropriate.
- Generally, community members indicated a preference for the development to be financially self-sustaining rather than Council (and the community) being burdened with the cost of operations. There was a suggestion that if the development provided economic stimulus to the local government area (LGA), then it may warrant investment.
- There are various forms of accommodation which may be a feasible part of the development.
- If additional or complementary components (such as accommodation or retail options) are included in the development, it must be ensured that these components provide opportunities for the community rather than compete with existing businesses.
- Sustainability and the responsible use of water is important to the community. The concept of a free-flowing bore is appealing to some community members, while others are concerned about the waste of water.
- The provision of wastewater from the facility for irrigation by the Golf and Jockey Clubs is a priority.
- There is interest in understanding what our current tourist market looks like, and what it could develop into, with a new attraction.

Following these meetings, it was clear that there was a large public interest and debate in the topic, and further opportunity for consultation, engagement and feedback was required. A survey was designed to provide the entire community with this opportunity and was available online and in hard copy. The survey opportunity was advertised in the Coonamble Times, promoted on social media, and delivered with Council's Community Connect newsletter to every residential mailbox in the LGA.

At the close of the survey period, 73 hard copy surveys and 129 online surveys had been completed. An analysis of results is currently being undertaken before being presented back to Council and the community.

Ultimately, the consultation for this project has been comprehensive and robust and has engaged a much higher proportion of the LGA than is usual. This is indicative of the great public interest in the project and suggests that data gained from the consultation period is of significant value.

#### *Demand Assessment*

Belgravia Leisure's tourism economist is undertaking a market analysis of the opportunity for an artesian bath development and a cost / benefit analysis of the project for the LGA and the region.

Relevant research includes discussions with Destination Country and Outback NSW, the review of historical and forecast tourism data for the region and the review of similar facilities in similar tourist catchment areas to identify financial performance,

benefits derived and general opportunities within the proposed location in Coonamble.

The role of the tourism economist is to assess the estimated potential of the Artesian Spa and Wellness market at this location, based on sound benchmarking and market analysis.

#### *Hydrology Interim Findings*

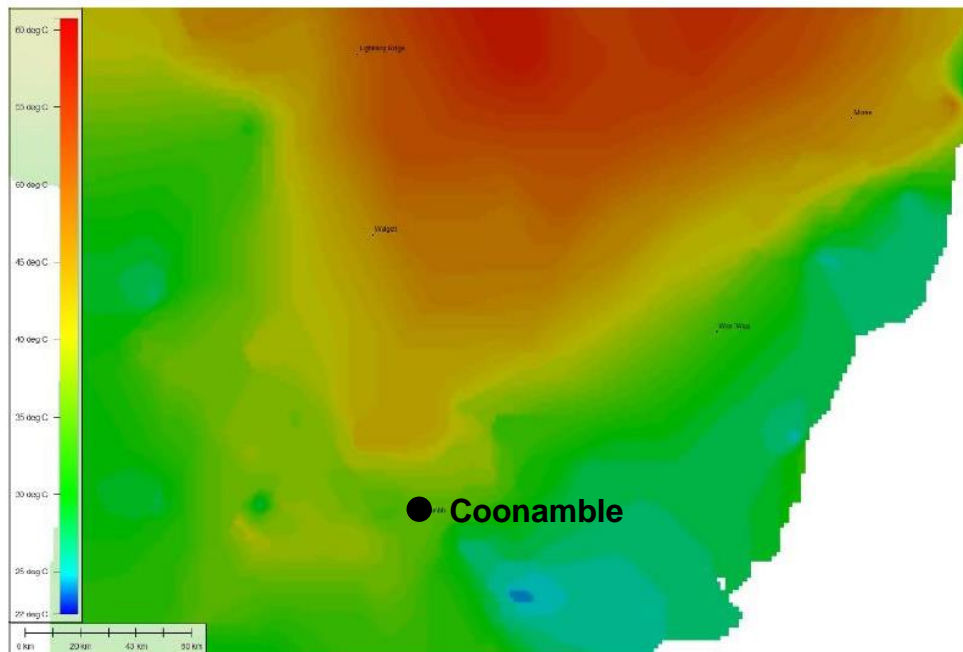
The consultant hydrologist has conducted a recent site visit and undertaken investigations into the required hydrogeological work for the business case.

**Groundwater Source and Availability:** The existing town water supply bores obtain groundwater from the Great Artesian Basin (GAB). This part of the GAB is known as the Coonamble Embayment, which is a southward extension of the Surat Basin, which extends to the north and north-east past Lightning Ridge and Moree, and on to Roma in Queensland. Based on the data available from the existing town bores, a new bore completed in the Pilliga Sandstone at the proposed bore-bath site should comfortably yield 1 ML/d which will meet the facility requirements. Although it is indicated that there is sufficient capacity for the facility, regulatory requirements for a new bore and additional water extraction will also need to be met by way of approval of the new bore, and licencing for the water extraction from that specific bore. This approval is likely to be linked to the usage of wastewater from the bore-bath facility which is being investigated as part of this project.

**Groundwater Temperature and Quality:** Coonamble is relatively close to the southern recharge zone of the GAB, which lies to the south-east. Groundwater flow occurs in a north-westly direction and the base of the aquifer also dips in that direction. Consequently, compared with areas further north, the aquifer is shallower, groundwater temperatures are lower, and the water is less saline and less sodic.

The below mapping (compiled using a gridded dataset for the whole GAB) shows the temperature of groundwater in the Coonamble Embayment and southern Surat Basin. The reported temperature of 37 degrees Celsius for groundwater from the town bores is consistent with these data. This may necessitate heating of some quantities of water and additional plant room equipment.

Data available from the town bores indicates that sodium-calcium bicarbonate water with a salinity (as total dissolved solids, TDS) of about 350 mg/L and a sodium absorption ratio of less than 2.5 will be available. This water is of potable quality and is suitable for irrigation onto most soils.



Feasibility of Water Re-use after Bore-Baths: It has been proposed that following use in the bore-baths, the groundwater would be:

- Passed through ponds that would be used for adjacent aquaculture, then
- Passed into a constructed wetland / storage area, then
- Irrigated onto the golf course / racecourse.

Based on the water quality, there is no reason why this should not be technically feasible. The commercial feasibility and regulatory compliance issues will be matters for the proponent to assess. The re-use of the wastewater significantly reduces operating costs for the Artesian Spa and will add to the viability of the business, in addition to the environmental sustainability benefits.

The next steps for the hydrologist are to validate his work with current data, by:

- Obtaining up-to date yield and quality data from Council records
- Obtaining bore water samples for additional analysis
- Obtaining soil samples from the racecourse and golf course for irrigation compatibility testing.

### *Project progress*

Belgravia Leisure is encouraged by initial research and findings, which indicate a level of support and demand for this type of facility in Coonamble and no evidence of technical obstacles at this stage.

Next steps include:

- Identification of the best mix of products, services, and facility components.
- Completion of the community consultation and demand assessment.
- Conclusion of the hydrology report.
- Presentation of a series of development options for consideration at the June Council meeting.

### *Compulsory acquisition*

Council has had feedback from the Office of Local Government following the submission of the application for compulsory acquisition and has been advised that a registered acquisition plan is required. Staff are currently working to provide the requirements for this plan to NSW Land Registry Services.

### Public Art – Sculptural Birds and Town Entrance Signs

Indigenous consultation and design meetings with contributing community members are ongoing. Progress of the design and fabrication of sculptures and town entrance signs continues according to schedule. A summary of the design concepts for the sculptural birds is provided below.

#### *Emu sculptures in Coonamble*

An Emu Dad with three chicks will be installed at town entrances with town entrance signs, and at the Visitor Information Centre.

Emu Dad and chicks are to be plasma cut from pieces of steel. Sections are to be separated by steel spacers to give depth and create shadows. Some sections may be powder coated in a contrasting colour, and a Wailwan pattern will be cut out of some steel sections. The Emu Dad will span 1.2m head to chest, then legs to scale at approximately 1m. Chicks will be 1.2m - 1.4m high. Design development continues and is currently considering the most appropriate method of construction to create sculptures of greatest impact. Note: Design development is ongoing, to ensure the scale and impact of the Emu sculptures will provide the intended impression.



A single galah on a tree stump standing approx. 3.5m high, wingspan approx. 2.4m wide is proposed for Gulargambone. The wings and feathers morph into leaves and twigs, the base of the tree, reminiscent of a scribble gum with the patterns of the Wailwan sand carving patterns.

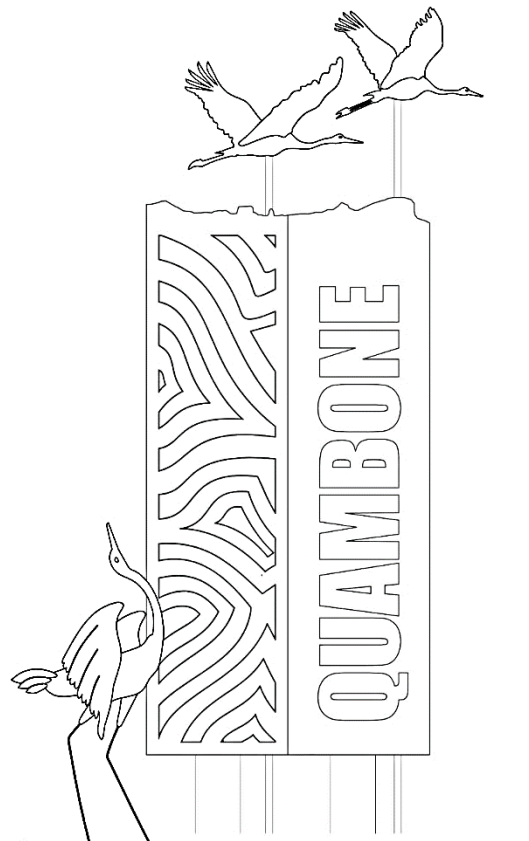
The wings will be plasma cut from steel; three sections will form each wing allowing for movement / curve in the wings. There is potential for a Wailwan pattern to be cut



/ carved into the back of wings. The body of the galah will be made from reo, this will be a free form design welded in the workshop. An updated model is currently being worked on.



Inspiration for the Egret sculptures in Quambone comes from the Brewarrina fish by Grant Vlach. The Egrets will be plasma cut from steel and set on steel poles cemented into the ground, ranging in size from 1 - 1.3m. The Egret silhouettes are to be mounted on poles, installed high enough to see against blue sky / sunset. The steel is to be left in raw state and the poles are to be painted black so they will be less visual. Note: Sign is in draft, and not the final design.





Town entrance signs will feature patterned concrete and steel plate facing one direction, being legible on the way into town. The Wailwan pattern is currently being developed by Wailwan Indigenous elder Sooty Welsh, in consultation with the indigenous community. The pattern will sit to the left side of the town name and will be embedded into the concrete. Town names will be laser / plasma cut from steel.



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

### 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. Staff are currently working with a structural engineer to confirm the anchorage of the screens.

The application for power connection is with Essential Energy and Council is awaiting approval. Essential Energy has not provided an indication of when this connection may be approved.

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

Coonamble Visitor Information Centre (VIC)

*Construction*

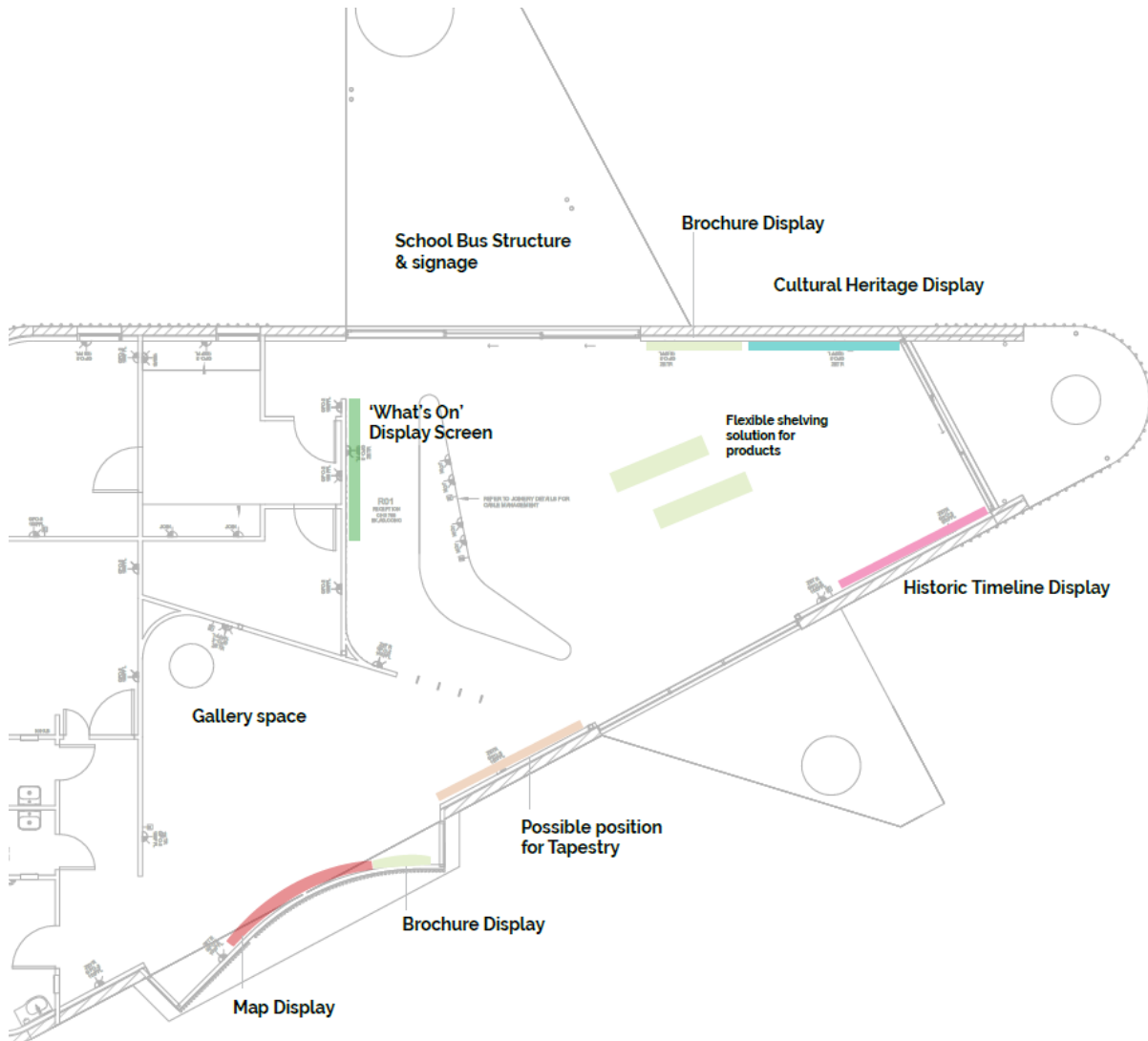
Progress on the construction of the VIC continues to progress according to the program and without delay. Despite some wet weather during March, the anticipated completion date remains 29 June 2021.

The construction of the building is 98.7% complete. The only remaining works include painting, installation of carpet, site clean-up and de-establishment.

*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. Representatives from the Armsign team visited Coonamble on 20 April for site familiarisation and community consultation.

Following is the suggested positioning of various features and displays in the VIC.



The map is to be a commissioned art piece that will serve both as an orientation tool for visitors and as an art piece in itself. The research for the historic timeline is underway. A list of dates and events for possible inclusion is being developed and the design of the timeline is being drafted. Research for the cultural display is also underway and a mock-up of the wall being drafted.

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

### Coonamble CBD precinct – Detailed Design Project

Engaged contractor Tonkin has had a surveyor, service locator and geotechnical engineers onsite to complete field work. Once these reports are complete, Tonkin will prepare technical drawings and check turning paths.

### Legislation changes to support the development of Agritourism

The Department of Planning, Industry and Environment (DPIE) has sought 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. Council has formally registered interest in the proposed amendments and continues to be engaged with the DPIE in order to participate in the outcome of the legislation changes and anticipates being contacted to further explore optional clauses relating to the Agritourism and small-scale agriculture development Explanation of Intended Effect.

### Inland Rail

Council's Expression of Interest (EOI) for Round Two of the Interface Improvement Program (IIP) was assessed as not meeting the eligibility requirements for the IIP.

The aim of the Productivity Enhancement Program (PEP) is to propose improvements to the interface between supply chains and Inland Rail, with a view to improving supply chain and community resilience. PEP project proposals were assessed against their contribution to meeting the following principles:

- Increase Inland Rail throughput, helping to maximise the benefits realised through the project, drive modal shift from road to rail and safeguard the Commonwealth's substantial equity investment.
- Support regional economic growth by funding the development, re-positioning or re-organising of local infrastructure to increase the competitiveness of regional economies and supply chains.
- Deliver cost-effective improvements to the national rail freight network through strategic investment, based on independent technical advice and in consultation with the Australian Rail Track Corporation (ARTC) and state track managers.
- Support partnerships (between Commonwealth and state governments with local government and industry), including shared funding responsibilities, appropriate risk allocation and improved data sharing.
- Minimise downtime on regional rail lines.
- Improve safety for road users through increased mode shift from road and rail and through strategic investment in the road interfaces with rail.

- Support National Freight and Supply Chain Priorities, enabling productivity improvements to Inland Rail by developing efficient and industry-relevant interfaces with priority regional rail networks.

An Expression of Interest submission need not address all principles; however, submissions are strengthened by addressing as many principles as possible.

Although the EOI was unsuccessful in this instance, the project proposal remains relevant and if undertaken, would provide value to the LGA. Should the project proposal be eligible for future funding opportunities, such a submission will be made. As funding opportunities are often competitive, the EOI and project proposal is provided confidentially for Council's information.

Staff continue to participate in the investigation of the business case for the upgrade of the Coonamble-Gilgandra line and connection at Curban, as a IIP project which was identified by the Commonwealth. A Stakeholder Engagement Strategy is currently being developed and there will be opportunities for community members to participate in this project over the next few months. Stakeholder engagement opportunities will include a local industry and community online meeting and additional feedback mechanisms including surveys and invitations to provide submissions.

The Legislative Assembly Committee on Investment, Industry and Regional Development is currently undertaking an inquiry into the 'Inland Rail project and regional NSW'. Members of the Committee visited Curban on 23 April where the Manager Economic Development and Growth met with the Committee and provided information about Inland Rail and impacts to this LGA. Staff continue to participate in this inquiry.

### Grants

Staff are investigating projects which may be suitable for the Regional Job Creation Fund. This opportunity requires a cash co-contribution of 50 per cent of the total project cost.

Council's submission to the Your High Street program for \$841,788 for upgrades to the Coonamble main street was unsuccessful. Other grants applications which have been submitted and are awaiting decision include:

- Driver Reviver, \$148,125 for the upgrade of the driveways and carpark at Smith Park.
- Murray Darling Basin Plan Economic Development Program, \$486,200 for a Tourism Operator Business Development Program.

Recently submitted grant applications which have been successful include:

- NSW Planning Portal Roll-Out, \$50,000.
- Summer Break Youth Activity Program, \$10,000.
- Gulargambone Youth Centre Upgrade, \$79,378.
- Trooper Stables Restoration, \$55,231.

The following grant funded projects are in progress:

- Coonamble Sports Ground upgrade.
- New Visitor Information Centre.

- Town Entrance signage and Public Art sculptures.
- Coming to Coonamble Transport Initiative for youth and older people.
- Coonamble Koori Knockout, transport for teams.
- Community Resource Coonamble, providing training for local people to provide others with transport.
- Coonamble Kids, bus services.
- Showground Stimulus Grant for lighting.
- Warrena Weir Facilities Upgrade.
- Quambone Park toilet.
- Youth Week.
- Smith Park Netball Courts.

The Grants and Communications Officer attended a workshop in Narromine on 29 April, for grants and project officers from Councils in the Orana and Far West Regions, organised by the Department of Regional NSW. The Department briefed officers on upcoming grant opportunities and updated requirements of applying, reporting and acquitting grants.

### Communications

The half-page Weekly Connect advertisement continues to be used as a regular platform for communication with ratepayers, along with the hard copy Community Connect posted to all households on a monthly basis. A hard copy of the Artesian Bath Experience survey was included with the April mail-out.

Facebook continues to be a successful medium for communication, with subscriber numbers increasing by 21 in the last month to 1,763 in total. Two-thirds of those subscribed are women.

A Facebook post advising of the unveiling of the plaque in honour of John 'Bunda' Walker reached 3,700 people and was the most popular post in April, followed by a post for the Outdoor Cinema (as part of the school holiday program) reaching 3,300 people, a post for the community survey on the Artesian Bath Experience reaching 1,500 people and September Local Government Elections 1,400 people.

**Coonamble Shire Council**  
April 13 · 🌐

**Ceremony to honour John 'Bunda' Walker**  
You're invited to Macdonald Park, 2pm, this Friday for the unveiling of the John 'Bunda' Walker memorial plaque, near the skate bowl. Afternoon tea will be provided.

**COONAMBLE SHIRE COUNCIL**

You are invited to the unveiling of the  
**John 'Bunda' Walker Memorial Plaque**  
by Cr Karen Churchill and Bunda's family  
at the skate bowl, Macdonald Park,  
Friday, 16 April, 2021 at 2pm  
Afternoon tea provided

Get More Likes, Comments and Shares  
When you boost this post, you'll show it to more people.

**3,672** People Reached      **527** Engagements      [Boost Post](#)

**Performance for Your Post**

**3,672** People Reached

**220** Reactions, Comments & Shares ⓘ

<b>63</b> Like	<b>12</b> On Post	<b>51</b> On Shares
<b>88</b> Love	<b>11</b> On Post	<b>77</b> On Shares
<b>29</b> Comments	<b>0</b> On Post	<b>29</b> On Shares
<b>41</b> Shares	<b>41</b> On Post	<b>0</b> On Shares

**307** Post Clicks

<b>7</b> Photo Views	<b>0</b> Link Clicks ⓘ	<b>300</b> Other Clicks ⓘ
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**NEGATIVE FEEDBACK**

<b>0</b> Hide Post	<b>0</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts

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

Tourism Activities and Destination Marketing


Staff are currently compiling information and images for the inclusion in a revised visitor information guide.


Reach by @visitcoonamble social media pages continues to increase. Posts on the Visit Coonamble Facebook page reached 231% more people (a total of 4,211 people) in April, than March 2021. Likes increased by 19% and engagement by 79% on the page which assists in posts reaching a wider audience.


**Visit Coonamble** is with Destination NSW and 2 others.  
April 15 · 🌐

The talented team from **Mary - Short Film** shot a short film in Coonamble last year! The film is due to be released later this year we are eagerly waiting to see how the true story of a boy and his horse is delivered. Yes, a film shot in Coonamble- How amazing!

Thank you to Miss The Mark Productions for choosing to shoot this film in our beautiful backyard!

 **Mary - Short Film...** [See More](#)



 **Get More Likes, Comments and Shares**  
When you boost this post, you'll show it to more people.

**1,003** People Reached      **61** Engagements      [Boost Post](#)

**Performance for Your Post**

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**1,003** People Reached

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**37** Likes, Comments & Shares 📊

<b>33</b> <small>Likes</small>	<b>8</b> <small>On Post</small>	<b>25</b> <small>On Shares</small>
<b>0</b> <small>Comments</small>	<b>0</b> <small>On Post</small>	<b>0</b> <small>On Shares</small>
<b>4</b> <small>Shares</small>	<b>4</b> <small>On Post</small>	<b>0</b> <small>On Shares</small>

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**24** Post Clicks

<b>0</b> <small>Photo Views</small>	<b>0</b> <small>Link Clicks</small> <small>📊</small>	<b>24</b> <small>Other Clicks</small> <small>📊</small>
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**NEGATIVE FEEDBACK**

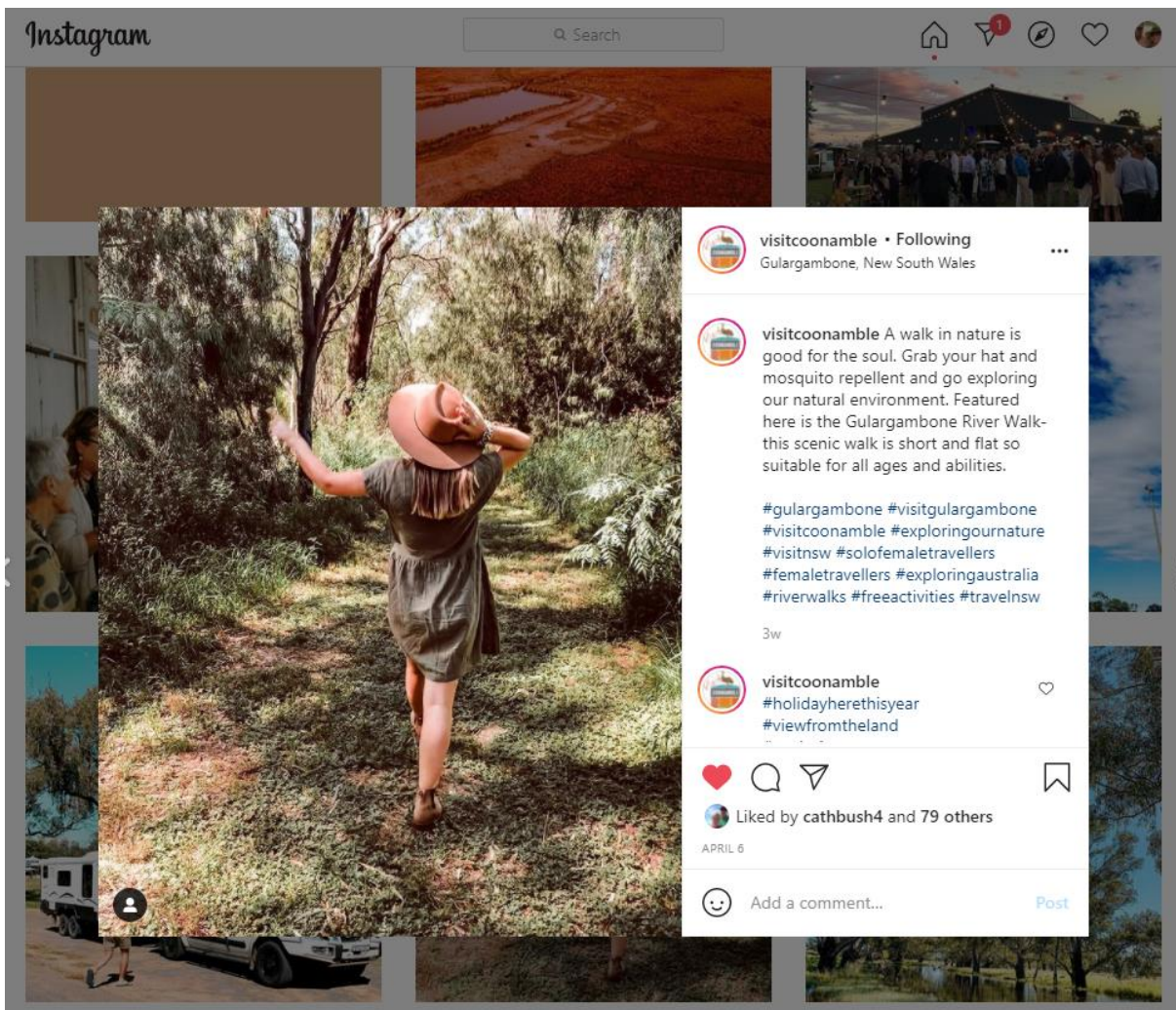
<b>0</b> Hide Post	<b>0</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

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Reported stats may be delayed from what appears on posts

The most popular post on Facebook was this photo of one of the camera men from a film shoot in Coonamble last year. The post reached more than a thousand people and had 61 engagements, which means 61 people either liked, shared, commented, clicked to read the entire caption, or stayed on the post for longer than 10 seconds.





The most popular post in Instagram was this photo of the Tourism and Events Officer on the Gulargambone River Walk. The post reached 1,438 people and from this reach, seven (7) clicked through to the Visit Coonamble website from the Instagram profile link. 86% of people who liked this post were not following our account at the time and found it through hashtags.

Staff linked this post to target markets identified by the Destination Management Plan by tagging pages associated with those groups and using relevant hashtags. The success of this post indicates the importance of targeted marketing. This post was shared to the Visit Coonamble Facebook page and was the highest reaching post of that fortnight, reaching a further 624 people.



During April, staff began posting Reels to the @visitcoonamble Instagram page. A Reels is a short less than 30 second video clip. In April, three reels were posted, which reached 4,208 people.

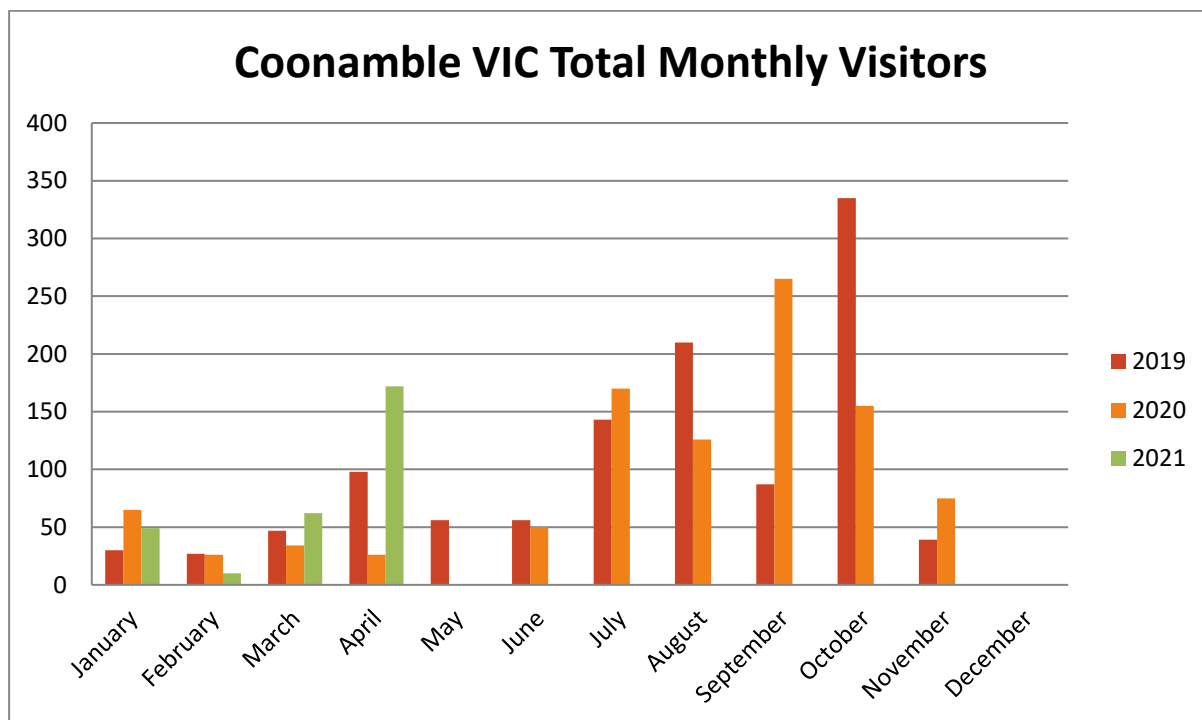
The audience on the @visitcoonamble Instagram page has increased by 76.5% in terms of followers, with total reach for the month reaching 6,050 people; this is 16 times the number of people who follow the page.

A giveaway competition was utilised to increase audience size and overall reach. Social media users were asked to follow the page, tag three (3) friends and share the giveaway post on their stories. The prize includes branded merchandise which is available for sale in the VIC. The competition closed on 30 April and garnered more than 70 new followers.

The Visit Coonamble website has experienced steady traction with 5,422 unique page views, up 247 from last month. The busiest day was 22 April, coinciding with the four widest reaching Instagram stories.

*Tourism Statistics*

During April, the VIC had 172 visitors. The same time last year, 26 visitors were welcomed to Coonamble. This variance is the likely result of the COVID-19 pandemic.



**(a) Governance/Policy Implications**

Policy documents relevant to activities reported here include the Code of Conduct, Community Consultation Policy, Media Policy, Procurement Policy, Public Art Policy and Social Media Policy.

**(b) Legal Implications**

There are no legal implications directly associated to this report.

**(c) Social Implications**

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

- Opportunities for recreation at an artesian bath experience;
- Participation in local public art projects and VIC exhibition and display, 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 ongoing maintenance of the public amenities building, public art and VIC remain 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.**

**10.7 STATUS OF INVESTMENTS - APRIL 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 - 16/07/2021	0.74%	91 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 -19/10/2021	0.30%	180 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 - 12/07/2021	0.30%	90 Days	1,500,000
National Australia Bank	A1+	Term Deposit - 26/07/2021	0.30%	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
<b>TOTAL</b>					<b>20,750,000</b>

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

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
			<b>\$ 20,750,000</b>
<b>General Fund Investments</b>			<b>14,004,751.27</b>
<b>Sewerage Investment Fund</b>			<b>2,552,875.47</b>
<b>Water Investment Fund</b>			<b>4,192,373.26</b>
			<b>\$ 20,750,000</b>

Interest earned on Investments for 2020-2021 as at 27 April 2021 **\$ 85,102**

**(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 27 April 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.**

**10.8 RATES AND CHARGES COLLECTIONS - APRIL 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 April 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.

	30 April 2021	30 April 2020
Rates and Charges	\$2,105,788.49	\$2,075,061.09
Water Consumption	\$410,816.99	\$272,516.72
<b>Total</b>	<b>\$2,516,605.48</b>	<b>\$2,347,577.81</b>

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

	30 April 2021	30 April 2020
Rates and charges in arrears as at 30 June 2020	\$904,997.89	\$694,494.20
Rates/charges levied & adjustments for 2020/2021	\$6,973,581.96	\$6,795,037.16
Pension Concession	(\$109,278.83)	(\$110,160.73)
Amounts collected as at 30 April 2021	(\$5,663,512.53)	(\$5,304,309.54)
<b>Total Rates and Charges to be Collected</b>	<b>\$2,105,788.49</b>	<b>\$2,075,061.09</b>

The amount levied for rates and charges for 2020 / 21 includes the current year's annual rates and charges and any interest added since the date the rates notices were issued. The amount received as at 30 April 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 30 April 2021 represents 26.73% of the total annual rates and charges levied and outstanding (compared with 27.71% on 30 April 2020).

### Water Consumption Charges

	30 April 2021	30 April 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	\$693,838.82	\$808,244.60
Amounts collected as at 30 April 2021	(\$682,045.89)	(\$970,966.79)
<b>Total Water Consumption Charges to be Collected</b>	<b>\$410,816.99</b>	<b>\$272,516.72</b>

The water consumption charges as at 30 April 2021 represents 37.59% of the total water consumption charges outstanding (compared to 21.92% on 30 April 2020). In comparing the two (2) years Council will note the significant variation, this is due to the late levy of 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 30 April 2021 represent 26.73% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 27.71% on 30 April 2020). The water consumption charges as of 30 April 2021 represents 37.59% of the total water consumption charges outstanding from previous years (compared to 21.92% on 30 April 2020).

**RECOMMENDATION**

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

**10.9 QUARTERLY BUDGET REVIEW - MARCH 2021**

**File Number:** Financial Quarterly Reviews F2-2  
**Author:** Bruce Quarmby, Director of Corporate and Urban Services  
**Authoriser:** Hein Basson, General Manager  
**Annexures:** 1. March 2021 Budget Review (under separate cover)

**PURPOSE**

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

**BACKGROUND**

Regulation 203 of the Regulations states that:

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

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

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

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

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

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

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

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

**(b) Financial Considerations**

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

**COMMENTARY**

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

Council commenced the 2020/21 financial year with the original operational budget surplus of \$12,347. At the completion of the March 2021 review Council's estimated budgeted result for the Financial Year has improved to anticipated operational deficit of \$460,083. For Council's information this equates to an improvement in the projected budgeted result from the December 2020 review of \$659,520.

Council's position after Non-operating expenditure has been considered, has shifted to a \$533,017 draw down on Council working funds.

Council will note that as in the past, the March Quarter budget review contains a higher-than-normal number of adjustments to its operational budgets, when compared to other budget reviews. This is because the March quarterly budget review is management's last opportunity to adjust its adopted operational budgets to best reflect the anticipated result. The main adjustments that have impacted the overall operational result for the March review are related to the treatment of grant funded programs, coupled with adjustments to employee related expenses to better reflect the level of anticipated expenditure.

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

- Corporate Services Salaries and Allowances – (P.2) The expenditure vote has been reduced by \$165,000. These savings have resulted from budgeted positions within the organisational structure being vacant for a period throughout the year. These savings have been used to fund an increase in use of contract services within the Corporate Services function of \$40,000, coupled with the part funding of Council's Asset Management Improvement program (P.3) to the value of \$120,000.
- Engineering Staff Salaries – (P.3) The expenditure vote has been reduced by \$95,000. These savings have resulted from budgeted positions within the organisational structure being vacant for a period throughout the year. These savings have been utilised to part fund Council's Asset Management Improvement Program (P.3) for \$40,000, coupled with an increase in the allocation of Engineering Consulting services of \$20,000.
- COVID-19 Leave Provision – (P.4) The budgeted expenditure vote has been reduced by \$530,501 to better reflect the anticipated level of expenditure as at the 30 June 2021. These savings have been offset by a reduction in the level of anticipated Oncost Recoveries (P.4) of \$400,000 coupled with increases in Council maintenance expenditure for Parks and Gardens (P.13) for \$60,000 and Unsealed Roads Maintenance (P.15) for \$60,000.

- Oncost Recoveries – (P.4) As mentioned previously, the budget for funding generated through Oncost Recoveries has been reduced by \$400,000 to better reflect the anticipated level for the 2020/21 financial year. This reduction has resulted due to a combination of budgeted positions within the organisation structure being vacant, coupled with a reduction in several works programs that contribute to the overall predicted level of Oncosts recovered.
- Oncost Recoveries – (P.4) Council will also note that accounting treatment / classification of Oncost recoveries has been changed in this Budget review, with the funding now recognised as an expenditure offset. This move is in line with the standard accounting treatment for Oncost Recoveries.
- Health Salaries and Allowances – (P.6) The expenditure vote has been reduced by \$91,500. These savings have resulted from budgeted positions within the organisational structure being vacant for a period throughout the year. These savings have been utilised to part fund an increase in Health Services Contract staff of \$91,500.
- Street Cleaning - (P.7) The expenditure vote has been reduced by \$40,000. This reduction in budgeted expenditure has been offset by a \$55,00 increase in Town Approaches maintenance vote (P.14).
- Coonamble Shire Youth Council – (P.8) The budgeted income and expenditure votes have been increased by \$55,000 in recognition of the grant funding recently awarded to Council to assist with its Youth Council programs.
- Planning Portal Implementation – (P.9) The budgeted income and expenditure votes have been increased by \$50,000 in recognition of the grant funding recently awarded to Council to assist with the costs associated with the implementation of the new planning portal as required by the State Government.
- Water Treatment and Misc Expenses – (P.10) The expenditure vote has been reduced by \$50,000 to better reflect the anticipated level of expenditure as the 30 June 2021.
- Repairs and maintenance – Coonamble Sewer – (P.10) The expenditure vote has been increased by \$66,200. Whilst \$40,000 of the planned increase relates to an increase in the planned operational costs, the remaining \$26,200 relates to the costs associated with Safety upgrades at the Tooloon street Pump station following a visit by SafeWork NSW.
- DCP Funding Coonamble Sportsground – (P.13) In accordance with the current accounting standards, Budgeted Grant funded Income has been reduced by \$253,775 to better reflect the planned levels of income and expenditure as at the 30 June 2021. This has been offset by corresponding reduction in the DCP Funded works (P.19) of \$253,775.
- Quarries, Pits and Crusher Operations Income – (P.14) Following discussions with Council's Quarry Overseer, and the Executive Leader of Infrastructure both Income and Expenditure votes have been adjusted to better reflect the anticipated result for the 2020/21 financial year. Council will note that the net effect on Council's overall budget is zero.
- Grant Funds – Local Roads and Community Infrastructure – (P.15) Following an assessment of the funding agreement for the grant funded program, the

income from this program has been assessed as operational. As such Council's Non-Operational budget has been reduced by \$928,818, with Council's Operational Income increased by a corresponding amount.

- Sealed Rural Roads Local – (P.15). The budgeted income and expenditure votes have been increased by \$350,000 in recognition of the grant funding awarded to Council to assist with the costs associated with the preliminary studies for the sealing of the Tooraweenah Road.
- Roads to Recovery Re-sheeting Program – (P.15) Following a review of Council's Roads to Recovery work program, coupled with discussions with Council's Executive Leader of Infrastructure the Re-sheeting vote has been reduced by \$175,732. These funds have been re-allocated to the Roads to Recovery Capital Works programs on page 20.
- Flood Mitigation – (P.19) In accordance with the advice provided by Council's Engineering Department, the budgetary allocation for works associated with the construction of the Coonamble Levee have been adjusted to reflect the planned level of income and expenditure for the 2020/21 financial year.
- Roads to Recovery Program – (P.20) In accordance with the advice provided by Council's Engineering Department, the budgetary allocation for Council's Roads to Recovery Capital Works program have been adjusted to reflect the planned level of expenditure for the 2020/21 financial year.

**(a) Governance/Policy Implications**

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

**(b) Legal Implications**

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

**(c) Social Implications**

There are no social implications arising from this report.

**(d) Environmental Implications**

There are no environmental implications arising from this report.

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

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

**(f) Risk Implications**

There are no risk implications arising from this report.

## CONCLUSION

Whilst the current Operational Budgeted result is indeed in deficit, management will continue to review its operations seeking to identify, where possible, savings in operational costs or alternatively, if additional revenue streams could be identified. Taking this into consideration, it is my opinion that the Quarterly Budget Review Statement for Coonamble Shire Council for the Quarter ended 31 March 2021

indicates that Council's financial position will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

### **RECOMMENDATION**

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

## 10.10 ADOPTION OF DRAFT OPERATIONAL PLAN 2021/22 FOR PUBLIC EXHIBITION

<b>File Number:</b>	<b>Finance Estimates - E6-1</b>
<b>Author:</b>	<b>Bruce Quarmby-Executive Leader - Corporate and Sustainability</b>
<b>Authoriser:</b>	<b>Bruce Quarmby, Executive Leader - Corporate and Sustainability</b>
<b>Annexures:</b>	<ol style="list-style-type: none"> <li>1. <b>Draft Fees and Charges 2021/22 (under separate cover)</b></li> <li>2. <b>Draft Operational Budget 2021/22 (A3 Pages) (under separate cover)</b></li> <li>3. <b>Draft CSC Operational Plan 2021/2022 (under separate cover)</b></li> </ol>

### PURPOSE

The purpose of this report is to seek Council's approval to place the draft Coonamble Shire Council Operational Plan 2021/22 on public exhibition for 28 days to invite comments/submissions from the community. Please refer to the Annexure included under separate cover relating to this report.

### EXECUTIVE SUMMARY

Council's draft 2021/22 Operational plan provides a direct link to the four (4) year Delivery Program and, in turn, the Community Strategic plan. The Program is set out in the five (5) key areas of Our People, Our Infrastructure, Our Economy, Our Environment, Our Leadership: each area with a series of objectives, goals, strategic and specific actions along with performance measures.

Council's draft Budget comprises the following:

• Operational Revenue of	\$26,628,386
• Operational Expenditure of	\$26,628,386
• Capital Expenditure of	\$20,428,378
• Loan Repayments (Principal)	\$ 49,819

The 2021/22 draft Budget as tabled, presents Council with a balanced Operational result. Whilst the draft Budget predicted result is a balanced result, it should be noted that several factors have influenced this result, including the continued downturn in interest rates, the legislated requirement of Council to have an Internal Audit function and an increase in depreciation costs incurred by Council.

Council's planned capital expenditure budget of \$20,428,378 can be broken down into the following classes:

• Information Technology	\$ 76,655
• Public Order and Safety	\$ 20,000
• Plant Acquisitions	\$ 1,774,000
• Council Buildings	\$ 869,000
• Sport and Recreation	\$ 193,775

- Transport and Communication \$ 13,396,471
- Economic Services \$ 800,000
- Water Supply \$ 2,258,560
- Sewer Supply \$ 1,039,917

## BACKGROUND

In line with the provisions of the *Local Government Act 1993*, relating to the Integrated Strategic Planning and Reporting Framework, Council is required to develop an annual Operational Plan that is derived from the four (4) year Delivery Program which, in turn, is developed from the ten (10) year Community Strategic Plan.

The *Local Government Act 1993* (NSW) states the following in **Section 405** with regards to the **Operational Plan**:

1) *A council must have a plan (its "operational plan") that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.*

2) *An operational plan must include a statement of the council's revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.*

3) *A council must prepare a draft operational plan and give public notice of the draft indicating that submissions may be made to the council at any time during the period (not less than 28 days) that the draft is to be on public exhibition. The council must publicly exhibit the draft operational plan in accordance with the notice.*

4) *During the period of public exhibition, the council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft operational plan applies.*

5) *In deciding on the final operational plan to be adopted, a council must consider any submissions that have been made concerning the draft plan.*

6) *The council must post a copy of its operational plan on the council's website within 28 days after the plan is adopted.*

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

The draft Operational Plan is required as part of Council's Integrated Planning and Reporting Framework.

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

The Operational Plan 2021/22 contains the draft operational and capital budgets for the upcoming financial year.

## COMMENTARY

The Operational Plan consists of a "written part" where strategies and actions have been developed for the 2021/22 financial year to achieve the goals and objectives that have been identified in the Community Strategic Plan and the Delivery Programme. The "financial part" of the Operational Plan provides for the financial



resources to enable Council to implement the strategies and actions as set out in the Operational Plan for 2021/22.

After an analysis of the way in which Council’s Delivery Program had been presented as part of Council’s annual Operational Plans and Budgets, the draft Operational Plan actions for the next financial year have been refined.

Previous actions that have been removed were analysed as being duplicates and repetitive and/or could be more strategic through consolidation and refinement with other actions. Through the monitoring and review conducted bi-annually over the last four (4) years, several actions have become part of the work culture and considered business as usual. The draft Operational Plan’s actions includes a rationale description of why some actions have been removed and how they better link with other actions. Once the final document is adopted, it is suggested for the rationale column to be removed.

Actions were also added in following consultation with the Councillors on strategic priorities, the outcome of the Community Satisfaction Survey, the obligations to submit data and information to comply with relevant legislation and to also reflect the recent organisation restructure.

Overall, the actions presented in this draft Operational Plan reflect the intent of the Strategic Plan 2032 and Delivery Program 2017-2021. It is also important to acknowledge that the current term of Councillors has been extended by a another year, which does not really fit in with the adopted cycle of the Integrated Planning and Reporting Framework’s (IPRF) suite of documents. Last year’s Operational Plan had 186 actions, whilst this year’s format introduces 87 actions. These actions are linked with goals that have been identified within a framework of being strategic, measurable, achievable, realistic and timely. Measures have been provided to assist in reporting progress which has not been done in the past. This initiative should be seen as “work in progress”. After the elections in September, Council, in concert with the community, will in all probability embark on the development of a whole new suite of IPRF suite of document – which should provide good direction to elected representatives and staff going forward.

The Draft 2021/22 Budget as presented to Council is broken down into two major components; the first being the Operational Budget, which deals with the day-to-day operations of the Council. The other component as presented is the Non-Operational component; this section covers Council’s Capital Works Budget and other transactions that affect its financial position (Balance Sheet).

Management was faced with a draft Operational Budget deficit of approximately \$2.1 million; however, following meetings between management and a subsequent budget workshop with Council, the draft 2021/22 Operational budget result has been trimmed to a balanced result. Whilst the overall budget result is balanced, it is made up of the following results for each of Council’s Funds:

**Draft Budgeted Operational Result for 2021/22** -

Comprised of the following fund results,

General Fund	(92,785)
Water Fund	154,729
Sewerage Fund	(61,944)

Council’s draft Non-Operational Budget result for 2021/22 is summarised in the table below:

**Draft Budgeted Non Operational Result for 2021/22**

Comprised of the following fund results,

	<u>6,956,592</u>
General Fund	6,801,863
Water Fund	154,729
Sewerage Fund	-

In preparing the 2021/22 draft Budget for consideration it was necessary to base the predicted levels of income and expenditure on a range of core financial assumptions. These assumptions are based on prior results and staff research. Dealing first with Council's Income streams the following assumptions were used:

- The full rate peg increase of two percent (2.0%) has been applied to Council's General Rate Revenue.
- Based on the current pricing structures and associated system costs, Council's Water Access Charges and User Charges have been increased as follows, with both the Access and User charges for the Coonamble and Gulargambone increasing by 10 percent. Conversely the Water Access and User Charges for Gulargambone have both been increased by five (5) percent.
- Based on the current pricing structure and associated system costs, Council's Sewer Access Charges for Coonamble have been increased by 10 percent, whilst the Sewer Access Charge for Gulargambone has been increased by five (5) percent.
- Income from Waste Management Access charges have not been increased.
- The Income from Financial Assistance Grants has been budgeted to increase by one and half percent (1.5%).
- The income from interest earned on Council's investments has been modelled on an average interest rate of 0.4% for the 2021/22 financial year.

The following core assumptions were used in estimating Council's Expenditure streams:

- Wages votes were increased by two percent (2%). It should be noted that one of the measures implemented by management to achieve a balanced Operational result, was the decision to not fully fund the organisational structure for the 2021/22 financial year.
- Insurance Premium expenses were increased by 10 percent.
- Electricity expenses were increased by two (2) percent on the predicted 2020/21 result.
- Unless a specific adjustment was requested, expenditure votes were increased by two (2) percent on the projected 2020/21 expenditure.
- As previously reported to the March 2021 Council Meeting, additional staffing resources have been allocated to and funded from Council's Water and Sewerage functions.
- In accordance with the relevant accounting standards, Council's depreciation expenses have been budgeted for utilising the most up to date financial information.

In working through the budgeting process to achieve a balanced operational result, several potentially significant issues were identified by management. The two major issues identified by management were Council's increased "dependence" on grant funding coupled with the impact that changes to Council's levels of depreciation expenditure, once recognised, could have on the operational result.

Dealing first with the issue of grant funding, whilst it is indeed a positive for Council to be able to attract significant levels of grant funding to fund both operational and capital works, it also has the capacity to "divert" Council's attention away from certain financial and operational issues. In addressing the core "hidden" financial issue, whilst the income received from grant funds may allow Council to achieve a balanced or surplus result it has the effect of negatively impacting on Council's own source operating revenue ratio. This ratio is a measure of Council's fiscal flexibility, in essence the lower this ratio is for Council, the more dependant Council is becoming on securing external funding in the form of grants to fund its operations.

For Council's information, based on the information contained with the 2021/22 draft Budget, its projected own source operating revenue ratio for the upcoming financial year will be 44%, which is below the current minimum benchmark ratio of 60% as set by the Office of Local Government.

In relation to the potentially "hidden" operational issues caused by an increased reliance on grant funding, the main area of concern identified is its possible impact on the planning and allocation of Council resources. This occurs when Council must juggle its own workplans and priorities to ensure that the grant funded projects are completed on time and in accordance with the funding agreements. This is made especially more difficult for Council staff to achieve when there is a delay in the announcement and finalisation of grant funding agreements. Council then runs the risk as being perceived by its local constituents as not being responsive to the local needs, as often its own works programs and projects may be placed on the back burner to allow completion of the grant funded works.

The other significant issue identified by management was the impact that changes to the level of depreciation expenditure, as recognised by Council, has on the budgeted operational result. Given that, as per the tabled draft 2021/22 Operational Budget, depreciation expenditure currently accounts for 25.18% of Council's total budgeted expenditure, due care and consideration needs to be given to decisions that may impact on the overall level of depreciation expenditure incurred by Council.

Typically, these decisions relate to either the acquisition, renewal, or disposal of Council Assets. As such, the importance of taking into consideration a whole-life costing approach when dealing with Council assets cannot be understated, as decisions such as these not only affect Council's current, but future financial performance.

Whilst Council should take into consideration the information contained above, and that it indeed may cause concern moving forward in the future, Council is still currently in a strong financial position. This is supported by the fact a number of key performance ratios, such as its Unrestricted current ratio and Debt service cover ratio remain above the industry benchmarks, as set by the Office of Local Government.

#### Council's Revenue Policy:

Council proposes to continue to levy ordinary rates using a structure comprising a minimum amount to which an ad valorem component is added. The full annual rate pegging increase of 2.0%, as advised to Council, has been applied for the purpose of these calculations. Other significant changes to the revenue policy are as follows:

- The Water Access charges for Coonamble and Quambone have been increased by 10 percent on the base access fee.
- The Water Access charges for Gulargambone have been increased by five (5) percent on the base access fee.
- The Sewer Access charges for Coonamble have been increased by 10 percent.
- The Sewer Access charges for Gulargambone have been increased by five (5) percent.
- The Water Usage charges for Coonamble and Quambone have been increased by 10 percent, whilst Gulargambone Water Usage charges have been increased by five (5) percent. These increases in charges are based on the current pricing structure and associated system costs for the provision of this service to ratepayers, for the respective systems.
- The Domestic Waste Management charges have not been increased.

Council will note that in the above list, the suggested increases in the access and user charges for both water and sewerage for Gulargambone have been at a lesser amount than that of the other towns within the Coonamble Shire. This decision was made due to the pricing structure and associated system costs currently in effect, coupled with the actual monetary value of the proposed increases. This is clearly demonstrated by the following example: a 10 percent increase in the Coonamble Sewer Access charges equates to an annual increase of \$55, whilst a five (5) percent increase in the Gulargambone Sewer Access charges equates to an annual increase of \$40.

#### **COMMENTARY: GENERAL MANAGER**

As part of a Councillor Workshop on the Budget preparation, the matters mentioned below were discussed to develop an understanding of the “bigger picture” challenges which Council is confronted with in developing a balanced budget (i.e. a budget where the revenue and expenses are “balanced”, with no deficit. It goes without saying that it would be the best position for Council to be in to have an operating surplus as its “bottom line”.

My thanks and appreciation go to the Executive Leader Corporate and Sustainability for his diligence and commitment to get us to a position of presenting a “balanced” draft budget to Council for adoption – for the purpose of it being publicly advertised for a period of 28 days.

For the record, the original “wish-list” draft budget has been reduced with approximately \$4 million to reach this “balanced” budget situation. This state of affairs is a clear indication that there is no “fat” or “hollow logs” within the draft budget. Further, as is mentioned in the above-mentioned Executive Leader’s commentary, Council’s excessive reliance on grant funding to fully fund its operations is not sustainable. The writing is proverbially on the wall that Council will have no other option than to take steps to increase its “Own Source Revenue” in the foreseeable future to keep on balancing its annual operational budgets.

The following matters are largely driving the difficulty for Local Councils to maintain “balanced” budgets:

#### **1. Scale and Capacity**

There is an expectation from the NSW Office of Local Government for all Councils to have scale and capacity. What does this mean? It means, amongst other compliance requirements, for a Council to have the scale and capacity to adequately deal with the following on an ongoing basis:

- Integrated Planning and Reporting Framework: The implementation thereof and adherence to the principles and requirements, e.g. the:
  - Community Strategic Plan;
  - Delivery Programme;
  - Operational Plan (Annual Budgets & Strategic Objectives and Actions);
  - Support Documents;
    - Long Term Financial Plan;
    - Resourcing Strategy (HR);
    - Asset Management Plans;
    - Other higher level Council Plans (e.g. Economic Development Strategy).
- Financial Sustainability (Fit For the Future accreditation and ongoing Financial Performance Indicators).
  - The past practice of evaluating and considering annual budgets from a cash (where the depreciation costs get backed out), instead of an accrual accounting perspective (where depreciation costs are viewed as a real expense that needs to be fully funded), lulled Councillors into a false sense of financial security.
- Unexpected and Emergency Events (e.g. Floods, Bushfires and Pandemics like Covid-19).
- Doing projects with scale to maximise efficiencies (lower cost).

## **2. Compliance Requirements**

- Regulatory – Companion Animals, Planning and Building matters, Food shop inspections, Swimming Pools etc.
- Planning – Council's Local Environmental Plan, Development Control Plans, Development Applications etc.
- Records Management – State Archive Legislation.
- TfNSW – Highway Works working under a strict accreditation regime.
- External Audit and Risk Committee – Implementation will be mandatory six (6) months after the September elections.

## **3. Organisation Structure**

- It should support the scale and capacity, compliance, and other legislative requirements.
- It should support the goal of creating career paths for staff.
- It should support the notion of a “learning organisation” (growing our own).

- It should support an environment where staff get stretched and challenged to perform within a supportive atmosphere, but don't feel the workplace becomes a threat (because it all becomes overwhelming and impossible to manage).
- It should acknowledge the local economic impact of Council employing staff and the multiplier effect of every dollar that gets spent locally.

#### **4. External Conditions and Decisions**

- Rate Pegging is an ongoing State Government policy since 1978, with devastating effects for Local Government, eroding its revenue base.
- Current Budget: provides for 2% increase in salaries and wages (negotiated at a State industrial level), 1.2% increase in FAGs, 2% increase in rates.
- Cost Shifting means the passing down of functions from the State Government to Local Government without the necessary funding (currently estimated by LGNSW to be \$820 million pa).
- Revenue (interest) earned on investments is no longer a source of additional income for Council.

#### **5. WH&S and Workers Compensation**

- Council is expected to be a responsible employer.
- Senior executive management is liable in terms of the *Work Health and Safety Act 2011* – with heavy fines and prison sentences in more serious instances.
- Workers' compensation is a "no fault" insurance – with the potential to impact significantly on the operational budget.

#### **6. Asset Management Considerations**

- Local rural roads network – there has been, with all due respect, made inadequate budgetary maintenance provisions for many years, which need to be addressed. The question that currently remains unanswered is how?
- Houses and other buildings/properties – this asset class burdens Council with annual depreciation, maintenance, and renewal costs.
- Competitive Federal and State grant funding system – this current arrangement assists and reinforces the culture of Councils competing for and creating more assets without any or inadequate consideration of the ongoing operational costs, maintenance, and renewal costs of new assets into the future.
- Other Government grants and financial promises, e.g. the sealing of Tooraweenah Road, will add to Council's existing annual depreciation costs as this expenses should be regarded as being a "real" and "true" expense that needs to be fully funded.
- Artesian Baths – it will be important for Council to consider how the additional depreciation costs associated with this planned facility will be funded into the future, unless the operational model will be such that the asset is not reflected as being carried on Council's 'books'.

#### **7. Rural Fire Service – account for their depreciation on fixed assets**

- Although we don't have the care, management and control of Rural Fire Service's assets, Council currently needs to account for the full depreciation costs of their fixed assets.
- Council also now needs to fund the additional Workers Compensation insurance costs for their volunteers (rightly and justifiably acknowledging these volunteers as valued "employees", but the State Government should be carrying the cost for this expense, and not Local Government.

## 8. Local Considerations for the Coonamble Shire Council

- Because of the decades (43 years) of the State Government's rate pegging policy, it has eroded this Council's financial position as well. The obvious way to fix this dilemma would be to increase its revenue stream through a special rate variation (as both Gilgandra and Warrumbungle Shire Councils have already done). Alternatively, through the identification of literally hundreds of thousands of savings – in order to make a difference. However, as is mentioned above, there is no "fat" in the current budget or "hollow logs" that would be available for "propping up" the operational budget to such a significant extent. However, in this regard, it needs to be mentioned that Council has a significant borrowing capacity, and this is an avenue that needs further investigation and consideration as a means to fund future capital expenditure. Also, in the same vein, Council has considerable reserve funds available.
- It is hard to attract and retain suitably qualified and experienced staff:-
  - This situation is having the effect that the organisation actually needs a larger number of staff because of ineffectiveness and inefficiency associated with ongoing staff vacancies and staff turnover (which basically explains why redundancy within a "learning organisation" is needed). However, Council currently does not have and cannot recruit the required staff. In this regard, it is acknowledged that there is an acute staff shortage within the larger region as well.
  - The negative perception that is in some instances created to the outside world through the printed and social media provides for another complicating factor. The question needs to be asked by us all whether this display of negativity is assisting us in creating an image of the Coonamble area that is attractive and lucrative to potential investors, employees, and residents to move here and add value to our skills base and social capital?

### (a) Governance/Policy Implications

If adopted by Council, the draft Operational Plan 2021/22 will set the overarching direction for Council for the upcoming financial year.

### (b) Legal Implications

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

**(c) Social Implications**

This draft Operational Plan as presented is linked through Council's Delivery Program to Council's Community Strategic Plan. The goals and strategic objectives outlined for 2021/22 were identified as part of the community consultation that took place in the formulation of these plans, as well as the recent Coonamble Shire Masterplan – which further elaborates on particular strategic objectives already identified within the Integrated Planning and Reporting suite of documents.

**(d) Environmental Implications**

Council's draft Operational Plan 2021/22 addresses a number of environmental strategic objectives, strategies and actions.

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

Council's officers must be mindful of the economic and asset management implications in the preparation of Council's draft Operational Plan 2021/22. Whole of life asset and depreciation cost considerations are important drivers in Council's future financial direction and ability to properly maintain and renew such infrastructure and assets.

**(f) Risk Implications**

Council's draft Operational Plan 2021/22 addresses a number of strategic objectives, strategies and actions relating to risk.

**CONCLUSION**

Council's draft 2021/22 Operational Plan provides a direct link to the four (4) year Delivery Program and, in turn, the Community Strategic Plan. The Program is set out in the five (5) key areas of *Our People, Our Infrastructure, Our Economy, Our Environment, Our Leadership*, each area with a series of objectives, goals, strategic and specific actions along with performance measures.

Council's draft Budget comprises the following:

- Operational Revenue of \$26,628,386
- Operational Expenditure of \$26,628,386
- Capital Expenditure of \$20,428,378
- Loan Repayments of \$ 49,819

It is recommended that Council places the draft Operational Plan 2021/22, along with Council's proposed revenue policy and fees and charges, activities, and budget figures for the financial year 2021/22, on public exhibition for 28 days.

**RECOMMENDATION**

1. **That Council authorises the draft Operational Plan 2021/22, and hereby makes, fixes, and levies the expenditure amounts set out in the Draft 2021/22 Operational Plan and Budget, in annexure under separate cover to the Business Paper, for public exhibition in accordance with the provisions of Section 405 of the Local Government Act for 28 days from Thursday, 13 May 2021, with a submission closing date of Thursday, 10 June 2021.**



2. That Council advertises the draft Operational Plan 2021/22 in the Coonamble Times, on its website and Facebook pages and displays the relevant documents on Council's Website, as well as making hard copies available to members of the public who request same.
3. That, in accordance with the provisions of Section 535 of the Local Government Act 1993 (NSW), Council makes, fixes, and levies the Rates and Charges for the 2020/21 financial year, and authorises same for public exhibition as part of the Council's Draft 2021/22 Operational Plan and Budget, in accordance with the provisions of Section 405 of the Local Government Act 1993 for 28 days from Thursday, 13 May 2021, with a submission closing date of Thursday, 10 June 2021:

**Residential – Coonamble:**

A Residential – Coonamble rate of 1.5713 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$490.00 per annum;

**Residential – Gulargambone:**

A Residential – Gulargambone rate of 1.2800 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$490.00 per annum;

**Residential – Village:**

A Residential – Village rate of 1.2800 cents in the dollar on the current land values of all rateable land in the village of Quambone, with a minimum rate of \$480.00 per annum;

**Farmland:**

A Farmland rate of 0.296 cents in the dollar on the current land values of all rateable land in the Local Government Area being farmland, with a minimum rate of \$390.00 per annum;

**Small Rural Holdings:**

A Small Rural Holding rate of 0.8400 cents in the dollar on the current land values of all rateable land in the Local Government Area being small rural holdings, with a minimum rate of \$510.00 per annum;

**Rural Residential:**

A Rural Residential rate of 0.7300 cents in the dollar on the current land values of all rateable land in the Local Government Area being rural residential, with a minimum rate of \$480.00 per annum;

**Business:**

A Business rate of 2.3600 cents in the dollar on the current land values of all rateable land in the Local Government Area being Business, with a minimum rate of \$540.00 per annum.

4. That the Schedule of Fees and Charges for the 2021/22 financial year be made, fixed, and charged by Council and authorised for public exhibition as part of the Council's Draft 2021/22 Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993 for 28 days from Thursday, 13 May 2021, with a submission closing date of Thursday, 10 June 2021.

5. That Council makes, fixes, and levies the amounts contained within the Water Supply Charge Schedule for the 2021/22 financial year, and that same be authorised by Council for public exhibition as part of its Draft 2021/22 Operational Plan and Budget, in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 13 May 2021, with a submission closing date of Thursday, 10 June 2021. FURTHER, that Council makes, fixes, and levies the following charges in accordance with the provisions of Section 552 and Section 501(1) and Section 502 of the *Local Government Act 1993* on such land which water is connected or able to be connected to for the year ending June 2022:

Town/Village	Access Charge (\$) 20mm	Usage Charge – 1st Tier (c/kl)	2nd Tier Pricing Limit (kl)	Usage Charge 2nd Tier (c/kl)
Coonamble	360	115	450	185
Gulargambone	470	110	450	170
Quambone	470	125	430	210

The Access Charges as above are for 20mm services, the charges below allow for the size of the water meters as required by best practice pricing. The resulting charges are shown in the table following:

Item	Coonamble (\$)	Gulargambone (\$)	Quambone (\$)
Access charge (20mm meter)	360	470	470
Access charge (25mm meter)	565	738	738
Access charge (40mm meter)	1,440	1,880	1,880
Access charge (50mm meter)	2,250	2,938	2,938
Access charge (75mm meter)	5,062	6,608	6,608
Access charge (100mm meter)	9,000	11,750	11,750

6. That the Sewer Supply Charge Schedule for the 2021/22 financial year be approved by Council for public exhibition as part of the Council’s Operational Plan and Budget in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 13 May 2021, with a submission closing date of Thursday, 10 June 2021. FURTHER, that Council makes, fixes and levies the following charges in accordance with the provisions of Section 501(1), Section 502 and Section 552 of the *Local Government Act 1993* on such land which sewer is connected or able to be connected to for the year ending June 2022.

**Residential Sewerage – Coonamble**

Sewerage availability charge of \$615.00 per annum per assessment.

**Residential Sewerage – Gulargambone**

**Sewerage availability charge of \$810.00 per annum per assessment.**

**Sewerage – Coonamble Flats**

**Sewerage availability charge of \$520.00 per annum per unit.**

**Sewerage – Gulargambone Flats**

**Sewerage availability charge of \$735.00 per annum per unit.**

**Non-residential Sewerage - Coonamble**

**Sewer charge for Non-residential Sewerage – Coonamble is not less than a minimum charge of \$615.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water consumption. The treatment charge to be applied is 173 cents per kilolitre.**

**Non-residential Sewerage - Gulargambone**

**Sewer charge for Non-residential Sewerage – Gulargambone is not less than a minimum charge of \$810.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water consumption. The treatment charge to be applied is 173 cents per kilolitre.**

7. That the Waste Collection Service Schedule for the 2021/22 financial year be approved by Council for public exhibition as part of the Council’s Draft 2021/22 Operational Plan and Budget in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 13 May 2021, with a submission closing date of Thursday, 10 June 2021. FURTHER, that Council makes, fixes and levies the following charges in accordance with the provisions of Section 496 and Section 502 of the *Local Government Act 1993* for the Waste Collection Services (with the understanding that one (1) Waste Collection Service entitles a property owner to a 240-litre weekly garbage service per assessment – unless otherwise indicated):

Particulars	2021/2022 Charge per annum (\$)
Domestic – Coonamble Occupied	280.00
Domestic Coonamble – additional Service (per additional service)	140.00
Commercial – Coonamble Occupied	280.00
Commercial Coonamble – additional Service (per additional service)	140.00
Domestic – Gulargambone Occupied	365.00
Domestic Gulargambone – additional Service (per additional service)	140.00
Commercial – Gulargambone Occupied	365.00

<b>Commercial Coonamble – additional Service (per additional service)</b>	<b>140.00</b>
<b>Domestic – Quambone Occupied</b>	<b>315.00</b>
<b>Domestic Coonamble – additional Service (per additional service)</b>	<b>140.00</b>
<b>Commercial – Quambone Occupied</b>	<b>315.00</b>
<b>Commercial Quambone – additional Service (per additional service)</b>	<b>140.00</b>
<b>Coonamble/Vacant Land – within scavenging area</b>	<b>48.00</b>
<b>Gulargambone/ Vacant Land – within scavenging area</b>	<b>48.00</b>
<b>Quambone/Vacant Land – within scavenging area</b>	<b>48.00</b>

8. That Council, in accordance with the provisions of Section 566(3) of the *Local Government Act 1993*, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2022. The rate for the 2021/22 financial year is 6.0% per annum (7.00% for 2020/21).
9. 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 consideration and adoption of the final 2021/22 Operational Plan and Budget at its Ordinary Meeting in June 2021.
10. That Council, in accordance with the provisions of Section 405(6) of the *Local Government Act 1993*, places a copy of its adopted Operational Plan on its website within 28 days of it being formally adopted at the June 2021 Ordinary Meeting.

**10.11 INFORMATION UPDATE ON RURAL FIRE SERVICES SHED****File Number: Donations - D7****Author: Bruce Quarmby-Executive Leader - Corporate and Sustainability****Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability****Annexures: 1. Coonamble Clay Target Club Correspondence****PURPOSE**

The purpose of this report is to inform Council of recent developments with the former Coonamble Rural Fire Brigade (RFB) Headquarters Shed.

**BACKGROUND**

Over the past twelve months Council has fielded several enquiries regarding the future of the “old” Coonamble RFB Shed. Following Council receiving formal advice that the building was no longer required by the New South Wales Rural Fire Service (RFS), an expression of interest (EOI) for the removal of the shed was called for with the outcome reported to the November 2020 Council meeting.

At the November meeting Council passed the following resolution.

**12.12 CALL FOR EXPRESSION OF INTEREST FOR RURAL FIRE SERVICE SHED****RESOLUTION 2020/189**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

- 1. That Council resolves to dispose of the “old” Coonamble Rural Fire Brigade (RFB) shed.**
- 2. That Council nominates the Coonamble Clay Target Club as the successful community organisation to take ownership of the “old” shed mentioned in paragraph one (1) above.**
- 3. That Council arranges for a legal agreement to be prepared and signed on behalf of both parties, for the dismantling and removal of the “old” Coonamble RFB shed from its current site, based on the condition that the Coonamble Clay Target Club be responsible for all costs associated with these actions.**

**CARRIED**

Since the meeting Council staff have been in communication with representatives from the Coonamble Clay Target Club to facilitate the Council resolution. On 29 March 2021 Council received formal notification from the Coonamble Clay Target Club that due to the costs associated with the relocation of the shed, that they have decided to withdraw their acceptance of Council’s offer for the “old” Coonamble RFB shed. A copy of this letter has been attached this report for Council’s information.

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

L1.4.4 Governance is open and transparent.

**(b) Financial Considerations**

Currently Council recognises the value of the Coonamble RFB shed at fair value of \$187,935 within its asset registers. In disposing of the shed, Council will, in effect, be incurring an expense equal to the fair value of the shed at the time of disposal.

**COMMENTARY**

Following the withdrawal of the Coonamble Clay Target Clubs acceptance of the “old” Coonamble RFB shed, Council having resolved to dispose of the shed will now have to reconsider its options for disposal of the shed.

Some of the options to dispose of the shed include, but are not limited to:

- The sale of the shed.
- Alternatively, “gifting” the shed to an interested community group.
- Demolition of the building and disposal of the materials.

Whilst a sale of the shed would indeed return some funds to Council, the opportunity has presented itself for Council to potentially provide a significant boost to a local community group, and in so doing improve the community’s access to facilities within the local government area.

Given this information, management recommend that Council again consider calling for a new EOI for the “old” Coonamble RFB shed from interested parties, with the proviso that the successful applicant be responsible for all costs associated with the dismantling and removal of the shed from its current site. Once the EOI process has been completed a report, along with any submissions received, will be brought back to Council for consideration.

**(a) Governance/Policy Implications**

In accordance with *Section 377(1)(h) of the Local Government Act 1993* any decision to dispose of buildings must be made by resolution of Council, as the power to sell, exchange or surrender buildings cannot be delegated.

**(b) Legal Implications**

A legal agreement may be needed to facilitate the disposal of the shed.

**(c) Social Implications**

There are no social implications directly attached to this report.

**(d) Environmental Implications**

There are no environmental implications directly attached to this report.

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

The disposal of the asset releases Council from all obligations associated with the maintenance and upkeep of the asset, although it will have an initial negative impact on Council’s financial “bottom line”.

**(f) Risk Implications**

There are no risk implications directly attached to this report.

**CONCLUSION**

The “old” Coonamble RFB shed has become surplus to both the RFS and Council’s operational requirements. As such at its November 2020 meeting, Council resolved to dispose of the shed. Whilst the Coonamble Clay Target Club have withdrawn their acceptance of Council’s offer for the shed, Council is now in the position where it must decide on the appropriate disposal method for the asset.

**RECOMMENDATION**

- 1. That Council notes the information contained in this report.**
- 2. That Council requests the Executive Leader of Corporate and Sustainability to make the necessary arrangements to call for expression of interest for the disposal of the “old” Coonamble Rural Fire Brigade, and for a report to be brought back for Council’s consideration.**



**COONAMBLE CLAY TARGET CLUB**  
**PO BOX 483**  
**COONAMBLE**  
**NSW 2829**

Mr Bruce Quarmby,  
Executive Leader Corporate and Sustainability  
Coonamble Shire Council  
PO Box 249  
Coonamble NSW 2829

I am writing regarding the offer of the Rural Fire Service shed by Council to the Coonamble Clay Target Club. After considerable costing for the removal, reconstruction and modification to the building the CCTC has decided it is not cost effective to go ahead with the project. The CCTC is very appreciative of the offer and would like to thank the council for considering us.

Regards

A handwritten signature in black ink, appearing to read 'Mark Meers', is written over the word 'Regards'.

Mark Meers  
President – Coonamble Clay Target Club.





**10.12 URBAN SERVICES - WORKS IN PROGRESS**

**File Number:** Reports - R6

**Author:** Bruce Quarmby-Executive Leader - Corporate and Sustainability

**Authoriser:** Hein Basson, General Manager

**Annexures:** Nil

**PURPOSE**

The purpose of this report is to provide information on works in progress within Council's Urban Services section for the month of April 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 April, Council Urban Services section's works program has been focused on addressing the backlog of works due to the periods of high growth in ground vegetation.
- The preparations to the Coonamble Showground facility for the annual Coonamble Show are progressing as planned.
- The erection of the lighting towers at the Coonamble Sportsground, that was originally scheduled to occur the week ending 7 May 2021, was postponed due to wet weather. At the time of writing this report, the works have been scheduled for the week ending 14 May 2021.

- As the works on the installation of the lighting at the Coonamble Sportsground were put on hold due to the wet weather, unfortunately due the nature of the works being undertaken and the potential associated risks as advised by the contractor and the project manager, Council was left with no alternative but to close the oval for the for until the works can be progressed further. As soon as this became apparent Council staff contacted each of the affected organisations to notify them of the situation.

**Vandalism:**

- Vandalism costs incurred by Council for the 2020/21 financial year to date amount to \$11,795.11.
- The repairs to the public toilets in McDonald Park, which were damaged by vandals, have been completed. For Council's information 64.48 % of the total vandalism costs incurred to date are related to acts of vandalism that have occurred in McDonald Park.

**Pools:**

- Council's Public Pools have been winterised for closure.
- During the off season minor planned maintenance will continue to occur at the three Council facilities.

**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.**

**10.13 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 April 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 (\$)
8/04/2021	Fat Sale	928	1940.36			932	7400.73
SALEYARDS ACCOUNT 01/07/2020 – 27/04/2021							
Saleyard Operations:							
			Income		86,159.30		
			Expenditure		98,742.59		
			Deficit		-12,583.29		
Truck wash:							
			Income		25,736.20		
			Expenditure		25,517.00		
			Surplus		219.20		
Summary							
			Income		111,895.50		
			Expenditure		124,259.61		
			Deficit		-12364.11		

## Saleyards Activities

The fat sale for the year was held on 8 April 2021 with a throughput of 936 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.

Council received correspondence from Aus Meat for the National Saleyards Quality Assurance that they are intending to conduct an audit during a sale. The Saleyard Agents have been reminded to ensure to quality assurance with their practices.

The Saleyards Committee are proposing to meet in June.

### (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.**

**10.14 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 April 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 April 2021.

**The late John "Bunda" Walker plaque unveiling**

- The late John "Bunda" Walker, former councillor of the Shire, was honoured at a plaque unveiling at MacDonald Park's skate bowl on Friday 16 April.
- Cr Karen Churchill and "Bunda's" family unveiled the plaque and the event was well attended by his family and friends.
- The plaque is affixed to the skate bowl seating and viewable from the road and honours his contribution he made to the community and the advocacy for the construction of the skate bowl.



Photo: John “Bunda” Walker plaque unveiling on 16 April 2021.

### **Library**

- Cr Karen Churchill and the Executive Leader Environment, Strategic Planning and Community (ESPC) attended the NSW Public Libraries Association (PLA) Central West Zone meeting in Dubbo on 20 April 2021 which included the annual general meeting.
- Cr Les Lambert from Narromine Shire Council was re-elected as Chair.
- The NSWPLA draft Strategic Plan was tabled at the meeting and discussed for feedback and comment. The draft currently proposes the objective of NSW PLA to be the peak body for public libraries in NSW and to:
  - Advocate effectively
  - Initiate partnerships
  - Champion the public library cause
  - Build trust and support
  - Provide relevant information
  - Foster cooperation and collaboration
  - Strengthen the public library network
- The meeting allowed for open discussions on the slow recovery of libraries following COVID-19 closures with only two (2) of the libraries reporting



numbers that were greater than pre-COVID-19 numbers and the ageing workforce in the library sector.

- The Australian Library and Information Association is currently working on several initiatives including mentorship programs in dealing with the issue of the ageing workforce.
- The library statistics will be provided in next month’s report.

**Youth Council 2021-2022**

- Council received a grant of \$55,576.00 to establish a new 2021 Youth Council from the Stronger Country Communities Fund (Round 3).
- To date, Council has received a few nominations and is looking at further extending the promotion for the Youth Council nominations with targeted engagement with Gulargambone Central School and Coonamble High School.
- The Community Services Coordinator is currently being recruited who will be a key person in driving the Youth Council.
- Announcements regarding the Youth Councillors will be presented shortly to Council.

**Children and Youth Services**

- **April School Holiday Program**

- The April School Holiday Program was another success. Activities begun on Tuesday 6 April through to Thursday 15 April 2021.
- Six (6) activities were offered across six (6) days with a bus service transporting youth participants from Gulargambone to Coonamble to two (2) of the activities, the Aboriginal Art Workshop and Bubble Soccer.
- In total there were **288** participants across the six (6) activities.

<b>2021 April School Holiday Program</b>	<b>Numbers</b>
Tie dye	33
Aboriginal art workshop with Bokhara Dreaming	62
Basketball competition at REDI.e Youth Centre	38
Bubble soccer	105
Mother’s Day craft activity	28
Family fun day with yabbing and fishing	22
<b>TOTAL</b>	<b>288</b>

- In the February 2021 Council Report, Council was able to see a comparison between the Summer holiday programs across the various years. Data for the previous April school holiday programs was not accurately reported and last year’s April program was cancelled due to COVID-19 restrictions. The following information is limited by the data that could be found for two (2) activities in 2019 and 2018, respectively.

- o Data management of programs is improving due to the implementation of better processes and the need for registrations for COVID-19 purposes.

Year	Number of Activities	Total number of participants	Average number of participants per activity
2021	6	288	48
2020	0 (COVID-19 closure)	0	0
2019	12	70*	35*
2018	9	55*	28*

\* Based on data found for two (2) activities.

- o Council’s Youth Team has found that by running the programs three (3) days a week has been sustainable in terms of managing staffing resources which subsequently delivers better services and engagement with the participants.



Photos: Aboriginal Art Workshop on 7 April with Bokhara Dream (Hayden Wood)

- **Youth Week 2021**

- Youth Week for 2021 was co-funded by NSW Youth Week (NSW Government). Unlike previous years, Youth Week did not occur during the school holidays but started towards the end of the April school holidays on Friday 16 April through to Saturday 24 April 2021.
- The skateboarding workshop at MacDonald Park on Friday 16 April 2021 saw a group of 29 participants learn how to skateboard. This was held after the plaque unveiling for the late Cr John (Bunda) Walker.
- A family fun evening was organised on Saturday 17 April 2021 with an outdoor cinema. Shrek (2001) was screened and targeted to children under 12. The Witches (2020) was screen after the first movie. In total, there were 166 people who came to the movies at the Coonamble Sports Ground. This included 10 children from Gulargambone.
- The advantage of Youth Week commencing in the first week of Term Two, saw Blackfit Fitness organised to come to Gulargambone Central School, St Brigid's Primary School and Coonamble Public School to learn about fitness and cooking.
- The feedback from all three schools was well received, with Blackfit Fitness organising different workshops between the age groups.



Photo: Before sunset at the open-air cinema during Youth Week 17 April 2021.

**Free Shuttle Bus (April 2021)**

- Council continued to trial a free shuttle supervised bus service for Council events utilising the Transport for NSW Coonamble Kids grant.
- A full bus of 30 youths were transported home following the basketball competition on Thursday 8 April 2021.
- Two (2) buses were provided after both movies on Saturday 17 April 2021 and shuttled home directly.
- Three (3) buses from Gulargambone saw 60 young people catch the bus to services in Coonamble which also included the Youth Week movie event.

● **After School Activities**

- Council formally commenced the After School Activities in Quambone and Gulargambone this month after the program ceased for 12 months due to COVID-19 restrictions and staffing shortages.
- New supplies of activities and equipment have been ordered for both villages with Gulargambone receiving some of the new materials.
- Quambone After School Activities has commenced on Tuesdays from 3:30pm to 5:30pm with the likeliness of a second day to be added onto the roster this term.
- Gulargambone After School Activities commenced on Tuesdays and Wednesdays from 3:30pm to 5:30pm.
- Council is currently seeking more casual youth workers to administer our youth programs.
- The first week of after school activities saw the following attendances:

	<b>Week 1</b>	<b>Week 2*</b>
<b>Gulargambone</b>	44	21
<b>Quambone</b>	5	6

\* Week two (2) Tuesday was cancelled at Gulargambone due to staff illness.

● **Gulargambone Youth Centre grant upgrade**

- Council was successful in receiving a \$79,000 grant from the Stronger Country Communities Fund for the renovation work at the Gulargambone Youth Centre.
- This will include an internal fit out and improvement to external structures.
- The Gulargambone Youth Centre is utilised by Council's after school activities and by the Mackillop Family and the Royal Flying Doctors Service.
- Works will be delivered to ensure minimal disruption to these services.

**Seniors Week 13 April to 24 April 2021**

- NSW Seniors Week was successfully celebrated with the annual Seniors Fiesta free luncheon, with fun, live music and dancing held on Thursday 22 April 2021.
- This event was opened by the Mayor, with this year's theme centring on "in our nature".
- The party was Mexican themed with lucky door prizes and a best dressed competition.
- Residents from Gulargambone were transported across with the luncheon also attended by residents from Quambone.
- Cathy Wheelhouse from the Coonamble Neighbourhood Centre organised several care packages to attendees.
- An artwork by Bob Ellis was provided on an easel and artist Lisa Murray was on hand to help locals paint on the communal artwork.
- Council would like to thank Council's Librarian Raquel Pickering for organising the event and Council's Tourism and Events Officer Georgie Kelly for taking over the reins on the day to be the master of ceremony.
- During Seniors Week, Blackfit Fitness also visited Koonambil and gave residents a workout that was well received and enjoyed by those who participated.

**Seniors Tech Savvy and Movies**

- Council's Library service will be providing seniors an opportunity for free training and technology troubleshooting with local provider Murtech once a month.
- Residents can bring down their phones, tablets, laptops or other devices and receive some advice and troubleshooting assistance every first Tuesday of the month at 9:30am.
- A free movie and morning tea will be provided from 10am onwards.
- This initiative not only allows for a technology education exercise but a social opportunity for our senior citizens.
- Bookings and enquiries can be made through the library.

**Drought Busters**

- Local businesses have been contacted by the Drought Busters 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.

**Regional Waste2Art Net Waste**

- Coonamble will be hosting the Waste to Art Regional Exhibition which will open on 19 July through to 3 September 2021 and hosted by Outback Arts.
- As part of the regional exhibitions, several workshops regarding waste management will be organised by Netwaste and targeted at the local schools and community workshops.
- Daniel Lynch is a contemporary artist from Melbourne who works in multiple mediums utilising waste and recycled materials and will be coming to the region to conduct several workshops.
- Preliminary planning will also include two (2) workshops for residents in Gulargambone and Quambone.
- Discussions with Netwaste and Outback Arts has suggested the opportunity to display the artwork from the workshops as they will be asked to create a “creative creature”. An idea flagged was to attach the creatures along the walk at Smith Park and label them as “Castlereagh Creative Waste Creatures” and create a “creature hunt” activity with participants who find all the creatures will go into an entry to win a prize.
- This is currently in development with a time limit being proposed for a short display period to avoid creatures being vandalised or stolen. There is also space to have the creatures displayed at the new Visitor Information Centre gallery display.



Photo: Examples of Daniel Lynch's work.

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 April 2021, in particular Council's opportunity to develop the Youth Council.

**RECOMMENDATION**

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

**10.15 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT****File Number: E5****Author: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Authoriser: Hein Basson, General Manager****Annexures: 1. Alanna McHugh Nomination for Western Regional Joint Planning Panel****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 April 2021. This progress report considers town planning and strategic land use planning, compliance and regulation, environmental management, public health and waste management matters as they arise.

**BACKGROUND**

The Environment Services section focuses on all town and environmental planning requirements including regulation and compliance, and public health requirements, waste management, and environmental management considerations. Strategic Land Use Planning and information that result in updates to Council's planning system are also included.

The following topics will be included into the Council Report where there is relevant information to report on:

- 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**

A waiver is proposed for the annual food premise inspections (first visit) of \$161.00 per premise and equating to \$3,510 of expected revenue.

**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 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.
- Four (4) Development Control Orders (General Order) under s. 9.34(1)(a) of the *Environmental Planning and Assessment Act 1979* were issued last month.
  - Three (3) buildings subjected to demolition were due to commence without development approval. Council Officers worked with the contractor to facilitate the demolition. The external contractor has since been educated on the need to lodge development applications for the demolition and building works and ensure approval is received before commencing.
  - One (1) unlawful building works was carried out without development consent. The Development Control Order was issued to the individual to immediately stop work for illegal works in progress and addressed the issue of the unlawful works that had been erected without Council’s consent. Council Officers are working with the individual to formalise the illegal building works.
  - An individual who fails to obtain development consent for a demolition without development consent or conduct illegal building works could be subjected to \$3,000 in fines whereas a corporation can be subjected to \$6,000 in fines.
  - The following table provides information on the orders.

<b>Table of Orders Issued</b>		
<b>Orders to Demolish Buildings</b>		
<b>Date issued</b>	<b>Address</b>	<b>Status</b>
7/4/2021	Wingadee St, Coonamble	Completed
7/4/2021	Dubbo St, Coonamble	Completed
27/4/2021	Smith St, Coonamble	Completed
<b>Orders to Stop Works</b>		
2/3/2021	Wilga St, Coonamble	In Progress

- The community is reminded that illegal building works will prove to be costly. Not only could an individual or corporation be subject to infringement notices as discussed above, but illegal building works will have significant limitations

when selling a property as there is no certification for the structural integrity of the building or extension. Statutory fees to the NSW Government Long Service Levy and the Plan First Levy/Planning Reform Levy that are applied post rectification will also have its own consequences from the relevant State Government departments.

- If an illegal building works undergoes fire or flood damage, or any other damage, an insurance company will not honour any claims for illegal building works, even if the person has public liability insurance.
- Under the *Environmental Planning and Assessment Act 1979*, Council can request builders/owners to demolish the illegal building works.
- Council is currently working with local industry to understand the importance with compliance to relevant legislation due to the increasing number of illegal building works. This includes future workshops to address the new NSW Government mandated Planning Portal and using this opportunity to educate the community on the legal and correct building process.
- Other engagement tools currently being prepared includes information packs and potentially creating a local builder’s reference group.
- The local trades industry is also reminded that they should request to see any Council approvals before commencing any work with a client and not proceeding until there is confirmation of a Council approval. When any doubt exists, it would be prudent to contact Council.

**Development Application Under Delegated Authority**

- The number of development applications approved under delegated authority are listed below. Council’s previous backlog of development application approvals has been dealt with. Development applications are now tracking within the legislated timeframes of 40 days.
- Five (5) development applications were approved, and one (1) construction certificate issued.

Application Number	Description of Works	Address of Proposed Works	Approved Date
DA005/2021 CC005/2021	Silo storage complex	Lot 119 DP754199 – 701 Quambone Rd, Coonamble	29/3/2021
DA005/2021	Residential dwelling (A1 manufactured home)	Lot 126 DP1184651 - 91 Munnell St, Gulargambone	28/3/2021
DA007/2021	Demolish house and outbuildings	Lot 3 DP3987 – 48 Yarran St, Coonamble	16/3/2021
DA010/2021	Install transportable cabin with disabled access	Lot 7024 DP1060499 – 138 Castlereagh St, Coonamble	7/4/2021

**Public Health**

- Council's Executive Leader Environment, Strategic Planning and Community (ESPC) attended the Regional Food Group meeting in Dubbo. The forum is an opportunity to discuss regulation and compliance with food safety standards with other Councils. Council's draft Mobile Food Vending Vehicles Policy and Procedure was discussed and proved to be a valuable resource for other Councils in the region wanting to provide local policy as mobile food vending vehicles and temporary events are on the increase.
- The forum received a presentation from the NSW Food Authority focusing on the increasing number of home-based food businesses and temporary events noting that:
  - Low-risk home based businesses will have at least one (1) certified food safety supervisor and produces less than 10kg of low risk food for sale per week as well as complying with some other food premise compliance.
  - Medium to high-risk home-based businesses will also have a food safety supervisor and produces more than 10kg and/or produces foods that may be of higher risk, for example, raw egg mayo as well as other risk considerations of the business activities.
  - Home-based food businesses will generally require a development approval and community members are encouraged to discuss this with the Environmental Services team on establishing a business. This is separate to registering with the Food Authority as a business.
  - Council staff are encouraged to balance practicality versus how to manage food safety risks to avoid the overburden of red tape.
- The NSW Food Authority are in the process of developing a state-wide portal for food businesses for the uploading of the Food Premises Assessment Report which will be useful for travelling mobile food vending vehicles.

**Public Health (Food Premise Inspections Waiver)**

- Council officers are required to conduct regular inspections of retail food businesses in the local area. Inspections for most businesses was undertaken in August 2020.
- Council is aware of 30 food retail premises within the local government area, three (3) mobile food vehicles whose home garaging are in our Shire and one (1) Council registered home-based business.
- The Shire's food premise database is currently undergoing review and update, with a particular focus on ensuring home-based food producing businesses are compliant with relevant planning approvals as well as food safety. These two matters are not the same.
- Food premise business owners have been hit by the COVID-19 pandemic and more recently the mice plague.
- As an incentive for the food retail business owners to ensure compliance with the food safety standards, it is being recommended that Council waiver the 2021-2022 inspection fees proposed at \$161.00 for the initial inspection.
- If Council staff are required to do a first follow up inspection, this will not be charged in alignment with past practice. Additional follow up inspections (i.e. at the third inspection) will be charged in accordance with Council's proposed fees and charges of \$161.00 per additional follow up inspection.
- Food premise business owners will be provided correspondence that the Council elected to waiver the fee due to the COVID-19 pandemic and mice

plague in preparation for the annual inspection and to contact Council if they have any further questions prior to the inspection.

**Ranger’s Report April 2021**

The Ranger’s report provides information on ranger services for the month of April 2021.

<u>Correspondence</u>	<u>April 2021</u>	<u>Year to Date 2020/2021 Total</u>
Official Correspondence	20	521
Infringements (Animals)	0	4
Infringements (Other)	0	0
Change of Details	6	149
Microchipped dogs	11	307
Registrations	3	65
Nuisance dog declaration	0	0
Dangerous dog declaration	1	0
Menace dog declaration	0	0

- Impounded Animals

The Ranger’s report had a total of 18\* impounded animals.

<u>April 2021</u>	<u>Dogs</u>	<u>Cats</u>
Returned to owners	1	0
Rehomed	7	9
Euthanised	3	1
<b>Impounded*</b>	<b>10</b>	<b>10</b>

\*One (1) ferret was impounded from Coonamble.

\*\*Ten (10) dogs were impounded from Gulargambone and zero animals from Quambone.

- Dog attacks

There were no dog attacks this month.

**Rehoming of Unwanted Dogs Program**

- Council’s Ranger services are seeing an increased number of wandering dogs and cats. Under s.12A of the *Companion Animals Act 1998*, the owner of a dog must take all reasonable precautions to prevent the dog from escaping from the property on which it is being kept.
- In addition, s. 13 states that a dog in a public place must be under effective control of some competent person by means of an adequate chain, cord or leash that is attached to the dog and that is being held by or secured to the person.

- Council's Ranger services are also coming across several unregistered and un-microchipped dogs, noting that the two are not the same.
- Despite Council's attempt to engage with pet owners on the need to microchip and register their pets as per s. 8 and 9 of the *Companion Animals Act 1998* with over 500 letters sent this financial year alone, including some reminder notices to register their pets, to a large extent these requests are being ignored.
- Council staff have been pushed into a position to go down the regulation path and will start issuing infringements for these non-compliances. Council should note that some residents have had three (3) or four (4) reminder letters to register their companion animals and warnings of potential fines.
- A companion animal which is microchipped and impounded and not claimed by its owner must be held for a period of 14 days before it can be euthanised.
- A companion animal which is not microchip and not claimed by its owner must be held for a period of seven (7) days before it can be euthanised.
- In many instances, Council staff are impounding animals for longer periods of time than the legislated requirement to allow for re-homing to avoid euthanasia. Riverina and District Animal Rescue travels to Coonamble on an as needs basis to collect the animals.
- Council's pound facility requires significant upgrade to meet current RSPCA standards which Council does not have budgeted for.
- Infringement penalties are unable to be issued to owners of impounded animals due to the lack of information over ownership of the animals.
- The following provides a breakdown of the total number of animals seized and Council's inability to return to owners due to the lack of microchipping and registration details.

<b>July 2020 to April 2021</b>	<b>Cats</b>	<b>Dogs</b>
<b>Released to owners</b>	1	20
<b>Released to re-homing organisation</b>	26	90
<b>Euthanized</b>	28	24
<b>Total number still at the pound</b>	0	6
<b>Total number seized</b>	<b>55</b>	<b>139</b>

- Only 14% of dogs and one (1) cat has been rehomed this financial year, which is a considerably low rate.
- Council staff will now look at ways to positively engage with pet owners who can no longer look after their companion animals and offer to take them at designated times at no cost to the owner for re-homing opportunities. More information on this program will be reported in the next council report.
- This will provide some level of alleviation to community members who have complained about wandering dogs and cats in public places.

- In April alone, 10 dogs were impounded from Gulargambone meaning 10 trips to Gulargambone which then influences other services, whereas a targeted campaign could improve response times for reactive call outs.
- Council's lack of dedicated and full-time ranger and regulatory resources means slower response times and a proactive engagement along with strategic operational planning is required to combat the issue.

### **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'.
- The Development Assessment Report was independently conducted by Michael Carter from Currajong Pty Ltd.
- The report has been tabled to the Western Regional Planning Panel for their determination. A meeting date is yet to be advised. The application reference is PPSWES-77.

### **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.

- Notices in the Coonamble Times to advise on the planning portal implementation and industry and community engagement conducted by Council officers for the preparedness in this significant change are being published.
- 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. However, to mitigate this issue, DPIE recently awarded Council a grant of \$50,000 to utilise in promoting the portal to the community, upskilling of staff, and updating of Council's systems.
- Council staff 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.
- In addition, Council will use this opportunity to workshop and educate the local industry and community on the planning and development process to avoid illegal building works.
- The Executive Leader – ESPC and General Manager met with DPIE on 28 April 2021 to discuss the portal roll out and made several recommendations to them for investigation. This includes promotion of a free computer access across the state in Service NSW shop fronts, where applicable as the help desk sits within the Service NSW call centre.
- The responsibility to lodge a Development Application that is compliant to the EP&A Act is the applicant's responsibility.
- Council has also contacted Blacktown City Council who have a portal and gateway team for mentorship and their Team Leader will be travelling to Coonamble and Gilgandra Shire Council for training and development with council staff in late May to early June.
- Details of Coonamble's proposed workshops include:
  - Wednesday 2 June 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 attended the Central West and Orana Regional Plan workshop in Wellington which was attended by almost all the 19 Councils.
- The Plan was released in 2017 by the NSW Department of Planning and Environment. The Plan's vision is "*the most diverse regional economy of NSW with a vibrant network of centres leveraging the opportunities of being at the heart of NSW*".
- As the Executive Leader ESPC is a steering committee member, it was important to engage with the other Councils to understand their issues with the plan. It was acknowledged that since the first plan was written, the

region has gone through drought, a changing workforce including a skills shortage and housing supply shortages which has impacted on the strategic intent and delivery of the document. It will also shape the next version.

- The DPIE's intent is to release a new plan to 2041 to take us through the next five (5) years.
- Public exhibition of the draft plan is likely to occur in October 2021.

### **Western Regional Joint Planning Panel**

- At the March 2021 meeting, Council was informed of correspondence from DPIE for Council to nominate two (2) 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. Public notices were advertised in the Coonamble Times calling for community nominations. The closing date for nominations was 16 April 2021.
- Council received one (1) nomination from Ms Alanna McHugh (Annexure 1). Ms McHugh has a Bachelor of Business – Agribusiness, Diploma of Project Management and Diploma of Community Services.
- Ms McHugh is recommended to be the Coonamble Shire's community member to the Western Regional Planning Panel based on her qualifications and previous local government experience working in community and economic development.
- Ms McHugh also sits on Council's Roads Committee as a community representative and is well versed to represent the region.

### **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.



Quambone Waste Landfill Fencing

Specifically relating to an outstanding waste management issue, at the time of reporting the quotations for the construction for the fencing was still being considered by Council staff.

The Environment and Strategic Planning Progress Report provides a summary of the information since the last meeting for April 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.

Section 610E of the Local Government Act 1993 states the following:

*(1) A council may waive payment of, or reduce, a fee (whether expressed as an actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced.*

*(2) However, a council must not determine a category of cases under this section until it has given public notice of the proposed category in the same way as it is required to give public notice of the amount of a proposed fee under [section 610F\(2\)](#) or (3).*

Section 610F (2) and (3) referred to above will mean that Council will have to publicly advertise its intention to waive the fees for food premises for the 2021/22 financial year for a period of 28 days.

**(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. The recommendation to waiver initial and first follow-up inspection fees for food retail premises is considered a positive social implication for small business. In general, 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**

The recommendation to waiver initial and first follow-up inspection fees for food retail premises is considered a positive economic implication for small business.

**(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**

- 1. That Council notes the contents of this report.**
- 2. That Council, pursuant to the provisions of Section 610E of the *Local Government Act 1993*, waives the applicable advertised fee for all food premise inspections for the 2021-2022 period for the initial inspection of \$161.00 due to the effect that Covid-19 and the recent mouse plague have had on businesses operating within this market segment.**
- 3. That Council requests the Executive Leader Environment, Strategic Planning and Community to write to all food premise retailers, advising them of the proposed waiver, as well as publicly advertise Council's intent for a period of 28 days.**
- 4. That Council approves the nomination received from Ms Alanna McHugh as the community member to represent Council on the Western Regional Joint Planning Panel.**

**ALANNA MCHUGH**

BA Ag Bus, Dip Proj Mgmt, Dip Comm Serv

Mobile: [REDACTED]

Email: [REDACTED]

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16 April 2021

Hein Basson  
Coonamble Shire Council  
[council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)

Dear Hein and Noreen

**RE: Nomination for Western Regional Joint Planning Panel**

Please accept my nomination for the Western Regional Joint Planning Panel. I will bring to this role extensive experience and knowledge in economic development and an understanding of, and appreciation for, planning principles and processes which are fundamental to economic development within communities.

I have worked in the Local Government sector in the economic, community and tourism development field for more than a decade. I am now self employed as a Community and Economic Development Consultant to regionally based Councils, and prior to this I was the Manager Community and Economic Sustainability with the Balonne Shire Council, St George, Queensland.

In my previous Local Government roles, I worked alongside Council's planning department to; facilitate growth opportunities for existing business owners and new investors; work constructively together to understand constraints and opportunities within existing and renewing local and State planning frameworks; and to collaborate on Council's response to State Significant projects including Environmental Impact Statements (EIS), and planning related matters including the Sensitive Area Buffer Zone response.

My community and economic development background enables me to understand the balancing acts between encouraging economic growth and maintaining the liveability of our communities, and the role that planning policies and decisions play in achieving this balance. These attributes no doubt invaluable within strategic bodies such as the Planning Panel.

To support my nomination please find attached my resume including referees. Please don't hesitate to contact me should you have any further queries.

Kind regards  
Alanna McHugh

## 10.16 ROAD LEASE

**File Number:** R8-11

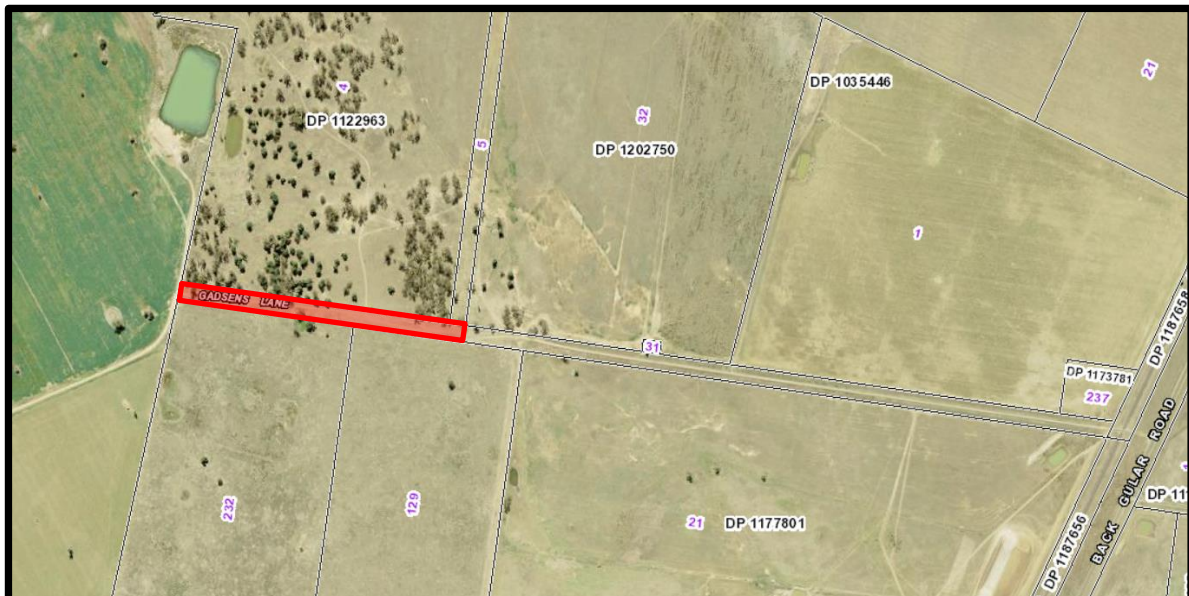
**Author:** Kookie Atkins-Executive Leader - Infrastructure

**Authoriser:** Kookie Atkins, Executive Leader - Infrastructure

**Annexures:** Nil

### PURPOSE

The purpose of this report is to consider a request to lease the western end of Gadsens Lane (SR65) (as marked on the following maps).



### BACKGROUND

Council has been approached by the owners of the property to the north of the subject road reserve, to lease approximately two (2) hectares of the road reserve area. Two (2) other properties are bounded by the area and the owners will be contacted to ensure their concurrence with the proposal.

The section of road if leased would remain available for access to adjoining land holders.

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

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

**(b) Financial Considerations**

There are no financial considerations to this report.

## COMMENTARY

As the Roads Authority Council can, with due process, including advertising for expressions of interest, consider leasing a road reserve.

Staff have assessed this section of road and its relationship with surrounding parcels of land and determined that the leasing of the land would be achievable.

**(a) Governance/Policy Implications**

As the Roads Authority it is Council's duty to ensure road reserves are managed in a responsible manner.

**(b) Legal Implications**

This report has no legal implications.

**(c) Social Implications**

This report has no social implications.

**(d) Environmental Implications**

This report has no environmental implications.

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

Road reserves are assets of Council and, as such, responsible management is required.

**(f) Risk Implications**

This report has no risk implications.

## CONCLUSION

The road reserve at the western end of SR65, Gadsens Lane is surplus to Council's current or future needs. It is recommended that Council explores the possibility of leasing the area if no objections are raised by adjoining landholders.

## RECOMMENDATION

- 1. That Council consults with all other adjoining land holders regarding the possible lease of the road reserve at the western end of SR65, Gadsens Lane.**
- 2. That, if no objections are received from the adjoining landowners, Council advertises for expressions of interest for a lease over the above-mentioned area and a report be brought back to Council regarding the responses received to the advertisement.**

**10.17 CARE AND CONTROL OF COUNCIL ROAD ASSETS**

**File Number:** R8-7: R8-23  
**Author:** Ian Dinham-Acting Manager Roads and Bridge  
**Authoriser:** Kookie Atkins, Executive Leader - Infrastructure  
**Annexures:** 1. WOL Brochure  
2. Invitation to Join WOLG  
3. NWWOLG Financial Comparison

**PURPOSE**

The purpose of this report is to consider potential strategies for the care and control of Council's road network including participation in a Weight of Loads Group as an asset protection strategy.

**BACKGROUND**

Council is responsible for the care and control of approximately 1,200 km of unsealed roads and 400 km of sealed roads.

Local Councils such as Coonamble have limited resources to adequately maintain their road network and over the years there have been various strategies introduced by some Councils to preserve and maintain roads.

Some examples of these are:

- Establish a roads hierarchy (e.g. sub-arterials / collector roads / local access roads);
- Develop a maintenance schedule in accordance with the priorities of the road's hierarchy;
- Join a weight of loads group to protect the roads;
- Apply for a special rate variation with future income quarantined for road maintenance;
- Trial stabilisation techniques for sand / loam;
- Seek budget cutbacks in other areas of Council expenditure and apply savings to roads;
- Continue to seek all grant opportunities;
- Introduce self-help programs.

Of these above-mentioned strategies, the one which can be implemented immediately is the participation in a Weight of Loads Group.

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

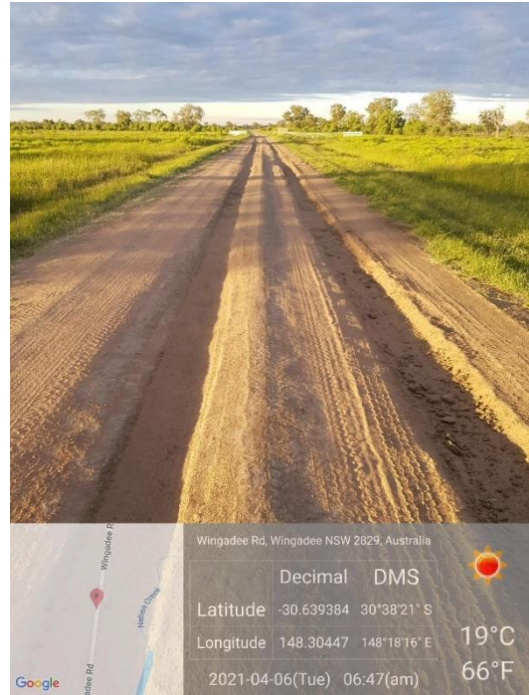
I1.1 Maintain local road maintenance and construction.

**(b) Financial Considerations**

Council's contribution could be approximately \$15,000 per annum to participate in the Weighted Roads Group reduced by income from any fines. The necessary budgetary provision in this regard has been included with the draft 2021/2022 Operational plan and Budget.

## COMMENTARY

It has long been recognised that overloaded heavy vehicles cause significantly more damage than legally operated vehicles. A heavy vehicle which is only 10% overweight causes up to 50% more road damage.



Two observations in Coonamble Shire reveal pavement deterioration on the outside wheel path of sealed roads and heavy vehicles damaging unsealed roads during periods of road closure.

The cost of damage to road assets is significant. For example, the cost of rehabilitation of a rural sealed road is between \$200,000 and \$400,000 per km, (Jeff Roorda and Associates 2012).

Road damage from overloaded vehicles reduces the pavement life and causes more frequent rehabilitation and therefore greater costs in the long run.

The aim of Weight of Loads Groups in NSW is to improve public safety on urban and rural roads and reduce the costs of maintaining roads by preventing road damage caused by overloaded heavy vehicles.

Weight of Loads groups across New South Wales have been established, in conjunction with the then Roads and Maritime Services (now Transport for NSW (TfNSW)) and have been operational since the early 1980s. These groups are comprised of participating member Councils, as part of their asset protection strategy.

There are four (4) Weight of Loads Groups in NSW with a total of about 40 Councils participating in the program.

The North West Weight of Loads Group (NWWOLG) was first established in the 1980's and consists of eight (8) Councils being:

- Dubbo Regional (Member Council)

- Glen Innes Severn (Member Council)
- Gunnedah (Member Council)
- Inverell (Member Council)
- Moree Plains (Administrative Council)
- Narrabri (Member Council)
- Tenterfield (Member Council)
- Warrumbungle (Member Council)

Membership costs are flexible with Councils nominating the number of hours to be spent in each local government area. The lowest contribution at present is \$15,000 and TfNSW provides a substantial subsidy to the group.

Over the years it has been evident that heavy vehicle inspections lead to better compliance by heavy vehicle operators, which saves the cost of road pavement deterioration and related rehabilitation costs.

Also, being a part of the NWWOL provides Councils with a platform to communicate with TfNSW, NWWOL member Councils and other Weight of Loads Groups across NSW, regarding the protection of our transport infrastructure. This line of communication allows Councils to work together to address and achieve common goals. It also promotes cost sharing of services between Councils.

**(a) Governance/Policy Implications**

Moree Plains Shire Council is the administrator of the Weighted of Loads Group.

**(b) Legal Implications**

Council is required to enter into a Memorandum of Agreement with member Councils and Transport NSW.

**(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**

Potential savings in road rehabilitation costs and improvement in the lifespan of Council's road assets.

**(f) Risk Implications**

There is no Risk Implications attached to this report.

## **CONCLUSION**

Expenditure on road maintenance is a significant part of Council's annual budget and it follows that protection of road assets saves costs in the long run. Weight of Loads Groups allow Councils to demonstrate care and control of road assets leading to less damage from overloaded vehicles and longer road life as a result.



**RECOMMENDATION**

- 1. That Council notes the potential strategies for care and control of its road assets as outlined in this report and further investigates as a next step, in conjunction with Council's Roads Committee, the potential and benefits of a local "self-help" program for rural road users and ratepayers.**
- 2. That Council joins the North West Weight of Loads Group as from 1 July 2021.**



**WHO WE ARE**

The Weight of loads group comprise of 4 local government organisations operating in NSW.

- Mid North Group
- North East Group
- North West Group
- South East Group

The Participating member Councils recognise the groups as an integral part of their asset protection, as well as a way to contribute to improving local road safety, through enforcement and education on heavy vehicles, leading to better road conditions for all users.

**HOW WE ACHIEVE IT**

**Education** - Education programs are supported by the Weight of Loads Groups to inform operators and members of the public of the following:

- How to load appropriately
- The enforcement consequences of overloading
- The negative impact overloading causes to local road infrastructure

**Enforcement** - Authorised Officers conduct random mass checks on heavy vehicles to ensure they operate within the legislated mass limits on all roads within the WOL group regions.

**Prosecution** - The Weight Of Loads Group implements its enforcement through various National and State Acts, Legislations and Laws.

**WHY WE RUN THE PROGRAM**

- Overweight vehicles damage roads and bridges; this imposes a substantial economic burden to the community to repair the damaged infrastructure.
- Pavement damage can be a contributing factor in vehicle crashes, potholes can damage vehicles and uneven surfaces change the way a vehicle handles resulting in a loss of control.
- Local Government roads are low volume roads covering vast distance; because of limited funding these roads are generally built with limited pavement thickness and are most vulnerable to the effects of pavement loading, due to overweight vehicles.
- Heavy vehicles make up 15% of traffic but 99.5% of the pavement loading.

**OUR COMMITMENT**

- To reduce the incidents of overloading to increase the useful life of the road pavement
- To treat every truck driver fairly and with courtesy and respect
- To provide a fair appeal process for drivers or operators with legitimate objections to our processes

**OPERATING PROCEDURES**

**Stopping** - Driver are required to stop when directed by an Authorised Officer. A driver who fails to stop as directed will be issued a penalty notice.

**Safety** - In order to utilise a safer, more suitable weigh site, Officers are within their rights to direct the driver of a vehicle up to a 30 kilometres radius or any point in the forward direction of the heavy vehicles journey.

**Scale Readings** - Drivers are welcome to view scale readings however all directions from Officers must be strictly followed, to ensure safety at the weigh site.

**Measurement Adjustment** -The amount of the measurement adjustment varies depending on circumstances, such as the type of weighing technologies utilised, notices carried & environmental conditions of the weigh site.

**Breach Reports** - Are written when a mass limit specified in the *Heavy Vehicle (Mass, Dimension and Loading) National Regulation* is exceeded or a vehicle is not in accordance with authorisation. *Ref: NHVR*

**Processing** - When a Breach Report is processed the next step in most instances is the issue of an Infringement notice. Severe breaches will result in the issue of a court summons.

**UNDERSTANDING YOUR BREACH**

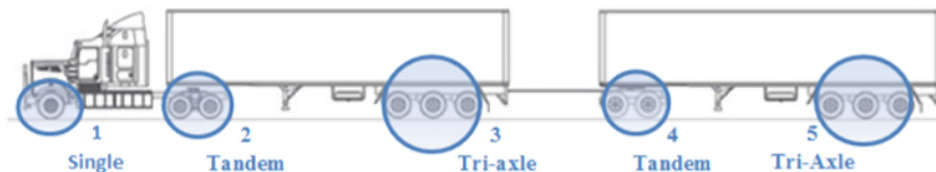
The Weight of Loads Group conducts the weighting of a vehicle in two difference ways depending on the situation.

- 1) By the mass of the axle group.
- 2) By the gross mass of the vehicle.

If the axle group or gross weight exceeds the mass limit a breach report will be issued. The severity of the breach is work out by the percentage of the overloaded axle or gross mass and placed in a risk based category.

Axle Over-load %	Offence	Action
0-5%	Not Comply Mass Requirements Minor Risk	Penalty Notice
5-19.9%	Not Comply Mass Requirements Substantial Risk	Penalty Notice
20% +	Not Comply Mass Requirements Severe Risk	Direct To Court
N/A	Driver Fail to Comply With Direction To Stop Heavy Vehicle	Penalty Notice
N/A	Heavy Vehicle Not In Accordance With Authorisation	Penalty Notice

Figure 1: Axle Groups on a Road Train





**DEFINITIONS**

**Tare Weight** – Is the unladen weight of a vehicle

**Gross Vehicle Mass (GVM)** – Is the maximum loaded mass of a vehicle and is specified by the vehicle manufacturer. The GVM is usually displayed on the compliance or identification plate attached to the vehicle.

**Gross Combination Mass (GCM)** – Is the maximum loaded mass of a vehicle and any trailers it can legally tow and its specified by the vehicle manufacturer. The GCM is usually displayed on the compliance plate attached to the vehicle.

**Authorised Officer** - A person who holds office under the HVNL as an authorised officer.

**NSW WEIGHT OF LOADS GROUPS MEMBER COUNCILS**

<p><b>NORTH WEST</b> Dubbo Regional Glen Innes-Severn Gunnedah Gwydir Inverell Moree Plains Narrabri Warrumbungle</p>	<p><b>NORTH EAST</b> Ballina Byron Clarence Valley Kyogle Lismore Richmond Valley Tenterfield Tweed</p>
<p><b>SOUTH EAST</b> Cootamundra Goulburn - Mulwaree Harden Junee Queanbeyan-Palerang Shoalhaven Snowy Monaro Wollondilly Yass Valley</p>	<p><b>MID NORTH</b> Armidale Bellingen Coffs Harbour Dungog Port Macquarie/Hastings Kempsey Liverpool Plains Midcoast Muswellbrook Nambucca Tamworth Upper Hunter Uralla Walcha</p>

**NSW WEIGHT OF LOADS**

**GROUPS**

<p><b>NORTH WEST</b> PO Box 420 MOREE NSW 2400 Phone. (02) 6757 3222</p>	<p><b>NORTH EAST</b> PO Box 450 BALLINA NSW 2478 Phone. (02) 6686 4444</p>
<p><b>SOUTH EAST</b> PO Box 90 QUEANBEYAN NSW 2620 Phone. (02) 6285 6000</p>	<p><b>MID NORTH</b> PO Box 11 GLOUCESTER NSW 2422 Phone. (02) 6538 5250</p>



For more information in regards to the National Heavy Vehicle Regulator please visit their website:

[www.nhvr.gov.au](http://www.nhvr.gov.au)



**NEW SOUTH WALES  
LOCAL GOVERNMENT**



## NORTH WEST WEIGHT OF LOADS COMMITTEE

Administered by  
Moree Plains Shire Council  
ABN: 46 566 790 582

PO Box 420, MOREE NSW 2400  
Telephone: 02 6757 3222  
Fax: 02 6752 3934  
Reference: KK:GM File 13/989

Wednesday, 28 April 2021

Mr Ian Dinham  
Acting Manager Roads and Bridges  
Coonamble Shire Council  
PO BOX 249  
COONAMBLE NSW 2829

Dear Mr Dinham,

### Information on the North West Weight of Loads Group

We would like to take this opportunity to provide Coonamble Shire Council with a brochure that outlines the purpose and operations of the North West Weight of Loads Group, and how it could greatly benefit your Council as a cost effective insurance policy for your transport infrastructure.

We are supported by Roads and Maritime Services grant funding which significantly reduces the cost of the program for our current member Councils. Current members include: Moree Plains (Administrative Council), Dubbo Regional, Glen Innes Severn, Gunnedah, Inverell, Narrabri, Tenterfield & Warrumbungle. We operate a user pay system, so our member councils choose their level of enforcement to accommodate their budgetary demands.

Our Member Councils view the NWWOLG program as an integral part of their asset protection and management. The program improves public safety on urban & rural roads and helps reduce the costs of maintaining the road network by preventing road damage caused by overloaded heavy vehicles. We achieve this through educational programs and enforcement activities.

If you would like any further information in regards to the NWWOLG, our team would be happy to travel to you for further discussions. Alternatively, you can contact the NWWOLG on 02 6757 3222.



Yours sincerely,

A handwritten signature in black ink that reads 'K.T. Kerr'.

Kylie Kerr  
**ASSET MANAGER**

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*Encompassing the Councils of Dubbo Regional, Glen Innes Severn, Gunnedah, Inverell, Moree Plains, Narrabri, Tenterfield & Warrumbungle*

		Member Council 1	Member Council 2	Member Council 3	Member Council 4
		<b>North West Weight of Loads Group</b>			
		<b>Member Council Financial Comparison</b>			
Net Contribution - 2019/2020 Financial Year		\$15,000.00	\$20,000.00	\$25,000.00	\$30,000.00
RMS Grant Funding - 2019/2020 Financial Year		\$29,785.00	\$29,785.00	\$29,785.00	\$29,785.00
Fine Income 5 year average		\$2,865.60	\$4,597.60	\$6,384.20	\$4,511.80
Yearly Increase to Net Contribution	Increase yearly by CPI or wage increases whichever is the greater				
Fine Income	Allocated to the Council where the breach occurred by actual date funds are received, not the date the breach was issued.				
RMS Grant Funding Contribution	First 8% towards administration costs and remainder evenly shared between all participating Councils				
Enforcement Expenditure	Enforcement costs (including legal) will be charged to the Council where the expense occurred				
Administration Cost	Administrative charge of 8% of the total expenditure (Enforcement + Legal) incurred within each of the Shires				
Accommodation Cost	Accommodation costs shared evenly between all participating Councils				
Invoice Timing	Invoiced quarterly				
<b>Enforcement</b>	<i>Enforcement Hours per fortnight:</i>	<i>Enforcement Hours per fortnight:</i>	<i>Enforcement Hours per fortnight:</i>	<i>Enforcement Hours per fortnight:</i>	<i>Enforcement Hours per fortnight:</i>
	<b>13 Hours</b>	<b>15 Hours</b>	<b>17 Hours</b>	<b>22 Hours</b>	
	<i>% of enforcement on State roads:</i>	<i>% of enforcement on State roads:</i>	<i>% of enforcement on State roads:</i>	<i>% of enforcement on State roads:</i>	<i>% of enforcement on State roads:</i>
	<b>50%</b>	<b>50%</b>	<b>50%</b>	<b>50%</b>	<b>50%</b>
	<i>% of enforcement on Shire roads:</i>	<i>% of enforcement on Shire roads:</i>	<i>% of enforcement on Shire roads:</i>	<i>% of enforcement on Shire roads:</i>	<i>% of enforcement on Shire roads:</i>
<b>50%</b>	<b>50%</b>	<b>50%</b>	<b>50%</b>	<b>50%</b>	

*Please note that the information above are statistical examples, the actual income and expenditure will vary between Member Councils.*

**10.18 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.
- A friction test has been carried out on the new reseal.
- Civil Aviation Safety Authority (CASA) will be on site for audit in late May 2021.

**(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 mains installation on Conimbia Street has now commenced. At the conclusion of this project, the contractor will then start replacing a water main on Bimble Street.
  - The contractor engaged by Council have now completed annual sewer relining for Coonamble and Gulargambone areas.
  - 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.

- A funding deed for the Integrated Water Cycle Management has been finalised with Safe and Secure Water Program. 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 was completed mid-April and is currently operating as normal.

**(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 the 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 – A work plan is currently being developed.

**(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. The remaining heavy patching works are in progress.
- Reseal designs submitted to TfNSW have been approved and a works proposal submitted. The works order has been issued and reseals have been completed.
- The replacement of 14 culverts north of Coonamble with extensions commenced in February. This work has been delayed due to wet weather and work cannot recommence until the work site dries out.

**Routine Activities**

- Routine activities including pothole and edge break repairs, sign maintenance, rest area maintenance, litter collection, removal of debris, 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 as the same consultant is undertaking both designs.

**Tooraweenah Road**

- TfNSW – the final report has been accepted and progressed. Quotes have been sought for preliminary works including environmental and geo-technical, survey and design. Quotations have been accepted for survey, design, geotechnical analysis, and environmental review. The survey and design have been completed and the review of environmental factors is due to be completed by the end of May.

**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 The Hon Mark Coulton MP. The necessary correspondence has been sent to highlight this discrepancy and staff are also working on this issue with the appropriate departments. A resolution to this inconsistency 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.
- A consultant has been engaged to aid with the preparation and progress of claims due to staff restrictions.

**Works in Progress**

Item	Task	Comments
1	MR202 Merri Merri – Flood damage repairs	In progress
2	SR86 Carinda Road – Rehabilitation - FLR Phase 1	In progress
3	SR7 Wingadee Rd – Maintenance grade	Complete
4	SR4 Emby Rd – Reform/Resheeting	Scheduled
5	SR16 Mungery Rd – Reform/Resheeting	In Progress
6	SR86 Carinda Rd – Culvert Works	In Progress
7	SR7 Wingadee Rd – Reforming	In Progress
8	SR12 Back Gular Rd – Reform/Resheeting	In Progress
9	SR 87 Box Ridge Rd – Shoulder flood damage repair	In Progress
10	SR14 Quabathoo Rd – Cement causeway renewal	Scheduled
11	Maule Ln – Rehabilitation	Scheduled
12	SR41 Nelgowri Rd – Maintenance grade	Complete
13	SR10 Gilgooma Rd – Maintenance grade	Complete
14	SR49 Ottendorf Rd – Maintenance grade	In Progress
15	SR101 Bulgan Rd – Maintenance grade	Complete
16	SR20 Kilara Ln – Maintenance grade	In Progress
17	SR103 Williga Rd – Maintenance grade	Complete
18	SR29a Thurloo Rd – Maintenance grade	Complete
19	SR11 Bullagreen Rd – Maintenance grade	In Progress
20	SR8 Kensington Rd – Maintenance grade	In Progress

**Routine Activities**

- Routine activities, including pothole and edge break repairs on sealed roads, sign maintenance, litter collection and removal of debris 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.

**Fixing Local Roads – Phase 2**

- Funding approval of Fixing Local Roads – Phase 2 has been received for patching and sealing works on SR86 Carinda Rd – Location 1: Ch: 40.830 – 41.930km and Location 2: Ch: 45.360 – 45.960km with Council being allocated \$569,943 to complete these works. Deeds for this project have just been received.

**(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.**

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

Nil

## 12 CONFIDENTIAL MATTERS

### RECOMMENDATION

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

#### 12.1 DEVELOPMENT CONTROL ORDER (GENERAL ORDER) 81-83 CASTLEREAGH STREET

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.

**13 CONCLUSION OF THE MEETING**