



BUSINESS PAPER

Ordinary Council Meeting Wednesday, 13 October 2021

Date: Wednesday, 13 October 2021

Time: 10.00 am

**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, 13 October 2021 at 10.00 am.

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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, 15 September 2021 and the Extraordinary Council Meeting of the Coonamble Shire Council held on Wednesday, 15 September 2021 be confirmed as a correct records of the proceedings of these meetings.



MINUTES

**Ordinary Council Meeting
Wednesday, 15 September 2021**

**MINUTES OF COONAMBLE SHIRE COUNCIL
ORDINARY AT THE SHIRE CHAMBER, COONAMBLE
HELD AT THE SHIRE CHAMBER, COONAMBLE
ON WEDNESDAY, 15 SEPTEMBER 2021 AT 10.00 AM**

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

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

1 OPENING MEETING

The Mayor opened the meeting at 10.28 am, directly after the conclusion of the Extra-Ordinary Council Meeting, during which meeting he advised the attendees of the following:

- The meeting is being livestreamed and/or recorded for on-demand viewing via Council's website and a person's image and/or voice may be broadcast;
- Attendance at the meeting is to be taken as consent by a person to their image and /or voice being webcast (time will be allowed by the Chairperson for people to leave the meeting before it starts);
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- 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

This Ordinary Meeting of Council was held directly after the conclusion of the Extra-Ordinary Council Meeting, during which meeting the Mayor did the following Acknowledgement of Country:

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

3 COMMUNITY CONSULTATION

Nil.

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

Nil.

5 DEPUTATION/DELEGATIONS

Nil.

6 CONFIRMATION OF MINUTES**RESOLUTION 2021/196**

Moved: Cr Pat Cullen

Seconded: Cr Robert Thomas

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 11 August 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 Item 10.3 Economic Development & Growth – Progress Report regarding the Inland Rail Project and a potential farm-stay operation and Item 10.16 Environment and Strategic Planning Progress Report and Item 10.18 Consideration of Development Application 021/2021. She stated that she had lodged submissions for both Ralston Quarry and Single Quarry Development Applications. Cr Deans stated that her farming business is involved with grain production, her property is potentially affected by the proposed route of the Inland Rail Project, will potentially be used as a farm-stay offer, and is in close proximity of the proposed quarry developments. She indicated that she will remain in the room, contributing to discussions and voting on the items, except for the consideration of Item 10.18. For this last-mentioned item, Cr Deans indicated that she will leave the room, not participating in any discussions or voting on the item.

Cr Churchill declared a non-pecuniary conflict of interest regarding Item 10.10 Applications for Financial Assistance under Council's Donations Policy, stating that she is a member of the Coonamble Auto Club. She indicated that she will remain in the room, participate in discussions and voting on the item.

Cr Wheelhouse declared a non-pecuniary conflict of interest regarding Item 12.2 Notice of Motion – Confidential as he is caught up in a similar situation as the subcontractor mentioned in his submitted Notice of Motion, however, he does not regard the conflict of interest as pecuniary in nature as he does not intend to pursue

Council for payment. He indicated that he will remain in the room, contributing to discussions and voting on the item.

8 MAYORAL MINUTE

MAYORAL MINUTE

RESOLUTION 2021/197

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

That Council notes the contents of the Mayoral Minute.

CARRIED

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

RESOLUTION 2021/198

Moved: Cr Barbara Deans

Seconded: Cr Karen Churchill

That Council notes the information in this report.

CARRIED

10.2 LGNSW BOARD ELECTIONS - ANNUAL AND SPECIAL CONFERENCES**RESOLUTION 2021/199**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

- 1. That Council nominates the positions of Mayor, Deputy Mayor and General Manager to attend the Local Government NSW (LGNSW) Conference that is scheduled to be held on 28 February to 2 March 2022 in Sydney.**
- 2. That Council, consistent with its current practice, nominates the Mayor as its voting delegate for purposes of electing the LGNSW President and Executive Board Members, as well as for voting on motions discussed at annual conferences.**
- 3. That Council takes advantage of the “early bird” registration fee of \$979.00 per person, to be paid by 29 October 2021.**

CARRIED**10.3 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT****MOTION**

Moved: Cr Barbara Deans

Seconded: Cr Robert Thomas

That Council resolves into Committee of the Whole and suspends Standing Orders to enable Council to more informally discuss the various projects addressed in this report.

LOST**RESOLUTION 2021/200**

Moved: Cr Barbara Deans

Seconded: Cr Karen Churchill

- 1. That Council notes the contents of this report.**
- 2. That Council authorises staff to make an application for funding through the Regional Sport Facility Fund for the Coonamble Sports Ground existing amenities and canteen upgrade.**
- 3. That Council supports the intention of the Coonamble Riverside Holiday Park to offer shower and toilet amenities to truck drivers and other harvest workers during the harvest period, while ensuring any public health orders are respected and adhered to.**

CARRIED

10.4 TOURISM AND EVENTS - PROGRESS REPORT**RESOLUTION 2021/201**

Moved: Cr Karen Churchill

Seconded: Cr Robert Thomas

- 1. That Council notes the contents of this report.**
- 2. That the selection committee for locally produced retail and merchandise items to be stocked in the Coonamble Visitor Information Centre be comprised of the Tourism Officer, Manager Economic Development & Growth and a representative from Destination NSW County & Outback, and that items be assessed against the following criteria:**
 - a. Relevance to local production, artist/region message of product, quality, creativity, uniqueness, and craftsmanship.**
 - b. Existing stock mix, pricing structure and space availability.**
 - c. Preference be given to applicants living or working in the Coonamble Local Government Area. Applicants from outside this area are welcome but should demonstrate a connection or benefit to the Coonamble area or region.**

CARRIED

RESOLUTION 2021/202

Moved: Cr Karen Churchill

Seconded: Cr Ahmad Karanouh

- 3. That the Nickname Hall of Fame be refurbished and updated with the following approaches:**
 - a. The collection of current signs be relocated; firstly to Skillman's Lane and thereafter to the unnamed lane between the current Cants Home Hardware and Coonamble Times buildings, within currently allocated budgets.**
 - b. Additional upgrades, including lighting and technology, be further investigated and costed to include with future budget allocations and/or grant funding applications.**

CARRIED

10.5 DRAFT COONAMBLE MUSEUM UNDER THE BRIDGE COLLECTION POLICY**RESOLUTION 2021/203**

Moved: Cr Bill Fisher

Seconded: Cr Robert Thomas

1. That Council places the draft Coonamble Museum Under the Bridge Collection 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, in the event of any submissions being received, the Manager Economic Development & Growth presents a further report, together with the contents of those submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Coonamble Museum Under the Bridge Collection Policy will (with or without changes) at its November 2021 Ordinary Meeting.
3. That, in the event of no submissions being received within the prescribed 28 days, Council formally adopts the Community Engagement Policy without any changes as a policy of Council.

CARRIED

10.6 RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK FOR LOCAL COUNCILS**RESOLUTION 2021/204**

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

That Council notes the information contained in this report, and in principal agrees for staff to explore the possibility of a shared Audit, Risk and Improvement Committee arrangement with other neighbouring rural and regional Councils within the region.

CARRIED

10.7 RATES AND CHARGES COLLECTIONS - AUGUST 2021**RESOLUTION 2021/205**

Moved: Cr Pat Cullen

Seconded: Cr Robert Thomas

That Council notes the information provided in the report.

CARRIED

10.8 STATUS OF INVESTMENTS - AUGUST 2021**RESOLUTION 2021/206**

Moved: Cr Robert Thomas

Seconded: Cr Pat Cullen

That Council notes the list of investments as at 31 August 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

RESOLUTION 2021/207

Moved: Cr Paul Wheelhouse

Seconded: Cr Bill Fisher

That a letter be written to the local branches of the NAB and Commonwealth Banks requesting that their trading hours be reinstated to full day operating hours, and drawing attention to the fact that Council is a significant investor with both banks.

CARRIED

10.9 REQUEST FOR CONCESSION TOWARDS WATER AND SEWER USER CHARGES**RESOLUTION 2021/208**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

- 1. That Council resolves to apply the following concessions to the amounts levied against the property with Assessment Number 1308 as part of the 2020 / 21 Fourth Quarter Water Notice:**
 - (a) The Non-Residential Sewer Usage Charges to be reduced by \$799.30.**
 - (b) The Water Usage Charges to be reduced by \$1,201.90.**
- 2. That Council request the Executive Leader - Corporate and Sustainability to develop a Concealed Leaks Policy for Water and Sewerage Usage for Council's future consideration and adoption.**

CARRIED

10.10 APPLICATIONS FOR FINANCIAL ASSISTANCE UNDER COUNCIL'S DONATIONS POLICY**RESOLUTION 2021/209**

Moved: Cr Robert Thomas

Seconded: Cr Pat Cullen

1. **That Council notes the report.**
2. **Council agrees to provide financial assistance in accordance with the recommendations from the Donations Committee as follows:**
 - i) **Coonamble Clay Target Club** **\$8,000.00**
 - ii) **Gungalman Boat and Waterski Club Inc** **\$5,000.00**
 - iii) **Coonamble Auto Club** **\$1,000.00**
 - iv) **Coonamble Show Society** **\$2,000.00**
 - v) **Gulargambone Campdraft Club Inc** **\$2,000.00**
 - vi) **Let's Dance Carinda Tribute Committee** **\$1,000.00**
 - vii) **St Brigids P & F Association** **\$ 490.00**
(2 x Family Season Tickets)
 - viii) **Gulargambone Community Enterprises** **\$ 700.00**

CARRIED

10.11 REVIEW OF INVESTMENT POLICY

RESOLUTION 2021/210

Moved: Cr Barbara Deans

Seconded: Cr Robert Thomas

1. **That Council places the draft Investment Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.**
2. **That Council requests the Executive Leader Corporate and Sustainability to present a further report, together with all submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Investment Policy (with or without changes) at its November 2021 Ordinary Meeting.**
3. **That, in the event of no submissions being received within the prescribed 28 days, Council formally adopts the Investment Policy without any changes as a policy of Council.**

CARRIED

At 12.04 pm, Council adjourned for lunch and resumed the meeting at 12.28pm.

10.12 QUARTERLY BUDGET REVIEW - JUNE 2021**RESOLUTION 2021/211**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

- 1. That Council approves the variations to votes as listed in the budget review documents distributed under separate cover.**
- 2. That Council notes 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 30 June 2021.**

CARRIED

10.13 FINANCIAL REPORTS FOR YEAR ENDED 30/06/2021**RESOLUTION 2021/212**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

- 1. That the Mayor, Councillor Fisher, the General Manager and Responsible Accounting Officer be authorised to sign the necessary Statement by Council on the Financial Reports for the year ended 30 June 2021.**
- 2. That Council's Financial Reports for the year ended 30 June 2021 be referred for audit.**

CARRIED

10.14 URBAN SERVICES - WORKS IN PROGRESS**RESOLUTION 2021/213**

Moved: Cr Pat Cullen

Seconded: Cr Robert Thomas

That Council notes the information in this report.

CARRIED

10.15 COMMUNITY SERVICE PROGRESS REPORT**RESOLUTION 2021/214**

Moved: Cr Karen Churchill

Seconded: Cr Barbara Deans

That Council notes the information contained in this report.**CARRIED****10.16 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT****RESOLUTION 2021/215**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

That Council notes the contents of this report.**CARRIED****10.17 SALEYARDS REPORT****RESOLUTION 2021/216**

Moved: Cr Robert Thomas

Seconded: Cr Pat Cullen

1. That Council notes the information provided in this report.**CARRIED****RESOLUTION 2021/217**

Moved: Cr Bill Fisher

Seconded: Cr Karen Churchill

2. That Council pursues the development of an upgrade plan for the Saleyards facility to comply with the Environmental Protection Authority (EPA) and other Government Agencies' requirements and that the Executive Leader Environment, Strategic Planning obtains quotes in this regard for Council's consideration.**CARRIED**

At this juncture, Cr Barbara Deans left the meeting room, not participating in any discussions or voting on the following item.

10.18 CONSIDERATION OF DEVELOPMENT APPLICATION 021/2021**RESOLUTION 2021/218**

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

1. That Council notes the information contained within this report.
2. That Council issues a Notice of Determination to approve DA021/2021 for an Extractive Industry to establish and operate a hard rock quarry (Singles Quarry) at Lot 7 DP 754234 and Lot 1 DP 1192705, Tabletop Road, Quanda.
3. That Council issues a Notice of Determination to approve the development in accordance with:
 - (a) The Development Application DA021/2021 submitted to Coonamble Shire Council on 1 July 2021.
 - (b) The Statement of Environmental Effects by Groundwork Plus, dated May 2021.
 - (c) The Aboriginal Heritage Desktop Study prepared by Avitech Environmental, dated April 2021.
 - (d) The Desktop Biodiversity Assessment Report prepared by Accuplan dated May 2021.
 - (e) The Site Office Plan No. MS-200108 and M/F Toilet Plan No. MS-200305-B20-101, prepared by MBS Modular Building Systems.
4. That Council issues a Notice of Determination to approve DA021/2021 in accordance with the consent to be granted subject to the conditions outlined in the Development Assessment Report dated 26 August 2021 including the conditions relating to:
 - (a) Approved Plans and Documentation
 - (b) Operational Limitations and Requirements
 - (c) Prior to Commencement
 - (d) During Works
 - (e) Monitoring and Recording Conditions
 - (f) Prescribed Conditions.
5. That Council authorises the General Manager to sign the Notice of Determination to approve DA021/2021.

In Favour: Crs Ahmad Karanouh, Bill Fisher, Karen Churchill, Pat Cullen, Robert Thomas and Paul Wheelhouse

Against: Nil

UNANIMOUSLY CARRIED

Cr Barbara Deans re-joined the meeting.

10.19 SUPPLEMENTARY BUSINESS - INFRASTRUCTURE SERVICES - WORKS IN PROGRESS

RESOLUTION 2021/219

Moved: Cr Karen Churchill

Seconded: Cr Barbara Deans

That Council notes the information in this report.

CARRIED

11 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS

11.1 QUESTIONS WITH NOTICE AND NOTICE OF MOTION

RESOLUTION 2021/220

Moved: Cr Paul Wheelhouse

Seconded: Cr Karen Churchill

That Council notes, because Stay at Home Orders for the Coonamble Shire local government area has been lifted, the submitted Notice of Motion regarding the opening hours of the Services NSW agency has become superfluous.

CARRIED

12 CONFIDENTIAL MATTERS

RESOLUTION 2021/221

Moved: Cr Robert Thomas

Seconded: Cr Pat Cullen

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

12.1 Notice of Motion - Confidential

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

CARRIED

12.1 NOTICE OF MOTION - CONFIDENTIAL

For context, it was noted by Council that the contractual agreement was between Fencing Installers Australia (FIA) and Coonamble Shire Council and that Bill O'Brien

Fencing was subcontracted by FIA. Council staff have pursued the matter with the NSW Department of Fair Trading to advocate for the unpaid subcontractors and written to the subcontractors involved, explaining the process that is applicable in this instance and advising them of the steps they should take with the NSW Department of Fair Trading.

MOTION

Moved: Cr Paul Wheelhouse

Seconded: Cr Karen Churchill

For Coonamble Shire Council to pay Mr Bill O'Brien for all the works he has done out at the Quambone Tip, and Coonamble Shire Council to then pursue the company which was employed to recoup these funds for a job not completed and not done to proper specifications.

LOST 3/4

Cr Paul Wheelhouse requested his vote to be recorded as voting in favour of the motion.

RESOLUTION 2021/222

Moved: Cr Pat Cullen

Seconded: Cr Robert Thomas

That Council moves out of Closed Council into Open Council.

CARRIED

RESOLUTION 2021/200

Moved: Cr Pat Cullen

Seconded: Cr Robert Thomas

That the outcome of the voting on the submitted Confidential Notice of Motion be adopted into Open Council.

CARRIED

13 Conclusion of the Meeting

The Meeting closed at 2.03pm.

The minutes of this meeting were confirmed at the Council held on 13 October 2021.

.....
CHAIRPERSON



MINUTES

**Extraordinary Council Meeting
Wednesday, 15 September 2021**

**MINUTES OF COONAMBLE SHIRE COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE SHIRE CHAMBER, COONAMBLE
ON WEDNESDAY, 15 SEPTEMBER 2021 AT 10.00 AM**

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

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

1 OPENING MEETING

The Mayor opened the meeting at 10.13 am, advising the attendees of the following:

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2 ACKNOWLEDGEMENT OF COUNTRY

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

3 COMMUNITY CONSULTATION

Nil.

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

Nil.

5 DEPUTATION/DELEGATIONS

Nil.

6 DISCLOSURES OF CONFLICTS OF INTEREST

Nil.

7 REPORTS TO COUNCIL**7.1 PROCEDURES FOR DEPUTY MAYORAL ELECTION****RESOLUTION 2021/194**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

- 1. That Council notes this report.**
- 2. That Council, based on established practice, resolves to elect a Deputy Mayor and that the ordinary ballot method be used for this purpose.**

CARRIED**7.2 ELECTION OF DEPUTY MAYOR****RESOLUTION 2021/195**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

- 1. That Council notes the contents of the report.**
- 2. That Council appoints the General Manager as Returning Officer to oversee the election of the Deputy Mayor.**
- 3. That the Returning Officer conducts the election of the Deputy Mayor.**

CARRIED

The General Manager, as returning officer, provided another opportunity for nominations for the position of Deputy Mayor, for the period September 2021 until the next general local government elections are being held (currently planned to be held on 4 December 2021), to be lodged with him. In accordance with the *Local Government (General) Regulation 2005*, two or more Councillors may nominate a Councillor (one of whom may be the nominee) for the position of Deputy Mayor. Nominations must be in writing and the nominee must consent to their nomination in writing.

The Returning Officer announced that two (2) nominations had been received for the position of Deputy Mayor, as follows:

1. Cr Paul Wheelhouse, moved by Cr Paul Wheelhouse and seconded by Cr Karen Churchill. Cr Wheelhouse had consented to the nomination.
2. Cr Bill Fisher, moved by Cr Ahmad Karanouh and seconded by Cr Barbara Deans. Cr Fisher had consented to the nomination.

After the ballot papers have been counted by the Returning Officer and the Executive Support Officer, the Returning Officer made the following announcement:

“Cr Bill Fisher has the higher number of votes and I declare that Cr Bill Fisher is elected as Deputy Mayor for the ensuing period until the next general local government elections – currently planned to be held on 4 December 2021. Congratulations Cr Fisher.”

7.3 DELEGATES TO COMMITTEES

RESOLUTION 2021/196

Moved: Cr Robert Thomas

Seconded: Cr Pat Cullen

1. That Council notes this report.
2. That Council leaves the nominated Councillors and staff as delegates to various committees as they are for the remainder of this Council term, as follows:

i) Councillor / Staff Committees of Council:

COMMITTEE	DELEGATE	STAFF
General Manager's Recruitment and Selection Committee (As required)	All Councillors invited	Shortlisted Applicants
General Manager's Performance Management Committee (Annually)	Mayor, Deputy Mayor, Cr Fisher, Councillor nominated by GM, facilitated by a representative of LGNSW	General Manager
Donations Committee (Twice per Year)	Mayor, Deputy Mayor	Executive Leader Corporate & Sustainability and/or General Manager
Saleyards Management Committee (Twice per Year)	Cr Wheelhouse / Cr Cullen (Councillors without a Conflict of Interest need to be appointed)	Executive Leader Environment, Strategic Planning & Community
Significant Development Proposals Committee (As required)	Mayor, Deputy Mayor, Cr Deans / Cr Fisher	General Manager, Executive Leader Infrastructure, Manager Economic Development & Growth
Floodplain Risk Management Committee (As required to meet with consultants)	Cr Deans / Cr Cullen	Executive Leader Infrastructure / Executive Leader Environment, Strategic Planning & Community
Caravan Park Redevelopment Committee (Sunset Committee – As Required)	Mayor / Cr Churchill	General Manager/ Manager Economic Development & Growth
Roads Committee (Incorporating Quarry) (Quarterly)	Mayor / Deputy Mayor / Cr Fisher / Cr Thomas plus four (4) road user representatives from	General Manager / Executive Leader infrastructure / Manager Roads & Bridges / Quarry Supervisor (if and when required)

	the NE, NW, SE, and SW parts of the LGA	
Youth Council	Mayor (Alternate Cr Wheelhouse)	Executive Leader Environment, Strategic Planning & Community
Local Traffic Committee (Quarterly)	Cr Deans (With Voting Rights) / Cr Thomas (Cr Wheelhouse.as Alternate)	General Manager / Executive Leader Infrastructure
Closed Circuit Television Committee (As Required)	Mayor/Deputy Mayor	Executive Leader Corporate & Sustainability
Code of Conduct Review Panel (As Required)	External Investigator/s to be appointed by the General Manager in line with the new Model Code of Conduct 2020	Code of Conduct Complaint Coordinator
<p>(1) Council adopted the frequency of Committee Meetings as shown in the first column.</p> <p>(2) The staff member whose name is shown in red is the responsible person for the proper administration of Committee Meetings.</p> <p>(3) The Code of Conduct Review Panel has become defunct by Council adopting the revised Code of Conduct 2020.</p>		
ii)Outside Community Committees		
COMMITTEE	DELEGATE	STAFF
Bush Fire Management	Mayor / Cr Thomas	Executive Leader Corporate & Sustainability and/or General Manager
Local Emergency Management	Cr Wheelhouse	Executive Leader Infrastructure
Outback Arts	Cr Deans (Alternate Cr Wheelhouse)	Manager Economic Development & Growth
Coonamble Together Partnership Group	Mayor / Cr Deans	Executive Leader Environment, Strategic Planning & Community

North-Western Library Cooperative	Cr Churchill	Executive Leader Environment, Strategic Planning & Community
Castlereagh Macquarie Weeds County Council	Cr Cullen / Cr Fisher	Nil
Chamber of Commerce	Cr Wheelhouse	General Manager and/or Manager Economic Development & Growth
Quambone Resources	Cr Thomas	Nil

CARRIED

**7.4 FIXING OF DATES FOR COUNCIL MEETINGS FOR THE EXTENDED
MAYORAL TERM**

RESOLUTION 2021/197

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

1. That Council fixes the dates and times for the October 2021, November 2021 and January 2022 Ordinary Meetings and Extra-Ordinary Meeting as follows:

Date	Location	Time
13 October 2021	Ordinary Meeting Council Chamber – Council Admin Building (The venue of Quambone – Memorial Hall to be resumed after the Covid-19 pandemic situation has normalised)	10.00 a.m.
10 November 2021	Ordinary Meeting (Council in care-taker mode) Council Chamber – Council Admin Building	10.00 a.m.
11 January 2022	Extra-Ordinary Meeting – Election of Mayor, Deputy Mayor, Committee of Council representatives, setting dates for the newly elected Councillors’ induction/orientation sessions and identification of other professional development needs, and the Ordinary and Extraordinary Council Meeting dates from February to September 2022. Council Chamber – Council Admin Building	10.00 a.m.

2. That the General Manager communicates the dates and venues of Council Meetings for the October 2021 to January 2022 period to staff and arranges for the times, dates and venues of future meetings, as listed in paragraph one (1) above, to be advertised on Council’s social media, website and in Council’s column in the Coonamble Times.
3. That, if Council’s local government election results are being declared by the Electoral Commission earlier than the anticipated 21 to 23 December, and there is adequate time available for the induction of the newly elected Councillors and for the giving of a reasonable notice period for an Extra-Ordinary Meeting to be held for purposes of the election of a Mayor and Deputy Mayor and other ancillary governance matters, the date of 11 January 2022 (mentioned in paragraph one (1) above) be brought forward to a suitable date before the commencement of the Christmas/New Year break.

CARRIED

8 CONCLUSION OF THE MEETING

The Meeting closed at 10.28am.

The minutes of this meeting were confirmed at the Council Meeting held on 13 October 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:

1. **Response to Infrastructure Contributions Bill 2021 - R Williams MP**
2. **Response to Infrastructure Contributions Bill 2021 - P Scully MP**
3. **Response to Infrastructure Contributions Bill 2021 - Hon M Latham MLC**
4. **Response to Infrastructure Contributions Bill 2021 - Hon Gladys Berejiklian Premier & Hon Dominic Perrottet Treasurer**

Mayor's Activities Report

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

- **Welcome to Daniel Noble taking up the position of Executive Leader Infrastructure.**
 - I would like welcome Mr Daniel Noble in his position of Executive Leader Infrastructure replacing recently retired Kookie Atkins. Daniel comes to Coonamble from the Gunnedah Shire Council. Daniel brings with him a wealth of knowledge and experience from both Gunnedah Shire and Tamworth Regional Councils. He is no stranger to the Central West, as he has started his local government career with the Warren Shire Council. Daniel's wife and three (3) young children will be joining him in Coonamble in the very near future. Daniel has a passion for the rural NSW which is primarily drawn from the special people living in these areas.
- **Response Letters Received**
 - Council has received four (4) responses to the letters sent requesting the withdrawal of the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 from the NSW Parliament (attached as Annexures 1,2 3 and 4).
- **Proposed Upgrade to Gilgandra – Coonamble Rail Infrastructure**
 - Cr Fisher, the General Manager and I participated in a zoom meeting with representatives from Seftons regarding the upgrade to the Country Rail Network (CRN). The line will allow for heavier trains to utilise the line, while the connection to the Inland Rail line at Curban will allow for both north and south connections to this Inland Rail line from both Coonamble and Gilgandra. More information about this subject matter can be found in the

Manager Economic Development and Growth's progress report in this Business Paper under the subheading "Inland Rail".

- **NSW Rural Fire Service (RFS) Meeting**

- On Wednesday 6 October I attended the local Rural Fire Service (RFS) meeting at the Coonamble Fire Control Office, where the upcoming 'fire-season' was one of the major topics on the agenda for discussion. Also on the agenda was the Community Protection Plans updates for both Gulargambone and Quambone.

- **Vaccination Rate**

- From 2,444 eligible residents in the Local Government Area (LGA), 90%+ have received their first jab, and 80 to 90% are fully vaccinated. These numbers have been obtained from NSW Government as of Thursday 7 October 2021. (<https://www.nsw.gov.au/covid-19/find-the-facts-about-covid-19#map-of-nsw-vaccinations-by-home-postcode-and-lga>)
- Kindly note that the numbers from the NSW Police at the same date indicate percentages of 86% for the first dose and 72% for second vaccinations. Unfortunately, the data made available from different Government Agencies is not always consistent. However, there is no question that the Coonamble LGA is and has been a front runner within regional NSW as far as vaccination rates are concerned, and we as a community is therefore well-placed to meet the opening up of the State with confidence and enthusiasm.

- **Congratulations to the community and local Health Professionals and Front-line Workers**

- I would like to commend the health professionals and front-line workers for their efforts servicing the Local Government Area (LGA) during the difficult time of the Covid-19 pandemic. It has been a challenging time and the commitment and professionalism of these people has been outstanding.

- **Positive Statements**

- Tourists both visiting and passing through our town are remarking on the presentation on the town and town entrances, commenting that the town is "looking good, and also clean and tidy". It is indeed very satisfying to hear such wonderful comments about our town from visitors.

RECOMMENDATION

That Council notes the contents of the Mayoral Minute.



Ray Williams MP
Parliamentary Secretary to the Premier and Western Sydney

Ref: A5087548

3 September 2021

Mr Hein Basson
General Manger
Coonamble Shire Council
council@coonambleshire.nsw.gov.au

Dear Mr Basson

Thank you for your correspondence of 25 August 2021 regarding the Environmental Planning and Assessment Amendments (Infrastructure Contributions) Bill 2021. I am replying on behalf of the Premier and I appreciate you expressing his views on this matter.

As the matter raised falls under the primary responsibility of the Minister for Planning and Public Spaces, it is appropriate that the Minister considers your correspondence and I have forwarded it accordingly.

If you have any further enquiries about this matter, please contact the Office of The Hon Robert Stokes MP on (02) 8574 8707.

Thank you for taking the time to bring this matter to the Government's attention.

Yours sincerely

Ray Williams MP
Parliamentary Secretary to the Premier and Western Sydney

CC: The Hon Robert Stokes, the Minister for Planning and Public Spaces

COONAMBLE SHIRE COUNCIL	
FILE NO:	74
- 8 SEP 2021	
GOC NO:	0128
ASSIGNED:	Wilson
OPENED:	28 SEP 2021
ACTION No.	
Action No.	



Paul Scully MP

SHADOW MINISTER FOR PLANNING AND PUBLIC SPACES
MEMBER FOR WOLLONGONG

7 September 2021

Mr Hein Basson
General Manager
Coonamble Shire Council
PO Box 249
COONAMBLE NSW 2829

Dear Mr Basson

Thank you for your correspondence regarding the *Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021*.

I have taken note of the submission by councils as part of the public inquiry into the Bill conducted by the Legislative Council Portfolio Committee No 7 – Planning and Environment. I have also noted the submission by Local Government NSW.

This Bill was introduced as part of the 2021-22 Budget Bills and was only subject to scrutiny following the actions of NSW Labor in the Legislative Council. As part of the inquiry process NSW Labor put a series of questions on notice to the Minister for Planning and Public Spaces, Hon Rob Stokes MP. The responses to NSW Labor's questions have been published on the Parliamentary Committee's website.

I note that the Committee published its report on 10 August 2021 with its key recommendation that the Bill not proceed until the draft regulations have been developed and released for consultation, and that reviews into the rate pegging system and the essential works list have been published by the Independent Pricing and Regulatory Tribunal (IPART).

NSW Labor agrees with the Committee report recommendation. We hope the Government will not proceed further with the Bill until additional key information is determined and further appropriate consultation takes place with councils and other stakeholders.

Yours sincerely

PAUL SCULLY MP

Office: 801/151 Bourke Street, Wollongong NSW 2520
Phone: (02) 4225 7000 Email: wollongong@parliament.nsw.gov.au

COONAMBLE SHIRE COUNCIL	
FILE NO:	T4
15 SEP 2021	
DOC NO:	98160
PREPARED BY:	Corvett
ACTION:	Yes



LEGISLATIVE COUNCIL

21 September 2021

Coonamble Shire Council
PO Box 249
COONAMBLE NSW 2829

Dear General Manager,

I am writing to let your Council know that in the NSW upper house, One Nation (myself and Rod Roberts MLC) will not be supporting the NSW Government's Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021.

We regard this Bill as poorly conceived, given the way in which it acts against the best interests of local government and community service provision in our State.

The Bill is flawed in the following critical ways:

1. The proposed Regional Infrastructure Contributions (RICs) are an invitation for government pork barreling and political favouritism, in a government notorious for pork barreling and the misallocation of resources. RICs will also likely lead to a reduction in general State Government effort on infrastructure spending - a cost shifting exercise.
2. The reforms shift the cost of infrastructure and service provision in growth areas from developers to ratepayers.
3. The question of local government rate reform should be considered separately from infrastructure contribution reform.
4. Developer contributions should be paid to Councils as quickly as possible, certainly at Construction Certificate stage rather than Occupation Certificate as proposed (and adopted during the current Covid period).
5. The RICs lack the benefits of hypothecation so that developers and residents paying them know there will be a direct community return.
6. There is no evidence that RICs developed for the inclusion of affordable housing and biodiversity funding will achieve their stated goals.
7. The Planning Minister should be required to make RIC plans, similar to the Section 7.11 plans required of Councils.

- 8. The new benchmarking of 'best practice infrastructure provision' does not take into account regional cost variations around NSW and will lead to a lowest-common-denominator approach imposed upon Councils.
- 9. Many Councils will be worse off financially under the Bill, given the fiscal overhang caused by the immediate loss of some developer contribution money but a slow 20-year build up in rating capacity in growth LGAs.
- 10. Local government servicing capacity should be strengthened by guaranteeing Section 7.12 contributions for State Significant Developments - a key oversight in the Bill.

As you can see, the Bill has little to commend it. The Government's consultation with upper house MPs has been poor, almost non-existent. Councils have also felt ignored in the process.

One Nation sees many reasons for opposing the Bill and we will vote against it when our Parliament resumes.

Can you please inform your Council of this information.

If there are other matters with which we can assist in your local government area, please let us know.

Yours sincerely,



The Hon. Mark Latham MLC
 Member of the Legislative Council
 Phone: 02 9230 3682
 Email: mark.latham@parliament.nsw.gov.au

COONAMBLE SHIRE COUNCIL	
FILE NO:	T4
28 SEP 2021	
DOC NO:	9272
ASSIGNED:	Colerwell
OPENED:	DC ACTION: Yes



MDPE21/2373

Mr Hein Basson
General Manager
Coonamble Shire Council
PO Box 249
COONAMBLE NSW 2829

Via email: council@coonambleshire.nsw.gov.au

Dear Mr Basson

Thank you for your correspondence to the Hon. Gladys Berejiklian, Premier, and the Hon. Dominic Perrottet MP, Treasurer, regarding the *Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021* (the Bill). As this relates to the Planning and Public Spaces portfolio, your correspondence to the Premier and the Treasurer were referred to the Hon. Rob Stokes MP. The Minister asked me to respond on his behalf.

I acknowledge Coonamble Shire Council's concerns and note its resolution in relation to the progression of the Bill and the importance of ongoing consultation with the local government sector on proposed reforms to the infrastructure contributions system.

Reforming the infrastructure contributions system is central to supporting good growth across NSW. We have a rare opportunity to make the system more transparent, consistent, simpler and fairer. The NSW Government has adopted all 29 recommendations of the Productivity Commissioner to reform the contributions system, and the Bill is an important step in this process.

I note the Council's concerns about the interaction between the rate-pegging review being undertaken by the Independent Pricing and Regulatory Tribunal (IPART) and council revenue from section 7.11 and 7.12 contributions plans. Proposed changes to the rates system are separate to changes proposed to local contributions but are expected to improve council revenue for infrastructure not directly related to demand created by new development.

IPART released its Draft Report on their review of the rate peg on 29 June 2021 and sought public feedback until 6 August 2021. IPART is expected to present a Final Report to the Minister for Local Government in September 2021.

IPART has also commenced a review of benchmarking costs for local infrastructure, as well as a separate review of the essential works list, nexus and efficient infrastructure design. The Minister has asked IPART to consider the different needs of infill, greenfield, metropolitan and regional councils. These reviews will be conducted independently and transparently, and I encourage the Council to engage with them.

Overall, councils will have greater fiscal flexibility under the reforms. In particular, councils will be able to assess the relative financial benefit when deciding whether to prepare a section 7.11 or section 7.12 contributions plan to deliver local infrastructure. The Bill contains key changes to enhance local government infrastructure provision, including through pooling

between contributions plans, recouping interest on loans and the new land value contribution mechanism.

We are listening to local government concerns and believe we have a common objective that, as a result of this reform, communities across NSW will see the more efficient delivery of infrastructure to support growth. To further support the pathway and development of this important reform, the Department will be releasing the detailed regulations and policy settings for the new system before progressing the Bill in Parliament. I invite Council to provide feedback during the exhibition of these documents.

If you have any more questions, please contact Ms Kate Speare, Director, Infrastructure Funding Policy, at the Department of Planning, Industry and Environment on 9274 6230.

Yours sincerely



28/09/2021

Marcus Ray
Group Deputy Secretary
Planning and Assessment

CC:

The Hon. Gladys Berejiklian, Premier, Member for Willoughby
The Hon. Dominic Perrottet MP, Treasurer, Member for Epping

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

SECTION B - MATTERS FOR INFORMATION ONLY

9 COMMITTEE REPORTS

Nil

10 REPORTS TO COUNCIL

10.1 RETURNS DISCLOSING PECUNIARY INTEREST

File Number: Councillors - C13

Author: Marina Colwell-Executive Support Officer

Authoriser: Hein Basson, General Manager

Annexures:

1. Pecuniary Interest Disclosure - Councillors - 2020/21
2. Pecuniary Interest Disclosure - Staff - 2020/21
3. Pecuniary Interest Disclosure - Staff - 2020-21

PURPOSE

The purpose of this report is to inform Council of the returned pecuniary interest disclosure forms submitted as part of the *Government Information (Public Access) Act 2009* (GIPA Act).

BACKGROUND

In accordance with Council's adopted Model Code of Conduct, following the completion of the financial year, being July to June, Councillors and designated persons are required to complete and lodge disclosure of interest returns by 30 September. As such, the return for the period the 1 July 2020 to the 30 June 2021 was due to be lodged with the General Manager by the end of September.

Once completed these returns, in accordance with the provisions of the *Government Information (Public Access) Act 2009* (GIPA Act), constitute an open access document and as such subject to mandatory proactive release. As previously reported to Council at its July 2021 meeting, the completed returns are now due for tabling and consideration. Following this meeting, these documents will be placed on Council's Website for the public's information.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4. Governance is open and transparent.

(b) Financial Considerations

There are no financial considerations for Council, however, the required returns deal with the pecuniary interests of all Councillors and designated persons.

COMMENTARY

As summarised above, Council's adopted Code of Conduct informs both Councillors and designated persons of their obligations regarding both the declaration of a pecuniary interest and the requirement to submit an annual return.

This information, in accordance with the provisions of the Model Code of Conduct and the GIPA Act is then made publicly available. In doing so, it seeks to ensure the ongoing openness and transparency of Council in all its actions.

Given the nature of information disclosed in the return, Council acknowledges that the returns may contain personal information about the person concerned, and, potentially, about third parties such as family members. This is information which individuals may

have concerns about disclosing publicly on a website and may object to publication following consultation under the GIPA Act.

Taking this into consideration, Councillors and designated persons should note that contained within the GIPA Act is the provision for Council to protect such “personal information”. Specifically, in accordance with *Section 6(4) of the GIPA Act, in which agencies are required to “facilitate public access to open access information contained in a record by deleting matter from a copy of record to be made publicly available, if inclusion of the matter would otherwise result in there being an overriding public interest against disclosure of the record, and it is practicable to delete the matter”.*

As such, once the completed returns are received by Council, prior to their publication, the information contained within the returns will be subjected to a “Public Interest Test” and the information will be placed on display in accordance with the outcome of this test.

(a) Governance/Policy Implications

The following extract from Council’s adopted Model Coded of Conduct outlines the requirement of a Councillor or designated person to complete and lodge a disclosure of interest return.

Disclosure of interests in written returns

4.9 A councillor must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor’s interests as specified in schedule 1 to this code within 3 months after:

- (a) becoming a councillor, and
- (b) 30 June of each year, and
- (c) the councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

The adopted Model Code of Conduct, specifically clause 4.15, then further outlines Council’s obligations in the publication of these returns in accordance with the GIPA Act.

(b) Legal Implications

The obligation to submit returns is with Councillors and designated persons. Over the past number of years, emphasis has been placed on this issue by the NSW Auditor-General. It is known that the annual audit of Council’s financial statements will include an audit of Councillors compliance with this requirement. Further, it now becomes a Code of Conduct issue if the returns are not completed and lodged within a timely manner.

(c) Social Implications

There are no social implications directly attached to this report.

(d) Environmental Implications

There are no environmental implications directly attached to this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

The requirement for Councillors and designated persons to complete and lodge a disclosure of interests acts as an important risk mitigation strategy. It assists with the identification and management of potential conflicts of interest that may arise in the operations of Council.

CONCLUSION

The requirement of Councillors and designated staff to annually complete disclosure of interest returns is outlined within Council's adopted Code of Conduct. The returns, once completed in accordance with the provisions of the both the Model Code of Conduct and the GIPA Act, are to be made publicly available. In doing so, this action seeks to ensure the ongoing openness and transparency of Council.

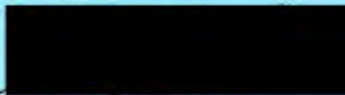
RECOMMENDATION

- 1. That Council notes the contents of this report.**
- 2. That Council publishes the returned pecuniary interest disclosure forms of Councillors and designated persons on Council's website for public information, with personal information being redacted pursuant to the provisions of Section 6(4) of the *Government Information (Public Access) Act 2009*.**

Disclosure of pecuniary interests and other matters

by WILLIAM FISHER in respect of the period from
Full Name

1 July 2020 to 30 June 2021



Approval for uploading a copy of this record to Council's website:
In accordance with section 6 of the Government Information (Public Access) Regulation 2018 (GIPA Act), the GIPA Act requires agencies make certain information publicly available, this includes the returns of the interests of Councillors and designated persons (see clause 1(2)(a) of Schedule 1).

A: Real Property		
Address of each parcel of real property in which I had an interest "at the return date" at any time during the return period	Nature of interest	
[REDACTED]	COONAMBLE	OWNER
"GAGERIE" 111 COONAMBLE RD COONAMBLE		OWNER
B: Sources of Income		
1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June: *Sources of income I received from an occupation at any time during the return period:		
Description of occupation	Name and address of employer or description of office held (if applicable).	Name under which partnership conducted (if applicable)
FARMING + GRAZING	SELF	AW, VANNIR FISHER

Disclosures by Councillors and Designated Persons

2 * Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of income I received from a trust during the return period:

Name and address of settler	Name and address of trustee

3 * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)

COONAMBLE SHIRE COUNCIL	COUNCILLORS FEES
CASTLEREACH MACQUARIE COUNTY COUNCIL	COUNCILLORS FEES
SHARE DIVIDENDS INCOME	FROM PURSUE COMPANYS

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor

D. Contributions to Travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was taken
COONAMBLE SHIRE COUNCIL	VARIOUS	NSW

E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position *at the return date* at any-time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			
F. Positions in trade unions and professional or business associations			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date* at any time during the return period	Description of positions		
NIL			
G. Debts			
Name and address of each person to whom I was liable to pay any debt *at the return date* at any time during the return period			
ELDERS RURAL BANK			
NSW RURAL ASSISTANCE AUTHORITY			
H. Dispositions of property			
1 Particulars of each disposition of real property by me at any time during the return period as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			
2 Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property			

I. Discretionary disclosures

Local Government (General) Regulation 2005

Schedule 3 Form of return – disclosure of interest
 (Clauses 180 – 183 and 192)

Local Government Act 1993
Disclosures by Councillors and Designated Persons Return

1. The pecuniary interest and other matters to be disclosed in this return are prescribed by Part 8 of this Regulation.
2. If this return is the first return required to be submitted by you after attaining the position of councillor or designated person, do not complete Parts C, D and H of the return. All other parts of the return should be completed with appropriate information as at the return date on which you attained that position.

If this return is not the first return required to be submitted by you after attaining that position, all Parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).

3. The particulars required to complete this form are to be written block letters or typed.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix is to be attached for that purpose which is properly identified and signed by you.
5. If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.
6. "*" means delete whichever is inapplicable.

Important information

This information is being collected for the purpose of compliance with section 449 of the *Local Government Act 1993*. You must not lodge a return that you know or ought reasonable to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest Tribunal.

The information collected on this form will be kept by the General Manager at the Council Chambers in a register of returns. Everyone is entitled to inspect the register of returns free of charge. You may correct or update the information contained in the register of returns by submitting a fresh return at any time.

PRIMARY RETURN

Disclosure of pecuniary interests and other matters

by Ahmad KARANOUB
Full Name

as at 27/7/21
Date

[Redacted Signature]

27/7/21
Date

Councillor's or designated person's signature

Approval for uploading a copy of this record to Council's website:
In accordance with section 6 of the Government Information (Public Access) Regulation 2018 (GIPA Act), the GIPA Act requires agencies make certain information publicly available, this includes the returns of the interests of Councillors and designated persons (see clause 1(2)(a) of Schedule 1).

A. Real Property	
Address of each parcel of real property in which I had an interest *at the return date/*at any time during the return period	Nature of interest
62-64 Castlereagh St Coonamble	Jointly Owned
56-60 Castlereagh St Coonamble	" "
31 - King St Coonamble	" "
[Redacted] Coonamble	Owned by wife
29 Old Bathurst Rd Woodroop	Jointly Owned.
15/196 Great Western Highway (Bus)	partnership

B. Sources of income		
1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June: *Sources of income I received from an occupation at any time during the return period:		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Global Village Cafe	Self Employed	115 Castlereagh - Diner
Wikileaks Cafe	partnership	Wikileaks

Disclosures by Councillors and Designated Persons

2 *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of income I received from a trust during the return period:

Name and address of settler	Name and address of trustee

3 *Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of other income I received at any time during the return period:
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

RENT 31 King St	
Rent 56 Castlereagh St	
Rent 58 Castlereagh St	
Rent 60 Castlereagh St	

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor


D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

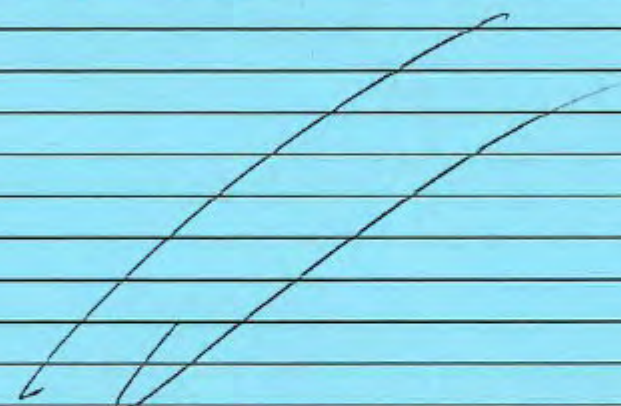
E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position *at the return date/*at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of Corporation (except in case of listed company)
/			
/			
/			
/			
/			
/			
F. Positions in trade unions and professional or business associations		Description of position	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date/*at any time during the return period			
/		/	
/		/	
/		/	
/		/	
/		/	
G. Debts			
Name and address of each person to whom I was liable to pay any debt *at the return date/*at any time during the return period			
NAB Bank.			
H. Dispositions of property			
1. Particulars of each disposition of real property by me at any time during the return period as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			
79 Castleleigh St			
49 ABERFORD ST			

Disclosures by Councillors and Designated Persons

2 Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property



I. Discretionary disclosures



Local Government (General) Regulation 2005**Schedule 3 Form of return—disclosure of interest**

(Clauses 180–182 and 192)

Local Government Act 1993**Disclosures by Councillors and Designated Persons Return**

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Part 8 of this Regulation.
- 2 If this return is the first return required to be submitted by you after attaining the position of councillor or designated person, do not complete Parts C, D and H of the return. All other Parts of the return should be completed with appropriate information as at the return date, that is, the date on which you attained that position.

If this return is not the first return required to be submitted by you after attaining that position, all Parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).

- 3 The particulars required to complete this form are to be written in block letters or typed.
- 4 If any space is insufficient in this form for all the particulars required to complete it, an appendix is to be attached for that purpose which is properly identified and signed by you.
- 5 If there are no pecuniary interests or other matters of the kind required to be disclosed under a particular main heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.
- 6 "**" means delete whichever is inapplicable.

Important information

This information is being collected for the purpose of compliance with section 449 of the Local Government Act 1993. You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest Tribunal.

The information collected on this form will be kept by the general manager at the council chambers in a register of returns. Everyone is entitled to inspect the register of returns free of charge. You may correct or update the information contained in the register of returns by submitting a fresh return at any time.

- 5 of 5 -

COONAMBLE
SHIRE COUNCIL

Disclosures by Councillors and Designated Persons

Disclosure of pecuniary interests and other matters

by Paul Anthony Wheelhouse in respect of the period from
Full Name

1 July 2020 to 30 June 2021

X [Redacted Signature]
Councillor's or designated person's signature

Approval for uploading a copy of this record to Council's website:
In accordance with section 6 of the Government Information (Public Access) Regulation 2018 (GIPA Act), the GIPA Act requires agencies make certain information publicly available, this includes the returns of the interests of Councillors and designated persons (see clause 1(2)(a) of Schedule 1).

A: Real Property		
Address of each parcel of real property in which I had an interest "at the return date" at any time during the return period		Nature of interest
73- 63 Wilga St Coonamble		Work Depot
[Redacted] Coonamble		Home
Orambone Rd Coonamble Lot 31 PT		Rural holding
48-50 Abercromb St Coonamble		Rental
68 Abercromb St Coonamble		Rental
24 Castlereagh St Coonamble		Rental
B: Sources of Income		
1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June:		
*Sources of income I received from an occupation at any time during the return period:		
Description of occupation	Name and address of employer or description of office held (if applicable).	Name under which partnership conducted (if applicable)
OWNER OPERATOR	Wheelhouse Concrete Construction Pty Ltd	

Disclosures by Councillors and Designated Persons

2 * Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of income I received from a trust during the return period

Name and address of settler	Name and address of trustee
Nil	

3 * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of other income I received at any time during the return period: (include description sufficient to identify the person from whom, or the circumstances in which, that income was received)

Nil	

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	

D. Contributions to Travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was taken
Nil		

Disclosures by Councillors and Designated Persons

E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position "at the return date"/at any-time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			
F. Positions in trade unions and professional or business associations			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) "at the return date"/ at any time during the return period	Description of positions		
NIL			
G. Debts			
Name and address of each person to whom I was liable to pay any debt "at the return date"/ at any time during the return period			
NIL			
H. Dispositions of property			
1 Particulars of each disposition of real property by me at any time during the return period as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			
NIL			
2 Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property			

I. Discretionary disclosures
NA

Local Government (General) Regulation 2005

Schedule 3 Form of return – disclosure of interest
(Clauses 180 – 183 and 182)

Local Government Act 1993**Disclosures by Councillors and Designated Persons Return**

1. The pecuniary interest and other matters to be disclosed in this return are prescribed by Part 8 of this Regulation.
2. If this return is the first return required to be submitted by you after attaining the position of councillor or designated person, do not complete Parts C, D and H of the return. All other parts of the return should be completed with appropriate information as at the return date on which you attained that position.

If this return is not the first return required to be submitted by you after attaining that position, all Parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).

3. The particulars required to complete this form are to be written block letters or typed.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix is to be attached for that purpose which is properly identified and signed by you.
5. If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.
6. "*" means delete whichever is inapplicable.

Important information

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The information collected on this form will be kept by the General Manager at the Council Chambers in a register of returns. Everyone is entitled to inspect the register of returns free of charge. You may correct or update the information contained in the register of returns by submitting a fresh return at any time.

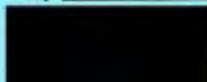


Disclosures by Councillors and Designated Persons

Disclosure of pecuniary interests and other matters

by KAREN MAREE CHURCHILL in respect of the period from
Full Name

1 July 2020 to 30 June 2021



Councillor's or designated person's signature

Approval for uploading a copy of this record to Council's website:
 In accordance with section 6 of the Government Information (Public Access) Regulation 2018 (GIPA Act), the GIPA Act requires agencies make certain information publicly available, this includes the returns of the interests of Councillors and designated persons (see clause 1(2)(a) of Schedule 1).

A: Real Property		
Address of each parcel of real property in which I had an interest "at the return date" at any time during the return period		Nature of interest
51 RABO ST COONAMBLE		
[REDACTED] COONAMBLE		
KOBBAIE'S BLOCK.		
28 TOWNSEND ST COONAMBLE		
B: Sources of Income		
1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June: *Sources of income I received from an occupation at any time during the return period:		
Description of occupation	Name and address of employer or description of office held (if applicable).	Name under which partnership conducted (if applicable)
LOCAL LAND SERVICES	12 PARKLEY DR COONAMBLE	
SELF EMPLOYED -		
DRIVING INSTRUCTOR		
CONTRACT SPRAYING		

Disclosures by Councillors and Designated Persons

<p>2 * Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June: *Sources of income I received from a trust during the return period.</p>		
Name and address of settler	Name and address of trustee	
NIL		
<p>3 * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June: *Sources of other income I received at any time during the return period. (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)</p>		
NIL		
<p>C. Gifts</p>		
Description of each gift I received at any time during the return period	Name and address of donor	
NIL		
<p>D. Contributions to Travel</p>		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was taken
NIL		

E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position *at the return date/*at any-time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			
F. Positions in trade unions and professional or business associations			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date/* at any time during the return period	Description of positions		
NIL			
G. Debts			
Name and address of each person to whom I was liable to pay any debt *at the return date/* at any time during the return period			
CBA			
NAB			
PEPPER MONEY			
H. Dispositions of property			
1 Particulars of each disposition of real property by me at any time during the return period as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			
NIL			
2 Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made ant any time during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property			
NIL			

I. Discretionary disclosures
NIL

Local Government (General) Regulation 2005

Schedule 3 Form of return – disclosure of interest
(Clauses 180 – 183 and 192)

Local Government Act 1993**Disclosures by Councillors and Designated Persons Return**

1. The pecuniary interest and other matters to be disclosed in this return are prescribed by Part 8 of this Regulation.
2. If this return is the first return required to be submitted by you after attaining the position of councillor or designated person, do not complete Parts C, D and H of the return. All other parts of the return should be completed with appropriate information as at the return date on which you attained that position.

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3. The particulars required to complete this form are to be written block letters or typed.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix is to be attached for that purpose which is properly identified and signed by you.
5. If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.
6. "*" means delete whichever is inapplicable.

Important information

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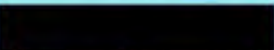


Disclosures by Councillors and Designated Persons

Disclosure of pecuniary interests and other matters

by PATRICK DUKES CULLEN in respect of the period from
Full Name

1 July 2020 to 30 June 2021


 Councillor's or designated person's signature

Approval for uploading a copy of this record to Council's website:
 In accordance with section 6 of the Government Information (Public Access) Regulation 2018 (GIPA Act), the GIPA Act requires agencies make certain information publicly available, this includes the returns of the interests of Councillors and designated persons (see clause 1(2)(a) of Schedule 1).

A: Real Property		
Address of each parcel of real property in which I had an interest "at the return date" at any time during the return period	Nature of interest	
"DINDA" CARINDA ROAD COONAMBLE	OWNER	
B: Sources of Income		
<small>1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June. *Sources of income I received from an occupation at any time during the return period:</small>		
Description of occupation	Name and address of employer or description of office held (if applicable).	Name under which partnership conducted (if applicable)
FARMING & GRAZING	SELF	PD & P.R. CULLEN

Disclosures by Councillors and Designated Persons

2 * Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of income I received from a trust during the return period:

Name and address of settler	Name and address of trustee
Nil	

3 * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of other income I received at any time during the return period: (include description sufficient to identify the person from whom, or the circumstances in which, that income was received)

Nil	

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	

D. Contributions to Travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was taken
Nil		

Disclosures by Councillors and Designated Persons

E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position *at the return date/*at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			
F. Positions in trade unions and professional or business associations			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date/* at any time during the return period	Description of positions		
NIL			
G. Debts			
Name and address of each person to whom I was liable to pay any debt *at the return date/* at any time during the return period			
CBA BANK			
H. Dispositions of property			
1 Particulars of each disposition of real property by me at any time during the return period as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			
Nil			
2 Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made any time during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property			
Nil			

I. Discretionary disclosures



Local Government (General) Regulation 2005

Schedule 3 Form of return – disclosure of interest
(Clauses 180 – 183 and 192)

Local Government Act 1993**Disclosures by Councillors and Designated Persons Return**

1. The pecuniary interest and other matters to be disclosed in this return are prescribed by Part 8 of this Regulation.
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Disclosure of pecuniary interests and other matters

by Barbara SR Deans in respect of the period from
Full Name

1 July 20 to 30 June 21

Councillor's signature

Approval for uploading a copy of this record to Council's website:

In accordance with section 6 of the Government Information (Public Access) Regulation 2018 (GIPA Act), the GIPA Act requires agencies make certain information publicly available, this includes the returns of the interests of Councillors and designated persons (see clause 1(2)(a) of Schedule 1).

A: Real Property		
Address of each parcel of real property in which I had an interest "at the return date" at any time during the return period	Nature of interest	
[Redacted]	Farming	
Karoo/Point Teoraweenha Rd Coonamble	Farming	
Phillipstank " "	Farming	
1/2 share Unit Boonarang Place Sydney	Family Share	
Ravenly/Yandana William Deans Coonamble	Farming	
home / Camp Teoraweenha Rd Coonamble	Farming	
B: Sources of Income		
1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June:		
*Sources of income I received from an occupation at any time during the return period:		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Farming	owner and part owner of Farming properties	[Redacted] BS Deans with husband
share Farming	Self employed share farmer	[Redacted] BS Deans
Investment share	Residuals Dividends	B Deans

COONAMBLE
SHIRE COUNCIL

Disclosures by Councillors and Designated Persons

2 * Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of income I received from a trust during the return period

Name and address of settler	Name and address of trustee
NULL.	

3 * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of other income I received at any time during the return period: (include description sufficient to identify the person from whom, or the circumstances in which, that income was received)

Coonamble Shire Council fee for Councillor duties.	Coonamble Shire Council @ Coonamble.
Travel refunds	
Share farming	proprietorson garranawarra Rd.
Dividend (Antinco)	Dividends paid Rootinco Farming.
+BS Dairy	

C. Gifts
Description of each gift I received at any time during the return period

Description of each gift I received at any time during the return period	Name and address of donor
NULL.	

D. Contributions to Travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was taken
Coonamble Shire Council.	Council Meeting Monthly.	NSW.
" "	Conferences - Brokenhill 2021.	NSW.

Disclosures by Councillors and Designated Persons

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position "at the return date" at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
[redacted] + BS Dooms Partnership	owner	Partner	Farming Business
Sprafest Pt Ltd	shareholder	Director	" "
Zinter Pt Ltd	Shareholder	Director	" "
Bendon Pt Ltd	shareholder	Director	" "

F. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) "at the return date" at any time during the return period	Description of positions
[redacted] + BS Dooms Partnership	Joint owner with husband.
[redacted] BS Dooms Partnership	
in share farming.	joint owner operator share farming.
Coonamble NSW Farmers Branch	chair person
member CWO	member
member CAC	member.

G. Debts

Name and address of each person to whom I was liable to pay any debt "at the return date" at any time during the return period

NAB Narrabri
 Visa NAB Credit Cards
 PWA innovation fund loan
 [redacted] + BS Dooms has account with alot of business in Coonamble. paid monthly.
 See Back Page.

H. Dispositions of property

1 Particulars of each disposition of real property by me at any time during the return period as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NILL

2 Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property

[redacted] + BS Dooms share Farming with [redacted] in Coonamble Shire. [redacted] own the properties

I. Discretionary disclosures
█ + BS Family owned business with 2 children in Business. We employ other people at peak times our property █ is in the inland Rail investigation Corridor. We are growers that would benefit from inland routcoming to Coonamble silos Grain Corp / agingain. Our Family business would benefit from Coonamble Shire doing well. We move stock along Coonamble Shire Roads. We buy gravel from the gravel quarry.

Local Government (General) Regulation 2005

Schedule 3 Form of return – disclosure of interest
(Clauses 180 – 183 and 192)

Local Government Act 1993**Disclosures by Councillors and Designated Persons Return**

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3. The particulars required to complete this form are to be written block letters or typed.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix is to be attached for that purpose which is properly identified and signed by you.
5. If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.
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Disclosure of pecuniary interests and other matters

by HENRIK BASSON in respect of the period from
Full Name

1 July 2020 to 30 June 2021
~~30 June 2020~~ to ~~31 July 2021~~

[Redacted Signature]

Councillor's or designated person's signature

Approval for uploading a copy of this record to Council's website:

In accordance with section 6 of the Government Information (Public Access) Regulation 2018 (GIPA Act), the GIPA Act requires agencies make certain information publicly available, this includes the returns of the interests of Councillors and designated persons (see clause 1(2)(a) of Schedule 1).

A: Real Property		
Address of each parcel of real property in which I had an interest "at the return date" at any time during the return period		Nature of interest
259 MEADE STREET GLEN INNES NSW		OWNER
B: Sources of Income		
1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June:		
*Sources of income I received from an occupation at any time during the return period:		
Description of occupation	Name and address of employer or description of office held (if applicable).	Name under which partnership conducted (if applicable)
GENERAL MANAGER	COONAMBLE SHIRE COUNCIL	

COONAMBLE
SHIRE COUNCIL

Disclosures by Councillors and Designated Persons

2 * Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of income I received from a trust during the return period:

Name and address of settler	Name and address of trustee
N/A	N/A

3 * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)

INTEREST - SAVING ACCOUNTS	REGIONAL AUSTRALIA BANK COMMONWEALTH BANK

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
GIFTS ARE RECORDED IN COUNCIL'S GIFT REGISTER	[REDACTED] - 60 TH BIRTHDAY PRESENT.

D. Contributions to Travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was taken
COONAMBLE SHIRE COUNCIL - IN ACCORDANCE WITH THE APPLICABLE COUNCIL POLICIES	VARIOUS - ATTENDING CONFERENCES, SEMINARS, WORKSHOPS AND MEETINGS FROM TIME TO TIME.	NSW.

E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position "at the return date"/at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
N/A			
F. Positions in trade unions and professional or business associations			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) "at the return date"/at any time during the return period	Description of positions		
N/A			
G. Debts			
Name and address of each person to whom I was liable to pay any debt "at the return date"/at any time during the return period			
N/A			
H. Dispositions of property			
1 Particulars of each disposition of real property by me at any time during the return period as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			
N/A			
2 Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property			
N/A			

I. Discretionary disclosures
N/A



Local Government (General) Regulation 2005

Schedule 3 Form of return – disclosure of interest
(Clauses 180 – 183 and 182)

Local Government Act 1993**Disclosures by Councillors and Designated Persons Return**

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3. The particulars required to complete this form are to be written block letters or typed.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix is to be attached for that purpose which is properly identified and signed by you.
5. If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.
6. "*" means delete whichever is inapplicable.

Important information


This information is being collected for the purpose of compliance with section 449 of the *Local Government Act 1993*. You must not lodge a return that you know or ought reasonable to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest Tribunal.

The information collected on this form will be kept by the General Manager at the Council Chambers in a register of returns. Everyone is entitled to inspect the register of returns free of charge. You may correct or update the information contained in the register of returns by submitting a fresh return at any time.

Disclosure of pecuniary interests and other matters

by Kaylene Atkins in respect of the period from
Full Name


1 July 2020 to 30 June 2021



Councillor's or designated person's signature

Approval for uploading a copy of this record to Council's website:

In accordance with section 6 of the Government Information (Public Access) Regulation 2018 (GIPA Act), the GIPA Act requires agencies make certain information publicly available, this includes the returns of the interests of Councillors and designated persons (see clause 1(2)(a) of Schedule 1).

A: Real Property		
Address of each parcel of real property in which I had an interest "at the return date" at any time during the return period		Nature of interest
<u>18 Warranah St</u>		<u>joint owner</u>
		<u>owner</u>
<u>2 Mendocornal St</u>		<u>trustee</u>
B: Sources of Income		
1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June:		
*Sources of income I received from an occupation at any time during the return period:		
Description of occupation	Name and address of employer or description of office held (if applicable).	Name under which partnership conducted (if applicable)
<u>Landlord</u>	<u>18 Warranah St</u>	

Disclosures by Councillors and Designated Persons

2 * Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of income I received from a trust during the return period:

Name and address of settler	Name and address of trustee

3 * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor

D. Contributions to Travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was taken

I. Discretionary disclosures



Local Government (General) Regulation 2005

Schedule 3 Form of return – disclosure of interest:
(Clauses 180 – 183 and 192)

Local Government Act 1993**Disclosures by Councillors and Designated Persons Return**

1. The pecuniary interest and other matters to be disclosed in this return are prescribed by Part 8 of this Regulation.
2. If this return is the first return required to be submitted by you after attaining the position of councillor or designated person, do not complete Parts C, D and H of the return. All other parts of the return should be completed with appropriate information as at the return date on which you attained that position.

If this return is not the first return required to be submitted by you after attaining that position, all Parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).

3. The particulars required to complete this form are to be written block letters or typed.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix is to be attached for that purpose which is properly identified and signed by you.
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Disclosures by Councillors and Designated Persons

Disclosure of pecuniary interests and other matters

by Bruce Osamey in respect of the period from
Full Name

1 July 2020 to 30 June 2021



s signature

Approval for uploading a copy of this record to Council's website:

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A: Real Property

Address of each parcel of real property in which I had an interest "at the return date" at any time during the return period	Nature of interest
Nil.	

B: Sources of Income

1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June:

*Sources of income I received from an occupation at any time during the return period:

Description of occupation	Name and address of employer or description of office held (if applicable).	Name under which partnership conducted (if applicable)
Executive leader of CORPORATE - SUSTAINABILITY	Coonamble Shire Council 84 CASTLEREACH ST COONAMBLE NSW	

Disclosures by Councillors and Designated Persons

<p>2 * Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June: *Sources of income I received from a trust during the return period</p>		
Name and address of settler	Name and address of trustee	
Nil		
<p>3 * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June: *Sources of other income I received at any time during the return period: (include description sufficient to identify the person from whom, or the circumstances in which, that income was received)</p>		
Nil		
<p>C. Gifts</p>		
Description of each gift I received at any time during the return period	Name and address of donor	
Nil		
<p>D. Contributions to Travel</p>		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was taken
Nil		

E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position *at the return date/*at any-time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			
F. Positions in trade unions and professional or business associations			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date/* at any time during the return period	Description of positions		
NIL			
G. Debts			
Name and address of each person to whom I was liable to pay any debt *at the return date/* at any time during the return period			
NIL			
H. Dispositions of property			
1 Particulars of each disposition of real property by me at any time during the return period as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			
NIL			
2 Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property			
NIL			

I. Discretionary disclosures
Nil

Local Government (General) Regulation 2005

Schedule 3 Form of return – disclosure of interest
(Clauses 180 – 183 and 192)

Local Government Act 1993**Disclosures by Councillors and Designated Persons Return**

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PRIMARY RETURN

Disclosure of pecuniary interests and other matters

by Phillipa Goldsmith
Full Name

as at 18 November 2019
Date

[Redacted Signature]
Councillor's or designated person's signature

2 July 2021
Date

Approval for uploading a copy of this record to Council's website:

In accordance with section 6 of the Government Information (Public Access) Regulation 2018 (GIPA Act), the GIPA Act requires agencies make certain information publicly available, this includes the returns of the interests of Councillors and designated persons (see clause 1(2)(a) of Schedule 1).

A. Real Property		
Address of each parcel of real property in which I had an interest *at the return date/*at any time during the return period	Nature of interest	
<u>[Redacted]</u> NSW 2829	Part owner	
<u>10079 Billiga Road, Gilgoma, NSW 2829</u>	Part owner	
B. Sources of Income		
1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June:		
*Sources of income I received from an occupation at any time during the return period:		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
<u>consultant manager</u>	<u>Self</u>	
	<u>Coonamble shire Council</u>	

Disclosures by Councillors and Designated Persons

2 *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of income I received from a trust during the return period:

Name and address of settler	Name and address of trustee

3 *Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of other income I received at any time during the return period:
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Partner - Urungie Partnership	1556 Killara Lane Gilgoinna NSW 2829

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position *at the return date/*at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
F. Positions in trade unions and professional or business associations			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date/*at any time during the return period	Description of position		
G. Debts			
Name and address of each person to whom I was liable to pay any debt *at the return date/*at any time during the return period			
H. Dispositions of property			
1 Particulars of each disposition of real property by me at any time during the return period as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			

Disclosures by Councillors and Designated Persons

2 Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property

I. Discretionary disclosures



Local Government (General) Regulation 2005
Schedule 3 Form of return—disclosure of interest

(Clauses 180–182 and 192)

Local Government Act 1993
Disclosures by Councillors and Designated Persons Return

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- 5 If there are no pecuniary interests or other matters of the kind required to be disclosed under a particular main heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.
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- 5 of 5 -



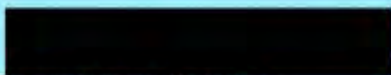
Disclosures by Councillors and Designated Persons

PRIMARY RETURN

Disclosure of pecuniary interests and other matters

by Amanda Nixon
Full Name

as at 2 July 2021
Date


Councillor's or designated person's signature 2/7/21
Date

Approval for uploading a copy of this record to Council's website:
In accordance with section 6 of the Government Information (Public Access) Regulation 2018 (GIPA Act), the GIPA Act requires agencies make certain information publicly available, this includes the returns of the interests of Councillors and designated persons (see clause 1(2)(a) of Schedule 1).

A. Real Property		
Address of each parcel of real property in which I had an interest *at the return date/*at any time during the return period	Nature of interest	
NIL		
B. Sources of income		
1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June:		
*Sources of income I received from an occupation at any time during the return period:		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
manager - People, Risk + Imp'd ment	Coonamble Shire Council 80 Castlereagh St Coonamble. 2829.	

Disclosures by Councillors and Designated Persons

2 *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of income I received from a trust during the return period:

Name and address of settler	Name and address of trustee
NIL	

3 *Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of other income I received at any time during the return period:
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NIL	

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL - other than work related travel		
for Coonamble Shire Council		
- training, conferences + HR meetings.		

E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position *at the return date/*at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			
F. Positions in trade unions and professional or business associations			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date/*at any time during the return period	Description of position		
NIL			
G. Debts			
Name and address of each person to whom I was liable to pay any debt *at the return date/*at any time during the return period			
NIL			
H. Dispositions of property			
1 Particulars of each disposition of real property by me at any time during the return period as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			
NIL			

2 Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property

<i>NIL</i>

I. Discretionary disclosures

<i>NIL</i>

Local Government (General) Regulation 2005**Schedule 3 Form of return—disclosure of interest**

(Clauses 180–182 and 192)

Local Government Act 1993**Disclosures by Councillors and Designated Persons Return**

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Disclosures by Councillors and Designated Persons

PRIMARY RETURN

Disclosure of pecuniary interests and other matters

by Noreen Vu
Full Name

as at 12/10/2020
Date

[Redacted Signature]
Councillor's or designated person's signature

2/7/21
Date

Approval for uploading a copy of this record to Council's website:
In accordance with section 6 of the Government Information (Public Access) Regulation 2018 (GIPA Act), the GIPA Act requires agencies make certain information publicly available, this includes the returns of the interests of Councillors and designated persons (see clause 1(2)(a) of Schedule 1).

A. Real Property		
Address of each parcel of real property in which I had an interest *at the return date/*at any time during the return period	Nature of interest	
39 Spur Place, Royalla, NSW, 2620	Owner	
41 Spur Place, Royalla, NSW, 2620	Owner	
62/65 Ainslie Ave, Braddeley, ACT, 2912	Owner	
B. Sources of income		
1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June:		
*Sources of income I received from an occupation at any time during the return period:		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Executive Leader	Coonamble Shire	
Environment, Strategic	Council, 80 Castlereagh	
Planning and	St, Coonamble	
Community		

Disclosures by Councillors and Designated Persons

2 *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of income I received from a trust during the return period:

Name and address of settler	Name and address of trustee

3 *Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:
*Sources of other income I received at any time during the return period:
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Investment / Landlord	39 Spur Place, Royalla
	41 Spur Place, Royalla
	62/65 Ainalie Ave, Bradston

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position *at the return date/*at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil			
F. Positions in trade unions and professional or business associations			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date/*at any time during the return period	Description of position		
Nil			
G. Debts			
Name and address of each person to whom I was liable to pay any debt *at the return date/*at any time during the return period			
Nil			
H. Dispositions of property			
1 Particulars of each disposition of real property by me at any time during the return period as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			

Disclosures by Councillors and Designated Persons

2 Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property

I. Discretionary disclosures

Local Government (General) Regulation 2005**Schedule 3 Form of return—disclosure of interest**

(Clauses 180–182 and 192)

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10.2 COONAMBLE ANNUAL SHOW - APPLICATION FOR PUBLIC HOLIDAY**File Number:** H5**Author:** Marina Colwell-Executive Support Officer**Authoriser:** Hein Basson, General Manager**Annexures:**

1. Public Holiday Survey
2. Guidelines for Local Public Holiday and Local Event Day Applications

PURPOSE

The purpose of this report is to provide information to Council to assist it determine whether or not to make application for the declaration of a holiday for the second day of the Coonamble Show. The proposed dates are Wednesday 1 June 2022 and Wednesday 24 May 2023.

BACKGROUND

Each year Council receives correspondence from Department of Premier and Cabinet regarding applications under the *Public Holidays Act 2010* for declaration of local public holidays and local event days for 2022 and 2023. The Guidelines for Local Public Holiday and Local Event Day applications are attached to this report.

The Act permits the Minister for Public Service and Employee Relations to declare, on the application of a Council, a local public holiday or a local event day for the whole of that Council's local government area or a defined township or district that is within that Council's area.

An application may request the declaration of a half day or part of a day local public holiday or local event day to accommodate the holding of an event that is recognised by the local community. Some Councils seek part-day public holidays of a few hours to reduce costs while facilitating the holding of and attendance at local regional events.

The guidelines provide opportunity to make a biennial application for the declaration of a full or part-day public holiday or event day. This means that an application may be made over a period of two (2) consecutive years.

Again, this year, the Department proposes to have an omnibus order declaring the 2022 and 2023 local public holidays and local event days published on the NSW legislation website in early 2022.

a) Relevance to Integrated Planning and Reporting Framework

P1.3.1 Support activities / projects that increase community participation and connection.

P4.1 Increase opportunities for our community to socialise together.

b) Financial Considerations

Local businesses are impacted when public holidays are gazetted. The Department of Premier and Cabinet reminds Council to be mindful of these associated costs which impact on local business owners.

For Declaration of a Local Public Holiday, the implications for employers are:

“The public holiday provisions contained in the *National Employment Standards of the Fair Work Act 2009* apply to local public holidays declared under the *Public Holidays Act 2010*. This means that all employees, irrespective of their former entitlements and whose place of work is within a local public holiday area, will be entitled to be absent from work for the day or part day declared to be a public holiday. In addition, employees who work on the day or part day may have an entitlement to penalty rates under a relevant award or enterprise agreement.

In considering an application to the Minister for a public holiday or part-day holiday, it is expected that the Council will consult with the affected community and other relevant stakeholders as to the impact of a local public holiday or part-holiday on businesses located in the local government area.”

For Declaration of a Local Event Day, the implications for employers are:

A declared local event day does not automatically mean that employers in the particular locality are compelled to treat the day as a public holiday. Entitlements to paid leave or penalty rates on a local event day will only arise where agreed to at the workplace level, usually in the form of an enterprise agreement or by contract. This goes some way to restoring the industrial arrangements that existed prior to changes in the Commonwealth workplace laws.

COMMENTARY

Where a public holiday is declared by the Minister, a bank located in the designated holiday area will be required to close during the public holiday hours, unless the bank is exempted from the requirement to close under Part 3A of the *Retail Trading Act 2008*. Shops located within the designated holiday area are free to open without restriction, however, employees who work may have an entitlement to penalty rates under a relevant award or enterprise agreement.

If a half-day public holiday is proposed, consideration should be given to the effect the half day holiday will have on local schools and on the transport of students who attend school on the day.

The declaration of a local event day or part day does not preclude banks or shops located within the designated area from opening or trading on the day. A declared local event day does not automatically mean that employers in the particular locality are compelled to treat the day as a public holiday. Entitlements to paid leave or penalty rates on a local event day will only arise where agreed to at the workplace level, usually in the form of an enterprise agreement or by contract.

Council has consulted the community through various forms of media – the Coonamble Times, Facebook, Council’s website, letters to employers, schools, Chamber of Commerce and local banks.

The responses to Council’s survey are as follows:

Full day public holiday 94.7%

Half day public holiday	4.5%
No public holiday	0.8%

Please refer to the attachment to this report for the detailed community response.

One local school for example writes it wholeheartedly is in support the holiday from both a school and community perspective – saying it brings together disparate groups in the community and celebrates the rural, local, and cultural traditions of the area.

From a business sustainability perspective, the Coonamble Show is a highlight on the Coonamble events calendar and brings much needed money into town through tourism also students are exhibitors at the show, in the pavilion, the bovine showing, and the equestrian events. Because it is a major event in the community, a public holiday on the second day is therefore important.

Other support for the holiday from the community is that it brings townsfolk together for much needed respite from day-to-day activities; the community needs these outlets to come together for a day out; if the show is to survive a public holiday is required; and the day provides for a well-deserved break and family time.

(a) Governance/Policy Implications

One of Council's Delivery Plan actions is to support activities and projects that increase community participation and connection. The two-day annual show is one of the major annual events on the community calendar.

(b) Legal Implications

There are no legal implications related to this report.

(c) Social Implications

A gazetted holiday for the second day of the Coonamble annual show provides the opportunity for residents, families, students, farmers / graziers, and visitors to enjoy an event which is organised by the local show society.

(d) Environmental Implications

There are no environmental implications related to this report.

(e) Economic/Asset Management Implications

Council allocates significant funds in its annual budget to maintain the showground and other public facilities within its jurisdiction and the show is one of the major events held at the ground each year. On an ongoing basis Council carries out improvements to infrastructure and provides a facility to the standard expected by participants of events utilising the ground.

(f) Risk Implications

There are no risk implications related to this report.

CONCLUSION

If a holiday is to be granted, Council must adopt a resolution that application be made, either for a full day for the whole Shire or part thereof, or declaration of a Local Event Day within a specified area. Council consulted widely with the community and the overwhelming outcome was in favour of a full day public holiday for the Shire of Coonamble for the second day of the Coonamble Show in 2022 and 2023.

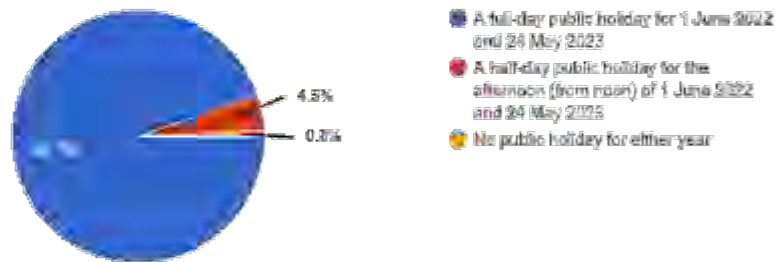
RECOMMENDATION

- 1. That Council notes the contents of this report.**
- 2. That Council authorises the General Manager to make application to the Department of Premier and Cabinet for a full day public holiday for the whole Coonamble Shire local government area to be declared for the second days of the Coonamble Show in 2022 and 2023, i.e. Wednesday, 1 June 2022 and Wednesday, 24 May 2023.**

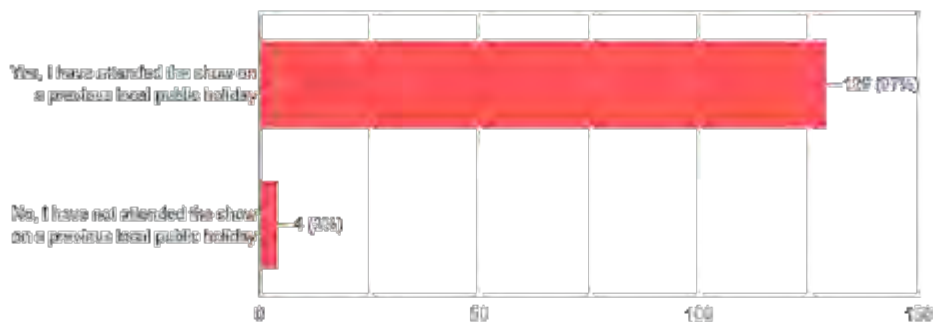
Responses to the Survey to gauge community interest in the proclamation of a Local Public Holiday for Coonamble Show 2022 and 2023

(Survey conducted between 9 August and 23 August 2021: 133 respondents)

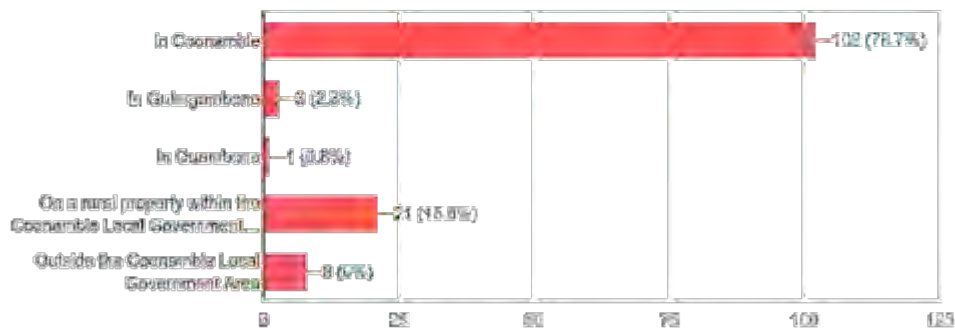
I prefer Council ask the NSW Government for:
133 responses



I have attended the Coonamble Show on at least one previously gazetted local public holiday in past years
133 responses

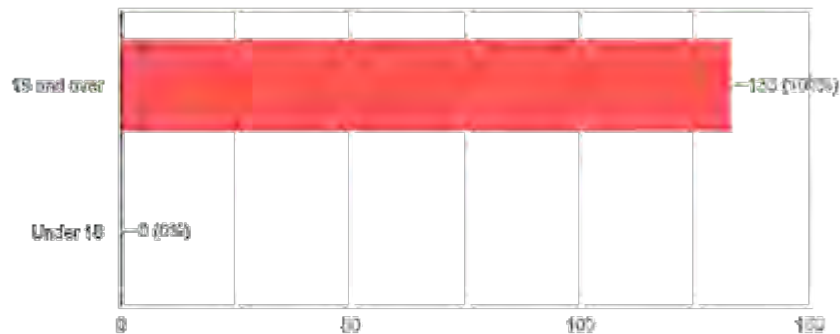


I live:
133 responses



I am in the following age group

133 responses



The Coonamble Show is important to me because:
I have 3 small children who absolutely love the show each year, and to have to try and get time off work and if denied would be devastating for them
It's been going for 100 years and is the only event that brings the whole community together!!
Brings our community together
It's great for the town spirit and bring joy
Community event
Viewing the kids artworks in the pavilion
All the community to showcase animals, produce, school work and catch up in the one location.
It's a tradition and gives something for the kids to look forward to.
I volunteer at the show and enjoy socialising and seeing new people.
It brings the community together
People come together for a great day out.
I have never missed a local show, it is great entertainment and brings my family together.
It's an age old Coonamble tradition
Brings the community together
It show cases our town
A community event. Bring people together
It's an event we, as a family, look forward to, every year.
It's a community events that has no barriers
I'm a competitor and steward of the cattle section.
I would love to go up for the whole day to watch the dogs etc
It's about the community coming together and spending time together
A great community event

The Coonamble Show is Important to me because:
I have a young family who eagerly await the show every year. Especially with the lack of activities within our shire day to day the show is a big deal to everyone within the shire
It's a part of what I have grown up with every year and have enjoyed coming together as a community. I have two young boys and would love the same for them. Every year for as long as I can remember, we get a full day public holiday on the Wednesday. Why does it need to change now?
It is a wonderful chance to showcase so many things about our Community
It brings visitors into our town and it gives our athletes a chance to show off their talent
It is a essential event of the community
Family connections in Coonamble and the show
It is a family tradition to attend. It is part of our history.
It's cool
My baby loves it
It is a community event and all traditions like this are important to maintain connection within a small community.
An opportunity to showcase Coonamble's stock, artistic talent and to raise money for the community.
Brings the community together and gives our kids something to look forward to.
It's a day to spend with my young family at the show
It's a community and family gathering celebrating our great town of Coonamble.
The committee works very hard year round to ensure the show has something for everyone in the community, to make it affordable and family friendly.
Lifts spirits of the community and gives kids something exciting to look forward to
Is a community / family day out that are very few these days
I have lived in the Coonamble district all my life and I was a keen equestrian competitor and used / still actively support the Coonamble Show, with everything Coonamble has been hit with over the last few years it would be detrimental to the community to lose its show day. I fully support the application of a Full day public holiday.
The kids love it
Show cases the agricultural excellence in the area and I'd a general coming together of all the community
It brings all the locals together
It gets the community together
It's a lot better having the second day as for people that have small children, if it's too cold the show night it's always good to go up the next day. Since I was little I always have been to the show day and night
Community
Brings people together
Local community is important and the local show is a great way to get locals to come together.
It is important to me as it is a time I can get to see and have fun with people in the community, that you don't see on a regular basis. Also gives me a chance to see the local arts and crafts that I don't get to see.
It's great to see local exhibits

The Coonamble Show is Important to me because:
Brings community together
Showcase local people in the pavilion.
Family values
It's a great community event where we all gather to see the many talents of the people who live here.
Community connection
Brings the community together
Bring community together
It's a time for the community to come together and celebrate our heritage, our achievements, our families and friends and to join together to embrace our community.
It's a long standing part of the communities yearly events, great to see everyone and celebrate a positive part of our town.
It's an important gathering for the community and mental health.
It brings the community together
Great event for the Community, fun for families. One event everyone looks forward to each year.
Coonamble is my home town and I endeavour to support the local show every year!
It is inclusive of our entire community.
It's a way to get the community together
It bring money into the town. An gives local fun times
it's a great community event and good chance to catch up with people who you don't often see.
It is a chance to showcase the local talent, either in the pavilion or the horse, sheep, poultry and dog events. A chance to get together as an LGA and celebrate all that the shire has to offer, and socialise with people you don't see all the time. I, for one would be incredibly disappointed if the shire did not have the entire day to spend at the show..
It is an opportunity for resident to gather & socialise. This is important for mental health in rural & remote communities
I have grown up having an annual show in Coonamble and would love my boys to experience this too. It's a special community and family event for everyone to enjoy.
It helps the community showcase what is here, which benefits the town and the producers.
Show local talents
It's a great social event for the community, it brings the community together and we also get to see the talent this community has.
Local talent, displays, I grew up having fun there and I want my kids to grow up having fun there too.
It's tradition, I use to love show time of year and not I get to share it with my children. It's also a great way for our community to come together and celebrate great times.
It gets the community together and it gives our kids something to look forward to. Everyone, regardless of age enjoys the show.
I think the second day of the show is wasted and more effort could be put into making the show a one day show
It's an opportunity for the community to meet in a shared space that boosts the wellbeing of the entire town. This space provides all parts of the community the chance to celebrate the successes of student achievement in the pavilion, highlights the talents of our adult community, encourages isolated farming families to come into town, and provides an important opportunity for various community groups raise money and connect with the people in our town.

The Coonamble Show is Important to me because:
Great community event.
So works families can have fun and join there children!!
Revolves around the regions agriculture
Great social event
It's brings the community together
Family
Get to spend a day at the show with my family
To see all the smiles and enjoyment my grandkids have; they count the days down a month before with excitement
because it is where locals can come together as a community and show their wide and varied interests.
My family look forward to spending a day at the show every year, as it's a great family day out. They don't always like going at night, especially if it's cold.
It benefits the whole community
It is a time when the whole community can get together. People show their products and animals and it is interesting for everyone to see.
Rural shows keep communities together
It keeps small country towns alive
Social occasion for the town and surrounds.
Best social day in the shire
Brings the community together for a great day out.
It brings the community together to celebrate a beautiful town.
It is one of the biggest events for the town every year for all ages
Brings the community together
It's an outing my whole family take together, it's good to acknowledge the local talent in town.
Last year we were a storehouses and hope to attend again.
Family time.
We attend the Horse section of the Show to support Local businesses and the agricultural community. Local agricultural shows are important for the community and needs everyone support.
It's great to support our local community and do something different for a day. It is something my children and I look forward to every year
I participate in the horse and cattle section and enjoy the entertainment
Community spirit, showcasing local produce & talents. Social interaction
I need time off from work desperately
Social outing, with community, fun with grandchildren
Allows the community a chance to celebrate produce, livestock and arts and craft.
We don't have many attraction in the town something for everyone
It's good to support people in their businesses and enjoy the activities on that day

The Coonamble Show is Important to me because:
Family outing
I work in Coonamble and my workplace participates in and we encourage families who use our service to participate. It brings a whole community to gather creating a sense of belonging. Even though I don't go I still feel part of it through conversations, local paper and activities we do at work with children
It gives the community an opportunity to get together
Very important for the district to have a local show
it is a vital community event both socially and financially
It's a community event where people get together and appreciate the outstanding efforts that children and adults put in to making it a great day.

The community benefits from a public holiday in the following ways:
Allows all the show volunteers and their businesses to get the Show happening - otherwise we'd have no Show!!
So that people who work full time can attend the show and take children or family members. If it's not a public holiday I feel nobody will attend and the show will no longer continue in our small town
Gets people together as we very isolated
It is too cold to have small children out at night and the day allows for children of all ages to attend
Able to catch up and relax
It allows everyone to come together at the one gathering and communicate and have fun!
The show is about community coming together and socialising, seeing each other outside the normal constraints of work or school. The competitions, rides and food all combine to bring the diverse sections of our community together under one event. There is something for everyone at the show that our community can either participate, watch and enjoy. If the holiday was cut short to just a half day, i believe most people would not bother to attend. Those with children and the elderly may not see the point when they will only get to go at a specific time for a small amount of hours. Should you eliminate it entirely, you will only have those that can leave their work at lunchtime or schoolchildren only.
To allow everyone to support the show and come together as a community.
It lets people come to have a social day out. A lot work goes into the show by volunteers from the community for the community. It benefits all.
It allows students and workers a day off working and schooling commitments to enjoy the show and spend time with family. I allows everyone the opportunity to come and support all show events and displays.
It's a social outing for all members of the community
Enables working parents to take their children to the show and enjoy a community spirit event
Parents get to take their kids to the show
Allows all of the members in the community access the show
Show day is an important day for families. Few people like to take young children to the show of a night, because it's cold. Show day gives everyone the opportunity to go, and gives families a chance to fully enjoy everything the show has to offer.
It's an opportunity for all demographics to attend

The community benefits from a public holiday in the following ways:
Brings the whole community together, unlike any other event.
A lot more people will go if it's a public holiday
Draws attraction to come both days
A great community event
Parents are able to stay home from work and attend the show with their young kids. Some people can't handle the lights and noises of a night and can not attend on the Tuesday night. Therefore Wednesday is their only option. Without this day being a public holiday, many families and young children would have to miss out
Gets people out to socialise and explore the amazing efforts that our town puts into our show and the pavilion displays. It's one day of the year, if it worries people that shops close, they can do their jobs before that day
Mental health through social meet ups; participation as a community, community pride
A chance to celebrate with family, brings much needed funds to our local businesses
Allows people to enjoy a day out
an opportunity to create a sense of social cohesion in a remote area.
In our area we do not have many large scale local events. The COONAMBLE Show is an event that brings the entire community together, no matter what demographic you belong to rich or poor, old or young everyone mixes and enjoys the show. Part of making the show accessible is having a public holiday, life is busy many families have both parents working. The public holiday allows most families the time to take their children to the show and enjoy some family time.
Everyone can go
Well-being for all community members
Opportunity for attendance
Tradition
Support of a local event enabling our community to showcase our town to visitors
Good for people who are showcasing and their mental well-being. They are less stressed about packing everything up and getting back to work the following day.
They are able to spend more time with their family and friends and not be taken away from them due to work
It's something to look forward to for our small town.
Families can all get together without the worry of having to work
The Show is entirely run by volunteers. Without further help by volunteers in the busy second day, the show simply wouldn't run. To reduce the Show to a one day event would not be profitable or viable, effectively stopping the Show completely.
Ability to attend the show, allows committee the freedom to fulfil responsibilities without having to take a day off work
Family/friends time good for a Mental health day out
It is a great way for both rural and towns people of the Coonamble district to come together. It is a great social day that supports healthy mental well being. It is a great way for local trades/business/home based business to showcase their produce/products.
Volunteers being able to help out with their designated clubs and not risk loosing pay, all can attend and accessed by all walks of life
Everyone gets to go
Gives the community the chance to get together
I enjoyed going to the show both days when I was little now my children are enjoying both days

The community benefits from a public holiday in the following ways:
Let's everyone attend
1/2 day because majority of people take the opportunity of going to Dubbo to shop with the full day holiday
Locals can all come together with families and friends for an experience; a fun day.
The workers benefit from a public holiday as it gives them a chance to take their children to the Coonamble Show.
Everyone can attend on that day
Highlights community's talents and expertise. Fun for young and old
Say to celebrate- have fun
Good to see a small country town all come together to socialise
It means that more people can make the show, otherwise most people would be working and would have to miss it. It is such a huge community event and really raises everyone's spirits!! Part of the reason why it is so good is that everyone comes out for it but this wouldn't happen if there wasn't a public holiday
All community can meet and socialise
Allow more people to attend
Community can support local businesses
It allows and affords the opportunities to the community to join together.
It's one of the few ways available to allow many people to attend to make the event worthwhile for all who participate and come from away to put on the show.
Gives a break from normal life and allows family time, whilst also showcasing what the town community groups have to offer.
It means that everyone can going along for the day, the show would not be a success otherwise.
Day event is good as time is limited to see everything in the Tuesday night.
It provides the whole community to downs tools and gathers together as one.
More time for families to get in and see the show
For workers. Ever a day off. Or public holiday pay if needing to work
It allows everyone to be able to attend the show and see and do things that they may have missed out on previously. They might be able to look at the pavilions more as well
It's a great opportunity for locals to catch up with each other
Allows working people and families to attend
It allows school children and the working public a chance to have a good look at what is showcased
Good social time
Yes, this allows workers & school students to attend.
Community get to attend the show and see the displays the community has on offer
It allows people to attend the second day of the show without having to use the second day of leave. I feel if people had to take leave the show would no be as successful because people wouldn't take the leave
Being able to spend time with family. Be able to participate in event that they normally wouldn't be able to because they have to work. We could improve Coonamble's local economy.

The community benefits from a public holiday in the following ways:
It allows people from the community to come together over common interests. It's a great way for newcomers to town to be welcomed and become members of the community through the various organisations at the show.
I think only a limited number of people attend the second day of the show. The Tuesday night has become very popular
It gives our working families an opportunity to come together and gives their children some family time to have fun. It allows people in our town from all walks of life to enjoy something in common- it's important for everyone.
Only twice a year thing why not !!
See the show of community agricultural standards
It's more convenient
Family time, no rushing around show if you only got half a day
To be able to have a family day out
more local competitors can be involved and participate in the show sections
You get more people from out of town visit. It's more convenient for families that live on properties to attend during the day.
The whole community gets together.
Everyone is able to participate and see each other
it allows working people to attend the show on the second day
More crowds and the volunteers put in so much effort, it gives the crowd a chance to explore the show
Get to fully experience what the show has to offer and enjoy a full day of community spirit.
More time to see community events you may have missed out on otherwise. Support all locals
Great catch up
People get to go with the whole family, children aren't wondering alone and being a nuisance to others who are enjoying the show. It's a great way for people to get out and talk to others, great for the mental health of the town.
To get the community together, and makes it easier for families
Family time; opportunity to showcase local exhibits
More time to take your family to the show and have time for your self
Attendance by locals and people outside the district help support the local businesses and farmers. Generates income and support for locals. The more people attending, the greater support and profits.
We get a day of leisure to take our children to play some games and ride some rides without having a deadline to meet to say to my child ok we are done now mum has to get back to work or getting someone else to take them would be devastating to me. Our community also makes more money on this day
Family day together with no pressures of work
more time to spend at the show and therefore more money to spend
It give everyone in the shire an opportunity to attend. This is of special importance to people who work and would otherwise find it difficult to see the displays, especially the school ones. Also a chance for all the community to come together in a relaxing manner. I think it is the most inclusive event that the shire holds with people from across all spectrums attending
They can be there with children to supervise

The community benefits from a public holiday in the following ways:
A break from work and quality time spent with family and friends
Time so family can attend the day together and due to weather can attend anytime of day
It allows people to attend if they wish with there families and friends . It connects people young and old, single or partnered. Financially it's not viable for local businesses but I think the well-being of the community outweighs this .
The people who would normally be working in shops or offices are able to attend
People that work are able to attend
It's a great day for the community to mingle and just forget about problems they have



Premier & Cabinet

Guidelines for Local Public Holiday and Local Event Day applications

The following guidelines are provided to assist in the making of applications to the Minister for the Public Service and Employee Relations for the declaration of local public holidays and local event days under the *Public Holidays Act 2010* (NSW).

Under the *Public Holidays Act 2010* all public holidays and local event days (including part-days) must be declared by Order of the Minister and published on the NSW legislation website.

In determining whether to apply for a local public holiday or local event day, it is important that the Council be mindful of the potential impact the application will have upon businesses and communities located within designated public holiday areas.

Declaration of a Local Public Holiday

In circumstances where a local public holiday is declared by the Minister, a bank located in the designated holiday area will be required to close during the declared public holiday hours unless the bank is exempted from the requirement to close under Part 3A of the *Retail Trading Act 2008*. Shops located within the designated holiday area are free to open without restriction.

Where it is proposed to request a half-day public holiday, consideration should be given to the effect the half day holiday will have on local schools and on the transport of students who attend school on the day. **In this regard, it is expected that the consultation process with local schools will take account of the transport arrangements for students on the half day.**

Implications for Employers

The public holiday provisions contained in the National Employment Standards of the *Fair Work Act 2009* (Cth) apply to local public holidays declared under the *Public Holidays Act 2010*. This means that all employees irrespective of their former entitlements and whose place of work is within a local public holiday area will be entitled to be absent from work for the day or part day declared to be a public holiday. In addition, employees who work on the day or part day may have an entitlement to penalty rates under a relevant award or enterprise agreement.

In considering an application to the Minister for a public holiday or part-day holiday, it is expected that the Council will consult with the affected community and other relevant stakeholders as to the impact of a local public holiday or part-holiday on businesses located in the local government area.

Declaration of a Local Event Day

The capacity for the Minister to declare a local event day or part day at the request of a local council is also available under the *Public Holidays Act 2010*. The Minister must be satisfied that the day or part day is, and will be observed as, a day of special significance to the community in the area concerned.

The declaration of a local event day or part day does not preclude banks or shops located within the designated holiday area from opening or trading on the day.

52 Martin Place, Sydney NSW 2000 ■ GPO Box 5341, SYDNEY NSW 2001
Tel: (02) 9228 5555 ■ www.dpc.nsw.gov.au

Implications for Employers

A declared local event day does not automatically mean that employers in the particular locality are compelled to treat the day as a public holiday. Entitlements to paid leave or penalty rates on a local event day will only arise where agreed to at the workplace level, usually in the form of an enterprise agreement or by contract. This goes some way to restoring the industrial arrangements that existed prior to changes in the Commonwealth workplace laws.

The application process

An application for the declaration of a local public holiday or local event day (including a part-day holiday or event day) must be made in writing to the Executive Director, Employee Relations, Department of Premier and Cabinet and contain the following information:

1. a statement regarding the history of the event and whether the event day has traditionally been observed as a full or half-day public holiday.
2. the date, the designated area and, if relevant, the hours during which the public holiday or local event day is to be observed;
3. the extent of community consultation undertaken in respect of the proposal;
4. copies of advertisements seeking public comment and a summary of the public's responses;
5. a summary of correspondence to, and responses from, relevant stakeholders, including bank managers; school principals; and chambers of commerce regarding the Council's proposal.
6. internal reports or information prepared for consideration by the Council and a copy of the Council's resolution authorising the making of the application;
7. where an application is made for a public holiday or part-day holiday, details of:
 - alternatives considered by the Council including the declaration a local event day; and
 - arrangements for school students (including the provision of transportation for students attending schools on the day of a part-day public holiday).

Biennial declaration of public holidays and local event days

Applications may be made for the declaration of public holidays and local event days (and part days) over a consecutive two-year period for the holding or celebration of annual events, such as a local show day, race day or carnival.

However, in making an application for a full or part-day public holiday it is expected that the Council will provide additional information focused on the economic and social importance of the event for the designated holiday area. This could include information provided by event organisers, local businesses or relevant industry surveys or statistics.

Additional information required for biennial applications

Where a Council intends to make a biennial application for the declaration of public holidays or local event days (including part-day declarations), the Council must conduct a consultation process as to the proposal and provide the following information:

- the level of support for and against the application from local businesses and stakeholders
- the benefits to the local community in terms of employment, business activity, tourism and industry promotion of the region
- demonstration of the economic benefits to the local community in terms of employment, business activity, tourism and industry promotion of the region
- details of the importance of the event from a social and community perspective

Sections 5 and 8 of the *Public Holidays Act 2010*

Copies of sections 5 and 8 of the *Public Holidays Act 2010* relating to the declaration of local public holidays and local event days have been included for the information of the Council in Appendix A.

Appendix A

Sections 5 and 8 of the Public Holidays Act 2010

5 Additional public holidays

- (1) The Minister may by order published on the NSW legislation website declare a specified day or part-day in a particular year to be a public holiday. The order must be published at least 7 days before the public holiday.
- (2) The order can declare a public holiday for the whole State or for a specified part of the State.
- (3) The Minister may by order published on the NSW legislation website cancel a public holiday declared under this section. The order must be published at least 7 days before the public holiday.

8 Local event days

- (1) The Minister may by order made at the request of the council of a local government area declare a specified day or part-day to be a local event day in the local government area or in a specified part of the local government area.
- (2) The Minister is not to declare a local event day unless satisfied that the day or part-day is, and will be observed as, a day of special significance to the community in the area concerned.
- (3) The order declaring a local event day must be published on the NSW legislation website at least 7 days before the local event day.
- (4) The declaration of a local event day does not make the local event day a public holiday.

10.3 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

P2.1 Encourage an inclusive, active community where people look out for each other.

(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 August 2021:

Date Received	Councillor	Enquiry	Enquiry No Referred to	Comments/Status
21/07/2021	Cr Karanouh	Clean up block – 24 Coonamble Street, Gulargambone	0051/2022 Environmental Services.	A Notice of Intention to Serve has been issued. The property owners have until 18 October to comply with the Order.

Note: Once matters have been reported to Council as being completed, they will be removed from the list.

(a) Governance/Policy Implications

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

(c) Legal Implications

There are no legal implications arising from this report.

(d) Social Implications

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

(e) Environmental Implications

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

(f) Economic/Asset Management Implications

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

(g) Risk Implications

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

CONCLUSION

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

RECOMMENDATION

That Council notes the information in this report.

10.4 WORKPLACE INJURY MANAGEMENT REPORT

File Number: S-17

Author: Graeme Joseph-Training & WHS Coordinator

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

Annexures: Nil

PURPOSE

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

EXECUTIVE SUMMARY

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

BACKGROUND

Workers Compensation claims affect the Council's budget through policy fluctuations caused by premium impacting claims. By actively working to reduce Council lost time injuries and time spent on Workers Compensation, we are 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 reduces Worker's Compensation premiums through a reduction in injury and claim costs, as well as the risk of legal action and fines for non-compliance with current WHS legislation and regulations. The workers compensation premium has been estimated and included in the budgetary considerations for 2020 / 21.

COMMENTARY

This report highlights the changes, and compares Coonamble Shire Councils lost time Injury hours, claim areas, and the nature of the injuries sustained, for the financial years of 2021 and 2020.

In the Financial year 2021, the number of lost time injury claims (7) equalled the lost time injury claims for the 2020 financial year, the figures show a reduction in hours lost from 3,552 hours to 1,162 hours. This indicates that, even with the same number of lost time claims, the time spent away from work has significantly decreased – resulting in the average workers compensation paid across claims dropping from \$13,079 to \$11,907.

The claim areas in 2021 were Mental (2), Sprains / Strains (3) and Fractures / Dislocations / Amputations (2).

The claim areas in 2020 were, Contusion / Crush (1), Mental (2), Open wound / Foreign Body (1), Sprains / Strains (2) and Other (2).

Comparing the Mental Lost Time injuries, from the financial years 2021 to 2020, Council will need to take into account that there is an open ongoing claim from 2020. The hours lost from the injuries in 2020 is 3,264 while the hours lost from 2021 are 467.

Even though there is a large difference between the financial year's totals, it is important to understand that the claim from 2020 is impacting the premium for 2021.

Comparing the Sprains / Strains Lost Time injuries, from the financial years 2021 to 2020, Council has had an increase in Sprains / Strains Lost Time injuries. In 2020 Sprains / Strains accounted for 150 lost time hours, with these injuries sustained to hands and ankles, while in 2021, 624 hours were lost to Sprains / Strains with these injuries sustained to shoulders and knees.

Sprain / Strain injuries are generally the result of slips, trips and falls. The majority of these injuries are sustained through uneven surfaces. Unfortunately it is almost impossible to remove all of the uneven surfaces within Coonamble Shire Council. By ensuring risk assessments are produced and area surveillance is conducted prior to work activities taking place, this will decrease the amounts of slips, trips, and fall injuries sustained.

Comparing the Fractures / Dislocations / Amputations Lost Time injuries, from the financial years 2021 to 2020, is unable to be performed as there was no Fractures / Dislocations / Amputations recorded in the financial year of 2020.

Fractures / Dislocations / Amputations is a broad category in injuries sustained. Fortunately in 2021, no employees received any dislocations or amputations. The injuries within this category were minor fractures from impacts with stationary objects while on foot.

The faster Council is able to return injured employees to their pre-injury duties, the less our workers compensation insurer needs to pay for these claims. This could be reflected in a decrease in premium costs incurred by Council and potentially entitling it to a refund.

Item	2018/2019	2019/2020	2020/2021 YTD – July 2021
Total Premium	\$246,574.11	\$241,450.13	\$337,113.85
Premium as a % of Gross Wages (ex GST)	3.2%	3.2%	3.9%
YTD New Claims (Premium Impacting)	5	7	7
YTD New Claims (Non-Premium Impacting)	21	12	15
YTD Total New Claims	26	19	22
YTD Time Lost Due to Injury (LTI Days)	87	419	155
Open Premium Impacting Claims (Current Year)	0	2	5
Open Non-Premium Impacting Claims (Current Year)	0	0	4
Total Open Claims	0	2	9

Closed Claims that are Impacting on Council's Premium (current year)	N/A	N/A	N/A
Total Cost of All Premium Impacting Claims (paid to date)	\$22,510	\$72,718	\$56,818
Scheme Performance Rebates	\$24,418.71	\$24,872.53	\$0

(a) Governance/Policy Implications

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

(b) Legal Implications

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

(c) Social Implications

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

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

There are no Asset Management Implications arising from this report.

(f) Risk Implications

Risk	Risk Ranking	Proposed Control	Proposed Risk Ranking	Within Existing Resources?
Workers Compensation Claim will impact heavily on Council's Budget.	Medium	All Workers Compensation claims are actively managed and resolved as quickly as possible.	Low	Yes
Workers Compensation Claim is not reported within the required time frame	Medium	All claims are to be lodged within 5 days after injury date.	Low	Yes

resulting in Council being responsible for the claims excess.				
An increase in injuries to employees.	Medium	Training and WHS Coordinator to work closely with Managers and Supervisors to highlight potential sources of injury prior to an incident taking place.	Low	Yes

CONCLUSION

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

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

RECOMMENDATION

That Council notes the contents of the Workplace Injury Management Report for its information.

10.5 WORKPLACE INJURY MANAGEMENT REPORT - ANNUAL REPORT 2020/2021

File Number: S-17

Author: Graeme Joseph-Training & WHS Coordinator

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

Annexures: Nil

PURPOSE

The purpose of this report is to provide information and an overview of trends over the past three (3) years of lost time injury claims. The report also reviews the changing nature of lost time injuries that have impacted on Council's Worker's Compensation premium.

BACKGROUND

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

Council's Worker's Compensation premium is estimated in advance, with adjustments made based on actual data reported in August for the prior financial year. The final Worker's Compensation premium amount and lost time premium impacting claims data has now been completed for the 2020/ 2021 year.

By trending the mechanisms and nature of lost time premium impacting injuries from the previous three (3) financial years, Council is able to identify areas for improvement and work towards reducing these types of incidents and thus reducing premiums.

(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 reduces 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 for 2020/2021 when finalised, resulted in a small increase of \$5,581.74 which does not have any significant impact on budgetary considerations.

COMMENTARY

When reviewing trends, the financial years of 2021, 2020 and 2019 have been included. Lost time claims were reviewed for number of claims, days lost, cost and nature of injuries sustained.

For the financial year ending 2021, the number of Workers Compensation claims (8) equalled the 2020 financial year but was an increase on the 2019 financial year.

The figures show a reduction in days lost from 474 days in the 2020 financial year to 155 days in the 2021 financial year. This indicates that, even with the same number

Workers Compensation claims, the time spent away from work has significantly decreased, resulting in the average workers compensation paid across claims dropping from \$17,184.50 to \$13,572.57. The financial year 2019 had the lowest lost time days with the lowest average workers compensation paid averaging \$7,628.40 per claim.

The claim areas in 2021 were Mental (2), Sprains / Strains (3) and Fractures / Dislocations / Amputations (2).

The claim areas in 2020 were Contusion / Crush (1), Mental (2), Open wound / Foreign Body (1), Sprains / Strains (2) and Other (1).

The claim areas in 2019 were Open wound / Foreign body (1) and Sprains / Strains (4).

Comparing the Mental Lost Time injuries, from the financial years 2021 to 2020, it is important to understand that there is an open ongoing claim from 2020. The days lost from the injuries in 2020 is 435, while the days lost from 2021 are 63.

The financial years 2019 and 2020 have lost days to Open wound / Foreign body injuries, with an increase in injuries reported from 2019 to 2020, whereas there were no reported Open wound / Foreign body injuries in the 2021 financial year.

Most injuries within the Open wound / Foreign body area occur to hands. This is due to the nature of the work being performed and the activities being undertaken by the outdoor staff.

When we compare the Sprains / Strains Lost Time injuries from the financial years 2021, 2020 and 2019, we see that in 2019 Council had a high number of days lost to Strains / Sprains, however, turned this around in the 2020 financial year with a significant reduction of days lost to the same area.

The 2020 financial year Sprains / Strains accounted for 18 lost time days. These injuries were sustained to hands and ankles. In 2021, 74 days were lost to Sprains / Strains, with these injuries sustained to shoulders and knees.

Sprain / Strain injuries are generally the result of slips, trips and falls, with the majority of these injuries sustained through walking on uneven surfaces. Unfortunately, it is almost impossible to remove all uneven surfaces within Coonamble Shire, however, by ensuring risk assessments are produced and area surveillance is conducted prior to work activities taking place, these practices should decrease the amounts of slips, trips, and fall injuries sustained.

Comparing the Fractures / Dislocations / Amputations Lost Time injuries from the financial years 2021, 2020 and 2019, is unable to be performed as there was no Fractures / Dislocations / Amputations recorded in the financial years of 2019 and 2020.

Fractures / Dislocations / Amputations is a broad category in injuries sustained. Fortunately, in 2021 no employees received any dislocations or amputations. The injuries within this category were minor fractures from impacts with stationary objects while on foot.

Item	2018/2019	2019/2020	2020/2021 YTD – June 2021
Total Premium	\$246,574.11	\$241,450.13	\$337,113.85
Premium as a % of Gross Wages (ex GST)	3.2%	3.2%	3.9%
YTD New Claims (Premium Impacting)	5	6	7
YTD New Claims (Non-Premium Impacting)	1	2	1
YTD Total New Claims	6	8	8
YTD Time Lost Due to Injury (LTI Days)	88	474	155
Open Premium Impacting Claims (Current Year)	0	2	5
Open Non-Premium Impacting Claims (Current Year)	0	0	0
Total Open Claims	0	2	5
Closed Claims that are Impacting on Council's Premium (current year)	0	0	0
Total Cost of All Premium Impacting Claims (paid to date)	\$38,142.00	\$103,107.00	\$95,008.00
Scheme Performance Rebates	\$24,418.71	\$24,872.53	\$0

In the financial year 2021, Council's self-funded insurer, StateCover Mutual, experienced a slight downturn in performance during the volatile year that was 2020 / 2021, with scheme performance rebates temporarily suspended. Therefore, no scheme performance rebate was provided.

(a) Governance/Policy Implications

There are no governance / policy implications arising from this current report, however, it is expected that as a result of continuous improvement processes Council's WHS Policies and practices will 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 Economic / Asset Management Implications arising from this report.

(f) Risk Implications

Risk	Risk Ranking	Proposed Control	Proposed Risk Ranking	Within Existing Resources?
Workers Compensation Claims / Premium increases impacting heavily on Council's Budget.	Medium	All Workers Compensation claims are actively managed and resolved as quickly as possible.	Low	Yes

CONCLUSION

This report has been developed to advise Council of the trends in Workers Compensation premium impacting claims, the mechanisms of injuries and nature of injuries sustained throughout the 2019, 2020 and 2021 financial years.

The report shows that when trending the financial years 2019, 2020 and 2021, the average mechanism of injury for premium impacting claims has changed from physical injuries to psychological injuries. This is due to a large ongoing premium impacting claim spanning across two financial years (2020 to 2021). Sprains / Strains is the most consistent mechanism of injury across all financial years, with Open wound / Foreign body coming in second, followed by Fractures / Dislocations / Amputations in third and Other, coming in last.

Council is working with Employees, Supervisors, Managers and Executive Leaders, to reduce injuries and incidents through assessing areas that have been identified within this report and making recommended changes to the areas that have been highlighted.

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

The faster Council is able to return injured employees to their pre-injury duties, the less its workers compensation insurer needs to pay for these claims, potentially resulting in decreased premium costs incurred by Council.

RECOMMENDATION

That Council notes the contents of the Workplace Injury Management Annual Report.

10.6 STATECOVER, WORK HEALTH AND SAFETY AUDIT REPORT 2021**File Number: S-17****Author: Graeme Joseph-Training & WHS Coordinator****Authoriser: Amanda Nixon, Manager - People, Risk and Improvement****Annexures: Nil****PURPOSE**

The purpose of this report is to table the results of the annual StateCover Work, Health and Safety Self Audit Report for 2021.

The report provides an indication of Council's performance in adherence to Work, Health and Safety and provides guidance towards best practice in ensuring a safe and supportive workplace for all individuals.

BACKGROUND

Coonamble Shire Council is partnered with StateCover Mutual as its Worker Compensation insurance provider.

In addition to insurance, StateCover Mutual facilitates an annual Work Health and Safety (WHS) Management System self-audit service to its members. The self-audit assists Councils in the evaluation and monitoring of its WHS management system and management of key hazards.

By participating in the annual WHS Self Audit and undertaking the recommendations from StateCover, Council will improve its WHS practices, which in turn may result in reducing the Worker's Compensation premium costs of Council.

Council has been completing the StateCover WHS self-audit process for over 10 years.

(a) Relevance to Integrated Planning and Reporting Framework

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

(b) Financial Considerations

There are no financial considerations applicable to this report, however, improvement in safety practices and compliance potentially reduces Worker's Compensation premiums through a possible 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.

COMMENTARY

The StateCover annual WHS self-audit is split into two (2) sections.

Section 1 covers the WHS Management System. This section analyses how systematically WHS is managed within the organisation.

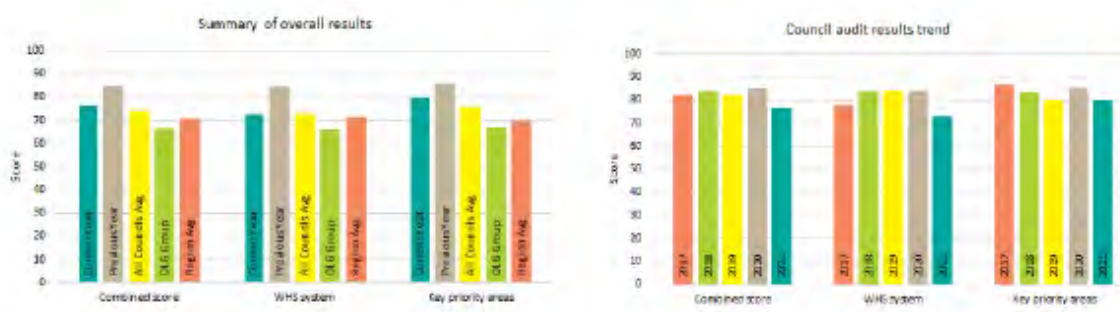
Section 2 covers the Key priority Areas. This section identifies if priority WHS risks and hazards are effectively managed and controlled in accordance with regulatory requirements (Industry Standards, Codes of Practice and Guidelines).

In Section 1 (WHS Management System) the areas scoring “poor” (less than 49 percent) were Planning, Purchasing and Document Control. The areas scoring “fair” (50 to 75 percent) were Emergency Preparedness, Plant and Equipment, Incident Investigation, WHS Audits and Management Review.

In Section 2 (Key priority Areas) the areas scoring “poor” (less than 49 percent) were Work Near Underground Services and Asbestos. The areas scoring “fair” (50 to 75 percent) were Electrical Test and Tag, Client and Public Violence, Managing the Risk of Falls, Work Near Overhead Powerlines, Construction Safety, Contractor Management and Events Management.

As well as providing a detailed report, StateCover has also provided Council with a template for an action plan to assist in addressing elements within the report which scored “poor” or “fair”. This action plan will be further developed to address these areas in the next few months.

The following graph compares Council’s overall performance score to the previous year. Unfortunately, the graph indicates that Council has performed worse than the previous year, however, the graph also shows that Council is above average when compared to other Councils from our region and is above average when compared to other Councils from our OLG Group.



The graph on the right hand side is Council’s WHS self-audit results from the previous five (5) years, showing improvements in the self-audit results consistently throughout the four (4) years prior to 2021. In 2021, StateCover changed the criteria to some of the self-audit questions, which may be an indication as to why there was a slight drop in performance.

Council will look to improve on all areas scored “poor” or “fair”, by implementing the action plan provided by StateCover to protect our workers as far as is possible.

(a) Governance/Policy Implications

There are no governance / policy implications arising from this current report, however, it is expected as a result of continuous improvement

processes that Council’s WHS Policies and practices will 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 would be important for Council to strive to act in a socially responsible manner. It 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 Economic / Asset Management Implications arising from this report.

(f) Risk Implications

Risk	Risk Ranking	Proposed Control	Proposed Risk Ranking	Within Existing Resources?
WHS areas identified as “poor” or fair” are not addressed, leading to injuries or non-compliance with WHS legislation.	Medium	Development of WHS action plan to address key areas for improvement allowing for adequate resourcing and budgetary considerations.	Low	Yes

CONCLUSION

The 2021 StateCover Mutual Work Health and Safety Management System Self-Audit provides Council annually with a guide to improving their Work Health and Safety Management Systems through comprehensive review and evaluation. By providing this guidance, StateCover helps Council to improve its performance under WHS legislation.

The recommendations from the Self-Audit Report will be incorporated into Council’s planning schedules and be implemented throughout the coming year, through the development of an action plan addressing the discussed areas of concern.

RECOMMENDATION

That Council notes the contents of the StateCover Work Health and Safety Self-Audit Report 2021 for its information.

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

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

BACKGROUND

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

(a) Relevance to Integrated Planning and Reporting Framework

EC2.1 Identify and attract programs that identify new industry and attract them to the Shire.

(b) Financial Considerations

Activities undertaken as described by this report are within approved operational budget allocations for tourism and economic development activities and capital projects.

COMMENTARY**Artesian Bathing Experience**

The business case for the development continues to be developed in order to provide sufficient detail and confidence in the project. Currently, staff are working with consultants to confirm water requirements and the ability to meeting licencing and regulatory conditions. This is a detailed and complex environment which requires thorough investigation.

Additionally, staff are working with the Coonamble Jockey Club, Coonamble Golf Club and Recreation Reserve Trust to confirm a suitable area for acquisition. The area has been surveyed by a registered surveyor, and once confirmed, the plans will be provided to NSW Lands Registry as part of a registered acquisition plan.

Council has engaged Lands Advisory Services Pty Ltd to assist in the process by facilitating the following required actions to complete the compulsory acquisition:

Requirement	Description
Gathering Data	Obtaining and understanding acquisition requirements, Identification of interest holders - title, survey, address
	Crown land status investigation and report
Acquisition Authority	Update of proposed acquisition report and draft resolution for approval of Council
	Authority to act on behalf of Council for acquisition purposes Update concurrence from the Dept of Planning Industry & Environment - Crown Land (DPIEL) for the acquisition
Pre-Acquisition notification	Issuing of pre-acquisition notices to DPIEL, interest holders and native title holders/claimants
	Collation of responses and advice to Council
	Notice to affected Authorities
	Discussion with Native Title Holders / Claimant
Survey	Preparation of Plan of Proposed Acquisition
	Registration of Plan of Plan of Proposed Acquisition
Application	Preparation of application to Office of Local Government for Acquisition
	Lodge Application
	Receive OLG approval to issue PANs
Proposed Acquisition Notices	Issue Proposed Acquisition notices
	Advise Valuer General of proposed notices
	Advise Land Registry Services of proposed notices
	Notice period (three (3) months)
Approval	Advise OLG of expiry of notification period
	Receive Governor's approval to acquire
Acquisition	Publish Acquisition notice(s) in the Government Gazette
Title Creation	Prepare and Lodge Dealings with Land Registry Services - Amend Prior Title
	Issue Titles to Council
Compensation	Review VG Valuation, advise Council that compensation is due to be paid

Coonamble Riverside Holiday Park.

Council is currently calling for quotes for concreting of paths around the office and amenities building, and carparks at two (2) cabins without suitable parking spaces. This procurement opportunity is currently being advertised online and the Coonamble Times, and closes on 2 October 2021.

Staff are working with the tenant to confirm a design for a camp kitchen and ensuite sites, so that procurement for these developments can be undertaken. Following an unsuccessful procurement process for the erection of a shed earlier this year, this project will be readvertised at the same time as the construction of the camp kitchen and ensuite sites, with the hope of attracting a suitable local contractor with this group of projects.

All works are funded by Drought Stimulus Package grant funding.

Inland Rail

The Legislative Assembly Committee on Investment, Industry and Regional Development is currently undertaking an **inquiry into the 'Inland Rail Project and Regional NSW'**. The Mayor and Manager Economic Development and Growth appeared via videoconference at a hearing as part of this enquiry on Monday 13 September.

A transcript of this hearing is available online at: <https://www.parliament.nsw.gov.au/ladocs/transcripts/2677/Corrected%20transcript%20-%202013%20September%202021.pdf>.

On Monday 29 September, the General Manager, Mayor and Deputy Mayor participated in a discussion with an engaged communication consultant from Seftons, as part of the stakeholder engagement phase of a study that is currently underway to consider the impact and feasibility of a proposed upgrade to the Gilgandra - Coonamble Country Rail Network (CRN) line, along with two (2) additional rail connections to the proposed Inland Rail route at Curban (the "Proposal").

This feasibility study is being progressed as part of the Australian Government's Inland Rail Interface Improvement Program (II Program). The program seeks to identify and evaluate projects which would enhance and optimise connectivity and utilisation of the Inland Rail. As part of the II Program, Ernest and Young (EY) has been engaged by the Department of Infrastructure, Transport, Regional Development and Communications to develop the feasibility study. As part of this process, EY engaged Seftons to manage stakeholder engagement for the Proposal.

The Proposal is to upgrade the Gilgandra-Coonamble CRN, along with the addition of two (2) rail connections to the proposed Inland Rail route at Curban. During the discussion, topics such as key benefits of the Proposal for the regional and local community, benefits of standardising weight bearing capacity to align the Gilgandra-Coonamble section of the CRN with Inland Rail and benefits of additional connections to access Inland Rail were discussed.

The upgrade to the CRN line will allow for heavier trains to utilise the line, while the additional connections will allow for both north and south connection to Inland Rail from both Coonamble and Gilgandra.

This Proposal is separate to any plans or proposals relating to the route of the Inland Rail itself or the Curban facility.

Grants

Overview

Status	This Month	Last Month	Year to Date
Grant-funded projects completed	0	2	2
Grants to be acquitted	10	10	
Grants in progress	13	13	
Grant submissions awaiting decision	1	4	5
Successful grant applications	0	0	0

Detailed Status

Grants completed and awaiting acquittal	Responsibility	Comment
Coonamble Pool blanket and change rooms	C&S	All funded under the Stronger Country Communities Round 2 and need to be acquitted together
Coonamble Skate Park	ESM&C	
Gulargambone Lions Park exercise area	ED&G	
LGA-wide shade sails and shelters	ED&G	
LGA-wide public amenities upgrade	ED&G	
Gulargambone Youth Centre Basketball Court	ED&G	
Visitor Information Centre	ED&G	
Public Toilets in Coonamble CBD	ED&G	Drought Stimulus Package funding
Visitor Information Centre	ED&G	
Local Roads & Community Infrastructure 20-21	INF	Variation required for Quambone Toilet

Grants in progress	Responsibility	Comment
Coonamble Sports Ground Upgrades	C&S	Levelling and turfing to be done in Spring
Public Art at town entrances	ED&G	Designs finalised; to be erected
Upgrades at Coonamble Riverside Holiday Park	ED&G	Procurement is ongoing
Restore Trooper Stables at Coonamble Museum	ESM&C	Awaiting Development Application submission
Gulargambone Youth Centre external upgrades	ESM&C	Work nearing completion
Quambone Park Toilet (LRCI 20-21)	C&S	Awaiting delivery (14-week lead-time)
Transition of developments to the Planning Portal	ESM&C	Ongoing educational activities
Local Environmental Plan Amendments	ESM&C	Ongoing

Smith Park Netball Courts	ESM&C	New fencing completed
Koori Knockout Participation	ESM&C	Taking expressions of interest from teams
Volunteer Bus Driver Training	ESM&C	Taking expressions of interest
Coonamble Transport Initiative	ESM&C	Allocated as required
Coonamble Kids Transport Initiative	ESM&C	Allocated as required
Youth Council re-establishment	ESM&C	Taking nominations

Significant Grant Opportunities Ahead			1
Grant	Funding	Closing	Target
Create NSW – Creative Capital Fund	\$5,000 to \$250,000 or \$250,000 to \$5m	26-OCT-21 or 08-AUG-22	Indigenous garden behind Macdonald Park and Keeping Place at the Museum Under the Bridge, with linking footpath between each, extending along the length of Limerick Street (to provide safer pedestrian access to both sites)

Communications

The discontinuation of the web-hosting service by Adventure Digital/Business Catalyst on 26 September 2021 has forced Council to find a new host and content management system for its website.

Applying the relevant provisions of the Procurement Policy, resulted in Council accepting the offer of Reliance IT in Dubbo as the preferred supplier.

Development of the website was funded through a grant, with the ongoing monthly hosting fees being slightly less than for those of our previous web host.

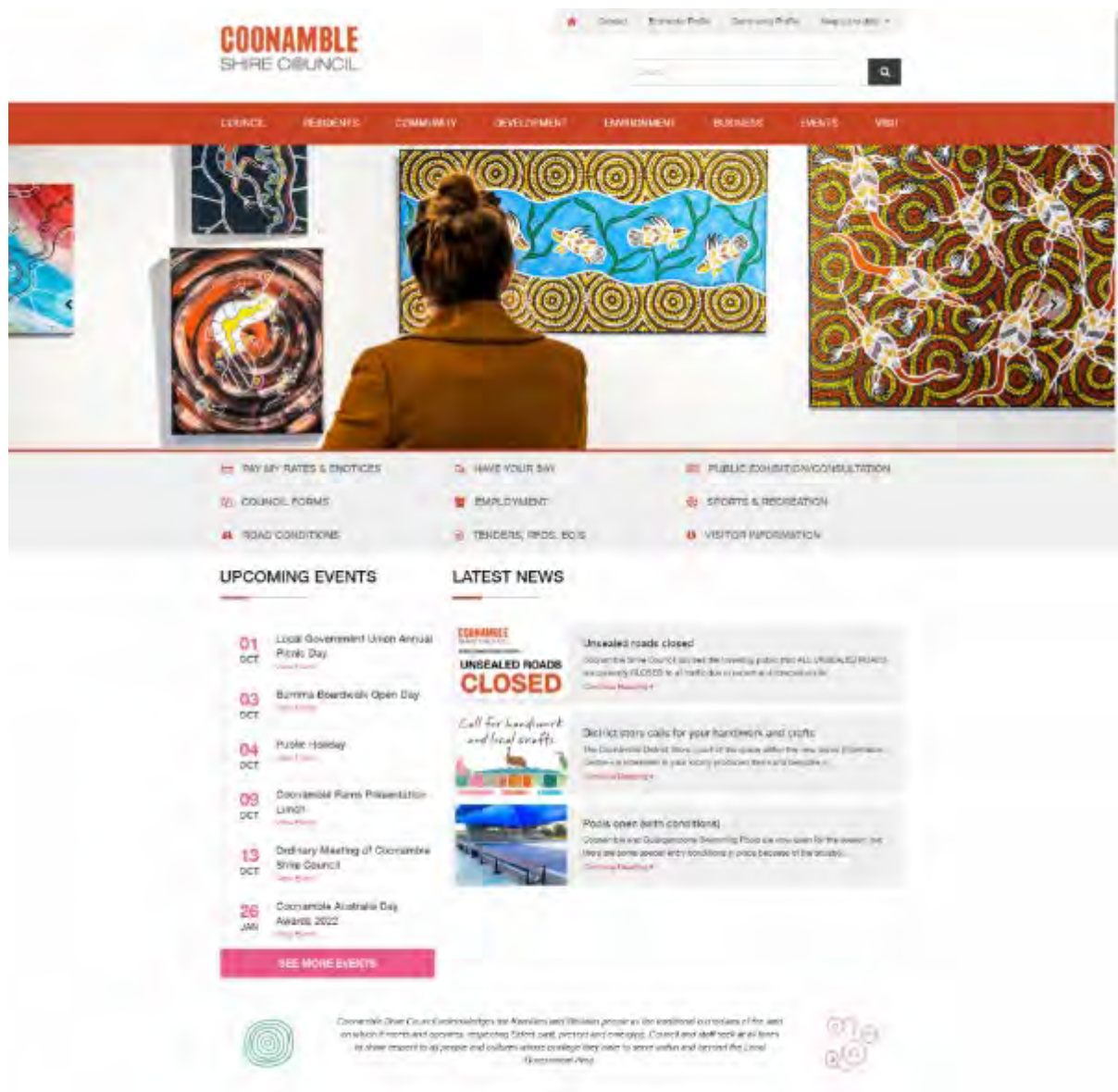
The website also now hosts the Visit Coonamble content, which was on a separate website and incurred an additional fee. The 'www.visitcoonamble.com.au' URL will be redirected shortly to point to the Council's new tourism pages.

After the first week of going live with the new website, the Council's 'Employment' page has received the greatest number of hits, followed by the 'Contact Council' page and the 'Calls for Supply' page that hosts information on tenders, requests for quotations and expressions of interest.

Forty percent of people accessing the website in the first week did so through a mobile phone. The new website content adjusts its layout, depending on whether the viewer is using a desktop computer or mobile phone.

The website also gives community groups, service providers and local retailers the opportunity to list their organisation or business in various 'live' directories on the website, and there are several pages that allow community members to comment and request a service from Council. This feature allows Council to process these requests systematically and to formally log and respond to these comments and requests.

The homepage of Council’s new webpage is shown below.



Council continues to maintain its communication with the community through:

- 1 x monthly, two-page *Community Connect* newsletter, with 1,887 newsletters delivered to all letterboxes and post boxes throughout the Local Government Area in September—sharing Council’s decisions about key items from the Business Paper each month.
- 4 x weekly half-page advertisements, *Weekly Connect* in *The Coonamble Times*, with unique content in most issues – advertising Requests for Quotations, Tenders and Expressions of Interest, policies and other reports currently on public exhibition and upcoming events for the community.
- Posts in the Notices column on the homepage of Council’s website, on various topics as required.
- Posts on Council’s Facebook page, on various topics as required.
- Council’s website – sharing all policies, plans and procedures, fees and charges in the spirit of open and transparent governance.

- Media releases as required – on road conditions, Local Government elections, etc.

The Facebook posts that achieved the greatest reach during September were for the Free vaccination clinic offered by Loxley Health (3,300 reach), the Free vaccination clinic offered by the Royal Flying Doctor Service in Quambone (2,100 reach) and the announcement of the end of the Stay-At-Home orders for the Coonamble Local Government Area (2,000 reach).

Although an informal medium of communication from Council to the Community, Facebook continues to be an efficient and timely medium to share information quickly and widely with the community.

Social Media (Facebook) Summary

Measure	This Month	Last Month	Year to Date
Number of posts	18	31	85
Increase in number of followers	29	231	+309
Total number of followers	2,142	2,113	
Reach	6,501	15,436	

Tourism Promotion

In previous years, a tourism **e-newsletter** was published quarterly. Locals and visitors can subscribe via the Visit Coonamble website. A new monthly schedule has been created with the second renewed newsletter being distributed on Thursday 23 September. Content includes any project updates, events and imagery from across the region. There are currently 192 subscribers, and the open rate sits at 23%.

@visitcoonamble **social media** pages continue to increasing reach. Posts on the Visit Coonamble Facebook page reached over 2,000 people in September. Page likes and followers increased slightly. Overall, total page views increased by 14%.

The most popular post on Facebook was an image and update on the new Visitor Information Centre (VIC), tagging the architect, and two (2) artists involved in the water tower mural.

This post reached 1,355 people and had 224 engagements which means 224 people either liked, shared, commented, clicked to read the entire caption or stayed on the post for longer than 10 seconds. 165 people clicked on the post. This ratio of likes to engagement is very positive, providing an engaging post accompanied with good imagery.

The audience on the Visit Coonamble Instagram page increased by 1.3% this month in terms of followers, with a slight decrease in content interactions (likes, comments, shares and saves). A total number of 816 accounts were reached, with only half that amount being followers – meaning that a much broader audience can see our posts regardless of follower size. The number of people following the Visit Coonamble Instagram is 659 people.

The most popular post on Instagram was also the update on the construction and opening of VIC.

This post reached 525 people and from this reach, six (6) clicked through to the Visit Coonamble website from the Instagram profile link.

During September, @visitcoonamble social channels continued publishing stories which have experienced a steady increase. There is an average of about 100 people reached over the 30 days (including content engagement such as polls).

Warrumbungle Hub Project

The collaborative marketing project with Warrumbungle and Gilgandra Shire Councils has progressed.

A meeting was held with all parties and the agency to discuss locations, assets and attractions each LGA plans to capture as well as coordinating travel timelines and other requirements from Enigma's production team. Local sites identified include the Coonamble Main Street, including businesses and historic buildings, paddock and crop and cattle shots, the Macquarie Marshes, Gulargambone Sculpture and River Walk and Gulargambone Street Art Trail.

Throughout this process, staff have also approached local people of varying ages to be a part of the process as 'talent' to feature in the photography and videography captured. Production is planned for late October, pending Covid-19 restrictions.

Coonamble Visitor Information Centre (VIC)

Construction is predominantly complete. Internal displays have been finalised with production underway. With different areas of the state in various states of lockdown and respecting changing restrictions, installation of the internal display and exhibition material is unconfirmed but planned for late October.

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

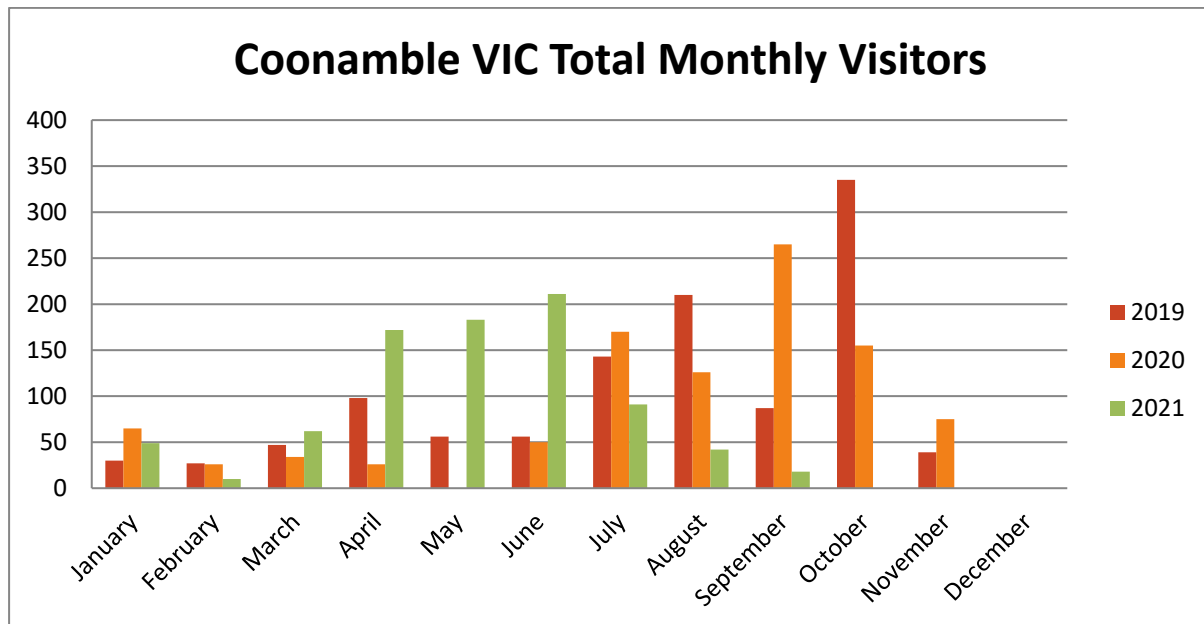
Applications from locals to exhibit and sell wares in the Coonamble District Store continue to be received, with assessment of applications to commence shortly with the appointed selection committee. The Store's vision is to create an opportunity for connection between visitors and locals through the offering of thoughtful items.

Proposed products in applications received so far include:

- Small original artwork including prints and greeting cards, based on local landscapes and people, and inspired by life in the bush.
- Caps in three colours with a 'Coonamble 2829' leather badge on the front.
- Photography prints.
- Ceramics.
- Locally made souvenirs.

Tourism Statistics

The VIC opened to the public on 11 September following the lifting of regional NSW stay at home orders for this LGA. During September, there were 18 visitors to the Visitor Information Centre, a substantial decrease from previous months and fewer than the same period in previous years. This decrease is a direct result of strict domestic border restrictions and the closure of the Visitor Information Centre from 12 August to 10 September due to NSW Government restrictions in response to Covid-19.



Coonamble Museum Under the Bridge

Cataloguing of the Museum's Collection is almost complete. Approximately 85% of the collection which is displayed and in storage have been recorded electronically. This record provides information about objects in the collection including a description of cultural context and will be used to create exhibitions and support educational programs and outreach.

During September, there were no visitors to the Museum, while it was predominantly closed in respect of NSW stay at home orders.

Events

- Madame Flute concert event was originally scheduled for 28 August, then postponed to 23 October and has now been rescheduled to Saturday 4 December. Event plans are being revised appropriately.
- The official opening of the Coonamble VIC is still to be confirmed, pending Covid-19 restrictions and final interior fit-out delivery.
- The Christmas Street Party planning and consultation has begun. The event will be held the morning of Saturday, 11 December and will be managed by Council staff in partnership with community groups.

(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:

- Improved communication for community cohesion.
- 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.

(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 remains 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 2021. Tourism activities and projects continue to progress according to the Economic Development Strategy 2021, and work towards achieving the goals of the Coonamble Shire Council DMP.

RECOMMENDATION

That Council notes the contents of this report.

10.8 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 September 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 2021 / 22.

(b) Financial Considerations

There are no financial considerations arising from this report.

COMMENTARY

In line with Council's 2021 / 2022 Operational Plan, this report presents a summary of community service progress and activities for the period September 2021.

Library

- The Library was closed 1 to 13 September 2021 due to the COVID-19 Stay-at-Home Order. Upon completion of the SAH Order, the Library reopened all services as per pre-SAH Order including public access computers – socially distanced.
- As the SAH Order was not lifted until the last week of term three, the Librarian and Community Services Coordinator worked together to find, create and distribute Holiday Activity Packs to all infants and primary school children registered in the Coonamble LGA. It was a great effort working with all the local schools to understand numbers and how they would be delivered.
- The North Western Library has launched 1000 Books Before School a free programme for those aged 0-5 Years. Log your read books via the Beanstack

app or website, receive incentive prizes along the way, and help build your child’s literacy skills for a great start to school.

- The North Western Library Survey 2021 has launched. It has been advertised on Council website and social media. This survey is taken by the North Western Library to record community members’ preferences, expectations and experiences from their local library

- **Library Statistics** (30 August – 1 October 2021)

Service	Loans	New M/ships	Wi-Fi	Internet (hr)	Children’s Computers (children)	Junior Visits	Adult Visits
Coonamble	326	0	23	75.95	13	17	166
Gulargambone	16	0					

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

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
193	0	41	0	6

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

Senior Craft	Pre-School Visits	Housebound	Meetings	Seniors Tuesday	Other
5	0 (Closed)	4	3	0 (Closed)	8

Tech Savvy Seniors and Seniors Movies

- First Tuesday Seniors Movies and Tech Savvy Sessions were cancelled due to the Stay-at-Home Order.

Children and Youth Services

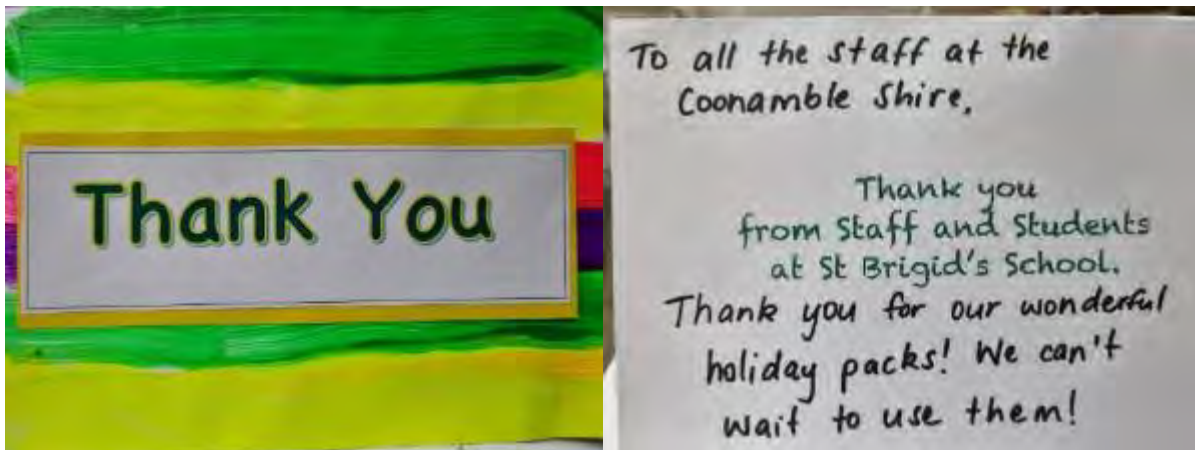
- **After School Activities**

- After School Activities in Gulargambone and Quambone have been cancelled until further notice. This is in alignment with the current Stay-at-Home Order which has been in force since 12 August 2021 and into the school holidays.
- Council staff have also started to prepare the Gulargambone Youth Centre to be open next term now that the maintenance activities are complete.

- **September School Holiday Program**

- Council successfully delivered holiday packs for the children in the infants and primary schools across the shire.

- Appreciation was shown with a wonderful card from St Brigid's acknowledging the Community Services Team effort.



- **Gulargambone Youth Centre grant upgrade**
 - Progress on the Gulargambone Youth Centre is complete.
 - Council was successful in receiving a \$79,000 grant from the Stronger Country Communities Fund for the renovation work at the Gulargambone Youth Centre.
 - Kevin Hunt Carpentry had been engaged to complete further works at the site within the grant funds. As previously reported to Council, this include the pooling of stormwater underneath the building which over time could have caused some structural issues. Following the storm event of 29 September 2021, the following provides photos of before and after the works.

Before stormwater works (17 July 2021 – Several days after rain event)



After stormwater works (29 September 2021 – after storm event)





From corrugated iron to 'colourbond blue ridge' with pink doors, with concrete path and new fence



General Community**• Regional Isolation Care Program**

- Through the Regional Emergency Management Subcommittee, Resilience NSW had requested that Council be the distributors of dry good hampers and personal care hampers for those in the community who met the following criteria:
 - Are in isolation at home due to being identified as COVID positive or are a close or casual contact of a positive case, and
 - Don't have access to family or friends to source groceries and provide contactless delivery, or
 - Don't have the financial means to source groceries, or
 - Don't have the ability to order online.
- As at the date of reporting Community Services Staff have delivered 95 food hampers plus 35 personal care hampers (these hampers arrived after the food hampers). This has been an overwhelming effort by the Community Services Coordinator and Librarian.
- Due to a shortage of items in Dubbo and Wellington, the stock provided to Council has been shipped there due to the level of need. Council is still in possession of pallets of face masks, hand sanitiser and gloves and is in the process of looking at how to administer these for free.

(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 September 2021.

RECOMMENDATION

That Council notes the information contained in this report.

10.9 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**File Number: E5****Author: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Authoriser: Hein Basson, General Manager****Annexures: Nil****PURPOSE**

The purpose of this report is to provide information on the activities within Council's Environmental Services section and Strategic Land Use Planning information for the month. 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

There are no direct financial considerations with this report.

COMMENTARY**Mandatory Use of NSW Planning Portal**

- Development applications and complying development certificates are now logged through 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 responsibility to lodge a Development Application that is compliant to the *Environmental Planning and Assessment Act 1979* (EP&A Act) is the applicant's responsibility.
- The following table provides a summary of the planning portal.

Status (as at 28 September 2021)	Total Number (since 1 July 2021)
Determined	7
Returned to customer (not passing completeness check with full documentation)	5
Withdrawn by customer	1
Accepted by Council and processing	2*
Currently undergoing completeness check	3

* DA021/2021 Singles Quarry has been determined by Council, however, due to a technical glitch, Council staff have not been able to determine it in the planning portal. A job has been logged with e-Planning.

- As per the workshops and information provided to industry and the community, Council cannot accept incomplete applications at the "first pass" or what is referred to as a completeness check. Failures to submit signed development application forms, proper plans or other required documents are the reasons for Council staff returning these applications back to the customer. This is explained to the customer at its return.
- Council staff are currently preparing easy to read explanations on Council's website to guide applicants through the planning approvals process.

Development Application Under Delegated Authority

- The number of development applications approved under delegated authority are listed below. Development applications are now tracking within the legislated timeframes of 40 days.
- Seven (7) development application were approved this month. Two (2) construction certificates were issued. Two (2) Local Approvals were also issued.

Application Number	Description of Works	Address of Proposed Works	Approved Date
DA020/2021	Change of use to dual occupancy	Lot 7 DP 758282, 31 King Street, Coonamble	15/09/2021
LA 014/2021	Septic Approval/ water supply work	Lot 126 DP1184651, 91 Munnell St Gulargambone	15/9/2021
DA026/2021	Dwelling, Farm Stay Unit and Shed	Lot 11 DP 263390, 593 Back Gular Rd Coonamble	20/9/2021
DA009/2021 CC009/2021	Erect new dwelling	Lot 42 DP 754276, 1535 Box Ridge Rd Gulargambone	21/9/2021
DA025/2021	Dwelling	Lot 1 DP122150, 198 Emby Rd Coonamble	22/9/2021
LA015/2021	Install and Operate Septic Tank	Lot 39 DP754231, 100 Walla Walla Rd, Coonamble.	28/9/2021
DA028/2020	Occupation Certificate	Lot 39 DP754231, 100 Walla Walla Rd, Coonamble.	28/9/2021
CC026/2021	Construction of Farm Shed	Lot 11 DP 263390, 593 Back Gular Rd, Coonamble	29/9/2021
DA028/2021	Two lot subdivision	Lot 8 Sec 11 DP758480 Lot 9 Sec 11 DP758480 Lot 10 Sec 11 DP758480 17-19 Warrie St Gulargambone	20/9/2021

- DA 021/2021 was determined at the last Council meeting for an extractive industry at Lot 7 DP 754234 and Lot 1 DP 1192750 Tabletop Road, Quanda.

Compliance and Regulatory

In the last month, Council has issued the following Orders:

Location	Legislation	Order	Description	Status
Mundooren Street, Coonamble	Local Government Act 1993	s. 124	Premise (harbouring vermin and pigeons) and surrounding vegetation as a health hazard.	Completed
Mundooren Street, Coonamble	Environmental Planning and Assessment Act	s. 9.34(1)(A)	Demolition of building	In progress.

Coonamble St, Gulargambone	Local Government Act 1993	s. 124	Surrounding vegetation as a health hazard.	Waiting for order to be actioned.
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One Notice of Intention to Issue a Development Control Order (General Order) under section 9.34(1)(A) of the *Environmental Planning and Assessment Act 1979* was issued to the owners of a property on Tooraweenah Road, Mt Tenandra to stop use of the premises in the form of earthworks and winning and removal of extractive materials.

Compliance – NSW Revenue

Council's Executive Leader Environment, Strategic Planning and Community and the Relief Ranger attended a meeting with the Client Advisory and Support Team of Revenue NSW to go through the services they provide in terms of penalty infringement notices.

The Revenue NSW Team gave an overview of the *Fines Amendment Bill 2019* which was passed to introduce changes to the *Fines Act 1996* that focus on making fines fairer for NSW.

Five significant amendments were made to make it easier for customers to manage their fines:

1. Changed the time restraints to submit a request for review, a court election or to nominate a different driver; there is no annulment process.
2. Accept self-nomination of a fine in the same way we would accept a nomination submitted by the customer.
3. Easier for a customer to pay their fines as voluntary enforcement has been removed; all customers can elect to pay via instalment during the penalty life cycle without incurring the additional enforcement cost.
4. Improvements to electronic services enabling more notices to be sent electronically.
5. Most vulnerable members of our community may apply for a 50% reduction in the fine amount.

The following image provides an overview of penalty notices issued in Coonamble Local Government Area over the last five (5) financial years. The decrease in fines issued in the last two (2) financial years relates to no full-time regulatory officer. The position is currently being advertised, however, the focus of this position will always be to educate and engage first.

Benchmarking Report

Penalty Notices Issued			Face Value		
Year	State Wide	Coonamble	Year	State Wide	Coonamble
2021-2022	114,653	5	2021-2022	\$45,537,727	\$3,300
2020-2021	1,567,963	5	2020-2021	\$383,941,298	\$4,060
2019-2020	1,344,371	21	2019-2020	\$279,224,917	\$13,890
2018-2019	1,557,059	43	2018-2019	\$305,733,501	\$25,595
2017-2018	1,539,929	64	2017-2018	\$295,149,359	\$19,115

Main Types	Data Corrections	Reps	Client Contact	Paid at PN Stage	Enforced	Paid at EO	Total Paid	General	Vehicle Related	Animal	Court Elected	Cautioned	No Actioned
State Wide Average 2020-21	1.15%	14.57%	18.55%	63.15%	22.54%	31.38%	72.43%	3.91%	95.39%	0.70%	0.64%	2.60%	1.36%
2020-21	0.00%	0.00%	20.00%	0.00%	80.00%	0.00%	0.00%	20.00%	0.00%	80.00%	20.00%	0.00%	0.00%
2019-20	9.52%	14.29%	23.81%	9.52%	66.67%	20.00%	23.81%	0.00%	0.00%	100.00%	0.00%	0.00%	23.81%
2018-19	46.51%	25.58%	32.56%	9.30%	53.49%	64.71%	60.47%	13.95%	0.00%	86.05%	9.30%	0.00%	6.98%
2017-18	4.69%	67.19%	15.63%	18.75%	51.56%	40.82%	50.00%	3.13%	3.13%	93.75%	3.13%	0.00%	17.19%
2016-17	8.13%	8.13%	42.20%	13.01%	51.22%	55.17%	52.03%	4.07%	0.00%	95.93%	4.89%	0.00%	12.20%

* Comparison against the state excluding Crown Revenue (NSW Police and Transport for NSW Camera) as at 01 September 2021



Ranger's Report August 2021

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

<u>Correspondence</u>	<u>September 2021</u>	<u>Year to Date 2021/2022 Total</u>
Official Correspondence	22	106
Infringements (Animals)	0	5
Infringements (Other)	0	0
Change of Details	14	40
Microchipped dogs	28	78
Registrations	1	9
Nuisance dog declaration	0	0
Dangerous dog declaration	0	1
Menace dog declaration	0	0

- **Impounded Animals**

The Ranger's report had a total of 14 animals impounded.

September 2021	Dogs	Cats
Returned to owners	0	0
Rehomed	8	2
Euthanised	2	2
Impounded*	10	4

Zero animals were impounded from Gulargambone and from Quambone.

- **Dog attacks**

There was one (1) dog attack this month with the dog being surrendered to Council following the incident.

Council's new website provided an opportunity for the provision of accessible information relating to companion animals and this has been updated on the website focusing on the management of cats and dogs.

Environmental Management – Rural Boundary Clearing Code Scheme

- The Rural Boundary Clearing Code Scheme is now in force. Under section 100RA of the *Rural Fires Act 1997*, amendments now allow landowners or occupiers to remove vegetation on their own land within 25 metres of their property boundary.
- Formally commencing on 11 September 2021, rural landowners are permitted to clear vegetation within 25 metres of the boundary of their landholding to minimize the potential spread of bushfires, however, noting that there are restrictions on clearing some vegetation which have environmental values. Heavy penalties still apply if environmental protections are not complied with.

- The Rural Boundary Clearing Code extends the existing exempt clearing provisions in NSW, such as the “allowable activities” under the *Local Land Services Act 2013*, to provide for clearing as firebreaks along property boundaries.
- Landowners will be able to ascertain how and where the boundary clearing rules apply by searching the Rural Boundary Clearing online tool via the NSW RFS Website.
- Clearance in accordance with the Code can only be undertaken if the land parcel is mapped in the online tool on the day of clearing.

Waste Management

Provisions of Waste Management Services

In 2017, Council entered into a contract for the provisions of waste collection service and operation of Coonamble Waste Management Facilities at Coonamble, Gulargambone and Quambone with Robbo’s Construction and Earthmoving Pty Ltd. The contract is for a period of five (5) years.

Council staff is currently preparing a scope of works to commission a Long-Term Plan of Management for the waste facilities and an update of the Waste Management Strategy, adopted by Council in 2016 to inform the new tender. Council staff has been in discussions with Robbo’s Construction and Earthmoving Pty Ltd regarding the new tender process and will be formally writing to them on the new procurement process.

An update on the proposed procurement approach will be provided to Council soon.

The Environment and Strategic Planning Progress Report provides a summary of the information since the last meeting for the month of September 2021.

(a) Governance/Policy Implications

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

(b) Legal Implications

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

(c) Social Implications

Providing information that is open and transparent to the community will provide positive social implications for the community to understand the work that Council does.

(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. The proposed changes to flood planning is a good opportunity for Council to review and refine its planning documentation and guidelines.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

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

CONCLUSION

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

RECOMMENDATION

That Council notes the contents of this report.

10.10 SALEYARDS REPORT**File Number: S1****Author: Saiful Islam, Finance Assistant****Authoriser: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Annexures: 1. Saleyards Financial Report
2. Pollution Incident Response Management Plan 2021****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 September 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. However, acknowledging that in more recent times the deficit is significantly lower than previous numbers. Refer to Annexure 1 for a financial breakdown.

Saleyards Activities

Fat sales were held on 9 and 17 September 2021 with a throughput of 1,672 and 1,253 cattle respectively. A very strong market prevailed. The large sale of 9 September 2021 ran into significant issues including blockage of the main drain. The numbers were well more than the previously discussed 1,000 head per sale numbers and tested the capacity and threshold of the saleyards. The capacity and threshold were tested and failed at the 9 September 2021 sale because of the excessive numbers, and a lack of regular and proactive maintenance to deliver proper asset management. This state of affairs demonstrates the need to adhere to a maximum number that suits the current infrastructure standards and resourcing availability for the operation and maintenance of the facility.

Two (2) Council Officers spent two (2) days at the saleyards unblocking the drain. The blockage could have constituted as a pollution incident had it not been dealt with by staff, however, impacted on other operational areas of Council. Approximately five (5) tonnes of effluent and blockage materials from the drain and sale were exported off site.

The drainage area will still require to be properly ensembled by Council Officers adding additional maintenance costs.

To avoid this issue in the immediate future, it has been identified as a need to organise a contractor to flush the drainage system on a regular basis. Whether it is a contractor

or Council staff undertaking this task, adds to the maintenance budget not previously factored in before.

As reported at last Council meeting, the NSW Environment Protection Authority (EPA) contacted Council regarding an outstanding letter that was sent to Council on 15 June 2021 regarding their invitation to show cause for the Coonamble Livestock Market regarding an alleged breach of s. 153E of the *Protection of the Environment Operations Act 1997* (Annexure 1). As was discussed with the EPA, it appears that the correspondence was not received by Council.

The EPA's concern is Council's alleged breach of Clause 98E of the *Protection of the Environment Operations (General) Regulation 2009* in relation to Council not testing the Coonamble Regional Livestock Market Pollution Incident Response Management Plan (PIRMP). Testing the PIRMP involves a desktop review and scenario testing which requires Council operational staff and agents to take part in the process.

The PIRMP was able to be tested on 23 September 2021 and will be forwarded to the EPA. The PIRMP 2021 is attached to an annexure to this report. Appendix A of the PIRMP provides a site plan, outlining the stormwater network and the retention basins to treat the runoff.

Truck Wash

Council's truck wash was out of service following a mechanical issue with a pump causing the area to fill up with water. Pump 2 is operational, and Pump 1 requires replacement which is currently being organised by staff.

SALES

CATTLE: From 01.09.2021 to 30.09.2021

Date	Type	Scale	Amount (\$)	VA	Amount (\$)	Total Cattle/ Sheep	Total Amount (\$)
9/09/2021	Invoice	1,258	2,630.36			1,672	8,203.36
17/09/2021	Invoice	1,107	2,314.64			1,253	7,986.95

SALEYARDS ACCOUNT 01/07/2020 - 30/09/2021

Saleyard Operations:

Income	28,009.58
Expenditure	28,718.97
Deficit	-709.39

Truck wash:

Income	10,690.60
Expenditure	8,067.83
Surplus	2,622.77

Summary:

Income	38,700.18
Expenditure	36,786.80
Surplus	1,913.38

(c) Governance/Policy Implications

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

(d) Legal Implications

Council is awaiting feedback from the EPA to ascertain if a Pollution Reduction Program will be attached to the licence (10694) for a period of three (3) years.

(e) Social Implications

There are no social implications arising from this report.

(f) Environmental Implications

There are no environmental implications arising from this report, however, noting that a blockage to the drainage system required additional resourcing to deal with the issue to avoid it becoming a pollution incident.

(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.

Council adopted the following resolution at its Ordinary Meeting held on 15 September 2021:

RESOLUTION 2021/217

Moved: Cr Bill Fisher Seconded: Cr Karen Churchill

That Council pursues the development of an upgrade plan for the Saleyards facility to comply with the Environmental Protection Authority (EPA) and other Government Agencies' requirements and that the Executive Leader Environment, Strategic Planning obtains quotes in this regard for Council's consideration.

CARRIED

(h) Risk Implications

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

CONCLUSION

The saleyard operations are being closely monitored to ensure a more effective and sustainable strategy for the long term.

RECOMMENDATION

That Council notes the information provided in this report.

Account	Jul MTH Actuals	Aug MTH Actuals	Sep MTH Actuals	Oct MTH Actuals	Nov MTH Actuals	Dec MTH Actuals	Jan MTH Actuals	Feb MTH Actuals	Mar MTH Actuals	Apr MTH Actuals	May MTH Actuals	Jun MTH Actuals	YTD Actuals
5700-0002 - SALEYARDS													
05 - Revenue													
5700-1150 - Saleyards Fees & Charges - Casual	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00
5700-1152 - Saleyards Fees & Charges - Sale	-5,509.28	0	-22,900	0	0	0	0	0	0	0	0	0	(28,009.58)
5700-1496 - Ozents - Saleyards Safety Upgrade	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00
05 - Revenue Total	-5,509.00	0	-22,900	0	0	0	0	0	0	0	0	0	(28,010.00)
06 - Expenditure													
5700-2245 - Saleyards Insurance	3,322.50	0	0	0	0	0	0	0	0	0	0	0	3,322.50
5700-2255 - Saleyards Electricity Charges	-21.88	0	0	0	0	0	0	0	0	0	0	0	(21.88)
5700-2260 - Saleyards Telephone Expenses	50.00	52	52	0	0	0	0	0	0	0	0	0	154.00
5700-2270 - Saleyards Rates & Charges	5,049.40	202	0	0	0	0	0	0	0	0	0	0	5,251.38
5700-2390 - Saleyards Operating Expenses	399.11	1,337	0	0	0	0	0	0	0	0	0	0	1,646.54
5700-2395 - Saleyards Operating Expenses No GST	-7.04	572	220	0	0	0	0	0	0	0	0	0	784.06
5700-2380 - Saleyards Maintenance Expenses	240.55	12,787	4,354	0	0	0	0	0	0	0	0	0	17,381.47
5700-2925 - Saleyards Buildings Depreciation	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00
5700-2930 - Saleyards Facilities Depreciation	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00
06 - Expenditure Total	8,942.00	14,950	4,826	0	0	0	0	0	0	0	0	0	28,718.00
5700-0002 - SALEYARDS Total	3,433.00	14,950	-17,674	0	0	0	0	0	0	0	0	0	708.00
5750-0002 - TRUCKWASH													
05 - Revenue													
5750-1150 - Truck Wash User Fees	-4,734.38	-5,956	0	0	0	0	0	0	0	0	0	0	(10,690.60)
05 - Revenue Total	-4,734.00	-5,956	0	0	0	0	0	0	0	0	0	0	(10,691.00)
06 - Expenditure													
5750-2245 - Truckwash Insurance	60.67	0	0	0	0	0	0	0	0	0	0	0	60.67
5750-2255 - Truck Wash Electricity Charges	-7.95	91	87	0	0	0	0	0	0	0	0	0	170.56
5750-2260 - Truck Wash Telephone Expenses	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00
5750-2270 - Truckwash Rates & User Charges	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00
5750-2340 - Truck Wash Mntos & Repairs	117.40	7,454	265	0	0	0	0	0	0	0	0	0	7,836.65
5750-2390 - Depn - Other Structures	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00
06 - Expenditure Total	170.00	7,545	352	0	0	0	0	0	0	0	0	0	8,005.00
5750-0002 - TRUCKWASH Total	-4,564.00	1,589	352	0	0	0	0	0	0	0	0	0	(2,622.00)
Total	-1,136.50	16,539	-17,322	0	0	0	0	0	0	0	0	0	(3,913.38)

COONAMBLE
SHIRE COUNCIL

COONAMBLE
SHIRE COUNCIL

**COONAMBLE REGIONAL LIVESTOCK
MARKET POLLUTION INCIDENT
RESPONSE MANAGEMENT PLAN 2021**

EPA Licence 10694



**COONAMBLE REGIONAL LIVESTOCK
MARKET PIRMP**

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1 INTRODUCTION

1.1 Coonamble Livestock Market

Coonamble Shire Council (Council) operates the Coonamble Regional Livestock Market ('Coonamble Saleyards'). The Coonamble Saleyard located at 79 Railway Street, Coonamble is an important part of the Coonamble Shire's rich agricultural economy. The facility is owned by Coonamble Shire Council with operation and maintenance carried out by Council staff prior to the sale and Council staff providing some operational services during a sale.

1.2 Purpose

This Pollution Incident Response Management Plan (PIRMP) has been prepared in accordance with the *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) and reflects the requirements specified in the Environment Protection Authority (EPA's) Guidelines: Preparation of Pollution Incident Response Management Plans, 2020.

This legislation stipulates that all holders of environment protection licenses must prepare a plan to manage pollution incident responses. The plan must be prepared in a form detailed in the associated Regulation and be kept on the premises to which the license relates.

The objectives of this PIRMP are:

- To ensure comprehensive and timely communication about a pollution incident to staff at the premises, other Council staff as appropriate, the Environment Protection Authority (EPA), other relevant authorities and the community that may be affected by impacts of the incident.
- Minimise and control risk of a pollution incident by identifying risks and developing planned actions to manage those risks.
- Actions to be taken to reduce and/or control pollution.
- Ensure that this PIRMP is effectively implemented by trained staff, identifying persons responsible for implementing it, and regularly testing and reviewing it to ensure that it is current and suitable.

1.3 Definition of Pollution Incident

A pollution incident is required to be notified if there is a risk of 'material harm to the environment', which is defined in section 147 of the Protection of the Environment Operations Act 1997 (POEO Act):

- (a) Harm to the environment is material if:
 - i. It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or



- ii. It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and
- (b) Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

1.4 Identified Pollution Incident Risks and Potential Hazards

The primary potential hazards to human health or the environment associated with the relevant activity undertaken at this site — i.e. 'Pollution Incidents'- include the following:

- Overflow animal waste (Effluent) to the environment.
- Stormwater contamination when it comes into contact with animal holding pens and sludge stockpiles.
- Stormwater from truck wash.
- Identification of any failure of an environmental protection system due to solid waste (Manure is generated in animal holding areas, Primary and secondary effluent treatment sludges are generated in the treatment ponds, etc) generating in the saleyard.
- Odour (Odours in animal holding pens are produced by manure and urine).
- Noises which are generated by several sources (animals, especially when in concentrated groups, machinery, plant and service vehicles, heavy vehicles, crowds, etc).
- Potential of the transmission of zoonotic diseases (such as Q-fever, leptospirosis, and anthrax) to humans (People who have had directly contact with infected stock/animals).
- Any other incident or observation that could potentially pose an immediate environmental /human hazard outside normal operating conditions.

Compliance with POEO General Regulation

s. 98(c)(1)(a) – “a description of the hazards to human health or the environment associated with the environment to which the licence relates (the relevant activity).”



2 SITE OVERVIEW

2.1 Site Overview

The Coonamble Regional Livestock Market is located on Railway St, Coonamble. Fat and store Cattle sales are conducted on as needs basis.

The Environment Protection Authority (EPA) has issued Environment Protection Licence 10694 for the Coonamble Regional Livestock Market. Under this licence, reportable incidents are causing or threatening, material environmental harm to the environment which is set out in accordance with Section 5.7 of the POEO Act 1997.

The licence requires that the total quantity of animal accommodation at the premises must not exceed 60000 T.

Compliance with POEO General Regulation

s. 98(c)(1)(e) – “the maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates.”

2.2 Site Characteristics

The Coonamble Saleyards is located at Railway Street, Coonamble approximately 1.5 km from the town's centre. The yards cover an area of approximately 7500 sq metres. The immediate environment is mixed low density residential and light industrial use. There is a public railway line located along the western boundary of the property, effectively preventing future expansion in that direction. **(Site Locality Plan is attached in Appendix A).**



3 RISK MANAGEMENT AND PRE-EMPTIVE ACTIONS

3.1 Likelihood, Impact and Contributing Factors to Pollution Incidents Occurring

Information regarding the likelihood of any such hazards occurring, including details of any conditions or events that could, or would increase the likelihood. Incidents can be classified as being of low, medium or high risk of occurring (likelihood) based on the past history of the facility, an assessment of management procedures, staff training and site layout.

The impact of an incident can be classed as low, medium or high based on the potential extent of off-site harm to humans and/or the environment.

Risk assessments were previously conducted by Council staff and information on the main hazards through this process, along with control measures to minimise the occurrence and consequences (people and environment) of the identified risks are outlined in Table One. Table Two provides a risk rating table.

Compliance with POEO General Regulation

s. 98(c)(1)(b) – “the likelihood of any such hazards occurring, including details of any conditions or events that could, or would increase the likelihood.”

s.98(c)(1)(c) – “details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity.”

Table One: Risk Management and Pre-Emptive Actions

Pollution Incident	Contributing Factors	Impact	Risk Rating (LxC=)	Controls
Overflow animal waste (Effluent) to the environment	Prolonged periods of heavy rain and lack of site maintenance	Land contamination	B2, LOW	Pre-sale inspections, regular onsite maintenance of animal waste (effluent) collection ponds.
Stormwater contamination when it comes into contact with animal holding pens, sludge stockpiles and treated wastewater irrigation areas	Prolonged periods of heavy rain and lack of site maintenance	Land contamination	B2, LOW	Pre-sale inspections, regular onsite maintenance including large air compressor to blow gravel and washing of pens after sale and regular drain clean out.
Identification of any failure of an environmental protection system due to solid waste (Manure is generated in animal holding areas, Primary and secondary effluent treatment sludges are generated in the treatment ponds, etc) generating in the saleyard	Prolonged periods of heavy rain and lack of site maintenance	Land contamination	B2, LOW	Pre-sale inspections, regular onsite maintenance including large air compressor to blow gravel and washing of pens after sale and regular drain clean out. Maintain number of head per sale.
Identification of a significant difference in soil parameters where treated effluent discharge areas	Prolonged periods of heavy rain and lack of monitoring	Land contamination	A2, LOW	Pre-sale inspection, request soil testing as required.
Odours from animals in holding pens are produced by manure and urine)	Lack of site operation and maintenance, extreme weather condition (high wind)	Effect the people on site and the surrounding neighbourhood, Air pollution	A1, LOW	Pre-sale inspection, regular onsite operation and maintenance such as cleaning of pens.
Potential of the transmission of zoonotic diseases (such as Q-fever, Lepto and anthrax) to humans (People who have had directly contact with infected stock/animals).	Lack of knowledge to follow the safety procedures on-site. Lack of immunisation.	Health issues for the people who are onsite	B3, MODERATE	Vaccination offered for Council staff. We encourage the Saleyard users to have cattle vaccinated until it is mandated.
Stormwater contamination from truck wash	Prolonged periods of heavy rain and lack of site maintenance	Land contamination	B2, LOW	Truck wash inspections and regular onsite maintenance.

Table Two: Risk Rating Table

Likelihood of Occurrence	Consequences	Rating	Rank	Likelihood				
				A	B	C	D	E
A — IMPROBABLE May occur only in exceptional circumstances	1. INSIGNIFICANT No injuries, minimal level of pollution, Employee grievances dealt with on site, Loss <5% of job cost. Services , business failure resulting in delay < 1 week and costs plant/equipment loss < \$ 1,000	L - Low	1	L	L	L	M	H
B — REMOTE Could occur at some time	2. MINOR First Aid treatment, limited / localised impact, Employee grievances dealt with senior management, Loss 5 -10% of job cost. business failure resulting in delay < 1 month and costs plant/equipment loss <\$ 10,000	M - Medium	2	L	L	M	H	V
C — OCCASIONAL Might occur at some time	3. MODERATE Medical treatment & several days off work, significant pollution requiring outside assistance, Employee grievances taken to the union, Loss 10 -20% of job cost. Non compliance with legislations/Licence conditions, business failure resulting in delay < 3 months and costs plant/equipment loss < \$ 50,000	H - High	3	M	M	H	V	C
D — FREQUENT Will probably occur in most circumstances	4. MAJOR Long term illness/serious injury, significant pollution requiring outside assistance and long term environmental damage, Threatened industrial action, Loss 20 -70% of job cost. Loss of production capability, Order placed on Council by Authorities, business failure resulting in delay < 6 months and costs plant/equipment loss < \$ 100,000	V - Very High	4	H	H	C	C	C
E — CONTINUOUS Is expected to occur in most circumstances	5. CATASTROPHIC Death or permanent disability illness, serious permanent environmental damage, Actual industrial action, Loss > 70% of job cost. Potential prosecution by Authorities, business failure resulting in delay >6 months and costs plant/equipment loss > \$ 100,000	C - Catastrophic	5	V	V	C	C	C

4 INVENTORY OF POTENTIAL POLLUTANTS

Untreated effluent is the potential pollutant of concern for the site. This can lead to several pollutant incidents identified earlier in Table 1.

Compliance with POEO General Regulation

s.98(c)(1)(d) – “an inventory of potential pollutants on the premises or used in carrying out the relevant activity.”

4.1 POEO Act Definitions

A pollution incident is defined by the Protection of the Environment Operations Act (1997) as:

“An incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.”

Material harm is defined by the POEO Act (1997) under Chapter 5, Part 5.7, Section 147 and described above at s. 1.3.

5 SITE SAFETY EQUIPMENT

The Coonamble Saleyards is protected from fire using fire hose reels and fire extinguishers. Personal Protective Equipment (PPE) is provided for onsite staff which consists of:

- Ear/hearing protection & Safety Glasses
- Sunscreen & Broad Brimmed Hats
- Rubber Gloves & Clothing
- Gumboots & Steel capped Boots

Compliance with POEO General Regulation

s.98(c)(1)(f) – “a description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident.”



6 NOTIFICATION OF POLLUTION INCIDENTS

6.1 Immediate Notification Incident

The requirement for notification of a pollution incident has changed from 'as soon as practicable' to 'immediately' (section 148 of the POEO Act 1997). In short, 'immediately' means 'promptly without delay', but it does not mean undertaking notification ahead of doing what is necessary to make safe.

The risk assessment outlined in Table One shows several potential pollution incidents that may occur. The following figure outlines the procedure for Council responding to a notification of an incident.

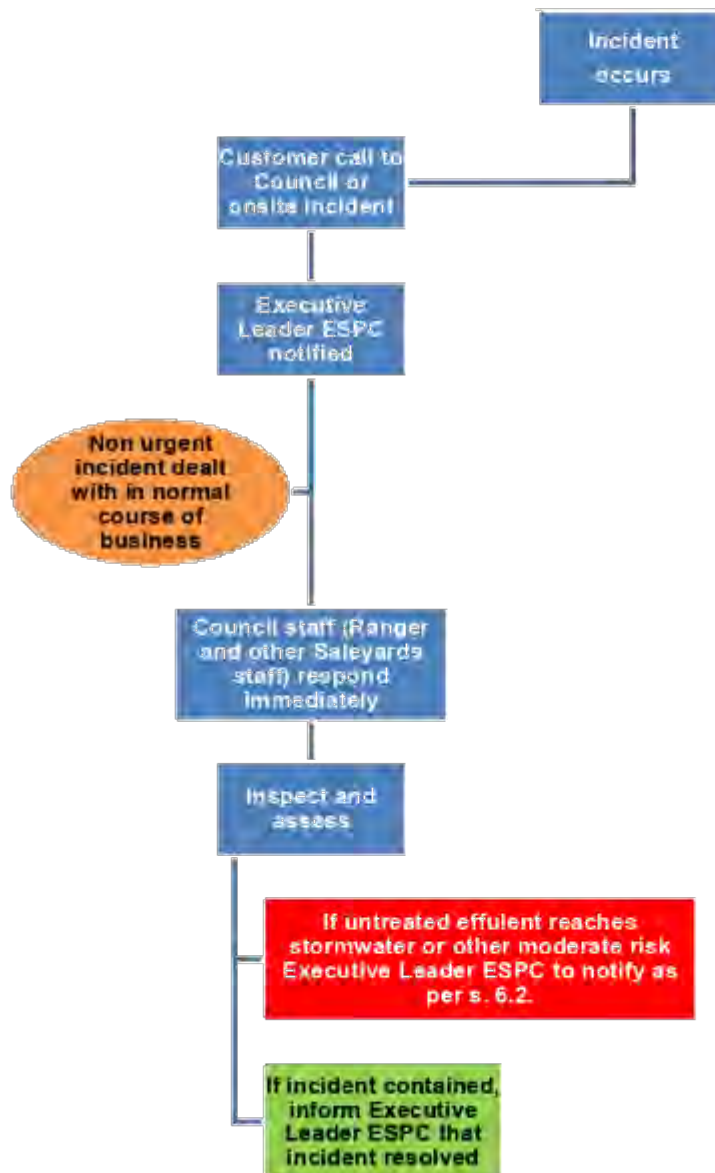


Figure 1: Incident Notification and Action Process
COONAMBLE LIVESTOCK MARKET PIRMP



6.2 Responsible Key Person(s) for Notification

Table Three provides an overview of responsible key person for notification.

Table Three: Responsible Key Person(s) for Notification

	Name	Position	Contact Detail
Person who is responsible for and authorised to activate plan	Noreen Vu	Executive Leader Environment, Strategic Planning and Community (ESPC)	0418 513 674
Person who is authorised to liaise with the relevant authority	Noreen Vu	Executive Leader Environment, Strategic Planning and Community (ESPC)	0418 513 674
Person who is responsible for managing the response to a pollution incident	Noreen Vu	Executive Leader Environment, Strategic Planning and Community (ESPC)	0418 513 674

6.3 Incident Contact Details – Council

Contact details for Council personnel are provided below in Table Four.

Table Four: Incident Contact Details – Coonamble Shire Council

Name	Role	Contact Number
Robert Tosh	Relief Ranger	0427 255 881
	Manager Building and Compliance (Vacant)	
Noreen Vu	Executive Leader Environment ESPC	0418 513 674
Hein Basson	General Manager	0488 371 908
Council Emergency Contact Number (On Call Number)		0428 217 420
Council landline (business hours)		02 6827 1900
Graeme Joseph	Training and WHS Coordinator	0428 271 938
Amanda Nixon	Manager People Risk and Improvement	0497 000 439
David Levick	Grants and Communications Officer	02 6827 1945



6.4 Notification of Relevant Authorities

Where the pollution incident causes or threatens material harm to the environment or human health, all the following authorities (external) have been provided below and will apply depending on the nature of the incident.

Table Five: Incident Contact Details – External Relevant Authorities

Relevant Authority	Contact
Emergency Call Services (land line) (Using a mobile) (The site supervisor should call 000 if the incident presents an immediate threat to human health and/or property and a combat agency is required (i.e. Fire, Ambulance, Police) and then notify all other parties below.	000 112
Environmental Protection Authority Emergency Hotline (24/7)	131555
NSW Ministry of Health (via Public Health Unit) NSW Hotline Dubbo Regional Office After hours	1300 066 055 (02) 6809 8979 0418 866 397
Safework NSW Hotline	13 10 50
If there is no immediate threat to human health and/or property i.e. a combat agency is not required, then the Saleyards Supervisor is still required to follow that outlined above except for dialing 000	

*Saleyard Supervisor refers to Council person in charge at the time of the event.

6.5 Information to be Notified

Under the section 150(1) of the POEO Act 1997, outlines the relevant information to be given when a pollution incident is notified:

- The time, date, nature duration and location of the incident
- The location of the place where pollution is occurring or is likely to occur
- The nature, the estimated quantity or volume and the concentration of any pollutant involved (if known)
- The circumstances in which the incident occurred, including the cause of the incident (if known)
- The actions taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution (if known), and
- Other information prescribed by the regulations

Notification is required by the Saleyards Supervisor immediately after a pollution incident becomes known. Any information required that is not known at the time the incident is notified, must be provided when it becomes known.



A **Pollution Incident Reporting Form** is attached in **Appendix B**.

6.6 Actions to be Taken During or Immediately After a Pollution Incident

All site personnel with relevant training must make every effort to contain the pollution incident on site without putting themselves at risk of harm.

In the event of a pollution incident occurring all members of the public and other contractor's staff will be mustered to the Emergency Assembly point, after which they will be safely evacuated from site where appropriate. It is a condition of entry that in the event of an emergency, both the public and staff must adhere to directions given by the Saleyards Supervisor.

Where the pollution incident causes or threatens material harm to the environment or human health, the EPA is notified in accordance with **Section 6.4**. Once the EPA is notified, it is then for the EPA to determine whether commercial, industrial and residential neighbours of the site need to be contacted by Council and informed of the circumstances of the incident and what action is being taken to response to it.

If deemed necessary, the EPA then has powers to formally direct Council to notify the neighbours of the site. Irrespective of whether the EPA directs the Council to notify the neighbours and depending on the circumstances of the particular pollution incident, the Council may at their own discretion voluntarily choose to notify neighbours. Notification and communication methods will be determined on a case-by-case basis and the following methods can be used;

- Phone Calls
- Media Releases (Radio/Newspaper/Internet, etc)
- Site visits/Door knocking
- Letter drops
- Warning Signs
- Other methods as the situation requires.



6.7 Incident Investigation

All emergencies must be investigated. For all other incidents, the Executive Leader EPSC (with guidance of Saleyard Supervisor) will decide whether an incident investigation will be conducted. When an incident investigation is required, the Executive Leader is responsible for, forming the investigation team and Co-ordinating the investigation.

Compliance with POEO General Regulation

s.98(c)(1)(g) - the names, positions and 24-hour contact details of those key individuals who:

- (i) are responsible for activating the plan, and
 - (ii) are authorised to notify relevant authorities under section 148 of the Act, and
 - (iii) are responsible for managing the response to a pollution incident,
- h) the contact details of each relevant authority referred to in section 148 of the Act,
- i) details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on,
- j) the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on.



7 IMPLEMENTATION

7.1 Responsibility

Council's Executive Leader Environment, Strategic Planning and Community is responsible for the implementation of this plan.

7.2 Staff Training and Site Induction

All the staff members at the facility should be inducted and the induction must cover the purpose, requirements, and responsibilities details in the PIRMP.

All staff should receive sufficient on the job training to enable them to carry out their assigned duties in a complete and safe manner,

- Staff must be capable of identifying potential pollution incidents
- Staff must be familiar with the requirements and procedures contained within this PIRMP

At least once every year staff should undertake a simulated pollution incident response exercise, including with emergency services, to familiarise site personnel with the requirements of this management plan.

Saleyard Agents and users of the facilities should also be made aware of the PIRMP. Work, health and safety documentation of the different businesses that utilise the Saleyards should also be provided to Council for Council's records.

7.3 Testing the PIRMP

Testing the PIRMP is clearly set out in s. 2.2.3 of the NSW EPA Guideline. The Saleyard PIRMP is to be tested via the following avenues:

- (1) Desktop exercise which informs the s. 7.4 of this PIRMP to Review and Update the PIRMP conducted at a minimum of every 12 months.
 - a. This should occur every June of every year.
- (2) Scenario testing with practical exercises or drills once every three years.

7.4 Notification of Testing

Operational Council employees will be notified of the two types of testing listed above in 7.3 by the Executive Leader Environment, Strategic Planning and Community. Advance notification will occur at the best of Council's ability two to four weeks prior to the testing. Notification will occur by phone and/or email.

Where the users (i.e. the saleyard agents and their staff) are required for the testing, advance notification will occur at the best of Council's ability two to four weeks prior to testing. Notification will be through the Executive Leader Environment, Strategic Planning and Community.



7.5 Review and Update PIRMP

The PIRMP is a living document required to be reviewed and updated at least once every 12 months to ensure accuracy and effectiveness. A review must also be undertaken within one month of any pollution incident occurring.

For these reasons, document control is an important part of the environmental management system. It is critical that PIRMP storage locations are made known to all relevant staff members and that only the latest version is in use. Revised and updated versions of the PIRMP will always be issued.

APPENDIX A – SITE PLAN

AERIAL





APPENDIX B – POLLUTION INCIDENT RESPONSE REPORTING FORM

Date		Time	
Location of incident			
Nature of incident			
Duration of incident			
Estimated volume			
How the incident occurred			
Action taken			
Further action proposed			
Other relevant Notes			
Person making notification		Signed	

COONAMBLE LIVESTOCK REGIONAL MARKET POLLUTION INCIDENT RESPONSE PLAN		
Department: Environment, Strategic Planning and Community		
Version	Date	Author/Comments
1.0		
2.0	2019	Director of Engineering Services
2.1	23/8/2021	Reviewed by Executive Leader Environment, Strategic Planning and Community
2.2	30/8/2021	Additional information on testing as per advice from EPA (dated 25/8/2021)
2.3	23/9/2021	Reviewed by PIRMP Review Group
3.0	27/9/2021	Issued
<p>Review Date: In alignment with PIRMP testing requirements, this document should be reviewed at least once every 12 months and/or must be tested within one month of any pollution incident. September 2022</p>		
<p>Amendments in the release: Amendments include new Council template and acknowledging the NSW EPA Guideline: PIRMP and adding in references to s. 98(c)(1) to link to its need for compliance.</p>		
Section Title	Section Number	Amendment History
Introduction – Coonamble Livestock Market Purpose	1.1	Introduction of Council's ownership and operation details
	1.2	Slight changes to strengthen the PIRMP's purpose and mention of 2020 EPA guideline versus the 2012 version.
	1.3/1.4	Editorial changes. Remove "treated wastewater irrigation areas". Add in "stormwater from truck wash" and "leptospirosis".
Risk Management	3	Editorial changes and explanation on risk assessment and hazards. Update of Table 1 to include clearer actions including pen and drain cleaning. Titles to Table 1 and 2. Update on controls for transmission of zoonotic diseases. Include pollution incident for truck wash.
Inventory of Pollutant	4	Introduced section to align with Guideline.
Site Safety Equipment	5	Information remains the same but has been moved from previous s. 2.3 to give standalone section and as per the flow of s. 98(c)(1).
Notification of Pollution Incidents	6/6.1	Change of title to 6.1 to Immediate Notification Incident from previous s. 4.1 "Notification Speed of Response" for plain English explanation. Process figure 1 added in to show how Council will respond to a notification of an incident.
Responsible Key Person(s) for Notification	6.2	Update from former Director to Noreen Vu, Executive Leader Environment, Strategic Planning and Community
Incident Contact Details – Council	6.3	Introduction to new section of Council Personnel for incident contact.
Notification of Relevant Authorities	6.4	Updated to this information to reflect external relevant authorities and explanation on what was previously referred to as "salayard supervisor"
Testing the PIRMP	7.3	New section which aligns with section 2.2.3. of the EPA Guideline. Included date of each year as per advice from EPA (25/8/2021).
Notification of testing	7.4	New section to discuss how people are notified of the testing and included in as per advice from the EPA (25/8/2021)
Appendix A		Site Plan updated following PIRMP Review (23/9/2021)
<p>Annexure Attached: Appendix A – Site Plan Appendix B – Pollution Incident Response Reporting Form</p>		
<p>Hein Basson General Manager</p>		

10.11 DRAFT EVALUATION OF MENACING OR DANGEROUS DOG DECLARATIONS POLICY**File Number: C3****Author: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Authoriser: Hein Basson, General Manager****Annexures: 1. Draft Evaluation of Menacing or Dangerous Dog Declarations Policy****PURPOSE**

The purpose of this report is to present the draft Evaluation of Menacing or Dangerous Dog Declarations Policy for public exhibition.

BACKGROUND

The principal objective of the *Companion Animals Act 1998* is to provide effective and responsible care and management of companion animals. The term companion animals refers to dogs and cats as well as any other animals that is prescribed by the *Companion Animals Regulation 2018* as a companion animal. To help Local Councils administer the legislation, the Office of Local Government has provided a 'Guideline on the Exercise of Functions Under the Companion Animals Act'. It recommends that Councils should have a policy for assessing applications to revoke menacing or dangerous dog declarations and communicate this policy to relevant dog owners. The policy should set out how representations by dog owners are evaluated.

The Draft Evaluation of Menacing or Dangerous Dog Declarations Policy ('the Policy') provides a framework for a transparent and consistent review and assessment to determine requests, namely under:

- Section 37 of the Act, an authorised officer must consider dog owners' objections to a proposed declaration ('notice of intention') or
- Section 39 of the Act, Council can revoke a Menacing or Dangerous dog declaration.

The Policy is a local supplement to the provisions of the Act and Regulation.

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

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4. Governance is open and transparent.

L1.4.5. Review Council policies.

EN1.1.1. Enforcement of environmental regulations.

(b) Financial Considerations

There are no financial considerations attached to this report.

COMMENTARY

In developing the Draft Evaluation of Menacing or Dangerous Dog Declarations Policy ('the Policy'), Council has considered the guidance provided in the 'Guideline on the Exercise of Functions Under the Companion Animals Act', and provided clarity and direction for Council staff, the Council, community and dog owners in the process.

Under the *Companion Animals Act 1998*, Council can declare a dog to be a menacing dog or a dangerous dog.

Section 33 states that the meaning of '**dangerous**' is:

- (1) *For the purposes of this Act, a dog is dangerous if it—*
 - (a) *has, without provocation, attacked or killed a person or animal (other than vermin), or*
 - (b) *has, without provocation, repeatedly threatened to attack or repeatedly chased a person or animal (other than vermin), or*
 - (c) *(Repealed)*
 - (d) *is kept or used for the purposes of hunting.*
- (2) *A dog is not, for the purposes of subsection (1) (d), to be regarded as being kept or used for the purposes of hunting if it is used only to locate, flush, point or retrieve birds or vermin. Vermin for the purposes of this subsection includes small pest animals only (such as rodents).*

Section 33A states that the meaning of '**menacing**' and '**menacing breed or kind of dog**' is:

- (1) *For the purposes of this Act, a dog is menacing if it—*
 - (a) *has displayed unreasonable aggression towards a person or animal (other than vermin), or*
 - (b) *has, without provocation, attacked a person or animal (other than vermin) but without causing serious injury or death.*
- (2) *The regulations may declare a breed or kind of dog to be a menacing breed or kind of dog.*
- (3) *The Minister is not to recommend the making of a regulation under subsection (2) unless the Minister is satisfied that the breed or kind of dog concerned displays characteristics associated with menacing behaviour. A failure to comply with this subsection does not invalidate the regulation concerned.*
- (4) *For the purposes of this section, a serious injury includes any of the following—*
 - (a) *any injury that requires hospitalisation of a person or animal,*
 - (b) *a broken bone that requires medical or veterinary attention,*
 - (c) *a major laceration (that is, a wound caused by the tearing of body tissue or by multiple punctures caused by more than one bite from a dog) that requires medical or veterinary attention,*
 - (d) *a partial or total loss of sensation or function in a part of the body that requires medical or veterinary attention,*

(e) any other injury requiring medical or veterinary attention, of the same level of seriousness as the injuries described in paragraphs (b)–(d),

(f) an injury that requires a person to have cosmetic surgery.

Under section 34 of the aforementioned Act, an authorised officer may declare a dog to be a dangerous dog or menacing dog. The legislation requires Council to notify the owner of its intent to declare a dog as either menacing or dangerous and allow the owner a period of seven (7) days to provide their objections. If an objection is received within the seven (7) days, Council’s authorised officer must consider this objection before proceeding to make a declaration. If an owner does not make an objection, Council is to proceed with the declaration after the seven (7) days have passed.

The Companion Animal Register data dates to 1980 for dangerous dogs, and 2013 for menacing dogs when it was initially legislated shows the following:

	Total number	Coonamble Shire Council	Other Council	Revocation	Active
Dangerous Dog Declaration	24	20	4	0	7
Menacing Dog Declaration	11	10	1	0	5

The Companion Animal Register indicates that three (3) notices of intentions to declare a menacing dog were withdrawn after objections were raised by the owner. The active number will need to be verified by Council.

The zero number of revocations highlights a need to provide key stakeholders guidance and direction on this process.

The objectives of this Policy are to:

- Ensure Council’s statutory obligations and duty of care in relation to menacing or dangerous dog declarations are appropriately considered and maintained.
- Highlight with whom the authorisation to consider an objection of a proposed declaration or revoke a menacing or dangerous dog declaration lies.
- Set a clear framework of what owners and other Council staff involved with the menacing or dangerous dog declaration should expect in any applications made to Council for objections against a proposed declaration or a revocation of a declaration.

Roles and responsibilities

Everyone from the public to the owner, to Council staff and the elected Council have their roles and responsibilities set out in this policy. The policy introduces an adjudication panel who will be set up to consider a revocation application and explained in greater detail below.

Guidance for objections on proposed declarations

The Policy provides owners guidance on the information that should be submitted to Council to consider if they have been issued a notice of intention to declare their dog

as dangerous or menacing. The information to be provided needs to be evidence based.

Under delegated authority, Council's authorised officers being either the Executive Leader Environment, Strategic Planning and Community or the General Manager are delegated as Council's Authorised person to make the final decision. All decisions must be done in consultation with the investigation officer(s).

Guidance on applications to revoke a menacing or dangerous dog declaration

Under section 39 of the Act, Council can revoke the declaration based on the following considerations:

- An application is made after the period of 12 months following the date on which the dog was declared to be a dangerous or menacing dog, and
- Council can revoke the declaration but only:
 - If satisfied that it is appropriate to do so, and
 - If Council determines that it is necessary – that the dog in question has actually undergone appropriate behavioural training.

As part of Council's risk management approach and duty of care obligation to the community, in all instances of a menacing or dangerous dog declaration, Council deems it necessary and will require the dog in question to undergo appropriate behavioural training.

Further, the Policy supports procedural fairness and by engaging the services of a Qualified Animal Behaviourist allowing for the impartiality from a third party to be obtained and to inform the decision-making process if the owner applies to Council for revocation of a declaration.

The policy provides clarity for all dog owners who have had their dogs declared on the need for appropriate behavioural training to be undertaken. By requiring this for all declarations, removes any perception of bias from Council's authorised officers who make the declaration and the perceived negative involvement of investigating officers. It ensures a level of fairness for the owner to have a third party support through the process. It also assists in mitigating the risk for Council who are not resourced with this type of speciality to call upon the independent advice. The appropriate behavioural training, once successfully completed, will assist Council in fulfilling its duty of care obligation to the community if a declaration was to be removed.

The Policy provides a framework of what applications should provide and address. Information provided is to be evidence based and show compliance with the Act and Regulation. It clearly sets in a table format out all the immediate requirements through to those that need to be carried out by three (3) months after a dangerous dog declaration has been made.

It also makes sure that Council staff documents a community complaint about a non-compliant matter to ensure all decisions are evidence based on factual information and data.

How the adjudication panel works?

The adjudication panel consists of three people, including the investigation officer, Manager of Building and Compliance and one independent team leader/manager who review the information provided by the owner and any information provided during the 12 months that indicates compliance or non-compliance with the Act and Regulation.

At the end of the meeting, a written report with a recommendation to revoke the declaration is made. If the adjudication panel recommends the revocation is removed, a report will be tabled to Council for Council to consider the declaration to be removed. The adjudication panel has no delegated authority to revoke a declaration.

In the circumstances where the owner has complied with the Act and Regulation, undertaken the behavioural training, and it has been more than 12 months since the declaration, yet the adjudication panel cannot agree on the recommendation, it is still proposed to go to Council for determination to allow fairness to the owner.

Determining an application for revocation

Refusal by Council's Authorised Officer under delegated authority will occur in the instances below:

- It has been less than 12 months since the declaration was made; and/or
- The dog has not undergone behavioural training; and/or
- The owner has failed to undertake their responsibilities set out in the Act or Regulation.

In the instances above, the matter will be refused without referring the matter to Council because it is an evidenced based decision.

Responsibilities and obligation of owners

Under no circumstances is an owner released from their responsibilities and/or obligations under the Act and Regulation if an owner has made representations to the notice of intention for a menacing dog or dangerous dog declaration or requesting a revocation of the declaration. The responsibilities and obligations will remain until such time as the owners are notified in writing by Council's Authorised Officer of the outcome.

Opportunity to reapply again

Owners can reapply for a revocation request and must demonstrate compliance with the Act and Regulation.

As the draft policy is a new policy, it is recommended that Council places the policy on public exhibition for a period of 28 days and a further report is presented to Council with all submissions received at the conclusion of the public exhibition – for Council’s further consideration and adoption at the February 2022 Ordinary Council Meeting.

However, in the event of Council not receiving any submissions during the public exhibition period, it formally adopts the Evaluation of Menacing or Dangerous Dog Declarations Policy without any changes as a policy of Council.

(a) Governance/Policy Implications

Once adopted by Council, the Evaluation of Menacing or Dangerous Dog Declarations Policy will become a policy of Council.

(b) Legal Implications

There are no direct legal implications arising from this report, other than those which have already been addressed above. The Policy is a local supplement to the provisions of the Companion Animals Act 1998 and Companion Animals Regulation 2008.

(c) Social Implications

There are no direct social implications arising from this report and supports Council’s duty of care obligations to the community.

(d) Environmental Implications

There are no direct social implications arising from this report.

(e) Economic/Asset Management Implications

There are no direct economic implications arising from this report.

(f) Risk Implications

There are no risks arising from this report.

CONCLUSION

Council’s draft Evaluation of Menacing or Dangerous Dog Declarations Policy has been drafted and is now proposed for public exhibition.

RECOMMENDATION

- 1. That Council places the draft Evaluation of Menacing or Dangerous Dog Declarations 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 Evaluation of Menacing or Dangerous Dog Declarations Policy (with or without changes) at**

its February 2022 Ordinary Council Meeting, noting that due to complying with othe 28 day exhibition period the policy cannot be presented at the November 2021 Ordinary Meeting.

- 3. That Council, in the event of it not receiving any submissions during the public exhibition period, formally adopts the Evaluation of Menacing or Dangerous Dog Declarations Policy without any changes as a policy of Council.**

1. BACKGROUND

The *Companion Animals Act 1998* principal objective is to provide effective and responsible care and management of companion animals. Companion animals refers to dogs and cats as well as any other animals that is prescribed by the *Companion Animals Regulation 2018* as a companion animal. To help local councils administer the legislation, the Office of Local Government has provided a 'Guideline on the Exercise of Functions Under the Companion Animals Act'. It recommends that councils should have a policy for assessing applications to revoke menacing or dangerous dog declarations and communicate this policy to relevant dog owners. The policy should set out how representations by dog owners are evaluated.

In accordance with Part 5, section 34 of the *Companion Animals Act 1998* ('the Act'), an authorised officer may declare a dog to be a menacing or dangerous dog.

2. PURPOSE

The Evaluation of Menacing or Dangerous Dog Declarations Policy ('the Policy') provides a framework for a transparent and consistent review and assessment to determine requests, namely under:

- Section 37 of the Act, an authorised officer must consider dog owners' objections to a proposed declaration ('notice of intention') or
- Section 39 of the Act, Council can revoke a Menacing or Dangerous dog declaration.

The Policy is a local supplement to the provisions of the Act and Regulation.

3. POLICY OBJECTIVE

The objectives of this Policy are to:

- Ensure Council's statutory obligations and duty of care in relation to menacing or dangerous dog declarations are appropriately considered and maintained.
- Highlight with whom the authorisation to consider an objection of a proposed declaration or revoke a menacing or dangerous dog declaration lies.
- Set a clear framework of what owners and other Council staff involved with the menacing or dangerous dog declaration should expect in any applications made to Council for objections against a proposed declaration or a revocation of a declaration.

4. LEGISLATION

The Policy relates to the *Companion Animals Act 1998* and the *Companion Animals Regulation 2018*, in particular section 37 and 39 of the Act.

5. APPLICATION/SCOPE

This Policy applies at all times to dog owners residing within or visiting the Coonamble Local Government Area.

This Policy does not apply to any menacing or dangerous dog declarations made by the Local Court.

Under section 37 of the Act, the owner of a dog can provide representations within seven (7) days of the notice to object to the proposed menacing or dangerous dog declaration.

Under section 39(1) of the Act, the owner of a dog that has been declared menacing or dangerous by a local Council can apply to the Council in which the dog is ordinarily kept (whether or not it is the council whose authorised officer made the declaration) for the declaration to be revoked.

6. POLICY

6.1 Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

Roles	Responsibility
<p>The Elected Council</p>	<p>To be informed of Council staff recommendations and evidence provided to make a determination on the revocation application of a menacing or dangerous dog declaration under section 39 of the Act.</p> <p>Applications lodged to the elected Council will be based on those:</p> <ul style="list-style-type: none"> • Whereby the adjudication panel cannot agree on a recommendation. • Whereby the adjudication panel recommends for the revocation of the declaration to be removed. <p>Refer to 6.3.3. for further information.</p>

Roles	Responsibility
<p>General Manager</p>	<p>The General Manger is responsible for the overall control and implementation of the Policy.</p> <p>The General Manager is delegated as Council's Authorised Officer to approve or not approve objections to a proposed declaration/notice of intention under section 37 of the Act.</p> <p>The General Manager is delegated as Council's Authorised Officer to revoke a declaration under section 39 of the Act.</p>
<p>Executive Leader Environment, Strategic Planning and Community</p>	<p>To ensure that the representations received by dog owners are assessed according to this Policy.</p> <p>The Executive Leader is delegated as Council's Authorised Officer to approve or not approve objections to a proposed declaration/notice of intention under section 37 of the Act.</p> <p>The Executive Leader is delegated as Council's Authorised Officer to revoke a declaration under section 39 of the Act.</p>
<p>Manager Building and Compliance</p>	<p>To enforce this policy and to ensure that the Compliance Support Officer and / or Regulatory Officer has the training and required support to carry out public education relating to this policy.</p> <p>In the event of an incident and depending on the staffing resources at the time, act as the investigating officer.</p>
<p>Compliance Support Officer</p>	<p>The Compliance Support Officer is responsible for liaising with senior management during enforcement of this policy and to educate the public on the details of this policy and the Act.</p> <p>In the event of an incident and depending on the staffing resources at the time, act as the investigating officer.</p>
<p>Regulatory Officer</p>	<p>The Regulatory Officer (Ranger) is responsible for liaising with senior management during enforcement of this policy and to educate the public on the details of this policy and the Act.</p> <p>In the event of an incident and depending on the staffing resources at the time, act as the investigating officer.</p>
<p>Adjudication Panel</p>	<p>A panel of three persons consisting of the:</p> <ul style="list-style-type: none"> • Investigation officer or equivalent

Roles	Responsibility
	<ul style="list-style-type: none"> • Manager Building and Compliance or equivalent • One independent team leader/manager of another Council department determined by the Manager Building and Compliance or Executive Leader Environment, Strategic Planning and Community. <p>The adjudication panel's role is outlined in section 6.3.3 and does not have delegated authority to revoke a declaration. The panel is convened to provide a recommendation at the end of the panel meeting through a written report to the delegate.</p> <p>The adjudication panel is convened only for applications to revoke a declaration of a menacing or dangerous dog.</p>
General Public	The general public must act in accordance with this policy and abide by any determination made as a result of this policy.

6.2 Applications to Object Proposed Declaration/Notice of Intention of Menacing or Dangerous Dog Declaration

This section applies to assessing a representation made in relation to a notice of intention to declare a dog as a menacing dog or a dangerous dog.

Under section 35 of the Act, owners must be notified of Council's intention to declare a dog to be menacing or a dangerous dog and give the owner information of the requirements that would be required to be complied with if the declarations are made. The Authorised Officer must provide the owner the right to object to the proposed declaration in writing within seven (7) days after the date the notice is given.

6.2.1 Details of Information to be Provided by Owner in Objecting to Proposed Declaration

The following outlines the information Owners should include in their objections:

- Where possible, a behavioural assessment from a temperamental assessor or other qualified professional such as a behavioural vet, with an endorsed and signed report to support the representations.
- Where possible, photographic evidence or other evidence of the event that refutes the circumstances surrounding the proposed declaration.

6.2.2 Evaluation of Objection to Proposed Declaration

The information provided by the Owners will be considered in alignment with the investigation and evidence provided to Council prior to the notification of the

proposed declaration. Either the Executive Leader Environment, Strategic Planning and Community or the General Manager are delegated as Council's Authorised person to make the final decision. All decisions must be done in consultation with the investigation officer(s).

A dangerous dog declaration made by a Council Officer can be appealed at the Local Court.

A menacing dog declaration made by a Council Officer cannot be appealed at the Local Court.

6.3 Applications to a Revocation of a Menacing or Dangerous Dog Declaration.

This section applies to assessing an application made to revoke a menacing or dangerous dog declaration.

Under section 39 of the Act, Council can revoke the declaration based on the following considerations:

- An application is made after the period of 12 months following the date on which the dog was declared to be a dangerous or menacing dog, and
- Council can revoke the declaration but only:
 - If satisfied that it is appropriate to do so, and
 - If Council determines that it is necessary – that the dog in question has actually undergone appropriate behavioural training.

As part of Council's risk management approach and duty of care obligation to the community, in all instances of a menacing or dangerous dog declaration, Council deems it necessary and will require the dog in question to undergo appropriate behavioural training.

Further, the Policy supports procedural fairness and by engaging the services of a Qualified Animal Behaviourist allows for the impartiality from a third party to be obtained and to inform the decision-making process if the owner applies to Council for revocation of a declaration.

In making a determination in relation to a menacing dog declaration, Council will have regard to the nature and extent of any behavioural training that the dog has undergone.

Council will not accept a request to revoke a declaration until after a period of 12 months since the declaration was made.

Where behavioural training has been required and not carried out will be automatically rejected as per the Act.

6.3.1 Details of Information to be Provided by Owner in Application for Revocation of Declaration

The following outlines the information Owners must include in their revocation application, which is a letter to Council providing:

- Evidence or information on the circumstances under which the menacing or dangerous dog declaration was issued. If Council was not the Council that made the original dangerous or menacing dog declarations, it should contact the issuing Council for more information about the circumstances surrounding the making of the declaration.
- Current Temperament Assessment Report or information from a Qualified Animal Behaviourist with their recommendation.
- The dog's current circumstances and behaviour in relation to the original declaration, including any behavioural modification that may have been undertaken. This report is to include a diary of training, photos and videos over the 12-month period; which information is deemed necessary to understand the nature and extent of any behavioural training and changes that have occurred in this time.
- Information on the nature of the physical surroundings, adjoining premises, fencing and/or enclosures at the property and where the animal is normally kept.
- A certificate of compliance required for dangerous dog enclosures under s. 58H of the Act.
- Evidence of compliance to the requirements and/or responsibilities set out for owners who own a menacing or dangerous dog as set out in Division 4 of the Act. This includes photos (with time stamps) or receipts that show compliance to the following that is applicable to the dog:

Summary of Control Requirements by timeframe (MUST be read in conjunction with Division 4 of the Act for full details)		
Timeframe	Brief Description (must read Division 4 of the Act)	Section of the Act
Immediately	The dog must not at any time be in the sole charge of a person under the age of 18 as per the Act.	s.51 (1)(b) (Dangerous Dog)
Immediately	Enclosure requirements – Until an enclosure is provided within the 3 months of the declaration, the dog must be restrained to prevent a child from having access to the dog as per the Act.	s. 51(1)(c1) (Dangerous Dog)
Immediately	Enclosure requirements – Dog must be enclosed in a manner that is sufficient to restrain the dog and prevent a child from having access to the dog.	s. 51(1A)(b) (Menacing Dog)

Summary of Control Requirements by timeframe (MUST be read in conjunction with Division 4 of the Act for full details)		
Timeframe	Brief Description (must read Division 4 of the Act)	Section of the Act
Immediately	One or more signs of "Warning Dangerous Dog" in letters clearly visible from the boundaries of the property on which the dog is ordinarily kept as per the Act.	s. 51(1)(d) (Dangerous or menacing dog)
Immediately	Dog must at all times wear a collar of the kind prescribed by the regulations.	s. 51(1)(d)(d1) (Dangerous or Menacing dog)
Immediately	Dog must be kept on lead and be muzzled whenever outside of the enclosure as per the Act.	s. 51(1)(e) (Dangerous Dog) s. 51.(1A)(c) (Menacing Dog)
Immediately	The owner must notify the Council if the matters specified in the Act occur.	s. 51(1)(i) (Dangerous Dog)
Within 7 days of Declaration	The dog must be registered under the Act (if not already so registered) as per the Act.	s. 51(1)(k) (Dangerous Dog)
Within 28 days of Declaration	The dog must be desexed (if it is not already desexed) within 28 days after it is declared a dangerous dog as per the Act.	s. 51(1)(a) (Dangerous dog) s. 51(1A)(a) (Menacing Dog)
Within 3 months of Declaration	Enclosure requirements - while the dog is on the property on which the dog is ordinarily kept, the dog must be kept in an enclosure that complies with the requirements prescribed by the regulations. The owner has 3 months from the date on which the dog is declared dangerous to comply as per the Act. Under s. 58H, Council may issue a certificate of compliance in relation to the enclosure in which a dangerous dog is required to be kept.	S. 51(c) (Dangerous Dog) s. 58H (Dangerous Dog)

6.3.2 Details of Information to be Provided by Council Officers in an Application for Revocation of Declaration

Prior to review of the application for revocation, Council Officers involved in Animal Control must provide to the Adjudication Panel the following information for assessment:

- The history of the owner regarding responsible pet ownership. If applicable, this information can be obtained from other Councils and with the local NSW Police.
- History of any dog attacks or complaints received regarding the dog since the original declaration, including complaints received by the Council where the incident occurred.
- Information on any compliance checks undertaken at the property that the dog is ordinarily kept during the period of the declaration.

6.3.3 Adjudication Panel

The Adjudication Panel provides a recommendation to Council's Authorised Officers for final determination. The Adjudication Panel may request to inspect and witness the dog and its behaviour at a location acceptable to Council, e.g. park or owner's residence.

The Adjudication Panel is to review all available information and provide a recommendation whether to revoke the declaration or refuse the application. The recommendations should be provided in a report and be in alignment with the Office of Local Government's Guideline on the Exercise of Functions Under the Companion Animals Act.

Applications made within the 12-month period and where behavioural training has been mandated and not carried out will be automatically rejected as per the Act and signed off by the Delegate.

Applications whereby the adjudication panel cannot agree or makes a recommendation to have the revocation removed will automatically be referred to Council for their determination.

6.3.4 Determination of Application for Revocation

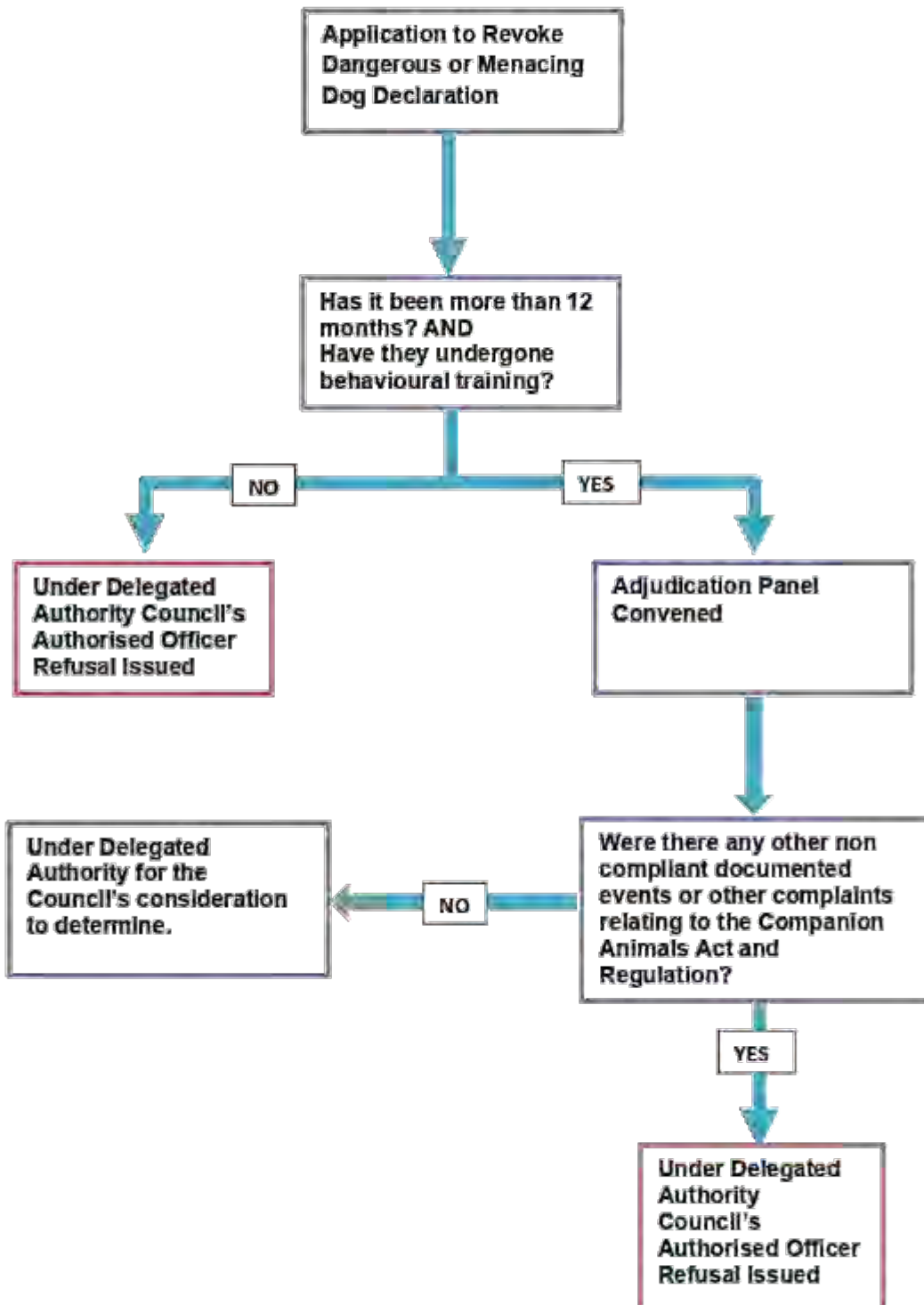
The decision to revoke a Dangerous or Menacing Dog declaration will only be made once the provisions of the Act are satisfied, i.e. Council is satisfied the dog is no longer a threat to the community based on the verification of a Qualified Animal Behaviourist and the information provided by the Owner and Council Officers regarding the dog as per section 6.3.1, 6.3.2 and 6.3.3.

Where owners have failed to undertake their responsibilities set out in Division 4 of the Act and/or behavioural training has not been undertaken and Council's investigation officer can provide evidence of non-compliant responsibilities and events, Council's Authorised Officer, under delegated authority, can refuse these applications without referring the matter to Council.

Where the Adjudication Panel cannot reach a conclusion then this matter is to be referred directly to the Council. In all these instances, Council will have the final determination following consideration of a report included with the Business Papers of an Ordinary Council Meeting. Owners do not need to make representations to the Council.

The following is a process flow chart to describe this policy in relation to revoking declarations.

Figure 1 – Process Flowchart for Revoking Declaration



6.3.5 Notice of Determination

A notice of determination to revoke or reject the application must be issued by an Authorised Officer and sent to the applicant / owner as soon as is practicable, but within 28 calendar days of the date receiving the application for revocation of a menacing or dangerous dog declaration.

Where matters are referred to the Council for their determination, the owner must be immediately contacted to let them know of the deferred decision. Following the Council's notice of determination, the Authorised Officer must write to the owner as soon as is practicable, but within fourteen (14) calendar days from the date of the Council meeting notifying them of the outcome.

6.3.6 Reporting

Where a revocation of a declaration has been made, Council must inform the Office of Local Government within seven (7) calendar days.

6.3.7 Opportunity to reapply again

Owners who have had their menacing or dangerous dog declared for a period of more than 12 months and have undertaken behavioural training and receive a refusal due to other non-compliant matters, can reapply again if it is demonstrated that the Act and Regulation have been complied with and section 6.3.1. of this Policy will need to be actioned.

7. RESPONSIBILITIES AND OBLIGATIONS OF OWNERS

Under no circumstances is an owner released from their responsibilities and/or obligations under the Act and Regulation if an Owner has made representations to the notice of intention for a menacing dog or dangerous dog declaration or requesting a revocation of the declaration. The responsibilities and obligations will remain until such time as the owners are notified in writing by Council's Authorised Officer of the outcome.

8. DEFINITIONS

Key Term	Meaning
Act	<i>Companion Animals Act 1998 (Act)</i>
Authorised Officer	Means an employee of Council authorised for the purpose of considering objections to a notice of intention or for the purpose of revoking a menacing or dangerous dog declaration under the <i>Companion Animals Act 1998</i> .
Council	Coonamble Shire Council.
Current Temperament Assessment	Means a temperament or behavioural assessment carried out no greater than 30 days prior to the date of the declaration.
Dangerous Dog	Means a dog that has been declared under the <i>Companion Animals act 1998</i> as a 'dangerous dog' and as defined by the meaning of "dangerous" under section 33 of the Act.
Menacing Dog	Means a dog that has been declared under the <i>Companion Animals act 1998</i> as a 'menacing dog' and as defined by the meaning of "menacing" under section 33A of the Act.
Qualified Animal Behaviourist	Means an assessor who holds a Certificate III in Dog Behaviour and Training as a minimum qualification.

Title: Draft Evaluation of Menacing or Dangerous Dog Declarations Policy		
Department: Environment, Strategic Planning and Community		
Version	Date	Author
0.1	13/10/2021	Executive Leader Environment, Strategic Planning and Community
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Executive Leader of Environment, Strategic Planning and Community will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p>		
Review Date: TBC		
Amendments in the release:		
Amendment History	Date	Detail
Annexure Attached:		
<p>Hein Basson General Manager</p>		

10.12 RATES AND CHARGES COLLECTIONS - SEPTEMBER 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 September 2021.

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

The annual rate charges are set out within Council's 2021 / 22 Operational Plan.

(b) Financial Considerations

The annual rate charges are set out within Council's 2021 / 22 Operational Plan.

	30 September 2021	30 September 2020
Rates and Charges	\$5,244,749.75	\$5,325,690.34
Water Consumption	\$398,132.78	\$412,674.72
Total	\$5,642,882.53	\$5,738,365.06

COMMENTARY**Rates and Charges**

	30 September 2021	30 September 2020
Rates and charges in arrears as at 30 June 2021	\$905,674.57	\$904,997.89
Rates/charges levied & adjustments for 2021/2022	\$7,136,441.92	\$6,956,119.36
Pension Concession	(\$105,526.11)	(\$105,928.83)
Amounts collected as at 30 September 2021	(\$2,691,840.63)	(\$2,429,498.08)
Total Rates and Charges to be Collected	\$5,244,749.75	\$5,325,690.34

The amount levied for rates and charges for 2021 / 22 includes the current year's annual rates and charges and any interest added since the date the rates notices were issued. The amount received as of 30 September 2021 includes receipts for both arrears and the current year's amounts outstanding.

It should be noted that the rates and charges 2021 / 22 levied amount is reduced by the pensioner concession of \$105,526.11; reducing the amount of income derived from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$47,486.74.

The rates and charges as of 30 September 2021 represent 65.22% of the total annual rates and charges levied and outstanding (compared with 67.75% on 30 September 2020).

Water Consumption Charges

	30 September 2021	30 September 2020
Water Consumption Charges and arrears as at 30 June 2020	\$401,325.23	\$399,024.06
Water Consumption charges & adjustments 2021/22 year to date	\$141,727.29	\$134,877.67
Amounts collected as at 30 September 2021	(\$144,919.74)	(\$121,227.01)
Total Water Consumption Charges to be Collected	\$398,132.78	\$412,674.72

The water consumption charges as of 30 September 2021 represents 73.31% of the total water consumption charges outstanding (compared to 77.29% on 30 September 2020).

Debt Recovery Agency

In line with Council's adopted Debt Recovery Policy, Council staff and its Debt Recovery Agency have commenced the necessary processes to begin recovering the overdue debts owing to Council. These actions are 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 September 2021 represent 65.22% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 67.75% on 30 September 2020). The water consumption charges as of 30 September 2021 represent 73.31% of the total water consumption charges outstanding from previous years (compared to 77.29% on 30 September 2020).

RECOMMENDATION

That Council notes the information provided in the report.

10.13 STATUS OF INVESTMENTS - SEPTEMBER 2021

File Number: Investments General - I5

Author: Saiful Islam, Finance Assistant

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 estimated calculations.

Commentary

INVESTMENTS REPORT TO COUNCIL - 30 September 2021

Financial Institution	Invest Rating S&Ps	Investment Type/Maturity Date	Current Rate	Term	Amount (\$)
Commonwealth Bank	A1+	Term Deposit - 15/11/2021	0.22%	61 Days	4,000,000
Commonwealth Bank	A1+	Term Deposit - 20/11/2021	0.22%	61 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 11/10/2021	0.28%	91 Days	2,000,000
Commonwealth Bank	A1+	Term Deposit - 25/10/2021	0.32%	122 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 15/11/2021	0.33%	181 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 11/10/2021	0.32%	151 Days	500,000
Commonwealth Bank	A1+	Term Deposit - 24/11/2021	0.33%	180 Days	1,000,000
Commonwealth Bank	A1+	@ Call Account	0.10%		1,500,000
IMB - VRD	A2	Term Deposit - 18/10/2021	0.74%	91 Days	1,000,000
IMB - VRD	A2	Term Deposit - 04/11/2021	0.62%	92 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 - 08/11/2021	0.25%	91 Days	1,000,000
National Australia Bank	A1+	Term Deposit - 25/11/2021	0.28%	120 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 11/10/2021	0.27%	91 Days	1,500,000
National Australia Bank	A1+	Term Deposit - 23/11/2021	0.27%	120 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 09/12/2021	0.26%	120 Days	500,000
National Australia Bank	A1+	Term Deposit - 29/11/2021	0.25%	91 Days	1,500,000
Reliance C/U	Unrated	Term Deposit -17/11/2021	0.40%	184 Days	250,000
TOTAL					24,750,000

Financial Institution	Invest Rating S&Ps	% of Investment	Max per Investment Policy	Amount (\$)
Commonwealth Bank	A1+	48%	50%	12,000,000
National Australia Bank	A1+	42%	50%	10,500,000
IMB	A2	8%	35%	2,000,000
Reliance C/U	Unrated	1%	10%	250,000
				\$ 24,750,000

Rating	% of Investment	Policy	Amount
A1+	91%	100%	22,500,000
A1	0%	80%	-
A2	42%	60%	2,000,000
Unrated	1%	30%	250,000
			\$ 24,750,000
General Fund Investments			18,004,751.27
Sewerage Investment Fund			2,552,875.47
Water Investment Fund			4,192,373.26
			\$ 24,750,000

Interest earned on Investments for 2021-2022 as at 30 September 2021

\$ 14,589

(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 30 September 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.

10.14 REVIEW OF INTERNET, EMAIL AND COMPUTER USE POLICY**File Number: Policies - P15****Author: Bruce Quarmby-Executive Leader - Corporate and Sustainability****Authoriser: Hein Basson, General Manager****Annexures: 1. Internet, Email and Computer Use Policy****PURPOSE**

The purpose of this report is to provide Council with a reviewed Internet, Email and Computer Use Policy for consideration and adoption.

BACKGROUND

Council's Internet, Email and Computer Use Policy was last reviewed and adopted by Council on 5 June 2017 and as such is due for review. The document has been reviewed in consultation with relevant staff.

(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 associated with this matter.

COMMENTARY

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

- The inclusion of a statement strengthening Council's commitment to ensuring that when dealing with matters under this Policy, all actions are indeed ethical and privacy obligations are met.
- As Councillors have been provided with a Council email address and electronic devices to access these emails, it was deemed necessary to include Councillors in the list of users that will be covered by the scope of this Policy.
- The format of the policy was updated to reflect the current adopted Policy template.
- The review period for the Policy was extended from two (2) years to three (3) years.

As the Internet, Email and Computer use Policy is an internal policy and the changes to the policy have been minor in nature it not necessary to place the policy on display prior to adoption.

(a) Governance/Policy Implications

Once adopted by Council, the revised Internet, Email and Computer Use Policy will become a policy of Council.

(b) Legal Implications

Council has a legal obligation to ensure that its computer facilities are used in a responsible manner and are not used in any way that contravenes legislative requirements.

(c) Social Implications

Council's Internet, Email and Computer use policy seeks to ensure that uses of Council's computer network and resources use these facilities in an ethical and socially responsible manner.

(d) Environmental Implications

There are no environmental implications directly attached to this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

The revised Internet, Email and Computer Use Policy seeks to reduce Council's exposure to risk by informing users of the various forms of computer surveillance that is being carried out and the reasons that Council may use and disclose these records.

CONCLUSION

Council's Internet, Email and Computer Use Policy has been reviewed and amended to ensure compliance with both legislative and operational requirements. The amendments to this Policy have been very minor in nature and the revised Policy is now presented to Council for adoption.

RECOMMENDATION

- 1. That Council adopts the reviewed Internet, Email and Computer Use Policy, attached as an annexure to this report.**
- 2. That the reviewed Internet, Email and Computer Use Policy be distributed by the Executive Leader Corporate and Sustainability to those persons identified as Users by this Policy.**

1. BACKGROUND

Council has a responsibility to maintain effective control and management of all public resources at its disposal. These resources include the use of computers, internet, e-mail and other electronic media and devices.

Whilst the responsibilities to be efficient, economical and ethical are well established in Council's adopted Code of Conduct, Council has prepared this Policy to identify and articulate the obligations and standards that must be observed by employees and others when using the afore mentioned resources.

2. PURPOSE

The purpose of this policy is to:

- Protect Council's network infrastructure and software, confidential information, intellectual property, operating efficiency and public reputation.
- Discourage or prevent unlawful behaviour arising from the use of computers, including but not limited to harassment and discrimination,
- Reinforce to any person who uses Council's Computer Network that these facilities are provided primarily for business use and that personal use when permitted, is a privilege.
- Provide users with clear rules and guidelines for usage of Council's computer network that encourage ethical behaviour, efficient use of resources and work productivity.

3. POLICY OBJECTIVE

The objective of this policy is to provide clear guidelines for the use of computers, internet, e-mail and other electronic media and devices to allow effective use of Council resources and clear communication with Council both internally and externally.

This policy also sets out the type of surveillance that will be carried out in Council's workplace, relating to the use of Council's Computer Network.

This policy does not form part of any employee's contract of employment. Nor does it form part of any other User's contract for service.



4. LEGISLATION

Council and its employees /agents have a responsibility to comply with relevant laws when using Council property of information. Council must also comply with relevant legal provisions when monitoring or enforcing usage requirements. As such the following legislation is relevant.

- *Local Government Act 1993.*
- *Coonamble Shire Council Code of Conduct.*
- *Coonamble Shire Council Social Media Policy.*
- *Privacy and Personal Information Protection Act 1998 (NSW).*
- *Privacy and Personal Information Protection Regulation 2014 (NSW).*
- *Anti-Discrimination Act 1977 (NSW).*
- *State Records Act 1998 (NSW).*
- *Workplace Surveillance Act 2005 (NSW).*
- *Independent Commission Against Corruption Act 1998.*
- *Crimes Act 1914 (Cth).*

5. APPLICATION/SCOPE

This policy applies to all people who use Council's Computer Network by any means (**Users**), including Councillors, employees, contract staff, volunteers, work experience placements and any other person. The policy also applies to Users who contribute to external blogs and sites including social networking sites who identify themselves as being associated with Council.

Use includes, but is not limited sending and receiving emails, accessing the Internet, using electronic media, access to and use of network systems, use of all desktop or laptop computers, use of all mobile devices that access Council's computer network or the Internet (for example, tablet computers and "smart phones"), and access to and use of all applications and data.

6. POLICY

6.1 ETHICS AND CONFLICTS OF INTEREST

Officers shall refrain from personal activities that would be deemed in breach of this policy and Council's adopted Code of Conduct.

Further this policy requires officers of Council to disclose any conflict of interest to the General Manager.



6.2 USE OF INTERNET, EMAIL AND COMPUTERS

Where use is allowed, Users are entitled to use Council's Computer Network only for legitimate business purposes, including professional development courses, studies and activities.

Users are permitted to use Council's Computer Network for limited and reasonable personal use. However, any such personal use must not impact upon the User's work performance or Council resources or violate this policy or any other Council Policy.

Council gives no warranty or assurance about the confidentiality or privacy of any personal information disclosed by any User in the course of using the Computer Network for the User's personal purposes.

6.3 REQUIREMENTS FOR USE

Users must comply with the following rules when using Council's Computer Network:

- Users must use their own username/login code and/or password when accessing the Computer Network.
- Users in possession of Council electronic equipment must at all times handle the equipment in a responsible manner and ensure that the equipment is kept secure.
- Users should protect their username/login code and password information at all times and not divulge such information to any other person, unless it is necessary to do so for legitimate business reasons.
- Users should ensure that when not in use or unattended, the computer/device is logged off or shut down.
- A disclaimer is automatically included in all Council emails and must not be removed.
- If a User receives an email which the User suspects contains a virus, the User should not open the email or attachment to the email and should immediately contact the IT Department for assistance.
- If a User receives an email, text message or other electronic message where the content of which (including an image, text, materials or software) is in breach of this policy, the User should immediately report the matter to the Executive Leader of Corporate and Sustainability. The User must not forward the email or text message to any other person, unless for the purpose of forwarding to the investigator.



6.4 PROHIBITED CONDUCT

Users must not send (or cause to be sent), upload, download, use, retrieve, or access any email, text message or electronic material on Council's Computer Network that:

- Is obscene, offensive or inappropriate. This includes text, images, sound or any other material, sent either in an email or in an attachment to an email, or through a link to a site (URL) or in a text message or as an attachment to a text message. For example, material of a sexual nature, indecent or pornographic material.
- May be defamatory or could adversely impact the image or reputation of Council. A defamatory message or material is a message or material that is insulting or lowers the reputation of a person or group of people.
- Is considered bullying and harassment in line with Council's Bullying and Harassment in the Workplace Policy.
- Is illegal, unlawful or inappropriate.
- Affects the performance of, or causes damage to Council's Computer System in any way; or
- Gives the impression of or is representing, giving opinions or making statements on behalf of Council without the express authority of Council.
- Further, Users must not transmit or send Council's documents or emails or text messages (in any format) to any external parties or organisations unless expressly authorised to do so.

Users must not use Council's Computer Network:

- To violate copyright or other intellectual property rights. Computer software that is protected by copyright is not to be copied from, or into, or by using Council's computing facilities, except as permitted by law or by contract with the owner of the copyright.
- In a manner contrary to Council's privacy policy.
- To create any legal or contractual obligations on behalf of Council unless expressly authorised by Council.



- To disclose any confidential information of Council or any customer, rate payer, client or supplier of Council's unless expressly authorised by Council.
- To install software or run unknown or unapproved programs on Council's Computer Network. Under no circumstances should Users modify the software or hardware environments on Council's Computer Network.
- To gain unauthorised access (hacking) into any other computer within Council or outside Council or attempt to deprive other Users of access to or use of Council's Computer Network.
- To send or cause to be sent chain or SPAM emails or text messages in any format.
- To use Council computer facilities for personal gain. For example, running a personal business.

Users must not use another User's Computer Network facilities (including passwords and usernames/login codes) for any reason without the express permission of the User's supervisor or Executive Leader.

Users must not wilfully delete or password-protect electronic information and files, including emails, which could be constituted as a malicious act or to prevent Council easy access to that information.

6.5 DETAILS ON BLOCKING EMAIL OR INTERNET ACCEESS

Council reserves the right to prevent (or cause to be prevented) the delivery of an email or text message sent to or from a User, or access to an internet website (including a social networking site) by a User, if the content of the email, text message or the internet website is considered:

- Obscene, offensive or inappropriate. This includes text, images, sound or any other material, sent either in an e-mail message or in an attachment to a message, or through a link to an internet website (URL), or in or attached to a text message. For example, material of a sexual nature, indecent or pornographic material.
- Causes or may cause insult, offence, intimidation or humiliation.
- Defamatory or may incur liability or adversely impacts on the image or reputation of Council. A defamatory message or a message or material that is insulting or lowers the reputation of a person or a group of people.



- Illegal, unlawful or inappropriate.
- To have the potential to affect the performance of, or cause damage to or overload Council's Computer Network, or internal or external communications in any way.
- To give the impression of or is representing, giving opinions or making statements on behalf of Council without the express authority of Council.

In the case that an email is prevented from being delivered to or from a User, the User will receive a prevented delivery notice. The notice will inform the User that the delivery of the email has been prevented. The notice will not be given if delivery is prevented in the belief that:

- The email was considered to be SPAM, or contain potentially malicious software; or
- The content of the email (or any attachment) would or might have resulted in an unauthorised interference with, damage to or operation of any program run or data stored on any of Council's equipment; or
- The email (or any attachment) would be regarded by a reasonable person as being, in all the circumstances, menacing, harassing or offensive.

Council is not required to give a prevented delivery notice for any email messages sent by a User if Council is not aware (and could not reasonably be expected to be aware) of the identity of the User who sent the e-mail or is not aware that the e-mail was sent by the User.

6.6 CONFIDENTIAL / SENSITIVE INFORMATION

In the course of conducting Council business, Users may have access to confidential, personal or commercially sensitive information.

Users must:

- Consider the sensitivity of information and not use information contrary to Council's Code of Conduct and privacy legislation.
- Not disclose confidential / commercially sensitive information to any unauthorised person.
- Immediately declare if access to information creates, or could be perceived to create a conflict of interest.



- Take all steps to prevent unauthorised access or use of this information.
- Comply with any reasonable instruction may by Council or of a related corporation of Council.

Users may be asked to sign additional agreements related to access to confidential / sensitive electronic information, especially if related to software and electronic databases of a related corporation of the Council (i.e. Transport for NSW).

Users must consider the sensitivity of information and not use information contrary to Council's Code of Conduct and privacy legislation.

6.7 TYPE OF SURVEILLANCE IN THE COUNCIL'S WORKPLACE

On a continuous and ongoing basis during the period of this policy, Council will carry out Computer Surveillance of any User at such times of Council's choosing and without further notice to any User.

Computer Surveillance occurs in relation to:

- Storage volumes.
- Internet sites – every web site visited is recorded including the time of access, volume downloaded and the duration of access.
- Download volumes.
- Suspected malicious code or viruses.
- Emails – the content of all emails received, sent and stored on the Computer Network. (This also includes emails deleted from the Inbox).
- Computer hard drives – Council may access any hard drive on the Computer Network.
- Text messages – Council may access any text messages stored on a User's handheld device and the User must provide Council with the device for the purpose of allowing such access; and
- Mobile telephone records – Council may access the records of a User's handheld device that has been provided by Council.

Council retains logs, backups and archives of computing activities, which it may audit. Such records are the property of Council, are subject to State and Federal laws and may be used as evidence in legal proceedings, or in workplace investigations into alleged misconduct.



6.8 WHAT WILL THE COMPUTER SURVEILLANCE RECORDS BE USED FOR ?

Council may use and disclose the Computer Surveillance records where that use or disclosure is:

- For a purpose related to the employment of any employee, the retention of any other User or related to Council's business activities; or
- Use or disclosure to a law enforcement agency in connection with an offence; or
- Use or disclosure in connection with legal proceedings; or
- Use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence or other injury to any person or substantial damage to property.

For example, use or disclosure of Computer Surveillance records can occur in circumstances of suspected assault, suspected harassment, stalking or bullying, theft or suspected theft of Council's property (or that of a related corporation of the Council) or damage to Council's equipment or facilities (or that of a related corporation of the Council).

6.9 SOCIAL NETWORK SITES

Council's operated social networking sites such as its Facebook page includes social networking facilities that only authorised Users may use.

Authorised Users are only permitted to contribute to comments and social network entries in order to share information and knowledge, obtain constructive feedback, interact directly with rate payers' clients, collaborate over projects and solve problems, promote the organisation, and raise Council's profile.

Only Users who are authorised by the General Manager are permitted to publish a blog or social network entry on any sites operated by Council, and the content of any such blog or entry must first be approved by Council's Grants and Communications Officer before publishing.

6.10 STANDARDS IN RELATION TO BLOGS AND SOTES NOT OPERATED BY THE COUNCIL

Council acknowledges that Users have the right to contribute content to public communications on websites not operated by Council, such as social networking sites



like Facebook, Twitter, YouTube and others. However, inappropriate use of such communications has the potential to cause damage to Council, employees, clients and suppliers. For that reason, the following provisions apply to all Users:

- As it may not be possible for any user of an external site to conduct a search that will identify any blogged comments about Council, Users must not publish any material which identifies themselves as being associated with Council.
- Users must not publish any material that may expose Council to any possible legal liability. Examples include, but are not limited to, defamation or discrimination proceedings.
- Users should be aware information placed on social media/networking sites, such as Facebook, may easily be forwarded on to a third party. It is the responsibility of the User to understand how the social media/networking site they are accessing operates.

Apart from the potentially damaging effects a blog or social networking entry may have on Council, inappropriate blogs on internal or external sites can also have adverse consequences for a User in terms of future career prospects, as the material remains widely and permanently accessible to other site users.

There is no such thing as a 'private' social media/networking site. Posting information on-line is a public activity.

6.11 BREACH OF THIS POLICY

Users must comply with the requirements of this policy. Any breach of this policy may result in disciplinary action, which may include termination of employment or non-renewal of contractual arrangements in serious cases. Other disciplinary action that may be taken includes, but is not limited to, formal written warnings, suspension or disconnection of access to all or part of Council's Computer Network whether permanently or on a temporary basis.

6.12 REVIEW

The standard review period will be every three (3) years from the effective date, however, may occur sooner if there is a change in legislation or other relevant guidelines.

The responsible Council officer will be notified of the review requirements three (3) months prior to the expiry of this policy.



7. DEFINITION

Term	Definition
Act	<i>Local Government Act 1993</i>
Council	Means Coonamble Shire Council.
Computer Equipment	Includes all Council's internet, email handheld device and computer facilities which are used by Users, inside and outside working hours, in the workplace of Council or at any other place while performing work for Council. It includes, but is not limited to, desktop computers, laptop computers, portable devices with internet access including smart phones and similar products, and any other means of accessing Council's email, internet and computer facilities, (including, but not limited to, a personal home computer which has remote access to Council's IT systems).
Computer Surveillance	Means surveillance by means of software or other equipment that monitors or records information input or output, or other use, of Council's Computer Network (including, but not limited to, the sending and receipt of emails, text messages and the accessing of websites).
Confidential Information	Includes but is not limited to trade secrets of Council; non-public information about the organisation and affairs of the Council such as: pricing information such as internal cost and pricing rates; marketing or strategy plans; commercial and business plans; contractual arrangements with third parties; tender policies and arrangements; financial information and data; training materials; technical data; schematics; proposals and intentions, designs; policies and procedures documents; concepts not reduced to material form; information which is personal information for the purposes of privacy law; and all other information obtained from Council or obtained in the course of working or providing services to Council that is by its nature confidential.
Intellectual Property	Means all forms of intellectual property rights throughout the world including copyright, patent, design, trademark, trade name, and all Confidential Information and including know-how and trade secrets
Person	Includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a Person's legal personal representative(s), successors, assigns or substitutes.



<p>Blogging</p>	<p>Means the act of using web log or 'blog'. 'Blog' is an abbreviated version of 'weblog' which is a term used to describe websites that maintain an ongoing chronicle of information. A blog is a frequently updated website featuring diary-style commentary, audio-visual material and links to articles on other websites.</p>
<p>Social networking / media site</p>	<p>Means a web-based or group of web-based application(s) that enables the creation and exchange of user-generated content. Social media can occur in a variety of formats including chat rooms, weblogs, and social blogs. Examples of social networking sites include, but not limited to LinkedIn, YouTube, Flickr, Facebook, Twitter, MySpace, Snapchat, Tic Toc, YouTube and other similar sites.</p>

DRAFT



Title: Internet, Email and Computer Use Policy		
Department: Corporate		
Version	Date	Author
V3	September 2021	B Quarmby
Review Date: September 2024		
Amendments in the release:		
Amendment History	Date	Detail
Annexure Attached:		
Appendix 1		
Hein Basson General Manager		



APPENDIX 1

INTERNET, EMAIL AND COMPUTER USE POLICY

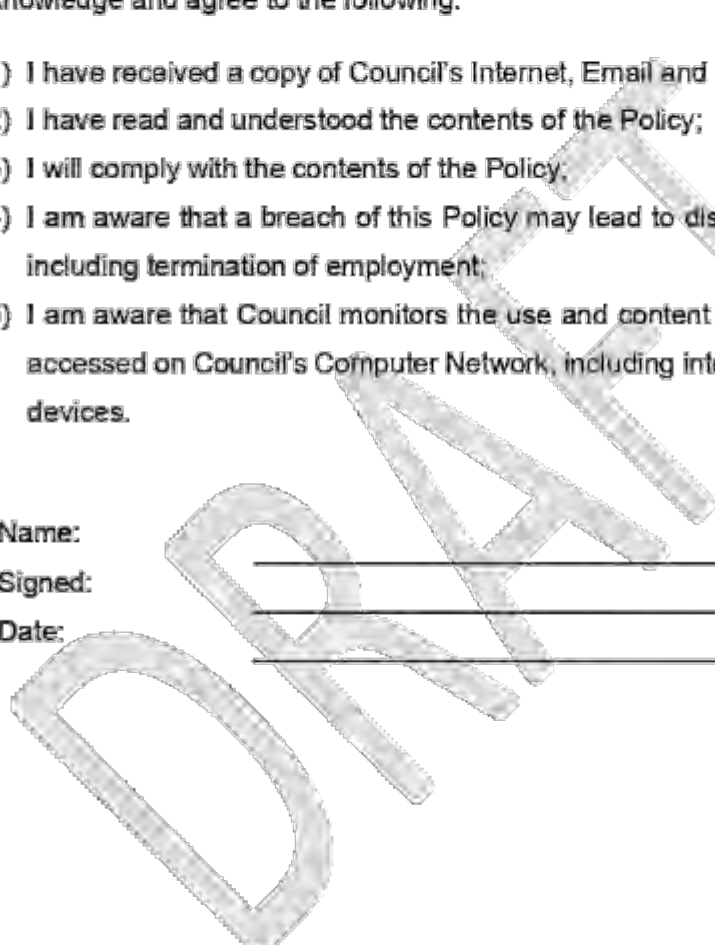
I acknowledge and agree to the following:

- 1) I have received a copy of Council's Internet, Email and Computer Use Policy;
- 2) I have read and understood the contents of the Policy;
- 3) I will comply with the contents of the Policy;
- 4) I am aware that a breach of this Policy may lead to disciplinary consequences, including termination of employment;
- 5) I am aware that Council monitors the use and content of electronic information accessed on Council's Computer Network, including internet, email and portable devices.

Name: _____

Signed: _____

Date: _____



10.15 BUILDING INFRASTRUCTURE ASSETS CONDITION AND REPAIR ESTIMATES

File Number: Reports - R6

Author: Bruce Quarmby-Executive Leader - Corporate and Sustainability

Authoriser: Bruce Quarmby, Executive Leader - Corporate and Sustainability

Annexures: 1. Building Infrastructure Assets Condition and Repair Estimates

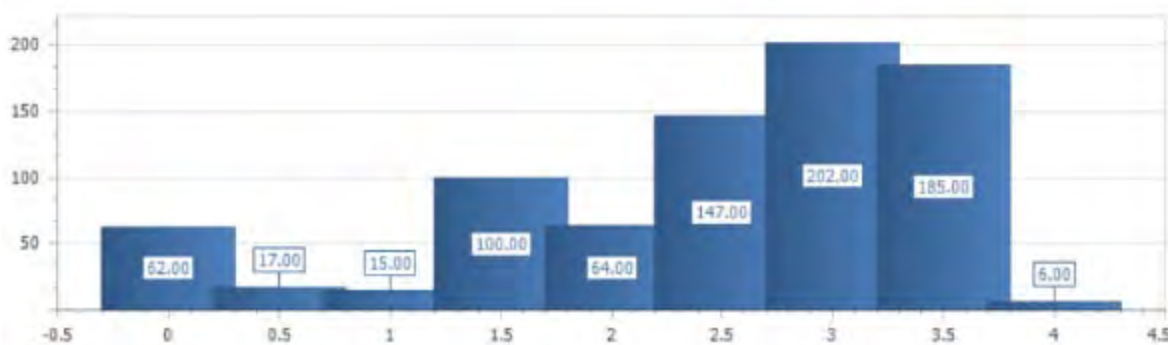
PURPOSE

The purpose of this report is to provide Council with updated information regarding the condition of its Building Infrastructure Assets along with preliminary costings for identified repairs to a number of these assets.

BACKGROUND

Coonamble Shire Council owns 155 Building Infrastructure Assets which are spread throughout its local government area. Collectively these assets have an estimated replacement cost of \$33.42M.

In accounting for these building assets, each of the individual building assets is broken up into the various standard components that comprise the asset. An assessment of the condition of these components is then carried out with a condition score assigned to each of these components based on age and its current state. These assets range in condition from excellent to very poor with the distribution of the conditions best demonstrated by the graph below.



As can be seen from the above graph, whilst a significant component of Council’s Building Assets sits within the excellent to good condition (being a score of 0 to 2.5), the remaining assets components, whilst still providing an adequate service level, range in condition from good to poor.

As the first step in formulating a plan to address the deteriorating condition of several of Council’s building assets, a report has been compiled by Council staff – complete with preliminary estimates on the costs of repairs to these buildings – which is now being tabled for Council’s consideration.

(a) Relevance to Integrated Planning and Reporting Framework

13.4 Maintain all public facilities to ensure safety and promote use.

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

(b) Financial Considerations

Council has allocated \$93,095 from its 2021/22 operational budget for the repair and maintenance of its building infrastructure assets with a further \$69,000 allocated for capital renewals. As the total estimated value of identified works require totals significantly higher than the current budget allocation, even allowing for a further injection of Council funding, these works will have to be programmed over the upcoming financial years.

COMMENTARY

As mentioned earlier in the body of this report, the information contained in the annexure provides Council with a solid starting point to both review its assets management plan for the building asset class and formulate a plan to address the current backlog of works required to improve the current standard of its buildings.

As Council will note the preliminary estimate for the identified works total approximately \$680,000. The attached report then further breaks down this estimated figure by building class and is summarised in the table below.

Buildings	
Administration Facility	\$ 42,295.00
Civic Facility	\$ 243,204.00
Demountable Building	\$ 33,600.00
Office Facilities	\$ 16,610.00
Residential Buildings	\$ 273,668.00
Sheds	\$ 50,160.00
Grand Total	\$ 659,537.00

From the table above Council will note that the two (2) classes of building that require the most significant injection of funding for capital renewal and maintenance are the Civic Facilities and the Residential Buildings classes. Dealing first with the Civic Facilities class of buildings, buildings within this class typically consist of buildings such as the library, community halls and public amenities. In recognition of the importance of these buildings and the role they play within the community, Council has already included its own source funding to carry out some of the identified works with further projects, such as the upgrades to the toilet facilities at the Coonamble sportsground being incorporated into a recent grant application, to allow these works to proceed. The remainder of the identified works will be incorporated into the asset management program and scheduled along with other programmed works, subject to financial constraints.

Council's Residential Buildings are the other class of building asset that require a significant injection of capital funding to allow for the necessary repairs to be carried out to maintain these buildings at a suitable standard. Council has found itself in this position since over the years, due to a combination of factors including financial pressures, Council has only allocated a minimal budgetary allocation to cater for the maintenance of these eight (8) Council properties, and as such, the condition of several of these properties has deteriorated. Whilst this situation may cause little concern at first to some, Council has been able to incorporate the provision of suitable residential accommodation to attract and retain qualified and experienced staff in the past, however, this may not prove to be the case moving forward unless much-needed maintenance works are performed on the available house dwellings. This is especially of note considering that Council is currently in the process of recruiting several managerial positions that would normally attract an offer of Council housing.

Moving forward, management have reviewed the list of works tabled in the report and based on the available funding, have come up with the following suggested list of allocations for Council to consider funding as part of its 2021/2022 Operational Budget to allow these nominated works to proceed.

• Quambone Hall and Quambone Library	\$ 50,000
• Coonamble Library	\$ 17,500
• Coonamble Aerodrome Terminal	\$ 40,000
• Crusher Plant Office and Change Room (Quarry)	\$ 32,500
• Chemical Storage Shed (Coonamble Rubbish Depot)	\$ 50,000
• Residential Premises	\$150,000

Funding for these works could be sourced from the following transfers from Council's Internally Restricted Reserves.

• T/fr Aerodrome Reserve	\$ 40,000
• T/fr Quarry Reserve	\$ 32,500
• T/fr Domestic Waste Reserve	\$ 50,000
• T/fr Premises Refurbishment Reserves	\$217,500.

Whilst Council staff will endeavour to carry out the minor maintenance tasks identified within this report from its current budget allocation, the additional allocation of funds for the identified works will allow for the much-needed works to proceed. The remaining identified works will be required to be programmed in as part of the Council's reviewed Asset Management Plan and Operational Budgets.

(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 and capital works are programmed, where practical, to minimise social impacts.

(d) Environmental Implications

Maintenance and capital works are 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 2021/22 Operational Plan and Budget to ensure Council’s assets are maintained to an appropriate standard. However, Council will note that the attached report highlights the need for an increased level of funding available for the maintenance and renewal of Council’s building assets.

Comment General Manager: This situation is not dissimilar to the current state of affairs pertaining to Council’s local road network; operational revenues are inadequate to fully cover the cost of operational expenditures, including the proper maintenance of Council’s assets within the different asset classes – which position has been discussed with Councillors during the preparation of the 2021/22 Operational Plan and Budget. Council is fortunate to have access to adequate funding within its internal restricted reserves for these proposed works to be carried out.

(f) Risk Implications

Whilst regular maintenance and capital renewals are scheduled to reduce Council’s overall risk exposure, the information contained in the attached report highlights several potential risks for Council.

The main potential risk for Council lay in the risk of the failure of an asset to continue to deliver its required service level. A secondary risk that Council should bear in mind is the potential impact that the current condition of its housing assets may have on the recruitment and retention of staff and potentially medical practitioners – although there has not been pressure from the medical institutions lately in the last-mentioned regard.

CONCLUSION

The information contained within this report and its annexure, provide Council with an overview of the condition, and subsequent identified repairs for several its buildings within their respective classes. Council staff, will utilise this information , along with further inspections and investigations to review and refine Council’s Building Asset Management plan and future projections.

RECOMMENDATION

- 1. That Council notes the information in this report.**
- 2. That Council approves the allocation of additional funding to carry out the following necessary works.**

Quambone Hall and Quambone Library	\$ 50,000
Coonamble Library	\$ 17,500

Coonamble Aerodrome Terminal	\$ 40,000
Crusher Plant Office and Change Room (Quarry)	\$ 32,500
Chemical Storage Shed (Coonamble Rubbish Depot)	\$ 50,000
Residential Premises	\$150,000

3. That the funding for the works mentioned in paragraph two (2) above be sourced from the respective Internally Restricted Reserves of Council being the Aerodrome Reserve (\$40,000), Quarry Reserve (\$32,500), Domestic Waste Reserve (\$50,000) and Premises Refurbishment Reserve (\$217,500).

**BUILDING INFRASTRUCTURE ASSETS
CONDITION AND REPAIR ESTIMATES**



AUGUST 2021



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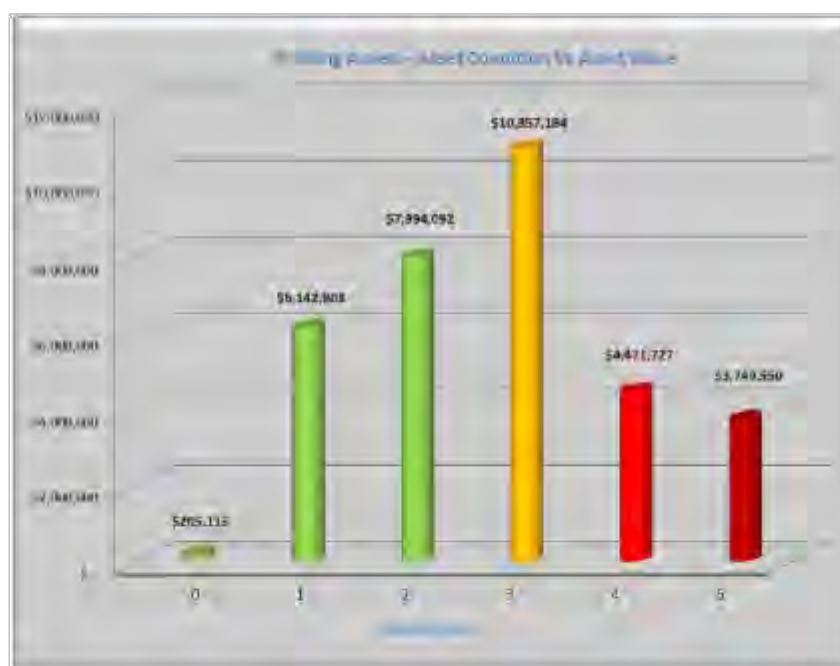
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1. INTRODUCTION

The Coonamble Shire Council owns 155 Building Infrastructural Assets which are spread across the Coonamble Shire LGA. Collectively these buildings have an estimated Replacement value of \$33.42M. Regarding the condition of these buildings 43% of buildings are in very good to excellent condition. The remainder 57% of buildings are classed in the remaining classifications of ranging from Good to Poor condition.

Building Asset Type	No.	Replacement Value
Administration Facilities	9	\$6,531,630
Civic Facilities	55	\$13,390,680
Demountables	11	\$1,020,324
Industrial facilities	5	\$563,995
Office facilities	1	\$70,044
Recreation facilities	24	\$4,116,258
Residential	8	\$1,327,000
Sheds	41	\$6,362,479
Bus Shelters etc.	1	\$38,167
TOTAL	155	\$33,420,577

Table 1 – Building Summary



To get a general overview of building conditions and potential repairs, photographs of the building infrastructure were recently captured, and several general estimates and comments have been put together and submitted within this report.

For the purpose of this document, the building infrastructure has been broken into Asset Types including: Administration Facilities, Civic Facilities, Demountables, Industrial Facilities, Office Facilities, Recreation Facilities, Residential Buildings, Sheds, and Bus shelters.

Each of these Building Types will be addressed in this document starting with brief summaries of relevant buildings overall. In the case where buildings have been noted as requiring repair, a summary table including exterior and interior repair estimates have been provided along with relevant photos.

However, a more thorough approach to building evaluations regarding true conditions and repair estimates need:

to be undertaken by professional consultants within this field in the near future, to gain a deeper understanding of the condition of the buildings particularly for areas of the buildings including, sub floor and below roof areas, along with provision of a more realistic representation of how much repairs would actually cost. As such this report should be treated as a general overview of repairs and conditions. The overall estimated cost of repairs are summarized in the table below;

Buildings	
Administration Facility	\$ 42,295.00
Civic Facility	\$ 243,204.00
Demountables	\$ 33,600.00
Office Facilities	\$ 16,610.00
Residential Buildings	\$ 273,668.00
Sheds	\$ 50,160.00
Grand Total	\$ 659,537.00

2. BUILDING ASSET TYPE

2.1 Administration Facilities

Administration Buildings of which there are 7, include; buildings at the aerodrome, council chambers, Depot/Store Buildings. Most of these buildings are in good condition overall however, the following tables and images summarize the repairs on buildings requiring attention, particularly in relation to buildings located at the aerodrome.

Building Address: Coonamble Aerodrome Terminal	Estimate Only
EXTERNAL WORKS	
Repaint of the building/Fix Cladding	\$6,000
Clean/Repair eaves	\$3,000
Repair Down Pipes	\$350
Repair/replace timber rafters	\$12,000
Repair concrete cladding on steps	\$1,500
Fix Entry Doors	
Sub Total A	\$22,850
INTERNAL WORKS	
Clean Up Interior	\$600
Repaint	\$15,000
Sub Total B	\$15,600
Total Repairs Excl. GST:	\$38,450
Total Repairs Incl. GST:	\$42,295

Clean Up Interior/Replace doors



Fix Cladding Repaint exterior and fix downpipes



Rafter Repairs



Concrete Step Repair

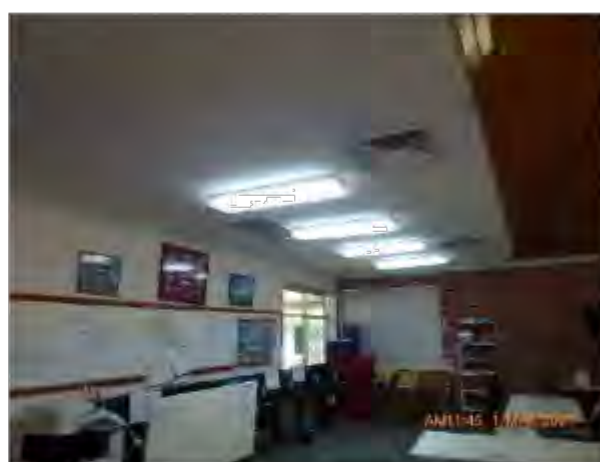
2.2 Civic Facilities

The bulk of the Coonamble Shire Buildings consist of Civic Facilities, approximately 49. These facilities include halls, town libraries, the museum, emergency services buildings, and amenities blocks. While most of these buildings are in good condition, the following tables summarize buildings requiring repairs.

Building Address: Coonamble Library		Estimate Only
EXTERNAL WORKS		
Sub Total A		\$0
INTERNAL WORKS		
Clean - Gloss Coat of Timber Ceiling		\$2,500
Repaint Interior - Gyprock Ceiling and walls		\$15,000
Sub Total B		\$17,500
Total Repairs Excl. GST:		\$1,750
Total Repairs Incl. GST:		\$19,250



Clean Timber Ceiling Surfaces



Repaint Library

Building Address: Quambone Hall		Estimate Only
EXTERNAL WORKS		
Repaint Outside		\$20,000.00
Re-sheet Roof		\$10,000
Replace Timber cladding with corrugated sheeting		\$10,000
Sub Total A		\$40,000
INTERNAL WORKS		
Sub Total B		\$0
	Total Repairs Excl. GST:	\$40,000
	Total Repairs Incl. GST:	\$44,000



Repaint/Re-clad Hall Exterior Walls - Quambone



Re-sheet Walls

Building Address: Combara Hall		Estimate Only
EXTERNAL WORKS		
Replace all doors		\$750.00
Replace Stage		\$5,000
Replace/Re-sheet Roof		\$30,000
Hand/Grab Rail installation at entries		\$3,000
New window Gauze		\$250
	Sub Total A	\$39,000
INTERNAL WORKS		
	Sub Total B	\$0
	Total Repairs Excl. GST:	\$39,000
	Total Repairs Incl. GST:	\$42,900



Replace Stage



Replace Roof



Replace doors and window gauze

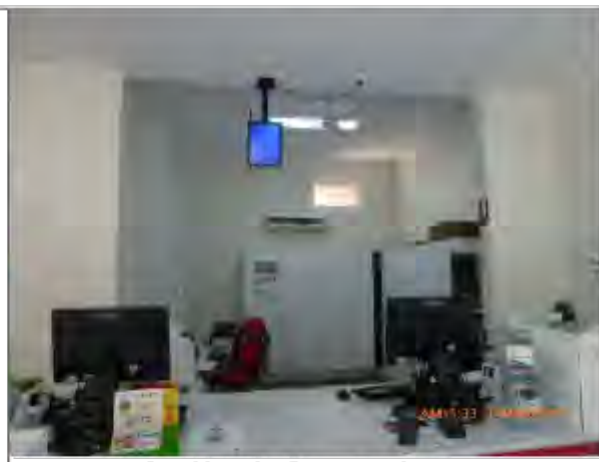


Install/replace Grab Rails/ Hand Rails and entrances.

Building Address: Old Visitor Info Centre		Estimate Only
EXTERNAL WORKS		
Repaint Under cover Parking		\$6,000.00
Repaint Toilets		\$5,000
Inspect Roof for Defects		\$2,500
	Sub Total A	\$13,500
INTERNAL WORKS		
Check and Repair sites of water damage		\$2,500
	Sub Total B	\$2,500
	Total Repairs Excl. GST:	\$16,000
	Total Repairs Incl. GST:	\$17,600



Under Cover Parking



Inspect Roof and interior for water damage

Building Address: Saleyards Amenities	Estimate Only
EXTERNAL WORKS	
Sub Total A	\$0
INTERNAL WORKS	
Clean Up Interior	\$200
Replace Kitchen Facilities/Layout	\$20,000
Sub Total B	\$20,200
Total Repairs Excl. GST:	\$20,200
Total Repairs Incl. GST:	\$22,220



Building Address: Coonamble Sportsground Female Toilets	Estimate Only
EXTERNAL WORKS	
Sub Total A	\$0
INTERNAL WORKS	
Basin x 2	\$750
Toilets x 2	\$600
Toilet Doors	\$200

Toilet Door Locks X 2	\$150
Toilet roll holder	\$20
Paint whole interior	\$20,000
Sub Total B	\$21,720
Total Repairs Excl. GST:	\$21,720
Total Repairs Incl. GST:	\$23,892



Basin/Hand Towel Holder Replacement



Toilets/Door Replacements

Building Address: Coonamble Sportsground Male Toilets		Estimate Only
EXTERNAL WORKS		
Sub Total A		\$0
INTERNAL WORKS		
Basin x 2		\$750
Toilets x 2		\$600
Toilet Doors		\$200
Toilet Door Locks X 2		\$150
Toilet roll holder		\$20
Paint whole interior		\$20,000
Sub Total B		\$21,720
Total Repairs Excl. GST:		\$21,720
Total Repairs Incl. GST:		\$23,892



Basin/Hand Towel Holder Replacement



Toilets/Door Replacements

Building Address: Coonamble Sportsground Disabled Toilets		Estimate Only
EXTERNAL WORKS		
Sub Total A		\$0.00
INTERNAL WORKS		
Toilet		\$300.00
Hand Rails		\$300.00
Paint Interior		\$20,000.00
Sub Total B		\$20,600.00
Total Repairs Excl. GST:		\$20,600.00
Total Repairs Incl. GST:		\$22,660.00



Install Grab Rails, Paint Interior, Replace TP holder

Building Address: Old Showground Toilets		Estimate Only
EXTERNAL WORKS		
Not servicable - Demolish		\$7,000
	Sub Total A	\$7,000
INTERNAL WORKS		
	Sub Total B	\$0
	Total Repairs Excl. GST:	\$7,000
	Total Repairs Incl. GST:	\$7,700



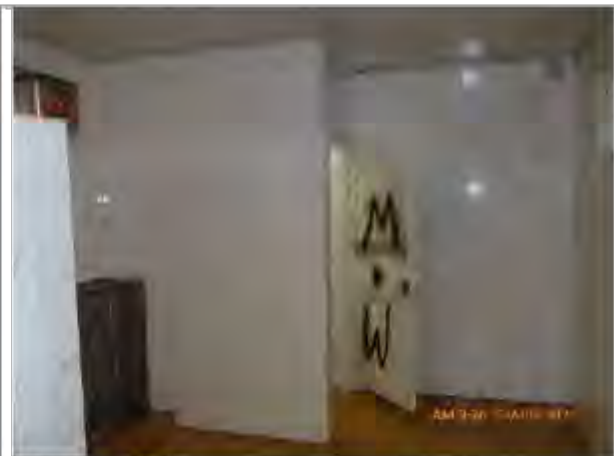
Building Address: Smith Park Toilets		Estimate Only
EXTERNAL WORKS		
Acid Wash Exterior		\$5,000
Sub Total A		\$5,000
INTERNAL WORKS		
Clean Up Interior		\$600
Sub Total B		\$600
Total Repairs Excl. GST:		\$5,600
Total Repairs Incl. GST:		\$6,160



Building Address: MacDonald Park Toilets		Estimate Only
EXTERNAL WORKS		
Acid Wash Exterior		\$5,000
	Sub Total A	\$5,000
INTERNAL WORKS		
Interior Clean		\$1,200
Removal of Graphiti		\$400
Toilet Repairs		\$150
Door Repaint		\$250
Ceiling Repaint		\$5,000
	Sub Total B	\$7,000
	Total Repairs Excl. GST:	\$12,000
	Total Repairs Incl. GST:	\$13,200



Repaint Doors



Clean Graphitti



Fix Toilets



Interior Cleaning Needed

Building Address: Quambone Library		Estimate Only
EXTERNAL WORKS		
Exterior Repaint		\$6,000.00
	Sub Total A	\$6,000
INTERNAL WORKS		
	Sub Total B	\$0
	Total Repairs Excl. GST:	\$6,000
	Total Repairs Incl. GST:	\$6,600



Repaint exterior

2.3 Demountables

Demountables are overall in good condition. The Demountable which needs some repairs in particular is the Crusher Plant office/change room/tea room.

Building Address: Crusher Plant Office/Change Room		Estimate Only
EXTERNAL WORKS		
Sub Total A		\$0
INTERNAL WORKS		
Clean Up Interior		\$600
Repaint		\$30,000
Sub Total B		\$30,600
Total Repairs Excl. GST:		\$30,600
Total Repairs Incl. GST:		\$33,660



Clean up and paint job



2.4 Industrial Facilities

Industrial facility buildings, of which there are 5 are in good condition and require a general tidy up and as such no further information is provided in this section at this point.

2.5 Office Facilities

Office facility buildings are in good condition. In the case of the Coonamble Tip the office is relatively new.

Building Address: Sale Yards Office		Estimate Only
EXTERNAL WORKS		
Minor Replacement to eaves and side boards, fascia boards		\$15000
Sub Total A		\$15000
INTERNAL WORKS		
Cornice Repairs/Replacement		\$100
Sub Total B		\$100
Total Repairs Excl. GST:		\$15100
Total Repairs Incl. GST:		\$16610



Minor Repairs to Eaves and side boards



Cornice Repairs/Replacement

2.6 Residential Buildings

Residential Buildings consist of a total of 8 buildings. Six of these buildings require minor to major repairs based upon the estimates made during this exercise. These estimates per property starting with the property with least repairs, are summarized below along with photos for reference where possible.

Building Address: 94 Carinda Road		Estimate Only
EXTERNAL WORKS		
Water Tank Overflow Drainage PVC pipe Replacement and patch any tank leaks		\$150.00
Sub Total A		\$150.00
INTERNAL WORKS		
RegROUT Tiles Floor and Walls/Repair Tail Rail		\$80
Sub Total B		\$80.00
Total Repairs Excl. GST:		\$230.00
Total Repairs:		\$253.00



Building Address: 24 Nash Street	Estimate Only
EXTERNAL WORKS	
Roof - fix down all loose and lifting sheets, replace lifting screws	\$450.00
Replace fascia and barge boards on the east side skillion roof	\$1,150
Replace flashing around the chimney	\$350
Replace downpipe eastern side & connect into existing stormwater	\$130
Remove existing pavers level and compact pad and lay down existing pavers ~ 50m2	\$3,400
Install new cistem to outside toilet	\$140
Secure cladding under eaves eastern side	\$40
Jack and level house	\$6,600
Remove and replace 3 leaning piers western side under bathroom	\$520
Trim tree in the front/back yard hanging onto roof and gutter	\$120
Replace 5 window screens mesh only	\$250
Paint back pergola frame work	\$600
Sub Total A	\$13,300
INTERNAL WORKS	
Fix jamming doors internal linings and minor cracking	\$5,000
Patch and repair post levelling	\$1,000
New verandah door lock/latch	\$80
Repair broken tiles in kitchen -splash back	\$100
Bedroom two paint and patch over window	\$60
Sub Total B	\$6,240
Total Repairs Excl. GST:	\$19,540
Total Repairs Incl. GST:	\$21,494

External Repairs to roof



Cistern Replacement / Demolish



Tree Trimming and Yard Tidy up



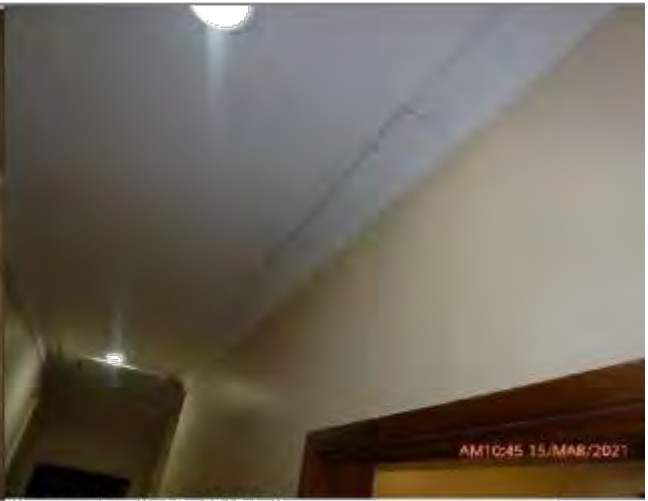
Minor Roof repairs with chimney flashing repairs needed



Building Address: 32 Yarran St	Estimate Only
EXTERNAL WORKS	
Back Fence - 9 Panels replacement, rail and sheeting to match existing	\$300.00
Side fence/ at front on the laneway side to be straightened	\$120.00
Clean out guttering	\$280.00
Replace missing downpipe going into back water tank (est 6 m x DN75mm)	\$60.00
Install new tap to back tank	\$50.00
Front fence/ remove damaged brick pier near driveway	\$50.00
New cover over existing awning to bedroom 1	\$250.00
Service AC leaking into family room ceiling	\$140.00
Service hotwater system	\$170.00
Sub Total A	\$1,420.00
INTERNAL WORKS	
Service Existing wood heater	\$1,100.00
Bedroom 1 repair ceiling and cornice	\$150.00
Bedroom 2 repair ceiling around air vent	\$180.00
Bedroom 3 repair ceiling around air vent	\$180.00
Bedroom 4 repair ceiling around air vent replace light fitting and install door stop	\$300.00
Replace light fitting - office	\$160.00
Repair ceiling and cornice - laundry	\$200.00
Replace taps and spout over bath tub - main bathroom	\$400.00
Main Hallway replace ~ 6m of cornice along with ceiling repair	\$340.00
Check all doors, windows and locks, latches are in good working order	\$300.00
Paint all walls ceilings doors arcs and skirting	\$25,000.00
Remove and replace damaged ceiling in garage	\$8,000.00
Front north side gate to be widened	\$250.00
All Yard taps to have new washers	\$100.00
Back Gate to be adjusted	\$70.00
Check all window screens and repair	\$40.00
Replace latch on side gate on southern side	\$100.00
Replace front brick pier	\$100.00
Sub Total B	\$36,970.00
Total Repairs Excl. GST:	\$38,390.00
Total Repairs Incl. GST:	\$42,229.00



Tile Repairs.



Cornice and ceiling repairs.



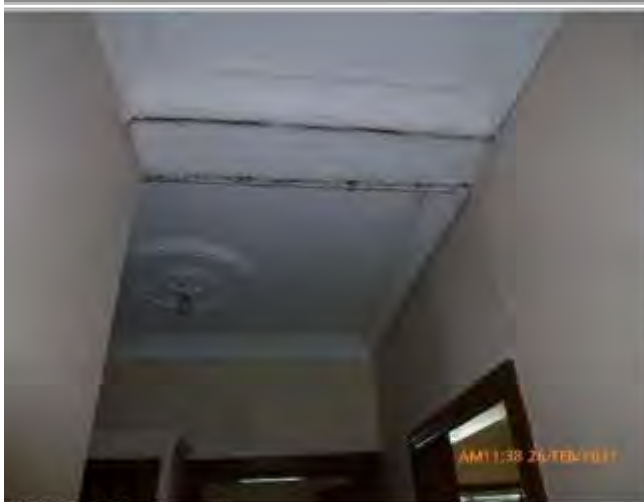
Front fence brick work repairs



Ceiling damage

Building Address: 27 Townsend St	Estimate Only
EXTERNAL WORKS	
Repair to single gate latch and adjustment to double gates	\$250.00
Back double gates to be repaired with new hinges	\$210.00
Gutter cleaning	\$280.00
All down pipes to be connected 4m away from house into storm water	\$450.00
Replace missing join strip front eaves south end nail up loose quadrant	\$80.00
replace missing battens/back awning against back wall	\$180.00
Replace concrete around sewer grate	\$80.00
Remove and relay bricks to end pier	\$120.00
Pave or tile front verander ~ 30m2	\$4,500.00
Top dress front yard and the eastern side of the house to stop more erosion of fill under footpath + lay new turf	\$3,600.00
service the AC	\$160.00
Sub Total A	\$9,910.00
INTERNAL WORKS	
Repaint all walls, ceilings, arcs, skirting, trims, and doors	\$14,000.00
Adjust all door and window locks	\$380.00
Laundry ease door adjust linen cupboard doors	\$80.00
Kitchen/Remove and replace kitchen splash back	\$16,000.00
New LED lighting to dining and kitchen	\$280.00
Kitchen and dining area re nail ceiling boards over pantry cupboard	\$70.00
Ensuite fix down existing toilet pan (bedroom 1)	\$70.00
Regroute walls tiles (bedroom 1)	\$180.00
Remove and replace shower door - with pivot door (bedroom 1)	\$450.00
Remove existing wall heater and replace with tastic 3 in one light (bedroom 1)	\$350.00
Shampoo carpet (bedroom 1)	\$700.00
Fix door (bedroom 2)	\$70.00
Doorstop, wardrobe door repairs, install new catches (bedroom 3)	\$110.00
Patch hole behind door (main toilet)	\$40.00
RegROUT around bath tub (main bathroom)	\$60.00
New taps and spouts over tubs (main bathroom)	\$180.00
Silicon wall and floor junctions (main bathroom)	\$80.00
Replace timber pelment over sliding door (main bathroom)	\$60.00
2 new towel rails (main bathroom)	\$170.00
check all light switches, power points, lights, hot water (main bathroom)	\$240.00
Sub Total B	\$33,570.00
Total Repairs Excl. GST:	\$43,480.00
Total Repairs Incl. GST:	\$46,837.00

Building Address: 46 Yarran Street Coonamble	Estimate Only
EXTERNAL WORKS	
Fill in sinkhole south side near side gate adjust latch on gate (COMPLETED)	completed
Replace damaged storm moulds around windows	\$350
Clean out & repair water leaks to guttering	\$280
Screw down all lifting roof sheeting check ridge , hip , & barge capping's	\$450
Replace all external fly screens to windows	\$650
Tidy up back toilet & replace cistern	\$450
Replace downpipe to the back laundry shower	\$160
Due to movement the house external brickwork as some major cracks & internally the gyprock lining needing some major works	\$3,500
Jack & level house	\$8,000
Re hang double south side gates install new latches	\$180
Replace downpipe to front patio	\$160
Repair eaves @the front over bedroom 1	\$200
Repair eaves @the front over lounge room	\$200
Replace sensor light @the front of the house	\$160
Replace entrance lock to front door	\$140
Adjust front screen door	\$60
Sub Total A	\$14,940
INTERNAL WORKS	
Repair all wall , ceiling lining & cornices after the levelling process	\$3,000
Paint all walls & ceiling throughout	\$14,000
Replace all floor coverings	\$14,000
Replace broken & missing tiles in bathroom	\$450
New tapes to existing vanity	\$160
Kitchen-adjust all draws & doors replace all door handles ,replace wall oven & cooktop	\$2,000
Install 2 new smoke alarms	\$350
Ease & adjust all internal doors & latches after levelling works	\$450
Sub Total B	\$34,410
Total Repairs Excl. GST:	\$49,350
Total Repairs Incl. GST:	\$54,285



Major Ceiling damage
Extra Storage space roof repairs and lighting issues



skirting board repairs and repair to Telstra Com Boxes
Broken roller doors and garage floor repairs required





Cracking in Laundry



Major Cracking near entrance

Building Address: 1 Skuthorp St	Estimate Only
EXTERNAL WORKS	
Remove/Replace existing water tank @ stand with a steel stand and a poly 1000L tank	\$760.00
Replace timber window @ the front on the western end 2.1 x 1.4	\$450.00
Close in doorway on the western end	\$150.00
Replace toilet window 0.7 x 0.9 on the western end	\$100.00
Replace fly screens to external windows	\$140.00
Replace gauze screens to external windows	\$140.00
Replace gauze in screen doors	\$100.00
Clean out gutters and downpipes	\$280.00
Paint external including doors arcs and eaves	\$25,000.00
Cladding external lining colour bond custom orb	\$10,000.00
Check all yard taps	\$250.00
Check and repair all fences and gates	\$300.00
Sub Total A	\$37,610.00
INTERNAL WORKS	
Replace all floor coverings	\$2,000
Paint all walls ceilings arcs and skirting boards	\$25,000
Close in all air vents on ceiling and walls	\$300
Repair walls, ceilings and cornices	\$1,000
Repair all doors and windows to good working order	\$300
Replace missing panel to floor cupboards in the kitchen near the stove	\$400
Replace manhole cover in the laundry	\$20
Check all light fittings switches and power points	\$350
Check all door latches	300
Sub Total B	\$29,670.00
Total Repairs Excl. GST:	\$67,280.00
Total Repairs:	\$74,008.00

Building Address: 84 Carinda Road		Estimate Only
EXTERNAL WORKS		
Replaced storm damaged fence panel		\$250.00
Replace failed exterior lighting		\$450.00
Seal flashing on southern side of house		\$150.00
Trim / Prune trees		completed
Replace gauze in screen doors		\$100.00
Repair / relevel sliding doors		\$1,000.00
Re gravel Entrance Road		\$1,000.00
Check all yard taps		\$250.00
Sub Total A		\$3,200.00
INTERNAL WORKS		
Remove and replace Kitchen and splashback		\$17,500.00
Repair wall ceiling and cornices		\$5,000.00
Seal / complete installation of windows		\$5,000.00
Repair all doors and windows to good working order		\$300.00
Check all light fittings switches and power points		\$350.00
RegROUT tiles in main bathroom		\$300.00
	Sub Total B	\$28,450.00
	Total Repairs Excl. GST:	\$31,650.00
	Total Repairs:	\$34,815.00



2.7 Sheds

There are 39 of sheds throughout the Coonamble LGA which include bore sheds, chemical sheds, vehicle sheds, and general storage sheds. The following require particular attention.

Building Address: Coonamble Rubbish Depot Chemical storage shed		Estimate Only
EXTERNAL WORKS		
Roller Door needs replacing		\$15,000
Needs Floor Slab		\$ 30000
Sub Total A		\$45,000
INTERNAL WORKS		
Clean Up Interior		\$600
Sub Total B		\$600
Total Repairs Excl. GST:		\$45,600
Total Repairs Incl. GST:		\$50,160

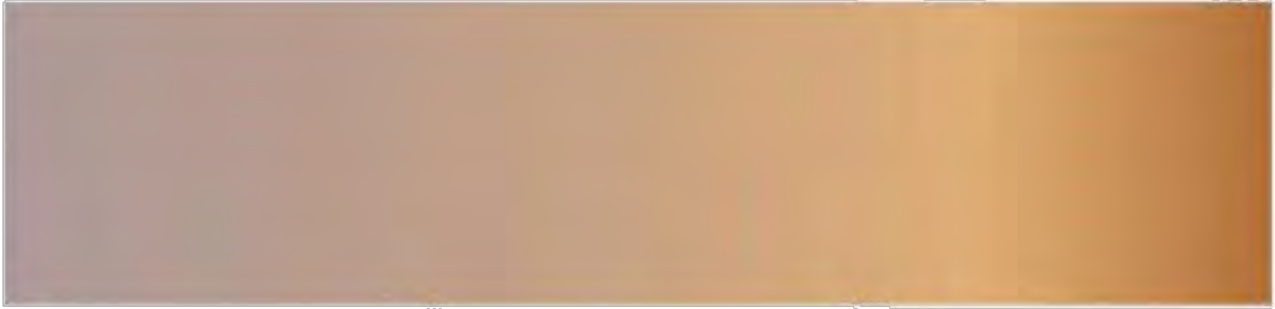


2.8 Bus Shelters

The Bus shelters are relatively new and are in good condition. These are relatively minor structures and no further information is provided in this report.

3. CONCLUSION

In conclusion, repairs are required to improve the overall condition of Coonamble Shire Councils Building Infrastructure. A total estimate of repairs totaling \$680,984 has been provided in this report, however this estimate needs to be treated generally as there may be greater repair costs for unseen defects. Recommendation is to have a detailed estimate conducted by qualified professionals or consultants to provide council with a deeper understanding of the condition of its building assets while providing estimates of repairs that reflect closer to that required to improve each individual building.



COONAMBLE
SHIRE COUNCIL



10.16 URBAN SERVICES - WORKS IN PROGRESS**File Number:** Reports - R6**Author:** Bruce Quarmby-Executive Leader - Corporate and Sustainability**Authoriser:** Bruce Quarmby, Executive Leader - Corporate and Sustainability**Annexures:** Nil**PURPOSE**

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

BACKGROUND

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

(a) Relevance to Integrated Planning and Reporting Framework

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

12.1.5 – Maintain / Improve parks to acceptable standards.

(b) Financial Considerations

Provision is made within the 2021 / 22 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.
- The seasonal replanting of the Coonamble main street gardens beds has been programmed to be carried out prior to the October Council meeting.
- Council has received advice that the replacement of the centre cricket pitch, including the releveling of the area in its immediate surrounds, at the Coonamble Sportsground is due to commence on 11 October 2021.
- Council's project manager is continuing to liaise with the contractor to identify the most appropriate method to remove the one remaining concrete lighting tower from the old system.

Vandalism:

- Vandalism costs incurred by Council for the 2021 / 22 financial year to date amount to \$569.87.
- Over the past month of September, the facilities at MacDonald Park have been subject to several Graffiti attacks by persons unknown.

Pools:

- Council's three (3) Public Pools have been opened for the 2021 / 2022 swimming season.
- In accordance with the current public health orders, operations at Council's Pools are governed by the COVID-19 safety plans which have been developed for each of these facilities.
- Following no formal offers being received by Council to operate the Kiosk and the gates at the Coonamble Pool for the 2021 / 2022 swimming season, Council has been required to utilise casuals to staff the entry. Council will continue to re-advertising this opportunity in the community.

Buildings:

- Minor planned maintenance has been carried out at the Council premises at 24 Nash Street, Coonamble.
- Following inspections of Council buildings by staff, a report has been prepared which outlines some of the necessary building maintenance / repairs that will need to be programme and completed to ensure that these buildings remain functional and fit for purpose. This report has been included as a separate item with this Business Paper for Council's consideration
- 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 2021 / 22 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.

10.17 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS

File Number: R6
Author: Daniel Noble-Executive Leader - Infrastructure
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 2021 / 2022 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.

(b) Airport:

- Routine inspection and maintenance works are ongoing.
- The Remote Airstrip Upgrade Program Round 7 work has been completed and final report lodged for the acquittal of the grants.
- In accordance with Council's request at its meeting of 11 August, sink holes in the grassed area between the runway and the gable markers have been filled in liaison with the Aero Club. A stockpile of fill material has been stored on-site to enable the Aero Club to also fill any remaining sink holes voluntarily.
- Some increased activity by crop dusters has been noted. Invoices will be sent for water usage.

(c) Water & Sewer:

- General maintenance has been completed on an 'as-needs' basis.
- Samples from Coonamble and Gulargambone Sewer Treatment Plants are being sent for COVID-19 testing each Tuesday. This will provide additional information to the community regarding the presence of COVID-19 in each town.
The weekly results can be checked on the NSW Health website.
<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/stats-nsw.aspx#map>
- The Integrated Water Cycle Management Strategy project is progressing. Council is currently supplying data related to water, sewer,

and stormwater systems. This project will result in a 30-year business plan / strategy, to ensure that the Water and Sewer Assets are maintained to provide an adequate level of performance.

- A local contractor has been selected for the replacement of a water main on Gidgerah Street, Quambone. This replacement is in accordance with Council's Water Asset Management Plan.
- Requests for quotations for the replacement of Maule Street and Calga Street water mains have been sent to local contractors.
- The restoration of the concrete Pasveer Channel is complete at the Gulargambone Sewer Treatment Plant. This is the first of two projects planned for this year to ensure Environment Protection Agency (EPA) compliance for the plant. Sludge has been transferred from Bathurst STP to get the plant back online.



(d) Quarry:

- Quarry operations have returned to normal following the cone rebuild, and routine maintenance is performed as needed.
- Demand for product has been very high from other shires including Brewarrina.

(e) Levee Upgrade:

- Stage 4 has been completed, and the funding obligations met.
- A work plan for Stage 5 has been approved.
- Easement acquisition on all affected properties has commenced with letters of offer for compensation being sent. Public Works Advisory (PWA) are the Project Managers for this project and property owners should start receiving their individual letters soon. Property owners who have questions can contact PWA but they may also contact Council staff.
- A deed of agreement has been prepared for use with each individual property owner as a first step before registering the easement.

(f) State Highway:

- All heavy patching works on the Highway are scheduled to resume in October.
- Line marking of previous heavy patching and reseal areas are complete.
- 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 sites dry out. This project is unlikely to be recommended for some months due to the high volume of water still present at the site.
- Heavy patching is planned for October and November, weather permitting.

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.

(g) Urban, Local and Regional Roads:

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.

Bertram Street

- The revised engineering investigations are now completed. An additional drainage outlet has been designed to drain the large ponding problem adjacent to the causeway. Quotations for the work have now been requested and work will commence subject to contractor availability.

Maule Lane

- The new kerb and guttering has been installed and roadworks have been completed. Final backfilling and tidying up has now been completed.

Tooraweenah Road

- The engineering design and review of environmental factors have been on public exhibition, seeking feedback from the public in accordance with the funding requirements. The review of environmental factors highlighted land matter issues and Crown Land access licences have been applied for. The geotechnical report has been reviewed with more accurate traffic data to finalise the required pavement depths. Preparation of the draft "Road Project Proposal Report" has been completed and submitted to TfNSW for approval.

Warren Road (Intersection with Hwy)

- Crown Land access licences have been applied for and have now been granted. The engineering design is being prepared by TfNSW who estimate completion of the design in October.

Warren Road

- 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 are working with both levels of government to ensure administrative requirements can be met for all parties. The Federal Government have reaffirmed their contribution of \$1,930,000 towards the project, however, this funding is contingent upon the other co-contributions being fulfilled. Discussions were recently being held to finalise the increased scope of works in Warren Shire.
- Council has therefore been asked to submit two (2) options being Option 1 – for existing scope of works and Option 2 – for an increased scope of works. With respect to the Fixing Country Roads funding, the State Government have asked that Council resubmit applications for the two (2) upgrade options. The first option being for the existing scope of works with an equivalent budget to the funding that has been announced previously. The second option is for an increased scope of works that includes additional works identified within the Warren LGA, specifically drainage upgrades and replacements. Councillors should note that, given the State Government has asked Council to resubmit the application for the original scope (as well as the upgraded scope), it appears that the initial funding is not guaranteed. As a result, there is a risk that the previously announced funding may not be carried and reallocated to the Warren Road project. Discussions were recently being held to finalise the increased scope of works in Warren Shire with both the revised applications due by the end of October 2021.

Natural Disaster Relief and Recovery Arrangements (Flood Damage)

- A consultant has been engaged to aid with the preparation and progress of claims. State and Federal Ministers have jointly announced that Coonamble Shire is now eligible for disaster relief under the Disaster Recovery Funding Arrangements (DRFA). Work is continuing preparing potential claims for funding.
- An application for road damage repairs in the amount of \$1.5 million has been submitted for the March 2021 event.
- Work is continuing on a further claim for damage caused by the 2020 storm/flood event.

Item	Task	Comments
1	SR86 Carinda Road – Rehabilitation – FLR Phase 1	Partly completed
2	SR4 Emby Road – Reform / Resheeting	Delayed by wet conditions
3	SR16 Mungery Road – Reform / Resheeting	Completed
4	SR7 Wingadee Road – Reforming/resheeting/causeways	Delayed by wet conditions
5	SR12 Back Gular Road – Reform / Resheeting	Completed
6	SR 87 Box Ridge Road – Shoulder Flood Damage Repair	Delayed by wet conditions

7	SR119 Nortongong Road – Maintenance Grade	Scheduled October
8	SR19 Gulargambone Road – Flood Damage (REPA)	Scheduled
9	Willow Downs Road – Maintenance Grade	Completed
10	Urawilkie Road - Maintenance Grade	Completed
11	Nedgera Road – Maintenance Grade	Completed
12	Vatua Ln – Flood Damage (REPA)	In progress
13	Goorianawa Rd – Reform/Resheet	In progress
14	Sandy Camp – Stabilise causeway	Scheduled
15	Billeroy Rd – Flood Damage (REPA)	In progress

Local Roads and Community Infrastructure Funding

- Phase two (2) of the Local Roads and Community Infrastructure (LRCI) funding has been confirmed with Coonamble being allocated \$723,922.

The projects below have been tendered under LRCI - Phase 2 and approved by Dept of Infrastructure, Transport, Regional Development and Communications.

1. VIC - Driveway/carpark	\$ 45,000.00
2. Box Ridge Rd – Reconstruction	\$320,000.00
3. Quambone Rd – Euronne Gully Culverts	\$280,000.00
4. Quabathoo Rd – Concrete Causeway	\$ 63,922.00
5. Sandy Camp Rd – Stabilise Causeway	\$ 15,000.00

- Phase three (3) of the Local Roads and Community Infrastructure funding has just been announced with Coonamble being allocated \$1,859,636. The period for works to be undertaken under Round Three is between 1 January 2022 and 30 June 2023. Projects will be nominated in a further report to Council.

Fixing Local Roads

- A further 600m section of Carinda Road, Fixing Local Roads – Round 1, within Ch: 3.0 – 5.7km has been widened and bitumen sealed. Wet weather has delayed completion of the remainder.
- Funding approval of Fixing Local Roads – Round 2 has been received for patching and sealing works on SR86 Carinda Road:

Location 1: Ch: 40.830 – 41.930km; and

Location 2: Ch: 45.360 – 45.960km.

Council has been allocated \$569,943 to complete these works, and the funding deeds for this project now have been executed.

- Fixing Local Roads - Round 3 has opened and Council's application for heavy patching and culvert repairs on SR86 Carinda Rd Ch: 55.656 – 61.950km has been lodged – in line with Council's resolution adopted in this regard at its June 2021 Meeting. Approval has been received for

\$2,265,840 and funding deeds are being prepared for execution by TfNSW and Council.

(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 2021 / 22 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.

10.18 DRAFT WATER CONNECTION POLICY**File Number: W1-15****Author: Daniel Noble-Executive Leader - Infrastructure****Authoriser: Hein Basson, General Manager****Annexures: 1. Draft Water Connection Policy****PURPOSE**

The purpose of this report is to seek Councillor's endorsement to adopt the draft Water Connection Policy.

EXECUTIVE SUMMARY

The draft Water Connection Policy has been developed to facilitate the effective management of Council's water supply, storage and reticulation assets, through a consistent and repeatable approach to water connections.

Similar policies adopted by Dubbo Regional Council, Narromine Shire Council and Gunnedah Shire Council have been reviewed in the preparation of this Policy. Relevant Australian Standards and Best Practice Guidelines have also been relied upon.

BACKGROUND

Council frequently receives customer service requests relating to water supply connections. These requests range from requests for new connections, enquiries relating to ownership as well as the permissibility of fire services.

Council does not currently have a policy for water connections. As a result, responses to the aforementioned requests are managed by the professional judgement of relevant Council Officers. Whilst this approach has been sufficient in the past, the process would be improved by endorsing and adopting a Policy that addresses water connections specifically.

It is intended that by adopting a water connection policy, customers will be better informed of their responsibilities with respect to water connections. Other improvements include increased transparency in the decisions made by Council Officers and a more efficient and effective customer service experience.

(a) Relevance to Integrated Planning and Reporting Framework

Asset management, specifically the management of water supply assets in this circumstance, is a critical element of the Integrated Planning and Reporting Framework (IP&R). This policy seeks to improve the management of Council's water supply assets by limiting the number of individual water connections to one (1) water service and one (1) fire service per allotment. Further, the disconnecting and reconnecting of water services, as well as clarification around asset ownership and maintenance liability, is covered under the Policy.

(b) Financial Considerations

There are no financial implications of adopting this Policy, beyond the assumed net savings of limiting Council's maintenance liability and better utilisation of existing assets.

COMMENTARY

The adoption of this policy is expected to improve transparency and responsiveness to water connection enquiries.

(a) Governance/Policy Implications

The policy will be reviewed in line with Council's Policy Schedule and would be due for renewal in three (3) years.

(b) Legal Implications

Nil.

(c) Social Implications

Nil.

(d) Environmental Implications

Nil.

(e) Economic/Asset Management Implications

Better utilisation of existing assets (assumed savings in asset renewals).

(f) Risk Implications

Through defining Council's responsibility and the owners' responsibility this Policy is expected to minimise Council's risk with respect to water connections.

CONCLUSION

The draft Water Connection Policy has been developed to facilitate the effective management of Council's water supply, storage and reticulation assets, through a consistent and repeatable approach to water connections.

It is recommended that Councillors endorse and adopt the draft Water Connection Policy.

RECOMMENDATION

- 1. That Council places the draft Water Connection 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, in the event of any submissions being received, the Executive Leader Infrastructure presents a further report, together with the contents of those submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Water Connection Policy (with or without changes) at its February 2022 Ordinary Meeting, noting that due to complying with the 28 day**

exhibition period the policy cannot be presented at the November 2021 Ordinary Meeting.

- 3. That, in the event of no submissions being received within the prescribed 28 days, Council formally adopts the Water Connection Policy without any changes as a policy of Council.**

PURPOSE

The purpose of this policy is to facilitate effective management of Council's water supply, storage and reticulation assets, through a consistent approach to water connections.

BACKGROUND AND RELATED LEGISLATION

Local Government Act, 1993

Best-Practice Management of Water Supply and Sewerage Guidelines August 2007

National Water Initiative

NSW Plumbing Code

Environment Planning and Assessment Act 1997

SCOPE

This Policy applies to all of Council's water supply customers.

POLICY**Water Connections**

Water connections shall be physically located on the allotment of the customer. Council policy permits only one water service, and one fire service (if appropriate) to a single allotment. Additional connections will only be considered in exceptional circumstances.

Water connections to properties are to be either a water service or a fire service. The customer is to be made aware that combined water connections (i.e. for fire service and water service) are not permissible and he/she must specifically require a water service or a fire service.

In the absence of specific advice from the customer, new water connections will be deemed to be water services.

A water service is a water connection that is not a fire service. If a connection supplies fire-fighting appliances and non-fire appliances it is deemed a water service.

Fire services can only be used for firefighting. For Council to recognize a service as a fire service the property owner must submit an Annual Fire Certificate from a licensed plumber or other approved persons indicating the fire service is in fact, a fire service in strict compliance with the national Plumbing Code of Australia. The Annual Fire Certificate shall be prepared by a suitably qualified and experienced person, with the qualifications of the person issuing the certificate, to be verified from time to time by persons authorized by Council.

Annual Fire Certificate

The Annual Fire Certificate must be lodged with Council by the last business day in May, in order to obtain recognition from Council of the fire service for the new financial year commencing on 1 July. If the annual Fire Certificate is not lodged with Council

by the end of May, the service will be deemed to be a water service and charged Water Access and Non-Residential Sewer Service Charge according to Council's Revenue Policy for the entire year.

If, despite the annual Fire Certificate, registration of the fire service indicates that it is being used for other purposes other than genuine firefighting, system checking or fire drills, then Council may, after notifying the customer, deem the service to be a water service and charge the appropriate Water Service Access Charge and Non-Residential Sewerage Service charges.

Fire Services may be tagged in the field by Council to indicate they are fire services.

Connection to Council's Water Supply System

Connection to Council's Water Supply System will be approved and provided by Council, subject to the following conditions:

1. A Water Service Connection form is completed and signed, and the appropriate payment is made in accordance with Council's Fees and Charges. Council can provide fire services upon the submission and subsequent approval of a Water Service Application Form. These services are provided for the firefighting use only.
2. The property owner seeks the advice of a licensed plumber in relation to the connection size (min 20mm) and water pressure at the site, to ensure that the internal design of the plumbing (beyond the meter) is in accordance with AS3500.
3. All new 20mm and 25mm water services are provided complete with a back flow prevention device to prevent backflow into Council's water supply system. Water Service Connections larger than 25mm will require an approved backflow prevention device to be fitted. These devices must be fitted on the property owner's side of the meter prior to the water supply to the property being turned on. All meters (and 20mm and 25mm backflow devices) remain the property of Council.
4. Council endeavors to provide a service connection point (including water meter and backflow prevention assembly) at the location nominated by the licensed plumber; however, Council reserves the right to determine the location of the service connection point. The location of the connection point will be agreed prior to any internal plumbing occurring and Council will install the meter after the internal plumbing is completed. Individual meters located just inside the property boundary are required on all Strata or Community Title units.
5. Council will not turn the water supply on from the main until all the requirements of this policy are met. It is illegal for any person, other than Council, to turn the water on at the main.
6. It is the property owner's responsibility to ensure that:
 - a. A properly supported standpipe or other approved support is installed on the consumer's side of the proposed meter at the time of making the connection.
 - b. The Water Service connection and the water meter and backflow prevention assembly are adequately protected at all times.

- c. The Water Meter is readily accessible at all times, in particular meter reading and emergency repair purposes. Should this access not be provided, Council may either refuse to provide emergency repair services or undertake the relocation of the connection to a more accessible location, at the expense of the property owner.
7. The property owner (at their cost) shall engage a licensed plumber to repair or replace any pipe work that is not the responsibility of Council (Refer Figures 1 and 2 below).
 8. Council will recover from the property owner any costs that Council incurs as a result of the following:
 - a. The property owner damaging the water supply meter and associated pipe work and fittings owned by Council.
 - b. Council having to locate a water meter that is not readily accessible.
 - c. Council having to clear above ground obstructions located above a water meter on private property.
 9. Council will maintain and repair all pipe work and fittings up to and including the water supply meter and backflow prevention device. If neither a dual check valve or water supply meter are fitted, Council limits its responsibility to the isolation valve at the water main.
 10. For unmetered premises, the property occupier must not use the water for purposes other than domestic purposes unless prior approval is sought and obtained from Council. The term "domestic purposes" does not include irrigation or sprinkling of crops or pastures or use for manufacturing purposes.
 11. Should Council decide to provide a new connection point due to damage from tree roots or other causes emanating from the property, the property owner will be required to adjust their own pipe work at their own cost.

Figure 1: Ownership and Responsibility Diagram

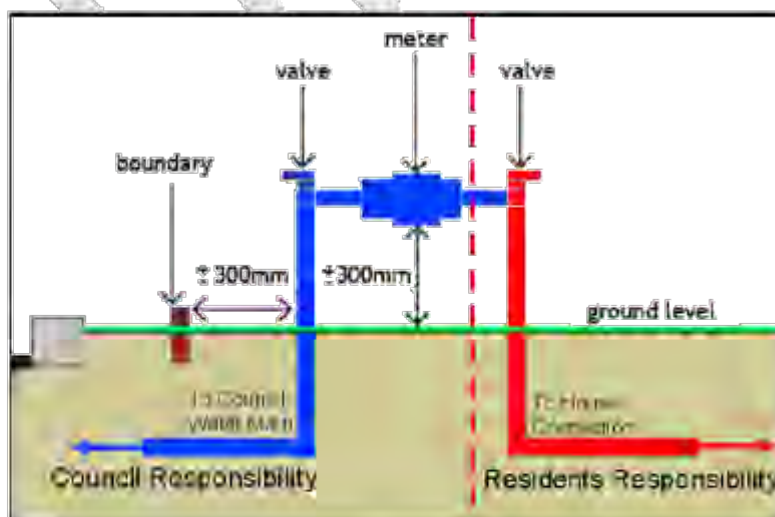
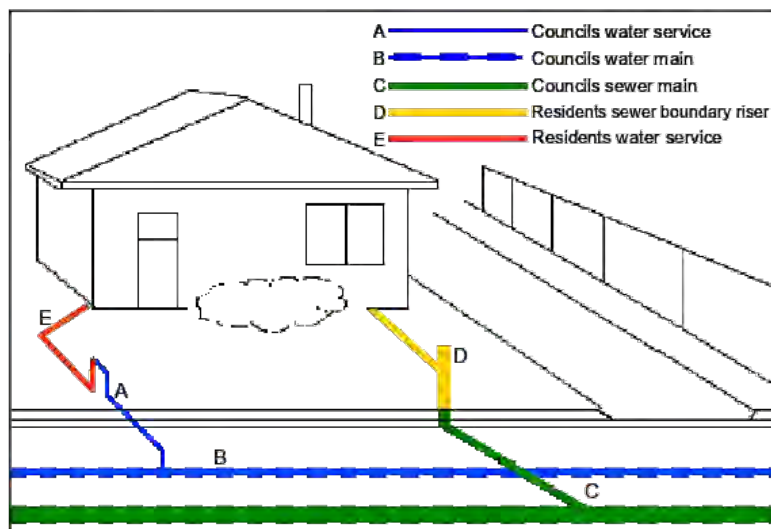


Figure 2: Typical residential servicing arrangement



Size of Water Connection

The size of water services and fire services (expressed in millimeters diameter) are to be determined entirely by the customer. The size selected by the customer must be a commercially available size. Council's authorized officers may, from time to time, declare that a certain size is not preferred, even if permitted by Australian Standards. In such cases, Council will install the next largest preferred size, in lieu of the non-preferred size sought by the customer.

Water Meters

All services, whether water service or fire service, will be metered. The size of the water meter will be the same as the water connection pipe. Council will entirely determine the type, make and model of water meter assembly to be installed. Council will charge customers for the initial installation of the service connection and water meter assembly. Council will also install and charge the customer for the installation of an appropriate backflow prevention device, if the customer elects to have this installed by Council.

Water meter assemblies shall be constructed above ground (unless exceptional circumstances exist). Multiple water meters servicing flats and strata units shall be grouped together.

Only Council can install new water service or fire service. The physical water or fire service remains the property of Council up to the boundary of the premises, including the meter assembly.

Council will replace any part of the water or fire service assemblies, such as the water meter, when they wear out, at no additional charge to customers.

Fire Services

Owners of Fire Services must lodge annual fire certificates in accordance with the Water Connection Section of this Policy in order for the service to be recognized as a fire service. The owner of such a property serviced by a fire service shall arrange and carry out any inspections, testing, maintenance and certification of the fire service in accordance with an approved serviceability scheme. If the property owner fails to carry out any work required by the approved serviceability scheme, then Council may arrange this work at the owner's cost.

Reading of Water Meters

Water meters are read on a quarterly basis during the months of September, December, March and June each year. Council aims to ensure that each meter is read accurately on the first visit to each property in each meter reading cycle. Any discrepancies or abnormal conditions such as tampering, damaged, stopped, dirty dials or missing meters are recorded at this time.

Enforcement

Council may enforce compliance with this Policy by exercising any or all of the following:

- Imposing a fee or charge under the *Local Government Act, 1993*.
- Issuing an order under the *Local Government Act, 1993*.
- Carrying out the work and charging the customer.
- Disconnecting the property from Council's potable water supply, if the property owner does not comply with the provision of the Policy in respect to backflow prevention.
- Installing a water restrictor on the water connection (e.g. in the case on non-payment of water accounts. The restrictor will be removed upon payment of all accounts).
- Denying supply to a new or existing customer in cases where, in the opinion of Council's authorised Officer, there is a risk of contamination of the water supply, the risk of harming the health of a person or risk of damage to property.

Reconnection and Disconnection of a Water Service

If a water service is no longer required, Council will disconnect the water service at the main and the meter will be removed. An application form to disconnect a water service is available from Council's Customer Service Centre or can be downloaded from Council's website. Charges associated with disconnecting water services are outlined in Council's Fees and Charges.

Water Meters shall not be disconnected or removed from a property unless approval has been given by Council.

Once disconnected, Council may reconnect a property to the water supply. The cost of reconnection shall be borne by the property owner.

Property Developments

All water used on a property during site development or construction must be metered. Penalties apply for unmetered water use.

Water Theft and Meter Tampering

Water meter tampering and water theft is illegal. These activities also greatly increase the risk of contaminating the public water supply and pose serious health and safety hazards not just to those who modify the meter but also to the rest of the community.

It is illegal to connect to Council water services through an unauthorized connection or to divert or otherwise interfere with a water meter. Council will prosecute for water theft.

Power of Entry

Council staff and authorized delegates are legally entitled to enter all premises for the recording of consumption under Section 191 and 191A of the *Local Government Act, 1993* and Section 118A of the *Environmental Planning and Assessment Act, 1979*.

Where a customer refuses access, the meter reader will not pursue the matter verbally or otherwise but will report the refused access to Council's Manager Water and Sewer for further action.

DEFINITIONS

Fire Service - A Fire Service is a water service dedicated only to service fire hydrants, fire hose reels, fire service fitting, including water storages, installed and used solely for firefighting in and around a building or property, and testing. Under certain conditions part of a fire sprinkler system may be included. A fire service that can be used for other purposes is deemed to be a water service.

Water Meter - A water meter is an apparatus, or appliance, for measuring and recording the volume of water passing the meter location. The "dial" on a meter is called a register and so the volume of water recorded through a meter is also called the registration.

Water Service - A water service is that part of the cold potable water supply pipeline from the water main to and including the water meter and backflow prevention assembly.

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Hein Basson General Manager		

10.19 DRAFT BACKFLOW AND CROSS CONNECTION POLICY**File Number:** W1-15**Author:** Daniel Noble-Executive Leader - Infrastructure**Authoriser:** Hein Basson, General Manager**Annexures:** 1. Draft Backflow and Cross Connection Policy**PURPOSE**

The purpose of this report is to seek Councillor's endorsement to adopt the draft Backflow and Cross Connection Policy.

EXECUTIVE SUMMARY

The draft Backflow and Cross Connection Policy has been developed to ensure the safety and quality of Council's water supply through a consistent and repeatable approach to backflow and cross connections.

Similar policies adopted by Dubbo Regional Council, Narromine Shire Council and Gunnedah Shire Council have been reviewed in the preparation of this Policy. Relevant Australian Standards and Best Practice Guidelines have also been relied upon.

BACKGROUND

In water supply systems, water is maintained at a significant pressure to enable water to flow, one way, from Council's main to the customer's tap. When pressure fails or is reduced, as may happen if a water main bursts, pipes freeze or high demand on the water system, then such reduced pressure in the pipe may allow contaminated water to be drawn up into the system.

This occurrence, known as Backflow, is the undesirable reversal of flow of a liquid, gas or solid into the potable water supply. A backflow prevention device prevents this occurrence from happening.

Council does not currently have a policy on Backflow and Cross connections. As a result, responses to these occurrences are managed through the professional judgement of relevant Council Officers. It has been determined that this approach does not satisfactorily mitigate the risk of back flow and cross connections.

The draft Backflow and Cross connection policy has been prepared with the aim to minimise and eliminate (where practicable) the occurrence of cross connections and back flow.

(a) Relevance to Integrated Planning and Reporting Framework

Asset management, specifically water supply assets in this circumstance, is a critical element of the Integrated Planning and Reporting Framework (IP&R). This policy seeks to improve the management of Council's water supply assets through the mandatory installation of backflow prevention devices, ensuring the integrity of the water supply network and that customers' levels of service expectations are met.

(b) Financial Considerations

There are no financial implications of adopting this Policy to Council.

COMMENTARY

The adoption of this policy is expected to improve transparency and responsiveness to backflow and cross connection enquiries.

(a) Governance/Policy Implications

The policy will be reviewed in line with Council's Policy Schedule and would be due for renewal in three (3) years.

(b) Legal Implications

Nil.

(c) Social Implications

Nil.

(d) Environmental Implications

Nil.

(e) Economic/Asset Management Implications

Better utilisation of existing assets.

(f) Risk Implications

The application of the policy is expected to improve the prevention of backflow and cross connections, thereby reducing Council's risk exposure in relation to water quality issues.

CONCLUSION

The draft Backflow and Cross Connection Policy aims to minimise and eliminate the occurrence of cross connections and back flow.

It is recommended that Councillors endorse and adopt the draft Backflow and Cross Connection Policy.

RECOMMENDATION

- 1. That Council places the draft Backflow and Cross Connection 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, in the event of any submissions being received, the Executive Leader Infrastructure presents a further report, together with the contents of those submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Backflow and Cross Connection Policy (with or without changes) at its February 2022 Ordinary Meeting, noting that due to complying with the 28 day exhibition period the policy cannot be presented at the November 2021 Ordinary Meeting.**

- 3. That, in the event of no submissions being received within the prescribed 28 days, Council formally adopts the Backflow and Cross Connection Policy without any changes as a policy of Council.**



DRAFT BACKFLOW AND CROSS CONNECTION POLICY

PURPOSE

The purpose of the policy is to protect the quality of Coonamble Shire Council's water supply by reducing the risk of backflow contamination from connections to the water supply system.

BACKGROUND AND RELATED LEGISLATION

Local Government Act, 1993

Best-Practice Management of Water Supply and Sewerage Guidelines August 2007

NSW Plumbing Code

Environment Planning and Assessment Act 1997

SCOPE

This Policy applies to all of Council's water supply customers.

POLICY

In water supply systems, water is normally maintained at a significant pressure to enable water to flow one way from the customers tap. When pressure fails or is reduced (as may happen if a water main bursts, pipes freeze or there is unexpectedly high demand on the water system) then such reduced pressure in the pipe may allow contaminated water (from the ground, from storage or from other sources) to be drawn up into the system.

Backflow means the undesirable reversal of flow of a liquid, gas or solid into the potable water supply. A backflow prevention device prevents this occurrence from happening.

Council is committed to providing safe and high-quality drinking water which consistently meets the Australian Drinking Water Guidelines and other regulatory requirements. A key component of providing this service is the implementation and delivery of a backflow prevention policy.

GENERAL

Conditions of Installation

The customer is responsible for the full cost of complying with this policy.

All backflow prevention containment devices installed to comply with this policy are the responsibility of the customer. This may include but is not limited to installation, maintenance and annual testing.

Council will maintain a register of testable device installations, annual maintenance records and will conduct sample audits of installations to ensure ongoing compliance with AS/NZS 3500:1.

If Council's authorised Officer determines that a backflow prevention device is unsatisfactory and issues a notice requiring the customer to repair, maintain, test,

replace or install a backflow prevention device, the customer shall comply with the notice within the time specified in the notice.

If a customer fails to install, repair, maintain, replace or test a backflow prevention device as required by a notice issued by Council, Council may disconnect (in the case of a non-residential property) or restrict (in the case of a residential property or mixed development) the customer from the water supply system until such time as the customer has complied with the notice so to prevent contamination of the water supply. Council may also impose a re-inspection fee or charge for administering non-compliance with the policy.

All properties connected to Coonamble Shire Council's water supply system are to have appropriate backflow prevention containment devices installed.

Type of Device

The type of device installed shall be in accordance with the hazard rating system outlined in ASNZS 3500.1.4.

In the approval of an appropriate backflow prevention device, Council will also consider the following:

- The processes conducted, or the water supply installations present on site regardless of whether or not the site is deemed as being commercial, domestic or a mixed development.
- If the process at a property change, resulting in a reduced hazard rating, the property owner must have an accredited backflow prevention plumber certify the change in hazard rating and then inform Council (Council may conduct a site audit to verify the new hazard rating).
- Where the hazard rating varies due to multiple processes, the highest hazard rating shall be applied.
- Properties identified as having high or medium hazards must install a testable backflow prevention device.
- Where hazards are unknown for a commercial, industrial or a mixed development, the hazard rating will default to high, and the installation of a testable device will be required.

Minimum requirements

Minimum devices nominated include:

- High hazards - the installation of a Registered Break Tank, Reduced Pressure Zone Device or Registered Air Gap.
- Medium hazards - the installation of a testable double check valve
- Low hazards - the installation of a non-testable dual check valve
- Metered standpipes - A testable double check valve.
- Fire services - the installation of a double check detector assembly
- Independent fire drencher sprinkler systems - the installation of a dual check valve.

All backflow prevention containment devices shall be installed in accordance with AS/NZS 3500:1.

Compliance with AS/NZS 3500:1

A backflow prevention containment device must be fitted to all water supplies entering the property regardless of the supply type or metering arrangement. All devices must be installed on the outlet side of the master water meter(s) supplying the property to achieve site containment. In circumstances where there is no master water meter, the containment device shall be installed on the water supply where it enters the property boundary. There must be no connections bypassing the containment device or water meter.

A backflow containment device must be installed so that the underside of the valve is a minimum of 300mm above the surrounding surface unless otherwise specified in the code.

Where a fire booster service is installed, the device must be installed so that the underside of the valve is a minimum of 750mm above the surrounding surface.

On a metered standpipe, the device shall be integrated into the design of the standpipe.

On a separate hydrant and/or sprinkler fire service, the device shall be installed close to where the water service crosses the property boundary, upstream of any booster assembly on, or offtake from the fire service.

Reporting requirements

All backflow prevention devices must be installed by a licensed plumber. Only a licensed plumber with backflow prevention accreditation may commission and test the device. Registered Break Tanks and Registered Air Gaps must be installed and certified by a licensed plumber.

Customers are responsible for the installation, maintenance and annual testing of all backflow prevention devices in accordance with AS/NZS 3500:1 and ensuring that the associated documentation (Backflow Prevention Application, Inspection and Maintenance Report) and any prescribed fee is forwarded to Coonamble Shire Council.

The customer's licensed and backflow accredited plumber is responsible for completing the Backflow Prevention Application (required on installation of the device) and the Backflow Prevention Device Inspection and Maintenance Report (required on commissioning or testing the device).

The device installation and commissioning test must be registered with Coonamble Shire Council within five (5) working days of completion of the work.

Customers are also responsible for the provision of zone and individual backflow protection from hazards within their property as specified in AS/NZS 3500:1.

Performance Monitoring

Council will establish a record system of all testable backflow prevention devices including the devices details, location, test records and dates for annual testing. Council will carry out audits of backflow prevention device installations with an emphasis on:

- Confirming the hazard rating for particular properties.
- Ensuring devices are accessible and clear of ponding, vegetation or debris.
- Checking for leaks.
- Ensuring that testable devices are maintained in a satisfactory operating condition.
- Ensuring that there have been no alterations to the plumbing at the premises and that the backflow prevention device has not been tampered with.

LEGISLATIVE OBLIGATIONS

All customers must comply with the requirements of the Plumbing Code of Australia and AS/NZS 3500:1. All customers with a water connection must assess the potential hazard and shall install appropriate backflow prevention at the boundary for containment purposes. The installation of a backflow prevention containment device is necessary to ensure the public water supply system is protected from backflow of contaminants.

Enforcement

Council may enforce compliance with the Policy by exercising any or all of the following:

- Impose a fee or charge under the *Local Government Act, 1993*.
- Issue an order under the *Local Government Act, 1993*.
- Carry out the work and charge the customer.
- Disconnect the property from Council's potable water supply if the property owner does not comply with the provision of the Policy in respect to backflow prevention.
- Install a water restrictor on the water connection in the case on non-payment of water accounts. The restrictor will be removed upon payment of all accounts.
- Deny supply to a new or existing customer in cases where, in the opinion of the Executive Leader Infrastructure there is a risk of contamination of the water supply, the risk of harming the health of a person or risk of damage to property.

DEFINITIONS

Backflow – Backflow is defined as the flow in the direction contrary to the normal or intended direction of flow or the unintended flow of water from a potentially polluted source into a potable water supply system.

Backflow Prevention Device - Backflow Prevention Device is a mechanical device that will prevent the reverse flow of water from a potentially polluted source into the potable water supply system.

Connection - Connections are all connections to a Coonamble Shire Council water main, including those from customers' premises or from standpipes.

Containment Protection - Containment protection is defined as the installation of a backflow prevention device on the water service at the property boundary, to prevent backflow from within the property entering the potable water supply system.

Cross Connection – A cross connection is defined as any connection or arrangement between the potable water supply system connected to the water main or any fixture, which may under certain conditions enable non-drinking water or other substances to enter the potable water supply system.

Decentralized wastewater treatment system - Is a privately owned, non-potable water supply system, including treated greywater.

Fire drencher sprinkler system – Is a heat activated fire suppression system, which sprays water on the outside surface of a building or structure, to prevent the spread of fire from an adjacent building or structure.

Fire Service - A Fire Service is a water service dedicated only to service fire hydrants, fire hose reels, fire service fitting, including water storages, installed, and used solely for firefighting in and around a building or property, and testing. Under certain conditions part of a fire sprinkler system may be included. A fire service that can be used for other purposes is deemed to be a water service.

High Hazard (ASNZS 3500.1.4.3) - Any condition, device or practice, which in connection with the water supply system has the potential to cause death.

Low Hazard (ASNZS 3500.1.4.3) - Any condition, device or practice that, in connection with the drinking water supply system, constitutes a nuisance but does not endanger health or cause injury.

Medium Hazard (ASNZS 3500.1.4.3) - Any condition, device or practice, which in connection with the water supply system could endanger health.

Water Meter - A water meter is an apparatus, or appliance, for measuring and recording the volume of water passing the meter location. The "dial" on a meter is called a register and so the volume of water recorded through a meter is also called the registration.

Water Service - A water service is that part of the cold potable water supply pipeline from the water main to and including the water meter and backflow prevention assembly.

Title: Backflow and Cross Connection Policy		
Department: Infrastructure		
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Hein Basson General Manager		

10.20 DRAFT DROUGHT MANAGEMENT PLAN**File Number:** W1-15**Author:** Daniel Noble-Executive Leader - Infrastructure**Authoriser:** Hein Basson, General Manager**Annexures:** 1. Draft Drought Management Plan**PURPOSE**

The purpose of this report is to seek Councillor's endorsement to publicly exhibit the draft Drought Management Plan (DMP) for 28 days.

In addition, it is recommended that if no legitimate submissions are received after the closure of the exhibition period that the draft plan be adopted.

EXECUTIVE SUMMARY

The draft DMP has been developed to provide a framework to assist staff and our customers in the management of the water supply, during future droughts.

The Plan has been developed in accordance with the checklist provided in NSW Government Best-Practice Management of Water Supply and Sewerage Guidelines.

The DMP is an essential requirement for Council's Integrated Water Cycle Management Strategy (IWCM) which is currently in development.

Once completed, the IWCM will enable Council to apply for grant funding as well as assist Council in its strategic management of its water and sewerage assets. Specifically, this is achieved by delivering a 30-year asset management plan (AMP), which can then inform the Long-Term Financial Plan (LTFP), thereby providing Councillors and the community with a more accurate forecast of the cost-of-service provision.

BACKGROUND

Drought is a recurrent and regular feature of the Australian environment. Drought is defined in Australia by rainfall levels over a period of three (3) months that are within the lowest 10th percentile for that region (Bureau of Meteorology).

Australia has faced two (2) major droughts in the 20th century, the Millennium Drought which peaked from 2001-2009 and another from late 2016 to late 2019.

During a drought, treated water is used more regularly for gardens and similar purposes which would otherwise receive water from rain. Therefore, the major implication of drought to the Coonamble Shire Region is the potential for demands on the water treatment plant that are above its working capacity.

For this reason, the demand on the water treatment plant has been set as a trigger for different levels of water restrictions in Coonamble.

For the town of Gulargambone, the water supply is constrained by the rate at which the pumps can extract water from the low yield bores.

Quambone has basic chlorine water treatment and a small population and as such it has not be included in the drought triggers.

Engagement with the community is critical to ensuring that a drought management plan is implemented effectively. Effective engagement increases the likelihood of community acceptance and the behavioral changes required to reduce water demand.

It is recommended that the draft DMP be publicly exhibited for a period of 28 days enabling the Community to review the document and provide feedback.

As the Plan is an essential element of the Integrated Water Cycle Management Strategy (IWCM), it is further recommended that if no legitimate submissions are received during the exhibition period, the draft Plan be adopted.

The NSW Government Best-Practice Management of Water Supply and Sewerage Guidelines recommend that a water utilities' drought management plan be continually monitored for effectiveness during a drought, and comprehensively reviewed following drought events. As a result, there is no set review date nominated for the DMP.

(a) Relevance to Integrated Planning and Reporting Framework

The DMP is an essential requirement of Council's Integrated Water Cycle Management Strategy (IWCM). The IWCM fits into the Delivery Program, the Operational Plan, the Annual Report as well as informs asset management plans, the long-term financial plan (LTFFP) which in turn informs the Resourcing Strategy. The IWCM is a critical element of the Integrated Planning and Reporting (IP&R) Framework, and the DMP is a critical part of the IWCM.

(b) Financial Considerations

No financial modelling has been undertaken to demonstrate the benefit of implementing the DMP, however, Councillors should note that operational savings are expected to be made.

During Coonamble's peak demand periods the water treatment plant (WTP) runs at greater than its design capacity of 5.2ML/day. The result is an increase in staff overtime, increased power demand due to pumps running in on-peak periods, increased demand on plant, equipment, and chemicals as well as increased deterioration of water supply assets through overuse.

In addition to Council's savings, the reduced effectiveness of the water treatment plant (WTP) during these times has the potential to deteriorate customers' assets more quickly, namely evaporative air conditions, water heaters and internal plumbing as a result of the reduced effectiveness of hardness and iron removal.

COMMENTARY

It is proposed that the draft DMP be publicly exhibited for a period of 28 days. A copy of the draft DMP will be made available at the Customer Service Desk of Council's Administration Building as well as the libraries in Coonamble and Gulargambone and Quambone. The draft will also be made available on Council's website with advertising for same being placed in the local paper as well as advertised on Council's social media platforms.

(a) Governance/Policy Implications

Section 637 of the *Local Government Act 1993* reads as follows: "a person who wilfully or negligently wastes or misuses water from a public water supply or causes any such water to be wasted is guilty of an offence". The

maximum penalty which can apply is 20 penalty units. As per 1 July 2020, a penalty unit is valued at \$222 per unit.

Consumers who are identified breaching water restrictions in place may have their supply cut off or restricted by Council in accordance with Clause 144 of the Local Government (General) Regulation 2005.

During drought, the plan will be overseen by the Drought Management Team with the implementation of this DMP to be the responsibility of the Drought Incident Manager.

Councillors should note that staff intend to work with customers, through the provision of information and warnings, well in advance of enforcement.

It is also notable that Council is a customer of the water supply utility and will also have to comply the restrictions nominated in the DMP.

(b) Legal Implications

Council delivers water under the provisions of the NSW *Local Government Act 1993* with some aspects of the business carried out under the provisions of the NSW *Water Management Act 2000*.

Council is authorized to restrict water supply (i.e. by public notice published in a newspaper circulating within the LGA) under the Local Government (General) Regulation 2005.

(c) Social Implications

The DMP recognises the need for Community engagement and education in advance of drought events. Specific customers that have been identified that may require individual updates during the implementation restrictions are identified and include (but not limited to) the Multi-Purpose Health Service, the Golf Club and the Showground.

(d) Environmental Implications

The DMP recognises the recurrence and regularity of drought in Australia, and its impact on the environment. Whilst the Great Artesian Basin is accepted as a significant resource, the expenditure of other natural resources that are utilised in the construction, maintenance and operation of a water reticulation are not.

Hence the implementation of a DMP, better utilisation of existing assets and responsibly managing operational costs (such as electricity) have positive environmental implications.

(e) Economic/Asset Management Implications

The Integrated Water Cycle Management Strategy will provide, as a tangible deliverable, a 30-year asset management plan (AMP). This AMP will be utilised in the preparation of the Delivery Program as well as inform the long-term financial plan (LTFFP) enabling Council to more efficiently and responsibly manage its finances. The DMP is required to be adopted to complete the IWCM.

(f) Risk Implications

The draft DMP has been informed by a recent water security scoping study undertaken by DP8 (2020), to evaluate future risk to the water supply and also gather general information on the water network. The lack of an Integrated Water Cycle Management Strategy has been identified as a risk to Council, specifically in its ability to secure future grants. As a result, the implementation of a DMP is expected to assist in mitigating this risk.

CONCLUSION

The draft Plan has been developed to provide a framework to assist in handling future droughts by both Council Staff and the public. Best-Practice Guidelines and data have been relied upon in development of the draft plan.

It is recommended that the draft Drought Management Plan be publicly exhibited for a period of 28 days enabling the Community to review the document and provide feedback.

It is further recommended that, if no legitimate submissions are received during the exhibition period, the draft plan be adopted for the reasons outlined in the report.

RECOMMENDATION

- 1. That Council places the draft Drought Management Plan 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, in the event of any submissions being received, the Executive Leader Infrastructure presents a further report, together with the contents of those submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Drought Management Plan (with or without changes) at its February 2022 Ordinary Meeting – noting that due to complying with the 28 day exhibition period, it will be impossible for the Plan with submissions to be presented at the November 2021 Ordinary Council Meeting.**
- 3. That, in the event of no submissions being received within the prescribed 28 days, Council formally adopts the Drought Management Plan without any changes as a policy document of Council.**



COONAMBLE
SHIRE COUNCIL

DROUGHT
MANAGEMENT
PLAN

2021-2022

Executive summary

Context

This plan has been developed to provide a framework to assist in handling future droughts by both Council Staff and the public.

This plan has been developed in accordance with the checklist provided in NSW Government Best-Practice Management of Water Supply and Sewerage (2007) (Included in Appendix A).

Objectives

The overall objective of this drought management plan is to ensure that at all times a basic water supply is available to all users.

Additionally, this plan also aims to:

- Allow for a timely and consistent response to future droughts.
- Identify groups that have different water requirements and ensure that these customers are considered. The most notable example is the hospital.
- Outline methods for issuing drought information and education.
- Provide information regarding current water supply schemes.

Drought Preparation

General Monitoring

A large part of drought preparation is ensuring water demand is accurately and consistently monitored.

It is most important to ensure the Water Treatment Plant output is always recorded as this will be the main indicator of the demand.

Monitoring is essential to predicting the impacts of drought. In the town of Coonamble, the main issue with drought is the increased pressure placed upon the Water Treatment Plant. By monitoring data consistently, the Coonamble Shire Council can determine whether the Drought Triggers require amendments.

Drought Monitoring

In accordance with the Best-Practice Management of Water Supply and Sewerage Guidelines (2007), during a declared drought the following monitoring must be done:

- Daily Monitoring of demands.
- Daily Monitoring of bores.
- Monitoring impact of restrictions on consumption.

- Monitoring the electrical conductivity, alkalinity, and algae levels in the water sources.

Daily drought monitoring is crucial, as it will allow for the drought management plan to be evaluated and adjusted for future droughts.

Drought Activation Plan

Drought Triggers

The drought management plan includes 5 different levels of restrictions. The level of restriction in place is based on certain demand events occurring at the Coonamble Water Treatment Plant known as triggers.

Level	Trigger when:	Relax when:
1 Low	Permanent	Never
2 Medium	a) Demand on water treatment plant is >90% of capacity (4.7 ML) for 2 consecutive days.	a) Demand on water treatment plant is <85% of capacity for 7 consecutive days
3 High	a) Declaration of drought over LGA b) Demand on water treatment plant is >90% of capacity (4.7 ML) for 7 days	a) Drought declaration lifted b) Demand on water treatment plant is <85% of capacity for 7 days
4 Very High	a) Demand on water treatment plant is >100% of capacity (5.2 ML) for 2 days	Demand on water treatment plant is <90% of capacity for 7 days
5 Extreme	a) Demand on water treatment plant is >110% of capacity (>5.2 ML) for 2 days	Demand on water treatment plant is <90% of capacity for 7 days

Water Supply Systems

Water Supply System	Population Served	Average Demand (kL/day)	Raw Water Source	Current Problems
Coonamble	2750	3000 kL/day 4400 kL/day January Average 1500 kL/day July Average Plant Capacity: 5200 kL/day	Groundwater from 3 bores	During hot weather and drought, the capacity of the water treatment plant is not sufficient to provide the high level of demand
Gulargambone	591			
Quambone	166			

DRAFT

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DRAFT

1 Introduction

1.1 Context

This plan has been developed to provide a framework to assist in handling future droughts by both Council Staff and the public.

Most of the information in this report has been gathered from a recent (2020) water security scoping study. Council used consultants DP8 to evaluate future risk to the water supply and also gather general information on the water network.

This plan has been developed in accordance with the checklist provided in NSW Government Best-Practice Management of Water Supply and Sewerage (2007).

1.2 Objectives of the Drought Management Plan

The overall objective of this Drought Management Plan (DMP) is to ensure that at all times a basic water supply is available to all users.

Additionally, this plan also aims to:

- Allow for a timely and consistent response to future droughts.
- Identify customers that have different water requirements.
- Outline methods for issuing drought information and education.
- Provide information regarding current water supply schemes.

1.3 Background

Coonamble Shire is situated on the central-western plains of New South Wales along the Castlereagh Highway approximately 165km north of Dubbo and 6 hours from Sydney. Coonamble is the commercial and social hub of the district with strong agricultural and livestock industries. It has excellent facilities and services and a close connection to the vibrant towns of Gulargambone and Quambone as well as the local farming community. These communities comprise the Coonamble Shire and have a combined population of approximately 4,000.

1.4 History of Past Droughts

1.4.1 Past Droughts

Drought is a recurrent and regular feature of the Australian environment. Drought is defined in Australia by rainfall levels over a period of three months that are within the lowest 10th percentile for that region (Bureau of Meteorology, n.d). Australia has faced two major droughts in the 20th century, the Millennium Drought which peaked from 2001-2009 and another from late 2016 to late 2019.

1.4.2 Previous Drought Restrictions

- January 2019 - Fixed hoses and sprinklers are to be used only between 8:00pm and 8:00am.

- 1ST of November 2019 - Fixed hoses and sprinklers to be used only between 7:00pm and 7:00am.

2 Drought Strategy Plan

2.1 Drought Preparation

2.1.1 General Monitoring

A large part of drought preparation is ensuring monitoring of water use is accurate and consistent. It is most important to ensure the water treatment plant output is always recorded as this will be the main indicator of the level of demand.

Data will be used to determine future drought management plans. The data used for this plan has been included in Chapter 4.

2.1.2 Drought Monitoring

In accordance with the Best-Practice Management of Water Supply and Sewerage Guidelines (2007), during a declared drought the following monitoring must be done:

- Daily Monitoring of demands.
- Daily Monitoring of bores.
- Monitoring impact of restrictions on consumption.
- Monitoring the electrical conductivity, alkalinity and algae levels in the water sources.

Daily drought monitoring is crucial, as it will allow for the drought management plan to be evaluated and adjusted for future droughts.

2.2 Drought Activation Plan

2.2.1 Triggers

Triggers are the events which activate different stages of the drought strategy plan. The Triggers listed in the following sections are specific to the Coonamble Shire as they are based on the water supply for the region.

During a drought, treated water is used more regularly for gardens and similar purposes which would otherwise receive water from rain. Therefore, the major implication of drought to the Coonamble Shire Region is the potential for demands on the water treatment plant that are above its working capacity. For this reason, the demand on the water treatment plant has been set as a trigger for different levels of water restrictions.

For the town of Gulargambone, the water supply is constrained by the rate at which the pumps can extract water from the low yield bores.

Quambone only has basic chlorine water treatment and a small population; as such it will not be included in the drought triggers.

Coonamble Shire Council may introduce drought restrictions for the entire region based on the Coonamble Water Treatment Plant Triggers or introduce restrictions exclusively for Gulargambone using the triggers related to the Gulargambone Water Supply Scheme.

Table 2.2.1 Coonamble Water Treatment Plant - Drought Activation Plan Triggers

Level	Trigger when:	Relax when:
1 Low	Permanent	Never
2 Medium	b) Demand on water treatment plant is >90% of capacity (4.7 ML) for 2 consecutive days	b) Demand on water treatment plant is <85% of capacity for 7 consecutive days
3 High	c) Declaration of drought over LGA d) Demand on water treatment plant is >90% of capacity (4.7 ML) for 7 days	c) Drought declaration lifted d) Demand on water treatment plant is <85% of capacity for 7 days
4 Very High	b) Demand on water treatment plant is >100% of capacity (5.2 ML) for 2 days	Demand on water treatment plant is <90% of capacity for 7 days
5 Extreme	b) Demand on water treatment plant is >110% of capacity (>5.2 ML) for 2 days	Demand on water treatment plant is <90% of capacity for 7 days

Table 2.2.2 Gulargambone Water Supply Scheme - Drought Activation Plan Triggers

Level	Trigger when:	Relax when:
1 Low	Permanent	Never
2 Medium	c) Demand is >90% of pump capacity for 2 consecutive days.	c) Demand on water treatment plant is <85% of capacity for 7 consecutive days
3 High	e) Declaration of drought over LGA f) Demand is >90% of pump capacity (4.7 ML) for 7 days	e) Drought declaration lifted f) Demand on water treatment plant is <85% of capacity for 7 days
4 Very High	c) Demand is >100% of pump capacity for 2 days	Demand on water treatment plant is <90% of capacity for 7 days
5 Extreme	c) Demand on water treatment plant is >110% of pump capacity for 2 days	Demand on water treatment plant is <90% of capacity for 7 days

Table 2.2.2 Water Restrictions – Residential

Residential Activity	1 Low	2 Medium	3 High	4 Very High	5 Extreme
Lawns and Gardens	No restriction	Recommendation to water garden only between 7 pm and 7am	Watering garden only between 7 pm and 7 am	Handheld hoses only between 7 pm in 7 am	Bucket watering only between 7 am and 7 pm
Washing of buildings, footpaths, driveways etc.	No restriction	Recommendation to only between 7 pm and 7am	Only between 7 pm and 7 am	Not at all	Not at all
Filling of Private Pools, spas etc.	No restriction	Pools not to be filled without Council approval. Top ups permitted.	Pools not to be filled without Council approval. Top ups permitted.	Pools not to be filled without Council approval. Top ups permitted.	Pools not to be filled or topped up with reticulated water. New pools not to be filled without approval.
Vehicle Washing	No restriction	Permitted any time by handheld or pressure washer	Bucket Washing only	Not at all	Not at all

Table 2.2.3 Water Restrictions – Commercial

Commercial Activity	1	2	3 High	4	5
Lawns and Gardens, including Racecourse, Bowling Club and Golf course	No restriction	Recommendation to water garden only between 7 pm and 7am	Watering garden only between 7 pm and 7 am	Recycled Water Only	Recycled Water only
Schools and Health Care Services	No restriction	Recommendation to water garden only between 7 pm and 7am	Watering garden only between 7 pm and 7 am	Handheld hoses only between 7 pm in 7 am	Bucket watering only between 7 am and 7 pm
Washing of buildings, footpaths, driveways etc.	No restriction	Recommendation to only between 7 pm and 7am	Only between 7 pm and 7 am	Recycled Water Only	Recycled Water only
Washing of new or used cars for sale	No restriction	Recommendation to wash vehicle between 7 pm and 7am	Washing of vehicles only between 7pm and 7am	Bucket Washing only	Bucket Washing only
Emergency Services	Exempt	Exempt	Exempt	Exempt	Exempt

Note. Emergency Services are exempt in all levels of Water Restrictions. If required, preference will be provided to accommodating firefighting requirements.

In the event that the emergency conditions last for more than 3 days, fire services will be directed to arrange alternate water source (e.g. water tankers) if appropriate.

Table 2.2.4 Water Restrictions – Council Parks and Gardens

Activity	Low	Medium	High	Very High	Extreme
Public Parks and Gardens	No restriction	Fixed Hoses and Sprinklers banned except for 6hrs/day	Fixed Hoses and Sprinklers banned except for 3hrs/day	Fixed Hoses and Sprinklers banned. Hand held hoses only	No watering at any time
Public Sports Grounds and Playing Fields	No restriction	Main Parks watered to be watered at night	Auto sprinklers 1hr/per line	Auto sprinklers 1hr/per line on every 2 nd night	No watering at any time

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2.3 Drought Management Team

It is critical to have a Drought Management Team (DMT) declared prior to a drought occurring. This will allow for a faster and coordinated approach to implementing the drought management plan.

The Drought Management Team is involved in setting restrictions for droughts which are level 2 and above.

Table 2.3.1 Drought Management Team

Role	Responsibilities
Chair Levels 2-3: Executive Leader - Infrastructure Levels 4-5: General Manager	<ul style="list-style-type: none"> • Coordinate the team • Communicate with the General Manager and Council • Communicate with relevant government agencies when required
Incident Manager Manager Water and Sewer	<ul style="list-style-type: none"> • Monitor and assess data • Provide an assessment of the situation • Brief the DMT Chair and GM • Allocate roles to team members • Prioritise tasks and develop response actions • Communicate with stakeholders, neighboring Councils, government agencies and major customers. • Hold regular team meetings • Monitor effectiveness of DMP and DMT • Post-incident, coordinate review of incident and update of DMT • Determine the completion of the response phase and commence recovery
Communication Manager Grants and Communications Officer	<ul style="list-style-type: none"> • Support the DMT Chair and Incident Manager with communication • Prepare communication material as appropriate • Prepare media statements for distribution in accordance with Council's Media Policy • Monitor and manage social networks communication
Administrative Support Executive Support Officer	<ul style="list-style-type: none"> • Record keeping • Progress reports for DMT members • Administrative support • Attend and minute meetings
Support Team As required	<ul style="list-style-type: none"> • Support the Incident Manager and Chair

2.4 Communication

2.4.1 Public Engagement

Engagement with the community is critical to ensuring that the drought management plan is implemented effectively. Effective engagement increases the likelihood of community acceptance and behavioral changes required to reduce water demand.

Coonamble Shire Council has the following tools available to update the public on the implementation of different stages of the drought management plan:

- Media releases.
- Council website or social media.
- Radio.
- Newspaper.
- Letter drops.
- Notice on water service bills.
- Town signs.
- Printed leaflets.

2.4.2 Information for the Public

The content of messages to the public needs to be carefully considered to ensure the drought management plan is effectively communicated.

It is important that the tone of all communication with the public be carefully considered. The tone should reflect that increases in restriction levels are not reflective of a lack of effort from community. The tone should reinforce that, restrictions are in place to mitigate the impacts of drought.

Messages should include:

- Update and explanation of current restriction level.
- Background information justifying current restrictions.
- Efforts by Coonamble Shire Council.
- Contact details for additional information.
- Contact details for special cases or exemptions.

2.4.3 Government Agency Consultation

The implementation of this drought management plan should coincide consultation with:

- DPI Water.
- EPA (in relation to reuse of recycled water from Sewer Treatment Plant).
- Water NSW.

2.4.4 Contact List

The following contact list includes:

- Government agencies that should be updated upon the implementation of this drought management plan.
- Media outlets which could update the public on restriction levels.
- Specific customers which might require individual updates on restrictions.

Organisation
DPI Water
EPA
Water NSW
Radio MTM FM 91.9
Radio 2WEB FM 91.1
Coonamble Times
Coonamble Multi-Purpose Health Service
Coonamble Golf Club
Coonamble Showground

2.5 Regulatory Framework

Coonamble Shire Council delivers water under the provisions of the NSW *Local Government Act 1993*.

Some aspects of the water business are carried out under the provisions of the NSW *Water Management Act 2000*.

Coonamble Shire Council is authorized to restrict water supply (i.e. by public notice published in a newspaper circulating within the LGA) under the *Local Government (General) Regulation 2005*.

The *Local Government Act 1993* Section 637 reads: "a person who willfully or negligently wastes or misuses water from a public water supply or causes any such water to be wasted is guilty of an offence". The maximum penalty which can apply is:

- Maximum penalty: 20 penalty units.
- Current (as per 1 July 2020) penalty unit: \$ \$222.

Consumers who are identified breaching water restrictions in place may have their supply cut off or restricted by Council in accordance with Clause 144 of the *Local Government (General) Regulation 2005*.

This plan is administered by the Coonamble Shire Council. During drought, this plan will be over seen by the Drought Management Team (Section 2.3). The implementation of this Drought Management Plan will be the responsibility of the Drought Incident Manager.

3. Water Supply Scheme

3.1 Existing Water Supply Schemes

Coonamble, Gulargambone and Quambone are all served by their own centralised water supply systems that use groundwater bores as the sole source of water. Mains water in Coonamble Shire was introduced in the 1950s.

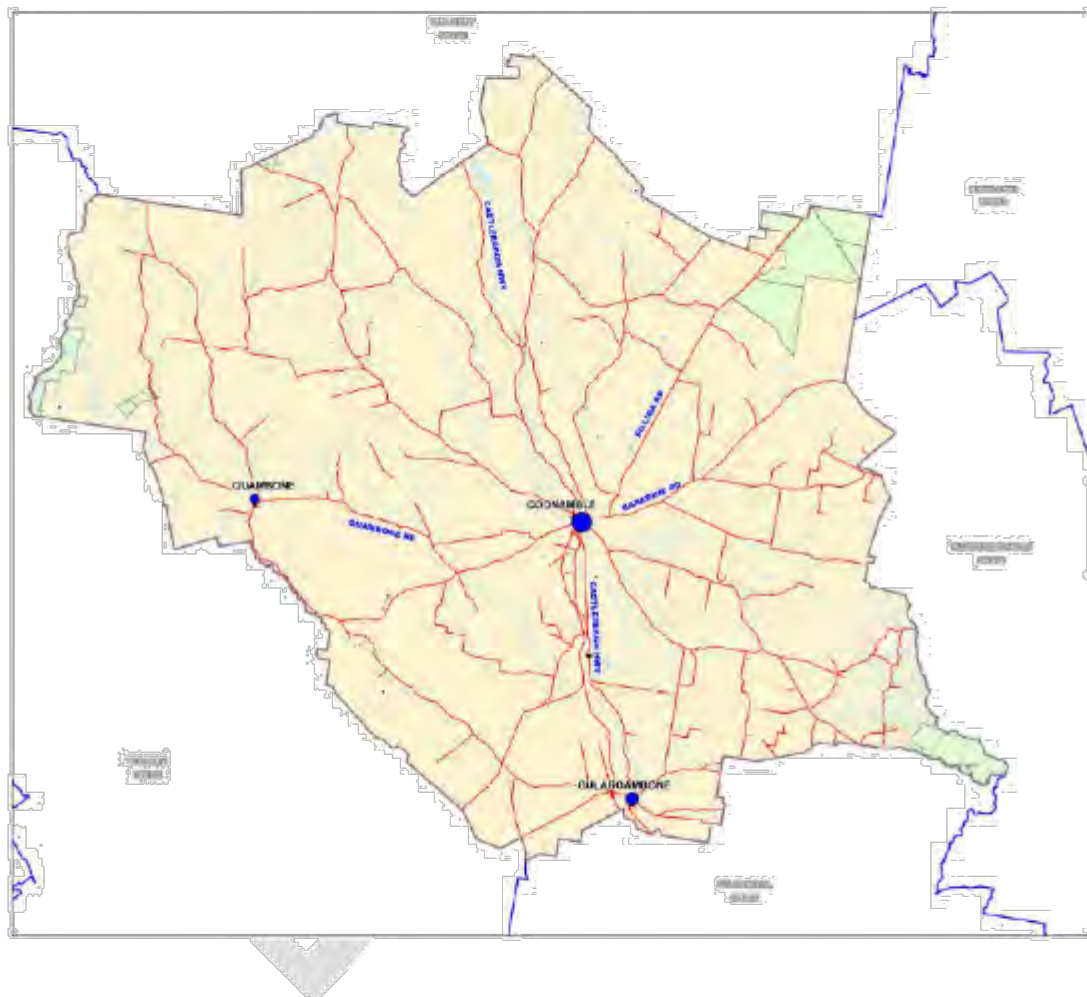


Figure 3.1.1 Map of Coonamble Shire

3.2 Bore Information

Currently, Coonamble is serviced by a water treatment plant (built in 2013) designed to reduce levels of hardness and iron in the water. This treatment plant is currently supplied by three bores. However, generally only Bores #4 and #5 are used, and #3 acts as a backup. Details for these bores are in the table below.

Table 3.2.1 Bore information and 2019 performance

Bore Name	Date Complete	Depth (m)	Pumping Rate (2019) (L/s)
Coonamble #3	08/1949	670.3	23.9
Coonamble #4	05/1967	646.2	34
Coonamble #5	08/1990	600.0	42.0



Figure 3.2.2 Coonamble Bores, Bore #4 is on Yarran Street in the treatment plant and Bore #5 is near the Castlereagh Hwy

3.3 Water Treatment Process

A flow chart of the treatment process at the Yarran Street Water Treatment Plant has been included. A schematic of the plant has also been included.

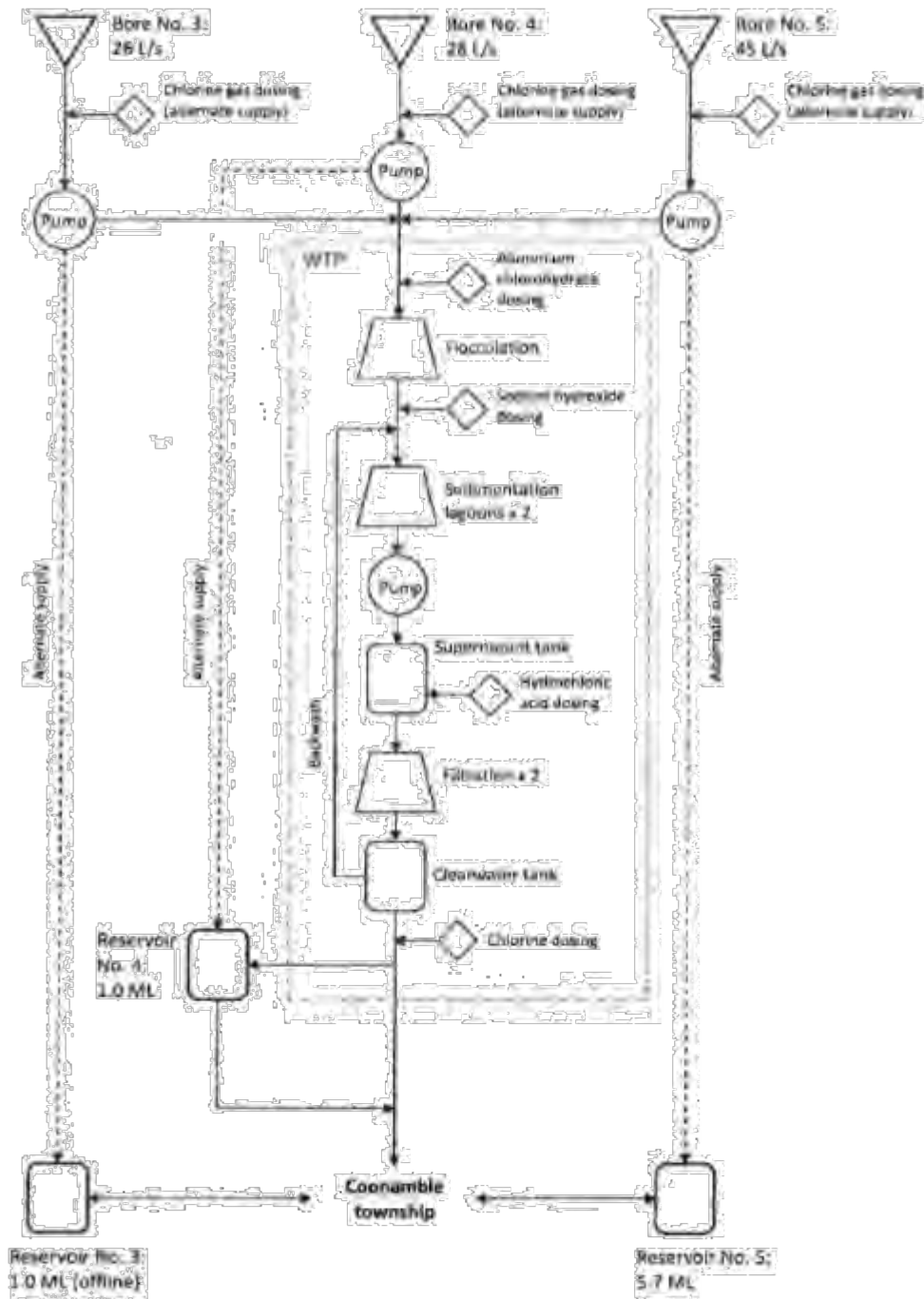


Figure 3.3.1 Flow chart for treatment and distribution of potable water in Coonamble

4 Water Demand

4.1 Water Pricing

A recent Water Security Scoping Study (DP8, 2020, pp. 39) determined the quantity of nonrevenue water as high. Nonrevenue water accounted for 33% of the water produced in Coonamble, 38% in Gulargambone and 28% in Quambone.

The Scoping Study recommended further analysis into determining the impacts of leakage, theft and usage by unmetered customers on the nonrevenue water.

Establishing and reducing causes (specifically theft and leakage) of nonrevenue water will be allow for the water demands of the LGA to be more accurately determined and ultimate reduce the demand on the Water Treatment Plant.

4.2 Water Users

The following statistics were submitted in the LWU Performance Monitoring and Reporting 2017-20.

Table 4.2.1 Population Statistics

Population Components	2017/18	2018/2019	2019/20
Permanent Population	3341	3341	3341
Peak population served	6676	6676	6676
Total EP	3507	3507	3507

Table 4.2.2 Water Business – Connected Properties Statistics

Connected Properties	2017/18	2018/19	2019/20
Service Connections	1751	1737	1808
Residential Assessments	1440	1542	1771
Non-residential assessments	210	212	208

4.3 Potable Water Demand

The recent Water Security Scoping Study provided a large amount of data relevant to the potable water demands of Coonamble.

Table 4.3.1 Coonamble Daily Potable Water Demands(1995-2008)

Long Term average daily demand	3 ML/day
Long term average January (maximum average demand)	4.4 ML/day
Long term average July (minimum average demand)	1.5 ML/day

The Scoping Study concluded that the daily water usage per person in Coonamble is significantly higher than that of the average Australian. It proposes that the high-water

consumption is due to larger-than-average leakage rates and extensive irrigation of sporting fields and gardens.

Coonamble average daily water usage per person	757 L/day/EP
Average Australian daily usage	200-300 L/day/EP

The following water Supply demand was gathered from an IWCM of Background information paper written in 2018.

Table 4.3.2 Water Supply Demands 2018

Average Annual demand	990 ML/a
Dry year unrestricted demand	1300 ML/a
Water license extraction limit	1200 ML/a
Bore capacity (4 & 5)	73 L/s
Peak day demand	5.64 ML/day
Sustainable Yield of Bores	Unknown
WTP Capacity	5.5 ML/day
Reservoir Capacity	6.7 ML

Additionally water demand was calculated during the LWU Performance Monitoring and Reporting 2017-20.

4.3.3 Water Business – Potable Water Demands

Potable Water Supplied	2017/18	2018/19	2019/20
Residential	1060.7	1129	508.4
Commercial	98.1	104	86.1
Public parks and gardens	49	52	31.4
Institutional (hospitals, schools etc.)	8	8	54.3
Unbilled authorised consumption	12.3	13.7	No Data

4.4 Non-Potable Water Demand

In addition to the potable water demand, there is also a non-potable water demand which is water supplied from the final lagoon of the Coonamble Sewage Treatment plant. It is intermittently used to water the racecourse and golf course.



Figure 4.4.1 Coonamble Non-potable water – STP Reuse Scheme

Average non-potable water use on days when it is being used during 2019, has been included below.

Table 4.4.1 Water Business – Recycled Water Demands

Reuse Scheme	2017/18	2018/19	2019/20
Non-Potable Water Supplied	47.5 ML	48.6 ML	37.4 ML
Average non-potable Water Demand per day in use	0.578 ML/day		
EPA License – Maximum Value per Day (ML)	1 ML/day		
Number of times EPA License has been exceeded 2017 onward	1		

Higher non-potable water uses before 2020, indicate the reuse scheme was utilized more during drought which ended in 2019.

The maximum volume of recycled water per day has also not been matched, meaning the reuse scheme could be utilized further in a future drought.

4.6 Significant Water Users

The most significant water users in town are (based on data from meter reads 2015 – 2020):

The Council’s Parks and Gardens Department which looks after the John Café sports field, Lions Park, Smith Park and Broome Park. They also maintain the Coonamble Swimming Pool which uses an average of 23.5 ML (2015-20) and the Coonamble Showground. In the 2017/18 and 2018/19 financial years, the Council’s Parks and Gardens department has used 49.3 ML and 52.3 ML respectively. Until the 2019 / 20 financial year, the Coonamble Showground was unmetered, and it is expected to be a significant component of the Council’s water use.

The Coonamble Racecourse uses an average of 10.7 ML in years when it is using potable water. From 2018 to 2020 they have used entirely recycled water from the Coonamble Sewage Treatment Plant reuse scheme.

The Coonamble District Hospital uses an average of 7 ML per year.

Table 4.6.1 Significant Water Users 2015-20

Property Name	15/16	16/17	17/18	18/19	19/20
Parks and Gardens Department (kL) ¹			49.3	52.3	
Coonamble Sports Ground (kL)	19631	7737	26894	28716	7355
Crown lease Racecourse (kL)	6747	8519	17090	0	0
Coonamble Showground	-	-	-	-	
Coonamble District Hospital (kL)	6843	2599	8501	11951	2463
Coonamble High School (kL)	3896	3699	3759	3442	1199
Water Treatment Plant (kL)	2423	6038	8852	11147	2091
Coonamble Swimming Pool (kL)	708	179	327	288	519

¹ Includes, potable water supplied to public parks and gardens, Coonamble Swimming Pool and Showground

4.7 Historic Water Demand

A graph of the total water consumption in Coonamble over the last 20 years has been included. The impact of the millennium drought is notable in the higher demand between the years of 2003-05. It is also worth noting the water consumption has been steadier from 2013 onwards, coinciding with the new water treatment plant which began operating in 2013.

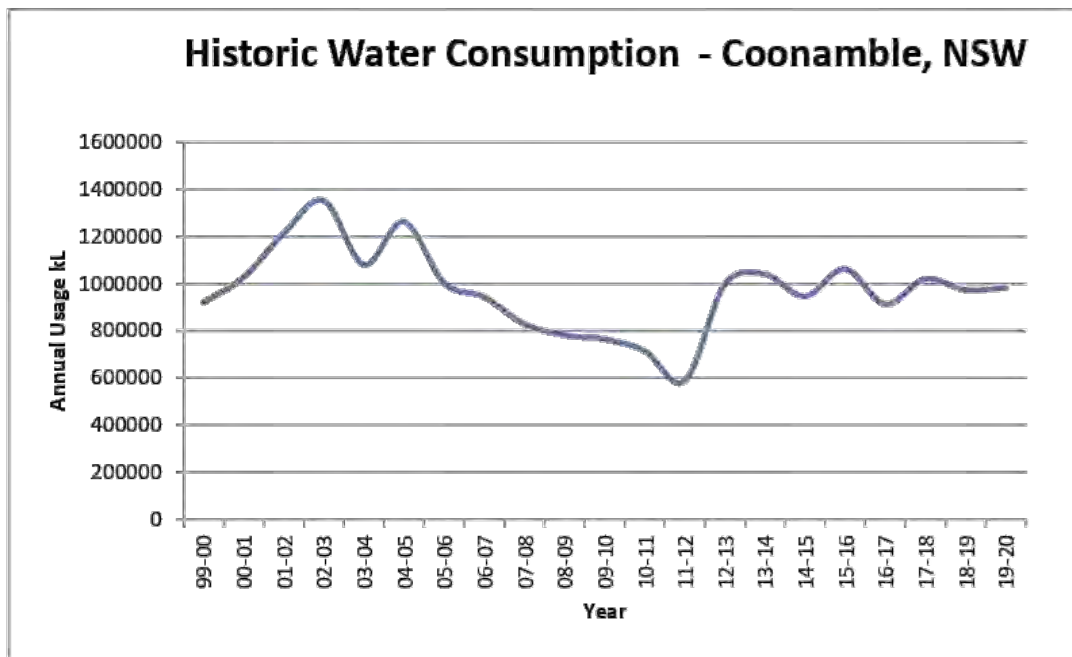


Figure 4.7.1 Annual water consumption in Coonamble from 2000-2020

5 Climate Data

The Climate Data in Figures 5.1.1 and 5.1.2 represent the average minimum and maximum temperatures as well as average monthly rainfall using data gathered at the Coonamble Airport for the period 1997-2020. The information was gathered from the Bureau of Meteorology (BOM, 2020).

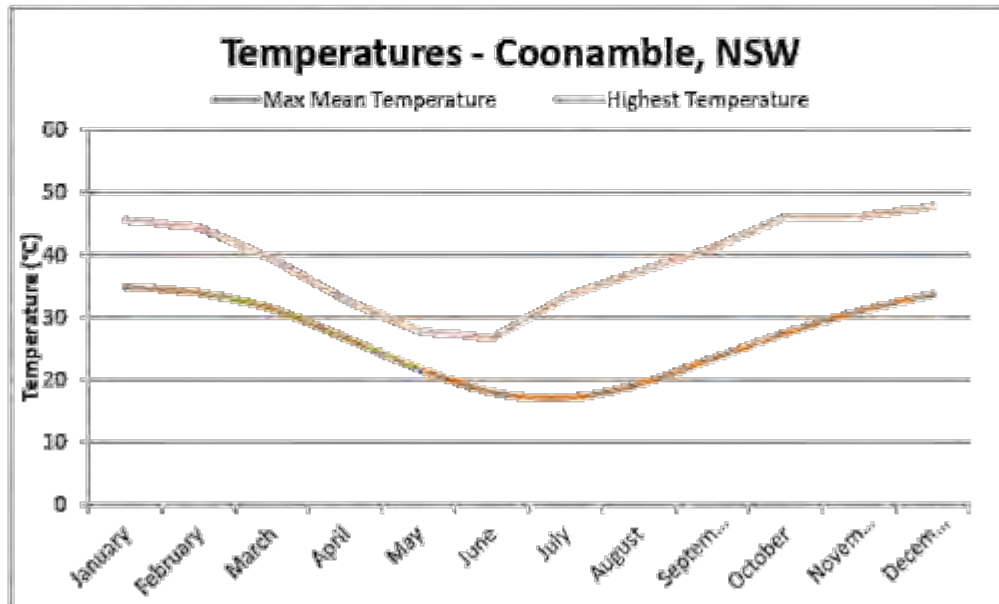


Figure 5.1.1 Average monthly minimum and maximum temperatures at Coonamble Airport

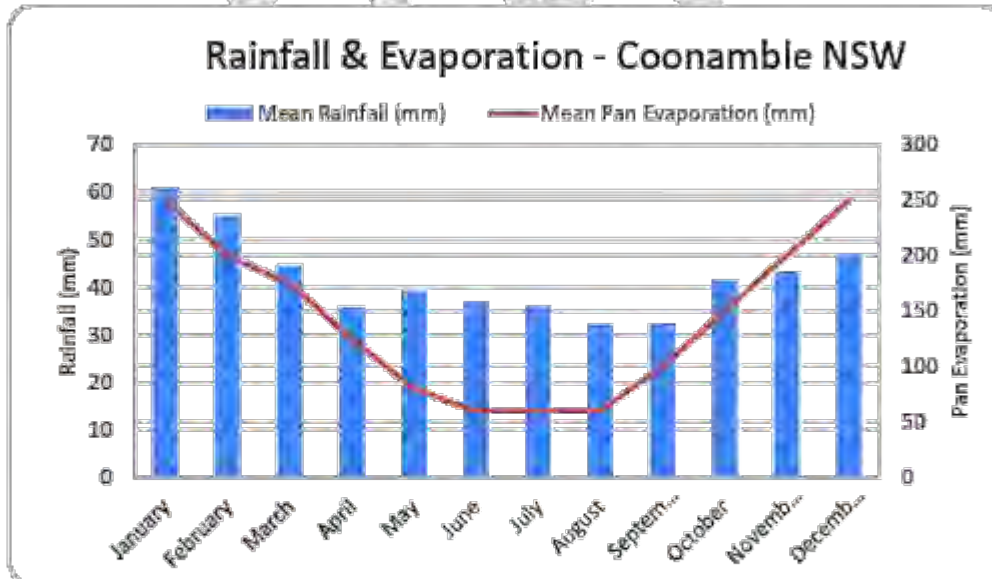


Figure 5.1.2 Average monthly rainfall at Coonamble Airport

References

Bureau of Meteorology. (n.d.). *Climate Glossary*. Accessed at :
<http://www.bom.gov.au/climate/glossary/drought.shtml>

Bureau of Meteorology. (2020), Accessed at:
http://www.bom.gov.au/climate/averages/tables/cw_051161.shtml

NSW Government, Department of Water and Energy. (2007). *Best-Practice Management of Water Supply and Sewerage*.

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Appendix A

NSW Government Best-Practice Management of Water Supply and Sewerage (2007) – Drought Management Checklist

Appendix D - Drought Management

Check List – August 2007

A comprehensive drought management plan details the demand and supply issues to be addressed during drought conditions and includes adoption of a schedule of trigger points for the timely implementation of appropriate water restrictions. Appropriate drought management planning will ensure that town water supplies with significant storage do not fail in times of drought.

Drought management planning includes documenting basic data on water demands, rainfall, evaporation, records of past droughts, the existing water supply system, and its water resources, and strategies to achieve the objective of having sufficient water to satisfy the basic needs of the community.

This check list is essentially a road map to assist LWUs to quickly implement sound drought management planning. LWUs should have a sound drought management plan in place and be ready to implement their plan when drought conditions arise.

Drought Management – Check List

Topic	Outcome Achieved
1. Executive Summary	<input type="checkbox"/> Covers all major issues, objectives, planning, strategies and monitoring for existing essential supplies of water to the service area(s). <input type="checkbox"/> Includes a summary of the drought management plan and an adopted schedule of trigger points for timely implementation of appropriate water restrictions.
2. Background	A. <input type="checkbox"/> Includes the existing water supply system(s) in the service area(s) and a locality map. B. <input type="checkbox"/> Includes history of past droughts. C. <input type="checkbox"/> Includes information on the impact of past droughts on water services, eg. restrictions, effect of restrictions on demands, any emergency sources identified, etc.
3. Objectives	A. <input type="checkbox"/> Identifies key objectives required to maintain a basic/restricted supply to all users. There is a need to consider social and environmental impacts. B. <input type="checkbox"/> Tailor strategies relevant to the service areas. C. <input type="checkbox"/> Endorse and implement a plan that minimises the risk of the community running out of water.

Drought Management – Check List

Topic	Outcome Achieved
4. Data	<ul style="list-style-type: none"> A. <input type="checkbox"/> Identification of all communities served by the LWU's reticulated water supply, those with private reticulated water services and those with no reticulated water services within the service area(s). B. <input type="checkbox"/> Identification of any properties, businesses, other LWUs etc. that may seek water in times of drought. C. <input type="checkbox"/> Identification of all water requirements. Identify the normal and minimum potable and non-potable water requirements. D. <input type="checkbox"/> Identify water dependent industry/businesses, any fire fighting requirements and opportunities for recycled water use. E. <input type="checkbox"/> Includes a description and plan of all water supply schemes in the service area(s). F. <input type="checkbox"/> Includes height/storage volume and height/surface area graphs for all water supply dams and weirs. G. <input type="checkbox"/> Historical performance of rivers, dams, weirs and bores in previous droughts. H. <input type="checkbox"/> Includes the average rainfall figures and evaporation rates.
<p>Note: All data to be specified on a daily basis.</p>	
5. Plan	<ul style="list-style-type: none"> A. <input type="checkbox"/> Demand management options. B. <input type="checkbox"/> Restriction strategies including means and methods for the enforcement of restrictions and the expected results of imposing restrictions. C. <input type="checkbox"/> Adopted schedule of trigger points for the timely implementation of appropriate water restrictions in order to minimise the risk of failure in times of drought. D. <input type="checkbox"/> Availability of alternative water sources (including estimated costs and times to implement). E. <input type="checkbox"/> Water cartage options. F. <input type="checkbox"/> Identify legislation, local laws and council policies affecting the contingency arrangements. G. <input type="checkbox"/> Links to water sharing plans/committees, water management plans/committees, irrigators, etc.

Best Practice Management of Water Supply and Sewerage Guidelines
Appendix D



Drought Management – Check List	
Topic	Outcome Achieved
	<ul style="list-style-type: none"> H. <input type="checkbox"/> Impact of extraction on downstream stakeholders. I. <input type="checkbox"/> Impact of reduced flows in watercourses. J. <input type="checkbox"/> Level of prediction and intervention. K. <input type="checkbox"/> Identify human resource requirements.
6. Monitoring During Drought	<ul style="list-style-type: none"> A. <input type="checkbox"/> Daily monitoring of demands. B. <input type="checkbox"/> Daily monitoring of water supply sources (dams, bores and streams). C. <input type="checkbox"/> Monitoring impact of restrictions on consumption D. <input type="checkbox"/> Monitoring the electrical conductivity, alkalinity and algae levels in the water sources.
7. Consultation	<ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive media strategy and public consultation. <input type="checkbox"/> Regular consultation with appropriate government agencies (DWE, DECC, NSW Health etc).
8. Operation of Drought Management Plan (DMP)	<ul style="list-style-type: none"> A. <input type="checkbox"/> DMP should discuss, analyse and identify any impact on other regions and localities ie. upstream, downstream or conjunctive water users. B. <input type="checkbox"/> DMP should demonstrate a sustainable strategy that considers all other stakeholders. C. <input type="checkbox"/> DMP documents an agreed procedure for progressive implementation of water restrictions.

REFERENCE

Drought Management Guidelines, NSW Local Government Water Directorate, December 2003.

For further information and assistance, please contact Stephen Palmer, Manager Planning on 8281 7331 or Stephen.Palmer@dwe.nsw.gov.au

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

Nil

12 CONFIDENTIAL MATTERS

Nil

13 CONCLUSION OF THE MEETING