



BUSINESS PAPER

Ordinary Council Meeting Wednesday, 9 February 2022

Date: Wednesday, 9 February 2022

Time: 10.00am

**Location: Shire Chamber
Coonamble**

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

**Hein Basson
General Manager**

Notice is hereby given that an Ordinary Meeting of Council will be held in the Shire Chamber, Coonamble on Wednesday, 9 February 2022 at 10.00am.

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1 OPENING MEETING

The meeting is being livestreamed and/or recorded for on-demand viewing via Council's website and a person's image and/or voice may be broadcast;

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 COMMUNITY CONSULTATION

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

5 DEPUTATION/DELEGATIONS

6 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 10 November 2021 and the Extraordinary Council Meeting of the Coonamble Shire Council held on Tuesday, 11 January 2022 be confirmed as a correct records of the proceedings of the meetings.



MINUTES

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

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

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

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

1 OPENING MEETING

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

- The meeting is being livestreamed and/or recorded for on-demand viewing via Council's website and a person's image and/or voice may be broadcast;
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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

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

3 COMMUNITY CONSULTATION

Nil.

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

APOLOGY

RESOLUTION 2021/226

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

That the apologies received from Cr Karen Churchill and Cr Robert Thomas be noted and approved.

CARRIED

5 DEPUTATION/DELEGATIONS

Nil.

6 CONFIRMATION OF MINUTES

RESOLUTION 2021/227

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 13 October 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 10.5 Economic Development & Growth – Progress Report regarding the Inland Rail Project and a potential farm-stay operation and Item 10.9 Environment and Strategic Planning Progress Report, as she had lodged submissions for both the Ralston Quarry and Single Quarry Development Applications. Cr Deans further stated that her farming business is involved with grain production, her property is potentially affected by the proposed route of the Inland Rail Project and is in the vicinity of the proposed quarry developments. Cr Deans also stated that she has a non-pecuniary conflict of interest regarding item 10.16 Draft Gates and Stock Grids Policy, stating she has gates and stock grids on her property and shares grids with neighbouring property owners.

8 MAYORAL MINUTE**MAYORAL MINUTE****RESOLUTION 2021/228**

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 2021/229**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

That Council notes the information in this report.

CARRIED

10.2 PROPOSED CLOSURE OF OFFICE - CHRISTMAS/NEW YEAR**RESOLUTION 2021/230**

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

- 1. That Council closes its administrative office, libraries, Service NSW agency, the Visitor Information & Exhibition Centre, Council depots and quarry at close of business on Friday 24 December 2021 and re-open on Tuesday, 4 January 2022.**
- 2. That Council staff avail themselves of leave provisions for the annual festive period closedown on days not covered by public holiday provisions, namely the Wednesday, Thursday and Friday – 29, 30 and 31 December 2021.**

CARRIED

10.3 CODE OF CONDUCT COMPLAINTS - ANNUAL STATISTICS

RESOLUTION 2021/231

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

That Council notes the annual statistics in relation to Code of Conduct Complaints received relating to a Councillor or the General Manager for the reporting period 1 September 2020 to 31 August 2021 contained in this report.

CARRIED

10.4 MURRAY DARLING ASSOCIATION - DELEGATES REPORT

RESOLUTION 2021/232

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

That Council notes the contents of the October 2021 Murray Darling Association Delegate's Report, as attached to this report.

CARRIED

10.5 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT

RESOLUTION 2021/233

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

That Council notes the contents of this report.

CARRIED

10.6 UPDATED DRAFT PUBLIC ART POLICY**RESOLUTION 2021/234**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

1. That Council places the draft Public Art 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 Public Art Policy (with or without changes) at its February 2022 Ordinary Meeting.
3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the Public Art Policy without any changes as a policy of Council.

CARRIED

10.7 END OF TERM REPORT - STATE OF OUR SHIRE**RESOLUTION 2021/235**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

1. That Council endorses the contents of the End of Term Report: State of Our Shire.
2. That the Council notes that the End of Term Report: State of Our Shire will be formally presented at the second meeting of the newly elected Council.

CARRIED

10.8 COMMUNITY SERVICE PROGRESS REPORT**RESOLUTION 2021/236**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

That Council notes the information contained in this report.

CARRIED

10.9 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**RESOLUTION 2021/237**

Moved: Cr Bill Fisher
Seconded: Cr Pat Cullen

That Council notes the contents of this report.

CARRIED

10.10 SALEYARDS REPORT**RESOLUTION 2021/238**

Moved: Cr Pat Cullen
Seconded: Cr Bill Fisher

That Council notes the information provided in this report.

CARRIED

10.11 PRESENTATION OF FINANCIAL STATEMENTS AND AUDIT REPORTS FOR THE YEAR ENDED 30 JUNE 2021**RESOLUTION 2021/239**

Moved: Cr Barbara Deans
Seconded: Cr Pat Cullen

That Council notes the tabling of the presentation and tabling of its Auditors Report and Financial Reports for the year ended 30th June 2021.

CARRIED

10.12 QUARTERLY BUDGET REVIEW - SEPTEMBER 2021**RESOLUTION 2021/240**

Moved: Cr Bill Fisher
Seconded: Cr Barbara Deans

- 1. That Council approves the variations to votes as listed in the budget review documents distributed under separate cover.**
- 2. That Council notes, in the opinion of the Responsible Accounting Officer based on the information as presented in the September Budget review; that Council will be in a satisfactory financial position as at 30 June 2022.**
- 3. That Council notes the position of Council's estimated restricted (reserve) funds as at 30 September 2021.**

CARRIED

10.13 STATUS OF INVESTMENTS - OCTOBER 2021

RESOLUTION 2021/241

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

That Council notes the list of investments as at 31 October 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

10.14 RATES AND CHARGES COLLECTIONS - OCTOBER 2021

RESOLUTION 2021/242

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

That Council notes the information provided in the report.

CARRIED

10.15 URBAN SERVICES - WORKS IN PROGRESS

RESOLUTION 2021/243

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

That Council notes the information in this report.

CARRIED

10.16 DRAFT GATES AND STOCK GRIDS POLICY

RESOLUTION 2021/244

Moved: Cr Barbara Deans
Seconded: Cr Pat Cullen

- 1. That Council places the draft Gates and Stock Grids on Public Roads 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 Gates and Stock Grids on Public Roads Policy (with or without changes) at its February 2022 Ordinary Meeting.
- 3. That, in the event of no submissions being received within the prescribed number of 42 days, Council formally adopts the Gates and Stock Grids on Public Roads Policy without any changes as a policy of Council.

CARRIED

10.17 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS

RESOLUTION 2021/245

Moved: Cr Barbara Deans
Seconded: Cr Pat Cullen

That Council notes the information in this report.

CARRIED

11 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS

Nil

12 CONFIDENTIAL MATTERS

Nil

13 CONCLUSION OF THE MEETING

The Meeting closed at 11.45am.

The minutes of this meeting were confirmed at the Council Meeting held on 11 January 2022.

.....
CHAIRPERSON



MINUTES

**Extraordinary Council Meeting
Tuesday, 11 January 2022**

**MINUTES OF COONAMBLE SHIRE COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE SHIRE CHAMBER, COONAMBLE
ON TUESDAY, 11 JANUARY 2022 AT 10.00 AM**

PRESENT: Cr Tim Horan (Mayor); Cr Karen Churchill (Deputy Mayor); Cr Adam Cohen, Cr Pat Cullen, Cr Barbara Deans, Cr Bill Fisher, Cr Ahmad Karanouh, Cr Terence Lees, Cr Brian Sommerville.

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

1 OPENING MEETING

The General Manager opened the meeting at 10.00 am, advising the attendees of the following:

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RESOLUTION 2022/1

Moved: Cr Tim Horan

Seconded: Cr Barbara Deans

That the General Manager acts in the role of Chairperson of the Meeting until the election of the Mayor.

CARRIED

2 ACKNOWLEDGEMENT OF COUNTRY

The General Manager read 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 DISCLOSURES OF CONFLICTS OF INTEREST

Cr Deans informed the meeting that she has a non-pecuniary conflict of interest regarding Item 7.12 End of Term Report, regarding the Inland Rail Project and a potential farm-stay operation. Cr Deans further stated that her farming business is involved with grain production, her property is potentially affected by the proposed route of the Inland Rail Project and is in the vicinity of the recently approved quarry developments.

7 REPORTS TO COUNCIL

7.1 OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS

RESOLUTION 2022/2

Moved: Cr Ahmad Karanouh

Seconded: Cr Karen Churchill

1. That each Councillor takes an oath or make an affirmation of office in the prescribed format commensurate with the provisions of Section 233A of the *Local Government Act 1993* (as amended) as the first item of business.
2. That each Councillor reads out loud the prescribed wording of the oath or affirmation of office in front of the General Manager and signs a statement containing this oath or affirmation of office for Council's records.

CARRIED

Each Councillor read the Oath/Affirmation of Office out loud and signed a statement containing this oath/affirmation in the presence of the General Manager in the following order:

1. Cr Tim Horan
2. Cr Brian Sommerville
3. Cr Bill Fisher
4. Cr Terence Lees
5. Cr Adam Cohen
6. Cr Barbara Deans
7. Cr Ahmad Karanouh
8. Cr Karen Churchill
9. Cr Pat Cullen

7.2 ELECTION PROCEDURES FOR THE ELECTION OF MAYOR AND DEPUTY MAYOR

RESOLUTION 2022/3

Moved: Cr Tim Horan

Seconded: Cr Bill Fisher

1. That Council resolves to continue the practice of electing a Deputy Mayor on an annually basis.
2. That Council resolves to use the ordinary ballot method for the election of both the positions of Mayor and Deputy Mayor.

CARRIED

7.3 ELECTION OF MAYOR FOR THE 2022/2023 MAYORAL TERM

RESOLUTION 2022/4

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

1. **That Council elects a Mayor for the 2022 / 23 Mayoral Term, noting that this term will end in September 2023.**
2. **That the General Manager advises Local Government NSW and the NSW Office of Local Government of the results of the Mayoral election.**

CARRIED

The General Manager, as Returning Officer, provided another opportunity for nominations for the position of Mayor to be brought forward.

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

1. Cr Tim Horan, moved by Cr Brian Sommerville and seconded by Cr Karen Churchill. Cr Horan has consented to the nomination.
2. Cr Ahmad Karanouh, moved by Cr Ahmad Karanouh and seconded by Cr Bill Fisher. Cr Karanouh has consented to the nomination.

Ballot papers were distributed, and the Returning Officer requested Councillors to write the first name of the candidate of their preference onto the ballot paper.

After the ballot papers have been counted by the Returning Officer and the Executive Leader Environment, Strategic Planning & Community, the Returning Officer made the following announcement:

“Cr Tim Horan has the higher number of votes (5/4) and I declare that Cr Tim Horan is elected as Mayor for the ensuing 2022/23 Mayoral Term. Congratulations Cr Horan.”

Mayor Tim Horan moved into the role of Chairperson.

7.4 ELECTION OF A DEPUTY MAYOR

RESOLUTION 2022/5

Moved: Cr Pat Cullen

Seconded: Cr Terence Lees

That Council elects a Deputy Mayor for a one-year term.

CARRIED

The Mayor provided opportunity for nominations for the position of Deputy Mayor.

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

1. Cr Karen Churchill, moved by Cr Brian Sommerville and seconded by Cr Ahmad Karanouh. Cr Churchill has consented to the nomination.
2. Cr Barbara Deans, moved by Cr Barbara Deans and seconded by Cr Bill Fisher. Cr Deans has consented to the nomination.

After the ballot papers have been counted by the Returning Officer and the Executive Leader Environment, Strategic Planning & Community, the Returning Officer made the following announcement:

“Cr Karen Churchill has the higher number of votes (5/4) and I declare that Cr Karen Churchill is elected as Deputy Mayor for the ensuing 12 month period. Congratulations Cr Churchill.”

At 10:38 am, Cr Brian Sommerville left the meeting.

At 10:40 am, Cr Brian Sommerville returned to the meeting.

7.5 USING COUNTBACKS TO FILL CASUAL VACANCIES

RESOLUTION 2022/6

Moved: Cr Karen Churchill
Seconded: Cr Terence Lees

That pursuant to section 291A(1)(b) of the *Local Government Act 1993* (the Act) Coonamble Shire Council declares that casual vacancies occurring in the office of a councillor within 18 months after the last ordinary election of councillors for the Council on 4 December 2021 are to be filled by a countback of votes cast at the election for the office in accordance with section 291A of the Act and directs the General Manager to notify the NSW Electoral Commissioner of the Council’s decision within seven (7) days of the decision.

CARRIED

7.6 DELEGATES TO COMMITTEES

RESOLUTION 2022/7

Moved: Cr Pat Cullen

Seconded: Cr Adam Cohen

1. That Council notes this report.
2. That Council nominates Councillors and staff as delegates to various committees until September 2022 as follows:

i) Councillor / Staff Committees of Council:

COMMITTEE	DELEGATE	STAFF
General Manager’s Recruitment and Selection Committee (As required)	All Councillors	Shortlisted Applicants
General Manager’s Performance Management Committee (Annually)	All Councillors to have input in the process, with the details of the actual review to be determined.	General Manager
Donations Committee (Frequency to be determined)	All Councillors	Executive Leader Corporate & Sustainability and/or General Manager
Saleyards Management Committee (Twice per year)	Cr Cullen / Cr Deans (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
Roads Committee (Incorporating Quarry) (Quarterly)	Mayor / Deputy Mayor / Cr Deans / Cr Fisher / Cr Karanouh plus four (4) road user representatives from the NE, NW, SE, and SW parts of the LGA	General Manager / Executive Leader Infrastructure / Manager Roads & Bridges / Quarry Supervisor (if and when required)
Youth Council	Mayor / Cr Cohen / Cr Lees / Cr Sommerville	Executive Leader Environment, Strategic Planning & Community
Local Traffic Committee (Quarterly)	Cr Karanouh (With Voting Rights) / (Alternate Cr Deans)	General Manager / Executive Leader Infrastructure

<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>ii)Outside Community Committees</p>		
<p>COMMITTEE</p>	<p>DELEGATE</p>	<p>STAFF</p>
<p>Bush Fire Management</p>	<p>Mayor / Cr Karanouh</p>	<p>Executive Leader Corporate & Sustainability and/or General Manager</p>
<p>Local Emergency Management</p>	<p>Cr Karanouh</p>	<p>Executive Leader Infrastructure</p>
<p>Outback Arts</p>	<p>Cr Deans (Alternate Cr Sommerville)</p>	<p>Manager Economic Development & Growth</p>
<p>Coonamble Together Partnership Group</p>	<p>Mayor / Cr Cohen</p>	<p>Executive Leader Environment, Strategic Planning & Community</p>
<p>North-Western Library Cooperative</p>	<p>Cr Churchill</p>	<p>Executive Leader Environment, Strategic Planning & Community</p>
<p>Castlereagh Macquarie Weeds County Council</p>	<p>Cr Fisher / Cr Cullen</p>	<p>Nil</p>
<p>Chamber of Commerce</p>	<p>Cr Sommerville</p>	<p>General Manager and/or Manager Economic Development & Growth</p>
<p>Quambone Resources</p>	<p>Cr Sommerville</p>	<p>Nil</p>

CARRIED

The above resolution had been adopted with the input of all Councillors and different Councillors proposing and supporting individual nominations and the abolishment of four (4) former committees (i.e. the Floodplain Risk Management Committee, Caravan Park Redevelopment Committee, Closed Circuit Television Committee, and Code of Conduct Review Panel).

7.7 FIXING OF DATES FOR COUNCIL MEETINGS UNTIL SEPTEMBER 2022**RESOLUTION 2022/8**

Moved: Cr Ahmad Karanouh

Seconded: Cr Bill Fisher

1. That Council fixes the dates and times for the February to September 2022 period for Ordinary Council Meetings and an Extra-Ordinary Meeting as follows:

Date	Location	Time
9 Feb 2022	Council Chamber – Council Admin Building	10.00a.m.
9 Mar 2022	Gulargambone – Memorial Hall	10.00a.m.
13 Apr 2022	Quambone – Community Hall	10.00a.m.
11 May 2022	Council Chamber – Council Admin Building	10.00a.m.
15 Jun 2022	Council Chamber – Council Admin Building	10.00a.m.
13 Jul 2022	Council Chamber – Council Admin Building	10.00a.m.
10 Aug 2022	Council Chamber – Council Admin Building	10.00a.m.
14 Sep 2022	Extra-Ordinary Meeting – Election of Deputy Mayor, Various Committee representatives, etc. Ordinary Meeting immediately following the Extraordinary Meeting. Council Chamber – Council Admin Building	10.00a.m.

2. That the General Manager communicates the dates and venues of Council Meetings for the February to September 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 website and in Council's column in the Coonamble Times.

CARRIED**MOTION**

Moved: Cr Karen Churchill

That the 13 April 2022 Council Meeting proposed to be held in Quambone be changed with the 11 May Council Meeting to be held in the Council Chambers.

For want of a seconder, the motion **LAPSED**

7.8 RETURNS DISCLOSING PECUNIARY INTEREST**RESOLUTION 2022/9**

Moved: Cr Bill Fisher
Seconded: Cr Brian Sommerville

That all newly elected Councillors provide duly completed primary disclosure of interest forms to the General Manager by the end of March 2022, for these returns to be publicly tabled at the April 2022 Council meeting.

CARRIED**7.9 RELATED PARTY DISCLOSURE POLICY****RESOLUTION 2022/10**

Moved: Cr Ahmad Karanouh
Seconded: Cr Bill Fisher

That all newly elected Councillors provide the General Manager with their duly completed “Related Party Disclosure by Key Management Personnel” forms by Friday, 21 January 2022.

CARRIED**7.10 FRAMEWORK OF PRIORITY ITEMS TO BE PURSUED BY COUNCIL****RESOLUTION 2022/11**

Moved: Cr Pat Cullen
Seconded: Cr Terence Lees

- 1. That Council notes the requirements of the NSW Office of Local Government pertaining to the Integrated Planning and Reporting Framework; specifically, the development of a Community Strategic Plan and Delivery Program by 30 June 2022, as is discussed in the body of the report.**
- 2. That Council further notes the other priority items that are due for its review and adoption, with their respective timeframes for completion, as are discussed in the body of the report.**

CARRIED

7.11 COUNCILLOR INDUCTION AND REFRESHER TRAINING

RESOLUTION 2022/12

Moved: Cr Bill Fisher
Seconded: Cr Pat Cullen

- 1. That Council notes the contents of this report.**
- 2. That the Mayor and Councillors make all reasonable efforts to participate in the Councillor Induction and Refresher Program Training as discussed in the body of the report and notify the General Manager of their interest in attending the sessions for catering purposes.**

CARRIED

7.12 END OF TERM REPORT - STATE OF OUR SHIRE

RESOLUTION 2022/13

Moved: Cr Terence Lees
Seconded: Cr Pat Cullen

- 1. That Council notes the contents of this report as well as the contents of the End of Term Report: State of Our Shire.**
- 2. That Council, acknowledging the short period of time available for the development of its suite of Integrated Planning and Reporting Framework documents and the current significantly shortened electoral term, provides the strategic direction for the Community Strategic Plan to be reviewed – using the State of Our Shire report, 2021/22 Delivery Program/Operational plan and the Community Services Satisfaction Survey as main foundational documents to inform Council’s community engagement processes.**
- 3. That Councillors note Monday, 7 February 2022 at 5.00pm has been allocated for purposes of holding a Councillor Workshop on the requirements and processes involved with the development of its suite of Integrated Planning and Reporting Framework documents; including the 10-year Community Strategic Plan, four-year Delivery program, annual Operational Plan and Annual Report, and associated Resourcing Strategy consisting of the Long-term Financial Plan, Workforce Management Strategy, and Asset Management Strategy and Plans.**

CARRIED

8 CONCLUSION OF THE MEETING

The Meeting closed at 11.30am.

The minutes of this meeting were confirmed at the Council held on 9 February 2022.

.....
CHAIRPERSON

7 DISCLOSURES OF CONFLICTS OF INTEREST

8 MAYORAL MINUTE

MAYORAL MINUTE

File Number: M 3
Author: Tim Horan-Mayor
Authoriser: Tim Horan, Mayor
Annexures: Nil

Welcome Councillors to the February 2021 meeting and again congratulations on your election. There is no doubt we have started the term at a busy time of the year for everyone including Council staff.

For my first Mayoral Minute I firstly wanted to take the opportunity to highlight a few matters that may assist Councillors, particularly the newly elected.

I will then mention a number of issues.

What is a Mayoral Minute?

As per the Code of Meeting Practice the Mayor, may by minute, put to the meeting without notice any matter or topic that is within the jurisdiction of the Council, or of which the Council has official knowledge.

The report will include an overview of the Mayor's month prior to the meeting.

A Mayoral Minute, when put to a meeting, takes precedence over all business on the Council's Agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of a Mayoral Minute without the motion being seconded.

A recommendation made in a Mayoral minute put by the Mayor is, so far as it is adopted by the Council, a resolution of the council.

A Mayoral Minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

If the motion will have a cost factor the report must detail where the matter will be funded from.

General Meeting Practices

The Code of Meeting Practice sets out the general rules and principles of a meeting of Council.

Each of you will receive a copy of the adopted code of meeting practice and during this report I will briefly talk about the code mostly about motions, amendments, questions, notice of business, business papers, debates and going into committee.

Covid

COVID-19 continues to impact all of us, both locally and globally. Although Coonamble remains on the front foot cases continue to grow. These figures are a stark reminder that we must remain vigilant and keep following the advice from the NSW Department of Health.

A huge thankyou to our health professionals and those community members who are doing the right thing to prevent the further spread of the virus. The Delta strain is highly transmissible. The latest news is of a new strain which is even more transmissible. which means we must do everything we can to protect ourselves and others.

State Emergency Service (SES)

Many years ago, the local SES shed was identified as a building unfit for purpose. For several years now a new SES shed has been on the agenda. To date there has been 3 building plans with the latest received in December. During discussion with local SES members, I am advised they do not consider the latest plan to be suitable for their local needs. They advise the previous plan before this one did meet their needs.

The Local SES are currently undergoing accreditation for road rescue to assist and back up the NSW Fire and Rescue. Having experience firsthand emergency services response locally, I cannot stress enough the importance of having skilled and available emergency services to respond to community needs particularly at times when two or more incidents occur at once.

Coonamble Shire has had its fair share of emergencies and disasters over the years, and I believe the new SES building should be commenced as a matter of urgency.

I have had discussions with Roy Butlers office, and they intend to make the building a priority and will be making representations to the Government and Minister for Emergency Services to remedy to building plans and have construction start urgently.

Whilst Council have committed funds to the project and will be the owner of the building Council should also be supporting the local volunteer members in achieving a building that will meet their needs.

MOTION 1:

1. That Council fully supports their local SES members in achieving a SES building that will meet their local needs and assist them in achieving rescue accreditation.
2. That Council support the Member for Barwon in his representations to the Government and Minister for Emergency Services to achieve the desired building as identified by the local SES members and that government funds are made available to complete the building.
3. That the desired building be approved under due process and construction begin as a matter of urgency.

Return and Earn

The new Return and Earn program have been operating in Coonamble since its introduction by the State Government. I have met with the current operators and understand the facility has outgrown its capacity. The service employs two casual staff and provides a cash injection for many struggling people and families along with less rubbish on the streets and roads is great for Coonamble Shire.

This service is not a money maker by any means and the one shipping container per week is filled very quickly and limits the operating hours. The operators are seeking to expand the service from having one shipping container to several and are seeking Council support to consider relocating some or all the facility. The operators also hope to install a facility at Gulargambone and Quambone.

I understand Vinnies were also keen to look at operating a facility but am advised the current contract will remain with the Bucking Bull Hotel.

There appears to be a high demand for the service and Council should be encouraging the use of the facility and any potential for growth.

MOTION 2:

That Council fully supports the Return and Earn program and authorise the General Manager to consult with the operators about expansion and where Council may assist and report back to Council.

Youth Services

For many years Council has supported both internal and external youth services and programs in Coonamble Shire. Over the past few years there has been a lot of discussion about the lack of adequate youth services and programs in our communities particularly Coonamble.

REDI currently operate the Youth Centre in Railway Street and Council provide a number of programs throughout the year. I consider a meeting with the relevant services should be held as a priority to ascertain exactly what services are available and how often and at what times.

MOTION 3:

That the General Manager organises a meeting with the relevant Youth Services providers in Coonamble Shire to ascertain the current provision of services and any potential for expanding services to Coonamble Shire.

Master Plan

The Master Plan was developed by the previous Council to provide some direction over the next 20 years. The Plan has created much conjecture within the community. The Plan covers many years, is a lengthy document and runs at an estimated 50 million dollars.

Whilst forward planning is very important, we also must understand that we have a number of other integrated planning processes that cover the short and medium term but importantly the term of this Council. Councillors are elected usually every four years and each of us believe we have something more to offer during the term.

As such, I firmly believe its each Councils indivial term and each Councillors right to be able to put forward projects and initiatives that they feel important at the time they are sitting on Council.

In saying that it, appears the Bore Bath and main Street are projects generally supported by all Councillors.

Given all of this, this Council should be given the opportunity to fully understand the Master plan, its impact on forward planning and the budget and subsequently I move the following.

MOTION 4

- 1 That the Main Street project and the Artesian Bore Bath project be removed from the Master Plan and treated as separate plans.
- 2 That the Master Plan be put on hold until this Council are given the appropriate time to understand and absorb the contents, the budget, funding, approval processes, ramifications, and general implementation.
- 3 That a decision be made in April 2022 as to the future of the Master Plan.

Bore Baths

The bore baths have also been on the agenda for many years and something I believe will be of benefit to the shire and the region. Although, the current concept plans and possible location is something the community is divided over.

With a new council recently elected an opportunity should be available to bring all councillors up to date with the planning of the facility including but not limited to the water allocation, site options and land acquisition, bore operations method i.e. free flowing or recycled, excess water use, costings and funding and management.

MOTION 5

1. That the General Manager provides a report to the Council on the planning of the facility including but not limited to the water allocation, site options and land acquisition, bore operations method i.e. free flowing or recycled, excess water use, costings and funding and management.
2. That the bore project be put on hold until the report by the General Manager is provided, and the Council make a decision on the future of the project.

Main Street

The General Manager (GM) will present a report to Council on the Main Street.

Economic Development

Whilst Councils have many views on Economic Development, I consider it to be a significant priority for Council's prosperity. The current Economic Development Officer (EDO) has resigned from the position, and the General Manager and I have had lengthy discussion about the role and its potential. I have asked the GM to take some time and consider the role and its future within Council to which he agrees and will provide a report to Council in due time.

MOTION 6

1. That the General Manager review the Economic Development function of Council and the vacant position of EDO and provide a report back to council as soon as possible
2. That the EDO role and vacancy be placed on hold until the report is received by Council with any recommendations.

Coonamble Weir

The Coonamble Weir is fantastic recreational facility and offers water activities for many locals. For many years the Weir has been managed by a local committee who should be very proud of the success of the facility.

Over the years there has been a lot of discussion about the ability of access by locals and tourists and those who are not members of the club. There is a lot of discussion about the weir being a community facility, yet it is mainly not assessable by all of the community all of the time with a closed gate.

An example was presented to me only this week where a disability care worker wanted to take clients to the weir for a BBQ and recreation but is finding it difficult to access.

Council needs to consider all options of the operations and access of the weir and facilities for the benefit of all the community and particularly now with the emphasis on tourism as the current arrangements do not align at all with tourism. Whether this be separate facilities or one main facility there must be better options for the benefit of all.

Councillor Deans has also raised with me some ideas on possible extension of the weir facility to have a wet land on the northern end which could include walking tracks. The idea has merit in that it could make better use of the controlled water and provide a further recreational area for locals and tourists.

An effort should also be made to improve the weir facilities such as the weir height and depth just to mention two with a new priority on the weir being one of Coonamble Shire main attractions.

MOTION 7

That the General Manager commences discussions with the Weir Club, community, Tourism staff, EPA, NSW Water, potential funding bodies and other relevant stake holders about the future operations and possibilities of the operations and management of the weir facility.

Quarry Operations

The Coonamble Shire Quarry is an invaluable business for Council and over the years has injected millions into the general funds along with employing several staff and providing a product to the region.

It is noted the quarry has a limited life and provides a valuable resource to the shire for its own needs along with retail supply. I am concerned about the future operations of the quarry including but not limited to its life span, product prices, our

own supply and that to the region and the plant itself. I also note the Quarry Committee no longer exists.

MOTION 8

1. That the General Manager provides a report back to Council on the future operations of the quarry including but not limited to its life span, product prices, Councils own supply, retail, crushing plant equipment and any risks going forward.
2. That, given the importance of the quarry to the shire and the size of the operations, the quarry committee be reformed.

Roads

We are all too aware of the importance of our local and rural roads. At the previous meeting Councillor Cullen raised the issue of roads including how we maintain them and the importance of what local farmers and have to offer about roads near them. Whilst Council has a Local Roads Committee, I believe more can be done as far as listening to the rural residents and those who live on and use the roads.

A roads meeting is planned in the near future where discussion will occur about our local roads in particular

MOTION 9

That a report be bought back to Council on rural roads including our maintenance approach and method, operating costs, staffing, equipment and Council resources and use of contractors.

Residential land

For over 20 years the topic of residential land and its availability has been a hot topic not only locally but regionally. We constantly talk about attracting new people to the area who may bring relevant skills to address our skill shortage, new business or for retirees to move to town.

Sadly, but realistically very limited has occurred as far as land and housing including small rural holdings. Whilst I understand the Local and State Environmental Planning regulations are to blame. State Government tell us we have all the land we need, and they don't want us to over allow for land.

As such Council should take the lead and commence a process to see more **suitable** residential land available that will meet the real needs of the community and the allow for new residents to come to our shire and for current residents to have options.

MOTION 10

That Council commences a process to make available **suitable** residential land in Coonamble Shire including but not limited to residential, small rural blocks and larger rural subdivision restrictions on acreage size.

Employment Programs

Quite some time ago Coonamble and Gulargambone hosted a very successful employment and training program known as the CDEP. The program provided meaningful employment under a 'work the dole program' which then had many flow on benefits to our shire including, employment, boredom, domestic violence, youth, drugs and better and healthier lifestyles.

Whilst the CDEP program is no longer an option Council should initiate a process that will see the return of a similar program to the shire. I have held preliminary discussion with the Member for Parkes Mark Coulton and Roy Butlers office who are both keen to progress such a program.

MOTION 11

That Council, in principle supports a community employment and training program similar to the CDEP and commence discussions with the relevant stake holders and provide a report back to Council for possible commencement as soon as possible.

Animal De-Sexing Program

The program assists Council in managing cat and dog number and reduce straying animals subsequently reducing the workload on the pond keeper and operational costs. Animal welfare is also an important part of the program.

Council should be regularly involved in the program and offer support including financial contributions to assist the program.

MOTION 12

1. That Council investigates the animal de-sexing program and work with local stake holders such as the Vet to have the program implemented on a regular basis i.e. annually and a report be bought back to Council.

Cemeteries

Over time our cemeteries have lacked adequate maintenance. It was pleasing to hear from the GM that Coonamble cemetery will see a caretaker worker there for up to three days per week.

Although, our Gulargambone and Quambone cemeteries will still require more attention and should be reviewed and possibly planned into maintenance programs to meet the needs.

MOTION 13

That the General Manager investigates options for improving maintenance at the Gulargambone and options cemeteries and provide a report to Council.

Lastly, on Australia Day we celebrated our local achievers, and it was a great day by all. A huge congratulations to all the nominees who offer so much to our shire and never seek recognition, but our awards let us do just that, recognise and thank them

for their contributions. Towns like ours cannot service without the tireless work from our community volunteers.

Well done to you all.

I would also like to mention a group of musical locals who travelled to Sydney to compete in the television program The Voice, 'Castlereagh Connection', congratulations on your efforts and good luck with future endeavours.

MOTION 14

That the Mayoral Minute for February 2022 be received.

Tim Horan

Mayor

MOTIONS

- 1.(a) That Council fully supports their local SES members in achieving a SES building that will meet their local needs and assist them in achieving rescue accreditation.
- (b) That Council supports the Member for Barwon in his representations to the Government and Minister for Emergency Services to achieve the desired building as identified by the local SES members and that government funds are made available to complete the building.
- (c) That the desired building be approved under due process and construction begin as a matter of urgency.
2. That Council fully supports the Return and Earn program and authorise the General Manager to consult with the operators about expansion and where Council may assist and report back to Council.
3. That the General Manager organises a meeting with the relevant Youth Services providers in Coonamble Shire to ascertain the current provision of services and any potential for expanding services to Coonamble Shire.
- 4.(a) That the Main Street project and the Artesian Bore Bath project be removed from the Master Plan and treated as separate plans.
- (b) That the Master Plan be put on hold until this Council are given the appropriate time to understand and absorb the contents, the budget, funding, approval processes, ramifications, and general implementation.

- (c) That a decision be made in April 2022 as to the future of the Master Plan.
- 5.(a) That the General Manager provides a report to the Council on the planning of the Bore Baths facility including but not limited to the water allocation, site options and land acquisition, bore operations method i.e. free flowing or recycled, excess water use, costings and funding and management.
 - (b) That the bore project be put on hold until the report by the General Manager is provided, and the Council makes a decision on the future of the project.
- 6.(a) That the General Manager reviews the Economic Development function of Council and the vacant position of EDO and provide a report back to Council as soon as possible
 - (b) That the EDO role and vacancy be placed on hold until the report is received by Council with any recommendations.
- 7. That the General Manager commences discussions with the Weir Club, community, Tourism staff, EPA, NSW Water, potential funding bodies and other relevant stake holders about the future operations and possibilities of the operations and management of the weir facility.
- 8.(a) That the General Manager provides a report back to Council on the future operations of the quarry including but not limited to its life span, product prices, Council's own supply, retail, crushing plant equipment and any risks going forward.
 - (b) That, given the importance of the quarry to the Shire and the size of the operations, the quarry committee be reformed.
- 9. That a report be brought back to Council on rural roads including our maintenance approach and method, operating costs, staffing, equipment and Council resources and use of contractors.
- 10. That Council commences a process to make available suitable residential land in Coonamble Shire including but not limited to residential, small rural blocks and larger rural subdivision restrictions on acreage size.
- 11. That Council, in principle supports a community employment and training program similar to the CDEP and commence discussions with the relevant stake holders and provide a report back to Council for possible commencement as soon as possible.

- 12. That Council investigates the animal de-sexing program and work with local stake holders such as the Vet to have the program implemented on a regular basis i.e. annually and a report be brought back to Council.**
- 13. That the General Manager investigates options for improving maintenance at the Gulargambone and Quambone cemeteries and provides a report to Council.**
- 14. That the Mayoral Minute for February 2022 be received.**

SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL

SECTION B - MATTERS FOR INFORMATION ONLY

9 COMMITTEE REPORTS

Nil

10 REPORTS TO COUNCIL

10.1 STATUS REPORT REGARDING COUNCILLOR ENQUIRIES

File Number: R6

Author: Marina Colwell, Executive Support Officer

Authoriser: Hein Basson, General Manager

Annexures: Nil

PURPOSE

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

BACKGROUND

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

(a) Relevance to Integrated Planning and Reporting Framework

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 January 2022:

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.	Contractor engaged. Work has not been completed due to equipment breakdown.

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 January 2022 is documented above.

RECOMMENDATION

That Council notes the information in this report.

10.2 DISCLOSURES OF POLITICAL DONATIONS AND ELECTORAL EXPENDITURE

File Number: C 13

Author: Hein Basson-General Manager
Marina Colwell-Executive Support Officer

Authoriser: Hein Basson, General Manager

Annexures: 1. Disclosure Reporting Periods and Due Dates 2021-2022
2. Disclosing Political Donations - Fact Sheet

PURPOSE

The purpose of this reports is to inform Councillors as elected members of their responsibilities to submit political donation and electoral expenditure disclosures to the NSW Electoral Commission for their term in office; with the first disclosure due to be submitted by 25 February 2022.

BACKGROUND

The information in this report was requested to be communicated to Councillors by the Director Customer Service & Relationship Management of the NSW Electoral Commission, Mr Steve Robb.

The attached Annexure 1 “Disclosure Reporting Periods and Due Dates 2021-2022” visually depicts these reporting periods and dates in an easy-to-read table.

Further, the attached Annexure 2 answers the following questions:

- What is a half-yearly political donations disclosure?
- When must a half-yearly political disclosure be lodged?
- Who must lodge a half-yearly political disclosure?
- What are political donations?
- What must be disclosed?
- Who is responsible for making the disclosure?
- How to submit a political disclosure form
- Were you a member of a group of candidates in the half-yearly period?
- Were you a councillor or a mayor in the half-yearly period?
- Were you a candidate for councillor election and a mayoral election?
- Can a disclosure form be amended?
- What happens after a disclosure is made?

(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 disclosure returns deal with political donations. A political donation is defined as a gift made to, or for the benefit of, a political party, elected member, candidate, group of candidates, or other person or entity

including an associated entity or third-party campaigner in New South Wales.

COMMENTARY

Elected members must submit political donation and electoral expenditure disclosures to the NSW Electoral Commission for the remainder of their term.

There are three (3) types of disclosures to submit each year as an elected member: two half-yearly disclosures of political donations made and received and an annual disclosure of electoral expenditure incurred.

In relation to the 2021/22 financial year, an elected member must also submit disclosures in their capacity as a candidate. These being two (2) half-yearly disclosures of political donations made and received and an annual disclosure of electoral expenditure incurred.

The relevant periods each disclosure covers and the lodgement periods for disclosures for 2021/2022 are:

Disclosure type	Disclosure period	Disclosure lodgement period	Disclosure due
1 st half-yearly political donations disclosure	1 July 2021 to 31 December 2021	1 January 2022 to 25 February 2022	25 February 2022
2 nd half-yearly political donations disclosure	1 January 2022 to 30 June 2022	1 July 2022 to 28 July 2022	28 July 2022
Annual electoral expenditure disclosure	1 July 2021 to 30 June 2022	1 July 2022 to 22 September 2022	22 September 2022

If no political donations are made or received or no electoral expenditure is incurred, 'Nil' disclosure forms must still be submitted.

Disclosures can be made through [Funding and Disclosure Online](#), the NSW Electoral Commission's secure, accessible and convenient online portal for electoral participants.

Further, detailed information is available on the NSW Electoral Commission website.

Elected members who have not provided the NSW Electoral Commission with up-to-date contact details are requested to do so as soon as possible by emailing fdc@elections.nsw.gov.au

A current email address and mobile number for each elected member is required so that the NSW Electoral Commission can send notifications about when and how to disclose political donations and electoral expenditure. Elected members who do not comply with disclosure requirements could be penalised, including a fine or prosecution.

(a) Governance/Policy Implications

All Councillors are required to complete and lodge any donations and electoral expenditure. The returns, once completed, will be kept for at least six (6) years and made available to the public by being published on the NSW Electoral Commission's website. This action seeks to contribute to the ongoing openness and transparency of Council operations and decision-making.

(b) Legal Implications

The NSW *Electoral Funding Act 2018*, amongst other things, stipulates the following:

Division 2 Disclosure of political donations and electoral expenditure

12 Disclosures required to be made (cf section 88 EFED Act)**(1) Parties, elected members, candidates, groups and associated entities.**

Disclosure is required under this Part of political donations received or made, and

electoral expenditure incurred, by or on behalf of the following —

- (a) a party (whether or not a registered party),*
- (b) an elected member,*
- (c) a candidate,*
- (d) a group,*
- (e) an associated entity.*

(2) Third-party campaigners *Disclosure is required under this Part of —*

(a) electoral expenditure incurred by a third-party campaigner in a capped State expenditure period or capped local government expenditure period, and

(b) political donations received by the third-party campaigner for the purposes of incurring that expenditure.

(3) Major political donors *Disclosure is required under this Part of reportable political donations made by a major political donor who has, during the relevant disclosure period, made a reportable political donation of or exceeding \$1,000.*

(4) Disclosure is required even if the entity or person has ceased to be a party, elected member, candidate, group or associated entity (as the case requires) at the time the disclosure is required to be made, so long as the entity or person was a party, elected member, candidate, group or associated entity at any time during the relevant disclosure period.

The full *NSW Electoral Funding Act 2018* can be accessed on the NSW Legislation website at [Electoral Funding Act 2018 No 20 - NSW Legislation](#)

(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

There are no risk implications directly attached to this report.

CONCLUSION

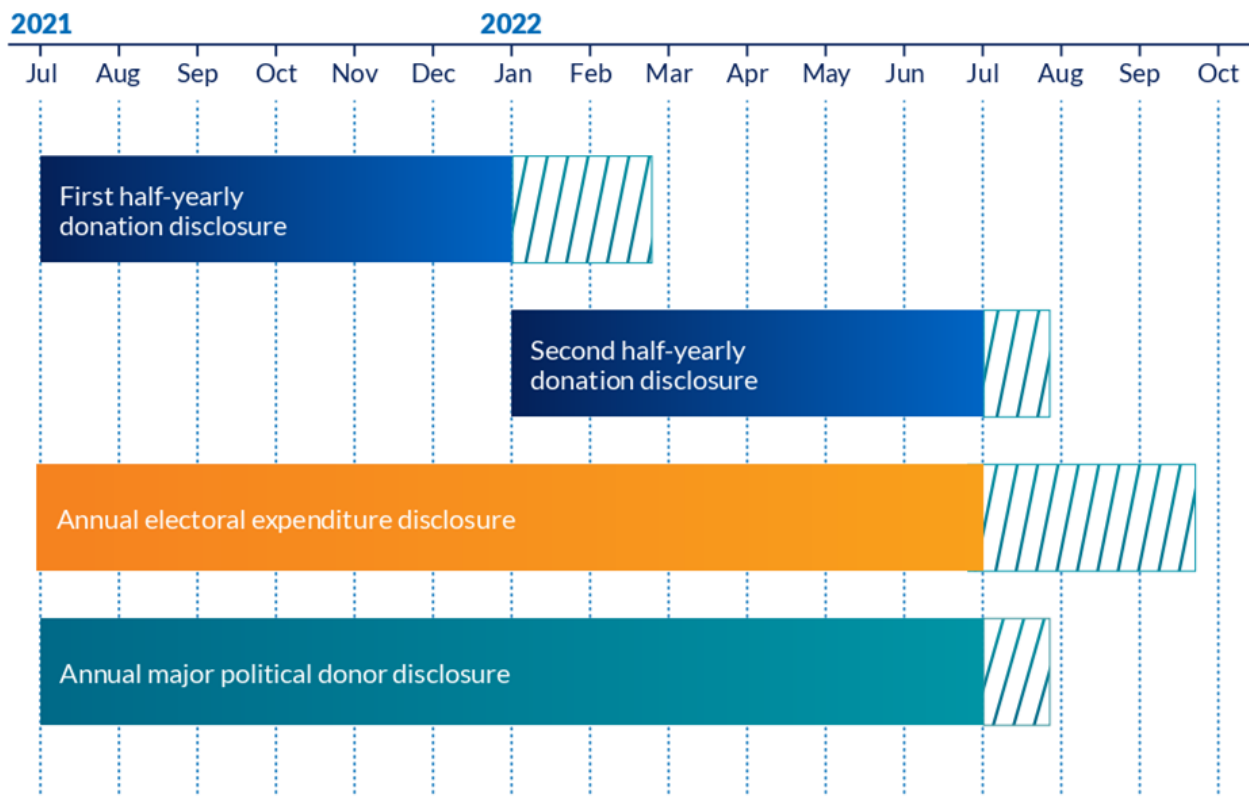
The requirement of Councillors to complete and submit political donation and electoral expenditure disclosures to the NSW Electoral Commission for their term in office is a mandatory requirement. The first disclosure is due to be submitted by 25 February 2022. There are three (3) types of disclosures to submit each year as an elected member: two half-yearly disclosures of political donations made and received and an annual disclosure of electoral expenditure incurred. The returns, once completed, will be kept for at least six (6) years and be published on the NSW Electoral Commission's website.

RECOMMENDATION

That Council notes the contents of this report.



Disclosure reporting periods and due dates 2021-22



Key dates

- **First half-yearly donation disclosure**
Begins: 01 July 2021
Ends: 31 December 2021
Lodge by: 25 February 2022
- **Annual electoral expenditure disclosure**
Begins: 01 July 2021
Ends: 30 June 2022
Lodge by: 22 September 2022
- **Second half-yearly donation disclosure**
Begins: 01 January 2022
Ends: 30 June 2022
Lodge by: 28 July 2022
- **Annual major political donor disclosure**
Begins: 01 July 2021
Ends: 30 June 2022
Lodge by: 28 July 2022
- ▨ **Lodgement period**



Fact sheet

Disclosing political donations

(Half-yearly period 1 July to 31 December 2021)

The following information applies to political parties, elected members, candidates, groups, third-party campaigners, associated entities, party agents and official agents. Information in this fact sheet is based on the provisions of the *Electoral Funding Act 2018*. Refer to the legislation for the full requirements and/or be guided by independent legal advice.

What is a half-yearly political donations disclosure?

Political parties and other electoral participants in New South Wales must disclose political donations every six months. A half-yearly political donation disclosure form includes political donations made and received.

When must a half-yearly political donations disclosure be lodged?

The due date for submitting a disclosure of political donations made and received in the half-yearly period 1 July 2021 to 31 December 2021 is **Friday, 25 February 2022**.

Who must lodge a half-yearly political donations disclosure?

All political parties and electoral participants are required to lodge a half-yearly political donations disclosure form:

- All candidates, as well as the lead candidates of groups, must disclose all political donations made and received in the half-yearly period, or lodge a "nil" disclosure form if no political donations were made or received.
- All elected members, political parties and associated entities must disclose all political donations made and received in the half-yearly period, or lodge a "nil" disclosure form if no political donations were made or received.
- Third-party campaigners must disclose all reportable political donations received during the half-yearly period that were or are intended to be used to incur electoral expenditure in the capped expenditure period for an election, or lodge a "nil" disclosure form if no reportable political donations were received.

What are political donations?

Political donations are defined on the NSW Electoral Commission's [website](#).

Political donations include:

- monetary and non-monetary gifts
- free or discounted goods or services
- an amount paid by a person to attend or participate in a fundraising venture or function
- an annual or other subscription paid to a party by a party member or affiliate
- a disposition of property from the federal branch (or a State or Territory branch) of a party to the NSW branch of the party or a disposition of property from one NSW party to another NSW party

- uncharged or insufficient interest charged on a loan
- a contribution made by a candidate to the group of which they are a member.

What must be disclosed?

Political donations must be disclosed as follows:

- small political donations made and received (does not apply to third-party campaigners)
- reportable political donations made* and received
- details of fundraising ventures and functions including the net or gross proceeds
- reportable loans received
- the total amount of annual or other subscriptions paid to a party, each subscription rate and the number of party members that paid at each rate (applies to parties only)
- political donations made to a Legislative Assembly election candidate before the candidate was selected or endorsed by a party (applies to parties only)
- payments other than political donations paid into the campaign account (applies to campaign accounts of candidates, groups and elected members only).

* If a third-party campaigner has made reportable political donations in the half-yearly period the political donations can be disclosed in a half-yearly disclosure form, otherwise they must be disclosed in an annual major political donor disclosure form following 30 June 2022.

Who is responsible for making the disclosure?

Half-yearly political donation disclosure forms must be completed, signed and submitted by the person responsible for the disclosure as set out in the table below, unless otherwise notified in writing by the NSW Electoral Commission:

Disclosure form type	Person responsible
Political Party	the party agent
Councillor or mayor	the councillor or mayor
Local government election candidate	the candidate (includes a candidate who is a member of a group)
Local government election group of candidates	the lead candidate of the local government group
Third-party campaigner or associated entity	the official agent of the third-party campaigner or associated entity
Member of Parliament (MP)	the party agent, if the MP is a member of a party that is registered for State elections or the MP, in all other cases
State election candidate	the party agent, if the candidate is a member of a party that is registered for State elections or the candidate, in all other cases
State election group of candidates	the party agent of the group's lead candidate, if group members are members of one or more parties registered for State elections or the lead candidate, in all other cases

How to submit a political donation disclosure form

Disclosure forms can be submitted online using [Funding and Disclosure Online](#):

1. [Log in](#) to Funding and Disclosure Online using your username and password, or [Request access](#) (if you don't already have access)
2. Your dashboard shows the disclosure(s) you need to submit for the half-yearly period
3. Follow these [instructions](#) to create and submit the disclosure, or these [instructions](#) to submit a 'Nil' disclosure.

When submitting a disclosure using Funding and Disclosure Online, supporting documents (e.g. copies of receipts issued to donors) can be uploaded before the disclosure is submitted electronically.

For those unable to use Funding and Disclosure Online, disclosure forms are available for download on the NSW Electoral Commission's [website](#). A disclosure form or "nil" disclosure form (if no donations were made or received) must be validly lodged with the NSW Electoral Commission by **Friday, 25 February 2022**.

A disclosure form is validly lodged if it is lodged by the due date and:

- the correct form has been used (there are separate forms for political parties and each type of electoral participant),
- it contains all pages (even if some or all pages contain no disclosures), and
- it is completed, signed and dated by the person who is responsible for making the disclosure. Note that digital signatures are no longer accepted on disclosure forms downloaded from the website. If you would like to sign with a digital signature, please use Funding and Disclosure Online to submit your disclosure.
- The disclosure form must be lodged with copies of the receipts issued to donors who made a reportable political donation.

If you are submitting a disclosure form downloaded from the website, the form and supporting documents can be lodged in paper or electronic form by email or fax but not through your own file hosting service (e.g. Dropbox). If submitting files that are too large to send by email (over 20MB), contact us at fdc@elections.nsw.gov.au to request a unique link for large file upload. These requests need to be made before 18 February 2022 and will only be attended to in business hours.

Were you a member of a group of candidates in the half-yearly period?

Disclosure forms to submit if you were a member of a group

- The person responsible for the group, usually the lead candidate, must submit **two** disclosures: the group disclosure form **and** their own individual candidate disclosure form.
- Each group member **must** submit their own individual candidate disclosure form.

Candidate disclosure forms: must include any political donations made to or for the benefit of the candidate and any political donations made by the candidate including political donations made by a candidate to the group of which they are a member, membership fees, levies, or other payments made to the political party of which the candidate is a member.

Group disclosure forms: must include any political donations made to or for the benefit of the group and any political donations made by the group. Political donations received by the group include donations made by the group's members to the group.

If a group member donates to their group, the candidate who donated to their group must disclose making the donation to the group. The lead candidate of the group must disclose, in the group's disclosure form, receiving the donation from the candidate.

Were you a councillor or mayor in the half-yearly period?

Any person who was a councillor or mayor between 1 July 2021 and 31 December 2021 must submit an elected member disclosure form. This includes:

- those who were declared "elected" at the 2021 local government elections,
- elected members who contested the 2021 local government election but were not re-elected, and
- elected members who did not recontest the 2021 local government elections.

Disclosure forms to submit if you were a councillor or mayor

- If you were elected at the 2021 local government elections, you **must** submit:
 - an elected member disclosure form,
 - a candidate disclosure form, and
 - a group disclosure form (if you were the lead candidate of a group)
- If you were an elected member prior to the 2021 local government elections and you were a candidate but were not re-elected, you **must** submit:
 - an elected member disclosure form,
 - a candidate disclosure form, and
 - a group disclosure form (if you were the lead candidate of a group)
- If you were an elected member prior to the 2021 local government elections and you were not a candidate, you **must** submit:
 - an elected member disclosure form

An elected member disclosure form is to include political donations made to or for the benefit of the person as an elected member and political donations made by the elected member during the half yearly period. Political donations made by an elected member include membership fees, levies and other payments made by the elected member to the political party of which they are a member.

Political donations disclosed by a person in their elected member disclosure form do not also need to be disclosed in the person's candidate disclosure form, and vice versa.

Were you a candidate for a councillor election and a mayoral election?

If you were a candidate for both a councillor election and a mayoral election in the same local government area the person responsible for the candidate can submit a single candidate disclosure form.

Can a disclosure form be amended?

Yes, a disclosure form previously submitted to the NSW Electoral Commission can be amended by the person responsible for the original disclosure or their successor. "Amended disclosure" forms can be submitted using [Funding and Disclosure Online](#), or are available on request.

What happens after a disclosure is made?

Disclosure forms are kept by the NSW Electoral Commission for at least six years and are published on the NSW Electoral Commission's [website](#).

Disclosure forms may be subject to a compliance audit by the NSW Electoral Commission. You are required to retain complete and accurate records in relation to a disclosure for at least three years.

What happens if a disclosure form is not lodged, is lodged late or is incorrect or incomplete?

Breaching the legislative requirements for disclosures may constitute a criminal offence. The NSW Electoral Commission may issue warnings, penalties or prosecute offences including:

- failure to validly lodge a disclosure form by the due date
- lodging an incomplete disclosure without a reasonable excuse
- providing or withholding information knowing it will result in a false or misleading declaration by the person responsible for the disclosure
- making a false statement in a declaration on a disclosure form.

A disclosure form is taken to be invalidly lodged if:

- the incorrect form is used or pages are missing from the form
- the form has not been signed by the person who is responsible for signing the form
- the declaration section of the form has not been properly completed including the date the declaration was signed.

More information

The *Electoral Funding Act 2018* is available in full at legislation.nsw.gov.au.

For further information, contact us on 1300 022 011 or at fdc@elections.nsw.gov.au.

10.3 2022 LOCAL GOVERNMENT CONFERENCE

File Number: L 10-3

Author: Marina Colwell-Executive Support Officer

Authoriser: Hein Basson, General Manager

Annexures: Nil

PURPOSE

The purpose of this report is for Council to decide to either nominate two (2) alternates to attend the Local Government NSW (LGNSW) Conference in Sydney at the end of February / beginning of March, or to consider not attending this conference because of Covid-considerations.

BACKGROUND

The annual LGNSW Conference is the main policy making event for the peak body of the local government sector in NSW and presents Council with an opportunity to submit motions for consideration and debate by delegates.

Motions passed at the Conference become resolutions, which LGNSW takes forward on behalf of its member councils as part of the local government industry's advocacy agenda.

This Conference is Council's most important opportunity to network with representatives from other local government areas from across the State.

At Council's September 2021 Ordinary Meeting the following resolution was adopted:

10.2 LGNSW Board Elections - Annual and Special Conferences

Resolution 2021/1

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

(a) Relevance to Integrated Planning and Reporting Framework

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

(b) Financial Considerations

The *Early Bird Membership* for the 2022 Annual Conference is \$979.00 per person, plus the cost of the Conference Dinner at \$176.00 per person, as well as the cost of travel and accommodation. Council annually provides for a Delegates Expenses item in the budget to cover this expenditure. These “early bird” expenses have already been paid. If Council does not make use of the pre-purchased tickets, Council will be required to pay a cancellation fee of \$220 per registration received prior to 11 February 2022. No refunds will be given after this time however substitute delegates may attend.

COMMENTARY

The Deputy Mayor, Cr Churchill, has indicated that it will be impossible for her to attend. The General Manager, due to work commitments, will also be unable to attend.

Other Councils within the larger region, and outside of it, have made the decision not to attend this year’s Conference because of the ongoing Covid concerns. Some Councils are still undecided.

Consequently, Council has two (2) options available:

1. Council can nominate two (2) new delegates to attend the Conference along with the Mayor;
- or
2. Council can resolve not to send any delegates to the 2022 LGNSW Conference.

(a) Governance/Policy Implications

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

The Conference would allow for an opportunity for Council representatives to network with other Councils’ delegates in identifying and addressing the challenges that the sector is continually being faced with.

(b) Legal Implications

There are no legal implications attached to this report.

(c) Social Implications

There are no direct social implications attached to this report.

(d) Environmental Implications

There are no environmental implications attached to this report.

(e) Economic/Asset Management Implications

Liaising with representatives from other local government areas raises the possibility of being able to learn from and assess innovative

methodologies pertaining to Council's economic and/or asset management functions.

(f) Risk Implications

There are no risk implications attached to this report. Council runs the risk of forfeiting some of its monies already paid over as part of the "early bird" registration, should it decide not to attend this year's Conference.

CONCLUSION

Due to changing circumstances, both the Deputy Mayor and the General Manager are unfortunately unable to attend this year's annual LGNSW Conference in Sydney. Further, because of the ongoing Covid-related concerns, some other Councils have made the decision not to attend the Conference. It is suggested that Council has two (2) options available:

1. Council can nominate two (2) new delegates to attend the Conference along with the Mayor;

or

2. Council can resolve not to send any delegates to the 2022 LGNSW Conference.

RECOMMENDATION

1. That Council notes the contents of this report.

2. That Council nominates two (2) new delegates to accompany the Mayor to the Annual Local Government NSW Conference in Sydney from 28 February to 2 March 2022.

or

That Council resolves not to send any delegates to the Annual Local Government NSW Conference in Sydney from 28 February to 2 March 2022.

10.4 MEMBERSHIP OF THE COUNTRY MAYORS ASSOCIATION**File Number: M3-3****Author: Marina Colwell-Executive Support Officer
Hein Basson-General Manager****Authoriser: Hein Basson, General Manager****Annexures: Nil****PURPOSE**

The purpose of this report is for Council to consider and make a decision about its ongoing membership of The Country Mayors Association (CMA).

BACKGROUND

The CMA was established in 1971, with its principal objective at the time to further the economic development of regional NSW, especially by encouraging government and business to decentralise beyond Sydney.

The most recent objectives of the CMA are to further the interests of rural and regional councils by advocating and lobbying on relevant State and National issues by working with State and Federal Governments and other relevant organisations to further the interests of their members and to act as an information sharing forum. Some of the key priorities for the CMA is looking at converting waste to energy, improving roads, attracting country doctors and investing in new technologies.

Membership benefits could be stated as follows:

- Country Councils acting with a unified voice;
- Lobbying power;
- Sharing of ideas and strategies;
- Networking;
- Action for country communities;
- Opportunities to meet decision-makers.

Meeting dates set for 2022 are 11 March, 27 May, 5 August, and 4 November.

In the past year the preceding Mayor, primarily due to the Covid pandemic, attended only one (1) meeting which was held in May. Due to working pressures and Covid-19 the General Manager has not attended any Country Mayors Association meetings since his appointment with Council.

(a) Relevance to Integrated Planning and Reporting Framework

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

(b) Financial Considerations

2022 Annual Membership Fees for Councils with a population of less than 10,000 would be \$562.50.

Estimated expenses for delegates would be as follows:

Estimated Expenses	Cost
Return flights from Dubbo REX Airlines	\$376 approximately per person
Transfer from airport to meeting venue (Taxi)	\$60 approximately
Accommodation (2 Nights Single room accommodation)	\$380 per room
General Manager Allowance in accordance with Council's policy	\$160.00
Councillor Allowance in accordance with Council's policy	\$400.00

Generally speaking, Council's Delegates Expenditure provision in the Operational Plan and Budget would be able to cover the above-mentioned expenditure. However, if Council representatives do not attend meetings quarterly meetings in Sydney, it would constitute a financial saving.

COMMENTARY

The national peak body for the local government sector is the Australian Local Government Association (ALGA). Each State has its own peak body, which is affiliated to ALGA, with Local Government NSW (LGNSW) fulfilling this role for Councils within the State of NSW. Council is a member of LGNSW.

Council has decided not to be a member of the Orana Joint Organisation of Councils after the disbandment of the former Western Region Organisation of Councils. Towards the end of last year, Councils within the Orana and North-West Region has gathered in Narromine to form a new Alliance of Western Councils. Council has indicated that it would like to form a part of this regional initiative.

Given that Council will be a member of both LGNSW and this newly formed Alliance of Western Councils, it would be reasonable to ask the question whether Council should also pursue its membership with CMA going forward.

(a) Governance/Policy Implications

It would be advisable for the Mayor and General Manager to stay current of developments within the local government sector. However, Council is currently experiencing its own challenges in managing a large number of projects and initiatives with a restricted workforce and difficulty in attracting and retaining staff. Also, it would be a fair question to ask whether the CMA is not duplicating the goals and objectives of Local Government NSW – at least to some extent.

(b) Legal Implications

Nil.

(c) Social Implications

Nil.

(d) Environmental Implications

Nil.

(e) Economic/Asset Management Implications

Although the contact with other Mayors and General Managers could raise the possibility of being exposed to new methodologies which could be beneficial for Council, there is no reason why the networking through e.g. the Alliance of Western Group of Councils could not provide the same opportunity.

(f) Risk Implications

Nil.

CONCLUSION

Council is a member of LGNSW and the newly formed Alliance of Western Councils. It is currently experiencing its own challenges in managing a large number of projects and initiatives with a restricted workforce and difficulty in attracting and retaining staff. In answering the reasonable question as to whether it should also pursue its membership with CMA going forward, it is suggested that Council may like to consider this question in the negative.

RECOMMENDATION

That Council does not pursue its membership with the Country Mayors Association, given its significant workload in pursuing new initiatives and its membership of Local Government NSW and the newly established Alliance of Western Councils.

10.5 UPDATED COUNCILLORS EXPENSES AND FACILITIES POLICY

File Number: C-13

Author: Marina Colwell-Executive Support Officer
Hein Basson-General Manager

Authoriser: Hein Basson, General Manager

Annexures: 1. Draft Councillors Expenses and Facilities Policy

PURPOSE

The purpose of this report is to provide Council with an updated Councillor Expenses and Facilities Policy for consideration and adoption.

BACKGROUND

The purpose of the Councillor Expenses and Facilities Policy is to provide a framework that meets legislative requirement. The former Councillor Expenses and Facilities Policy was adopted by Council on 10 July 2019. The updated policy is attached as Annexure 1 to this report.

The *Local Government Act 1993* Section 252, states the following:

Payment of expenses and provision of facilities

- (1) *Within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*
- (2) *The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.*
- (3) *A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.*
- (4) *A council may from time to time amend a policy under this section.*
- (5) *A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.*

(a) Relevance to Integrated Planning and Reporting Framework

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

L1.4.4 Governance is open and transparent.

(b) Financial Considerations

The 2021 / 2022 Operation Budget includes provisions related to this Policy.

COMMENTARY

The updated policy was developed using the suggested template from the NSW Office of Local Government (OLG).

This template for a Councillor Expenses and Facilities Policy has been provided by the OLG as a suggested format for Councils in response to requests for guidance on better practice. The template had been prepared to be consistent with the *Local Government Act 1993* and *Local Government (General) Regulations 2005*. If there are any inconsistencies, the Act and Regulations would take precedence.

The template has been designed to be amended to suit local needs and circumstances, recognising that the provisions in the policy template will not all be appropriate for every Council.

The areas where Councils will need to incorporate specific direction have been highlighted in the source document.

Councils using this template will need to include maximum expenditure limits for specific expenses and facilities. Councils will have to tailor these limits to their own context and community expectations.

Once exhibited and adopted, it is the expectation for the policy to be made publicly available on Council's website.

Councillors will note that the attached draft policy has areas that are highlighted in a yellow colour for ease of reference, as amounts have been inserted within the draft document as a starting point for the consideration and further discussion of Councillors at the Council Meeting.

Although the template document does not make provision for a leaseback agreement of a vehicle to the Mayor, it has been a long-standing practice of this Council to make an official vehicle available to the Mayor – including for private purposes. It is not deemed equitable for Council to have provided a particular benefit to its former Mayor and not to continue this practice with its newly elected Mayor. However, the Mayor has indicated that he would only like a vehicle to be available for official use by himself and other Councillors from time to time.

(a) Governance/Policy Implications

Council using the template policy as provided by the OLG, will be seen to be implementing best practice in adopting its policy in accordance with this framework. Once fully adopted by Council, after the prescribed public notification period, the revised policy will become a current policy of Council.

(b) Legal Implications

Section 252 of the Local Government Act 1993, as was quoted above in the background section of this report, find application.

(c) Social Implications

Council, in adopting a Councillor Expenses and Facilities Policy consistent with the template provided by the OLG, and making the policy publicly available for public scrutiny, will adhere to a process of being open and transparent – which, over time, should instil confidence and trust with the community that Council is “doing the right thing”.

(d) Environmental Implications

There are no environmental implications attached to this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

If Council does not adhere to best practice in the development and adoption of this important policy document, there is a risk that Council could be viewed by the community as not being open and transparent as far as the provision of expenses and facilities to elected representatives is concerned.

CONCLUSION

Council's Councillor Expenses and Facilities Policy has been updated in line with the template policy document developed by the OLG to ensure compliance with legislative and governance requirements. Councillors will have the opportunity to put reasonable and maximum expenditure limits to various expenses and facilities working through the draft policy document at the Council Meeting.

RECOMMENDATION

- 1. That Council places the revised Councillor Expenses and Facilities Policy, as attached to this report and as amended with Councillor input at the Council Meeting, 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 General Manager 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 Councillor Expenses and Facilities Policy (with or without changes) at its April 2022 Ordinary Meeting.**
- 3. That, in the event of no submissions being received within the prescribed 28 days, Council formally adopts the Councillor Expenses and Facilities Policy without changes as a policy of Council.**

COONAMBLE

SHIRE COUNCIL

Councillor Expenses and Facilities Policy

Introductory Comments

The template for a Councillor Expenses and Facilities Policy, as provided by the NSW Office of Local Government as a suggested format for Councils in response to requests for guidance on better practice, has been used to develop this policy. The template has been prepared to be consistent with the *Local Government Act 1993* and *Local Government (General) Regulations 2005*. If there are any inconsistencies, the Act and Regulations take precedence.

The template has been amended to suit local needs and circumstances.

Council, in using this template, has included maximum expenditure limits for specific expenses and facilities taking into consideration its own context and community expectations.

Once exhibited and adopted, the policy will be made publicly available on Council's website.

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Appendix I – Related legislation, guidance and policies

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- 1. Claim Form**
- 2. Prepayment Reconciliation Statement**
- 3. Lease Back with Annexure 1A attached**

Policy summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation) and complies with the Office of Local Government’s Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$2,500 per Councillor \$5,000 for the Mayor	Per year
Interstate, overseas and long-distance intrastate travel expenses	\$5,000 total for all Councillors	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Professional development	\$2,500 per Councillor	Per year
Conferences and seminars	\$10,000 total for all Councillors	Per year
ICT expenses	\$50 per Councillor for mobile phone calls and 3GB of data	Per month
Carer expenses	\$75 per Councillor	Per month
Home office expenses	\$20 per Councillor	Per month
Postage stamps	Nil	Per year
Christmas or festive cards	Nil per Councillor Nil for the Mayor	Per year
Access to facilities in the Mayor’s Office if and when needed (refer to Clause 9.1)	Provided to all Councillors	Not relevant
Council vehicle and fuel card (refer to Clause 10)	Provided to the Mayor	Not relevant
Reserved parking space at Council offices (if needed by the Mayor)	Provided to the Mayor	Not relevant

Expense or facility	Maximum amount	Frequency
Furnished office (refer to Clause 10)	Provided to the Mayor	Not relevant
Number of exclusive staff supporting Mayor and Councillors (refer to Clause 10)	Nil	Not relevant

Additional costs incurred by a councillor in excess of these limits are considered a personal expense that is the responsibility of the councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

Part A – Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of the Coonamble Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy objectives

- 2.1. The objectives of this policy are to:
 - Enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;
 - Enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;
 - Ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;
 - Ensure facilities and expenses provided to Councillors meet community expectations;
 - Support a diversity of representation;
 - Fulfil the Council's statutory responsibilities.

3. Principles

3.1. Council commits to the following principles:

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- **Reasonable expenses:** Providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as a Councillor.
- **Participation and access:** Enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
- **Equity:** There must be equitable access to expenses and facilities for all Councillors.
- **Appropriate use of resources:** Providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** Clearly stating and reporting on the expenses and facilities provided to Councillors.

DRAFT

4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - Production of election material;
 - Use of Council resources and equipment for campaigning;
 - Use of official council letterhead, publications, websites or services for political benefit;
 - Fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific expenses

General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each Councillor may be reimbursed up to a total of **\$2,500** per year, and the Mayor may be reimbursed up to a total of **\$5,000** per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - For public transport fares;
 - For the use of a private vehicle or hire car;
 - For parking costs for Council and other meetings;
 - For tolls;

- By Cab-charge card or equivalent;
 - For documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long-distance intrastate travel expenses

- 6.5. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.6. Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped at a maximum of \$5,000 per year. This amount will be set aside in Council's annual budget.
- 6.7. Councillors seeking approval for any interstate and long-distance intrastate travel must submit a case to, and obtain the joint approval of the Mayor and General Manager prior to travel.
- 6.8. Similarly, Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council Meeting prior to travel.
- 6.9. The case should include:
- Objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties;
 - Who is to take part in the travel;
 - Duration and itinerary of travel;
 - A detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.10. For interstate and long-distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.11. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.12. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.13. Bookings for approved air travel are to be made through the General Manager's office.
- 6.14. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.15. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.16. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- 6.17. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Orana Region.
- 6.18. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 6.19. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.18.
- 6.20. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council related meetings

- 6.21. Appropriate refreshments will be available for Council Meetings, Council Committee Meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.
- 6.22. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

- 6.23. Council will set aside **\$2,500** per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.24. In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.25. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.26. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
- Details of the proposed professional development;
 - Relevance to Council priorities and business;
 - Relevance to the exercise of the Councillor's civic duties.
- 6.27. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.26, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

- 6.28. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.29. Council will set aside a total amount of \$10,000 annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.30. Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:
- Relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties;
 - Cost of the conference or seminar in relation to the total remaining budget.
- 6.31. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.17-6.20.

Information and communications technology (ICT) expenses

Clauses 6.35-6.37 relate to the contemporary practice of providing a total expenses cap which each councillor can use flexibly to meet the ICT needs associated with his or her civic duties.

- 6.32. Council will reimburse Councillors for expenses associated with appropriate ICT devices and services up to a limit of \$50 per month for each Councillor for mobile phone calls and 3GB of data.
- 6.33. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a councillor, within the maximum limit, and by furnishing a copy of the relevant invoice to the General Manager.

Special requirement and carer expenses

- 6.34. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing-impaired Councillors and those with other disabilities.
- 6.35. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.36. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.37. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$75 per month for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.38. Childcare expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.

6.39. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

6.40. Each councillor may be reimbursed up to \$20 per month for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

7. Insurances

7.1. In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.

7.2. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

7.3. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

7.4. Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

8. Legal assistance

8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor;
- A Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor;
- A Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

8.2. In the case of a Code of Conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

- 8.4. Council will not meet the legal costs:
- Of legal proceedings initiated by a Councillor under any circumstances;
 - Of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation;
 - For legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council Meeting prior to costs being incurred.

Part C – Facilities

9. General facilities for all Councillors

Facilities

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- Access to facilities in the Mayor's Office if and when needed, and with the prior approval of the Mayor;
 - Access to shared car parking spaces while attending council offices on official business;
 - Personal protective equipment for use during site visits;
 - A name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 9.2. Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through the Executive Support Officer or another specified staff member.
- 9.3. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery

- 9.4. Council will provide the following stationery to Councillors each year:
- Letterhead, to be used only for correspondence associated with civic duties;
 - Business cards;
 - up to **Nil** ordinary postage stamps
 - up to **Nil** Christmas or festive cards per year for councillors and **Nil** for the Mayor.
- 9.5. As per Section 4, stamps shall only be used to support a Councillor's civic duties. Councillor mail will only be posted using the stamps provided. Any stamps not used will not be carried over to the next year's allocation.

Administrative support

- 9.6. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by a member of Council's administrative staff as arranged by the General Manager or their delegate.

9.7. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

10. Additional facilities for the Mayor

- 10.1. Council will provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the Mayor's office.
- 10.2. The Mayor must keep a logbook setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The logbook must be submitted to Council on a monthly basis.
- 10.3. The Mayoral allowance will be reduced to cover the cost of any private travel recorded in the logbook, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.
- 10.4. A parking space at Council's offices will be reserved for the Mayor's council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.
- 10.5. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 10.6. In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager.
- 10.7. As per Section 4, staff providing administrative and secretarial support are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

Part D – Processes

11. Approval, payment and reimbursement arrangements

- 11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - Local travel relating to the conduct of official business;
 - Carer costs;
 - ICT expenditure.
- 11.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

Direct payment

- 11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Executive Leader Corporate & Sustainability for assessment

against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

11.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Executive Leader Corporate & Sustainability.

Advance payment

11.7. Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.

11.8. The maximum value of a cash advance is \$100 per day of the conference, seminar or professional development to a maximum of \$300.

11.9. Requests for advance payment must be submitted to the Executive Leader Corporate & Sustainability for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.

11.10. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:

- A full reconciliation of all expenses including appropriate receipts and/or tax invoices;
- Reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

11.11. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

11.12. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

11.13. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

- Council will invoice the Councillor for the expense;
- The Councillor will reimburse Council for that expense within 14 days of the invoice date.

11.14. If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the councillor's allowance.

Timeframe for reimbursement

11.15. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

12. Disputes

- 12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.
- 12.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a Notice of Motion to a Council Meeting seeking to have the dispute resolved.

13. Return or retention of facilities

- 13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 13.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the general manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3. The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

14. Publication

- 14.1. This policy will be published on Council's website.

15. Reporting

- 15.1. Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations.
- 15.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

17. Breaches

- 17.1. Suspected breaches of this policy are to be reported to the General Manager.
- 17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

PART E – Appendices

Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Related Council policies:

- Code of Conduct

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Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor.
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business.
Act	Means the <i>Local Government Act 1993</i> (NSW).
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy.
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted.
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor.
General Manager	Means the General Manager of Council and includes their delegate or authorised representative.
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct.
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle.
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1.
NSW	New South Wales.
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for council and/or for the local government area, and includes: <ul style="list-style-type: none"> • Meetings of council and committees of the whole; • Meetings of committees facilitated by Council; • Civic receptions hosted or sponsored by Council; • Meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council.
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor.
Regulation	Means the <i>Local Government (General) Regulation 2005</i> (NSW).
year	Means the financial year, that is the 12-month period commencing on 1 July each year.

**Coonamble Shire Council
Claim Form – Appendix III**

NAME: _____

I hereby submit the following claim for expenses incurred in attending:

<i>Date</i>	<i>Type of Meeting</i>	<i>Location</i>	<i>Km Travelled (Engine capacity 2.4l & less</i>	<i>Km Travelled (Engine Capacity 2.5l & above)</i>	<i>Date</i>	<i>Other Expense Details (receipts attached)</i>	<i>Amount claimed (\$)</i>
Total Other Expenses							\$
Total Kms			@ 0.67/km	@ 0.76/km			

Councillor's Signature: _____

Claim Authorised by: _____

**Coonamble Shire Council
Prepayment Reconciliation Statement – Appendix IV**

Councillor _____

Claim Date: _____

Event: _____

Council Resolution: _____

Prepayment Amount: _____

Claim details:

Cheque No	PREPAYMENT BY COUNCIL	\$	Less the following detailed expenses	
Date	Description of Goods or Service	Amount Claimed	Tax Invoice Attached or Kms Claimed	Job Number Office Use

In cases a mileage allowance is claimed, please provide the following details:

Vehicle Make/Model: _____ Registration No: _____

Please tick: Vehicle Engine Capacity: Under 2.5 litre 2.5 litre 7 over

I certify that the expenses being claimed on this reimbursement form were legitimately incurred as part of my official civic duties as a Councillor of Coonamble Shire Council and all receipts are attached.

Councillor: _____ Signed: _____ Date: _____

AUTHORISATION

Councillor: _____ Signed: _____ Date: _____

Title: Councillor Expenses and Facilities Policy		
Department: Governance		
Version	Date	Author
Updated	July 2019	
Updated	February 2022	
Review Date: 2025		
Amendments in the release:		
Section Title	Section Number	Amendment History
Annexure Attached:		
Hein Basson GENERAL MANAGER		

10.6 STAFF ATTRACTION, RETENTION AND EXIT REVIEW REPORT

File Number: S-6
Author: Hein Basson-General Manager
Authoriser: Hein Basson, General Manager
Annexures: Nil

PURPOSE

The purpose of this report is for Council to note that the General Manager has engaged an external person to conduct an impartial staff attraction, retention and exit review report.

BACKGROUND

Council has experienced the resignation and retirement of a number of staff over the past year. It is and has traditionally been a challenge to attract and retain suitably qualified and experienced staff to the local government area. It would be appropriate to determine whether there are particular reasons for staff choosing to leave the organisation, and if measures could be introduced to better attract and retain staff.

(a) Relevance to Integrated Planning and Reporting Framework

In order for Council to successfully implement the strategic objectives and actions contained within its suite of Integrated planning and reporting documents, it is important for Council to have access to not only suitably qualified and experienced staff, but also people who are enthusiastic about delivering a quality service to our community.

(b) Financial Considerations

Local Government NSW – Management Solutions (LGNSW Management Solutions) has been contracted to perform this review for Council. Indicative costs are in the order of \$4,500 for the investigation and report, plus travelling and one night's accommodation costs for conducting on-site interviews.

COMMENTARY

LGNSW Management Solutions has been engaged to focus their review especially on the employee related activities for the 2021 calendar year. The review will entail face to face discussions, telephone calls and a desk top review of exit interview forms including both current and ex-staff.

(a) Governance/Policy Implications

It is important for Council to have access to appropriately qualified and experienced employees to assist with the development and implementation of Council's strategic objectives, to ensure that Council complies with the myriad of legislative requirements and State Government expectations, and to provide for adequate governance guidance and compliance.

(b) Legal Implications

Section 8A(1)(i) of the *Local Government Act 1993* states the following: "Councils should be responsible employers and provide a consultative and supportive working environment for staff."

(c) Social Implications

Council is providing an array of services to the community through its staff, and if service delivery is absent or lacking, it could have significant social implications for the community.

(d) Environmental Implications

There are no direct environmental implications associated with this report.

(e) Economic/Asset Management Implications

Without adequately developed asset management plans, Council cannot rely on its Long-Term Financial Plan to properly inform its future financial planning and operations.

(f) Risk Implications

If Council is unable to attract and retain competent staff, its service delivery might be impacted.

CONCLUSION

Council has experienced the resignation and retirement of a number of staff over the past year. LGNSW Management Solutions has been engaged to conduct a Staff Attraction, Retention and Exit Review Report in order to gauge whether there are particular reasons for staff choosing to leave the organisation, and if measures could be introduced to better attract and retain staff.

RECOMMENDATION

- 1. That Council notes the contents of the report.**
- 2. That, once the Staff Attraction, Retention and Exit Review Report is available, a further report be prepared to convey the findings of this report to Council.**

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**Public Art and Town Entrance signs**

Fabrication of the sculptures and signage is complete. Installation started on Tuesday, 1 February 2022, and will soon add a “Coonamble Shire” branding and atmosphere to the entrances of our towns and village, as well as to the Gulargambone Memorial Park in Gulargambone and in front of the Coonamble Visitor and Exhibition Centre – contributing to the vision of establishing our local government area as a destination in its own right.

Coonamble Visitor Information & Exhibition Centre

Construction of this facility is complete and has been open to the public since November 2021. As is mentioned above, an emu dad and chicks – which have been designed and fabricated within our community – will be installed within the next week (at the time of writing this report), adding to the presentation and attractiveness of this facility.

Grants

Overview

Status	This Month	Last Month	Year to Date
Grant-funded projects completed	1	1	6
Grants to be acquitted	5	10	
Grants in progress	15	17	
Grant submissions awaiting decision	3	4	
Successful grant applications	0	3	8

Detailed Status

Grants completed and awaiting acquittal	Responsibility	Comment
Visitor Information Centre	ED&G	Drought Stimulus Package funding
Local Roads & Community Infrastructure 20-21	INF	Variation required for Quambone Toilet
Coonamble Community Recycling Centre	ESM&C	
Planning Portal set-up	ESM&C	
Gulargambone Youth Centre external upgrades	ESM&C	

Grants in progress	Responsibility	Comment
Coonamble Sports Ground Upgrades	C&S	Levelling in progress
Solar Power installation at Warrena Weir	C&S	Awaiting availability of contractor.
Quambone Park Toilet (LRCI 20-21)	C&S	Awaiting design drawings for transpiration pit.
Public Art at town entrances	ED&G	To be erected
Restore Trooper Stables at Coonamble Museum	ESM&C	Awaiting Development Application submission
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	Variation being drafted
Tooloon Street Pedestrian Crossing	INF	Calling for contractor
Eat Street	ED&G	Logistics underway
Museum Under the Bridge	ED&G	Purchasing underway
Small Business Month	ED&G	Logistics underway
Local Councils Program	ED&G	Calling for applications

Significant Grant Opportunities Ahead			1
Grant	Funding	Closing	Target
Building Better Regions Infrastructure Fund	\$20,000 to \$10m 3:1 basis	10-FEB-22	Coonamble Sportsground (canteen upgrades, etc)?

Other smaller grant opportunities being pursued include:

- Holiday Break Regional LGAs Fund (about \$5,000) to reimburse costs of January Holiday Fund Program.
- Saluting Their Service (\$10,000) to produce a booklet and webpages featuring the profiles of 30-40 ex-servicemen and women buried in the Coonamble, Gulargambone and Quambone cemeteries.

Communications

Content continues to be added to Council’s new website. The most frequently visited pages of the past month have been Employment, Road Conditions and Contacting Council.

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 November–sharing Council’s decisions about key items from the Business Paper each month.
- 1 x weekly half-page advertisement, *Weekly Connect* in *The Coonamble Times*, with unique content – advertising Requests for Quotations, Tenders and Expressions of Interest, policies and other reports currently on public exhibition and upcoming events for the community (3 issues were not published in January due to the closure of the newspaper for its holiday period).
- Posts in the News column on the homepage of Council’s website, on various topics as required.
- Posts in the Events Calendar hosted on Council’s website.
- Posts on Council’s Facebook page, on various topics as required.
- Council’s website – sharing all policies, plans and procedures, fees and charges, and documents for public exhibition, 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 December related to Australia Day nominations and Award winners, road conditions and the school holiday fun program.

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	40	29	191
Increase in number of followers	38	38	+415
Total number of followers	2,399	2,361	
Reach	10,016	18,028	

Tourism Promotion

@visitcoonamble social media pages continue to increase reach. Posts on the Visit Coonamble Facebook page reached over 10,300 people over the last three months. Page likes and followers increased slightly. Overall, total page views increased by 20%.

The most popular post on Facebook was an image of the Sundowner Hotel, Quambone.

This post reached 3,700 people and had 472 engagements which means 472 people either liked, shared, commented, clicked to read the entire caption or stayed on the post for longer than 10 seconds. 144 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 32% this quarter in terms of followers, with an increase in content interactions (likes, comments, shares, and saves). A total number of 5,238 accounts were reached, with only a quarter of 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 750 people.

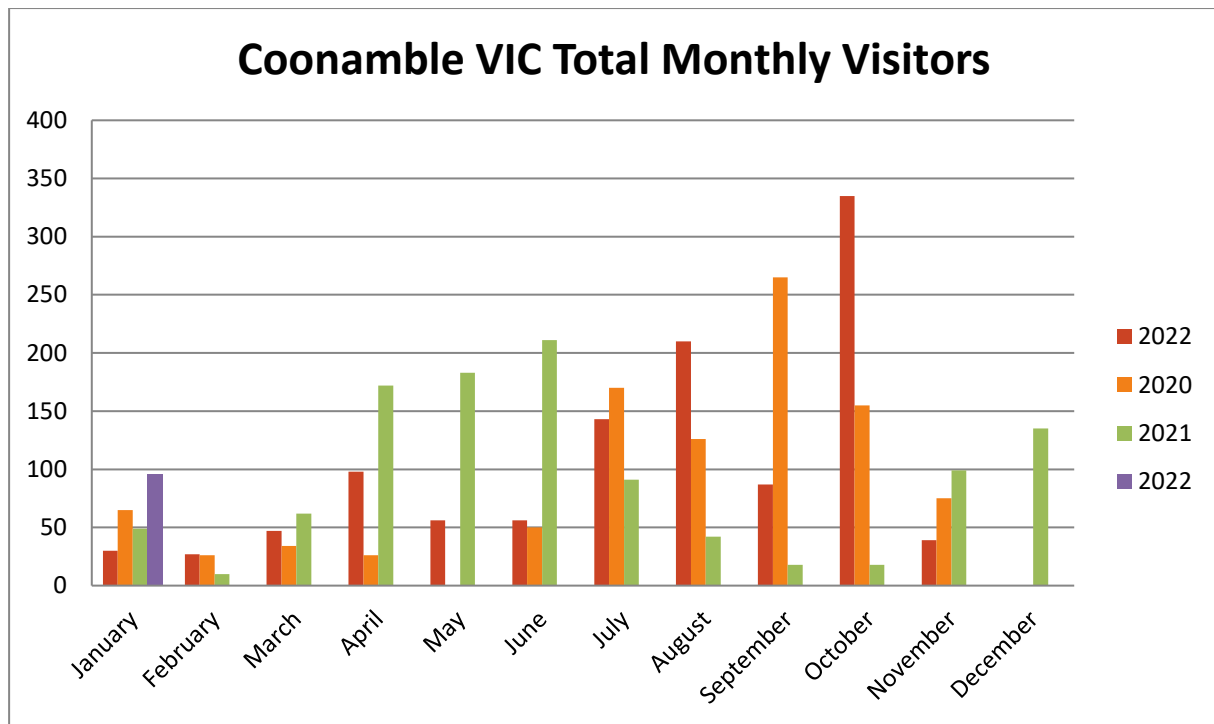
The most popular post on Instagram was Brian Campbells School Bus Sculpture. This post reached 1,969 people.

During November, December, and January, @visitcoonamble social channels continued publishing stories which have experienced a steady increase. There is an average of about 170 people reached per post over the three months (including content engagement such as polls).

Tourism Statistics

In January 2022, there were 96 visitors to the Coonamble Information and Exhibition Centre, a decrease from 135 visitors in December 2021. However, January visitation does represent a significant increase on numbers for the same period in previous years.

Most of the visitors in January were locals who showed interest in visiting the new Coonamble Information and Exhibition Centre and gave positive feedback at the end of their visit.



Coonamble Museum Under the Bridge

During January, we had only eight visitors to the Museum. This is mainly due to the Museum only being open by appointment to the public during the school holidays period. We were able to open the Museum for these families who requested as an interest to show their kids and explore a bit of history.

Meanwhile, we were successful in securing a partial grant amount under the ‘2021 Volunteer Museum Grant Program’.

Warrumbungle Hub Project

The collaborative marketing project with Warrumbungle and Gilgandra Shire Councils has progressed, with the photo shoot completed in early November.

The production is nearing completion, with a few more final edits taking place. Warrumbungle, Gilgandra & Coonamble Shire’s have held a few meetings to discuss next steps for this campaign and are looking into grants and budget to roll this campaign out to a wider audience.

Events

- Madame Flute concert was held Saturday, 4 December at the Coonamble Anglican Church.
- The Christmas Street Party was held Saturday, 11 December in the main street of Coonamble. There were over 30 stall holders that booked in for the day, a few were last minute cancellations due to Covid and wet weather. Overall, the day was enjoyed by a large number of residents. The Coonamble Community Radio conducted a live broadcast from the main street, which was

a fantastic addition to the event, and we look forward to working with them again.

- Coonamble Australia Day Celebrations will be held Wednesday 26 January 2022 at the Coonamble Showground Pavilion due to forecast weather. There were over 20 nominations for the awards this year. The winners are:
 - Coonamble Citizen of the Year – Doug White
 - Coonamble Young Citizen of the Year – Kagan Becker
 - Coonamble Community Group of the Year – Quambone Community Resources Committee
 - Coonamble Community Event of the Year – Coonamble District Business Awards
 - Coonamble Junior Sportsperson of the Year – Jack Page & Neil Kennedy

(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 Destination Management Plan.

RECOMMENDATION

That Council notes the contents of this report.

10.8 COONAMBLE SHIRE MASTERPLAN - PROGRESS REPORT

File Number: T-4-4

Author: Pip Goldsmith-Manager Economic Development & Growth

Authoriser: Hein Basson, General Manager

Annexures:

1. Schedule of Works Cost Estimate – Prioritised Schedule of Works
2. Coonamble Masterplan Progress Report

PURPOSE

The purpose of this report is to provide Council with information about the Coonamble Shire Masterplan, including how the Masterplan was developed in consultation with the community, and the progress that has been made in achieving identified actions since its adoption.

EXECUTIVE SUMMARY

Following an extensive community consultation and engagement process, exhibition of the draft Coonamble Shire Masterplan and consideration of submissions, the final Masterplan was adopted by Council in June 2020. Since adoption of the Masterplan, staff have worked towards the achievement of propriety projects and action items which were identified by the Masterplan.

BACKGROUND

A masterplan is a non-statutory document that outlines a vision to guide growth and development of an area over the next 20 years. It is not a detailed design, but is:

- A document that sets out how an area can develop and redevelop into the future.
- A high-level plan intended to set out objectives and strategies to manage development and change over time.
- A process that defines what is important about a place and how its character and quality can be conserved, improved, and enhanced.

After the Masterplan was endorsed by Council, implementation commenced and included:

- Capital works: infrastructure and public space improvements which will involve various government agencies, and funding through future government budgets.
- Industry opportunities: enabling the business community to take advantage of opportunities identified within Masterplan.
- Ongoing community engagement: the community will continue to be involved at each stage of development.

The final Coonamble Shire Masterplan adopted by Council was developed following a considered period of consultation, including a number of public meetings and

information sessions across the Local Government Area (LGA). A draft Masterplan was placed on exhibition and received 38 submissions, which were reviewed and considered.

Community submissions posed many valuable questions and provided the basis for recommended updates to the draft Masterplan for adoption as the Final Masterplan. Some key considerations were acknowledged during the collaborative review and consideration of submissions:

- Engaged consultants have reported that in comparison with similar projects in other Local Government Areas (LGAs), there has been a keen recognition by this Council of the importance of consultation. The degree of engagement was relatively high. It is unlikely a higher degree of consultation could have been achieved in a representative way.
- Conversations and consultation largely raised the appearance of the main street as an issue. The Masterplan considers the 'main street', but also recognises the wider Coonamble CBD (including Tooloon and Aberford Streets). Detailed design of the precinct will attempt to include the wider CBD.

Future implementation of the Masterplan will be aligned with other strategic planning including the new Community Strategic Plan, Delivery Program and Operational Plans.

The **Schedule of Works Cost Estimate – Prioritised Schedule of Works** (attached to this report as Annexure 1) provides a priority score for each action. The actions identified as of the highest priority are listed in order below:

Ref	Action	Priority Score
0.02	Update Coonamble Shire Management Plans and strategic policy to reflect master-planning exercise	12
1.4.1	Commission detail design of the VIC and surrounds to provide tourism opportunities for visitors and the community which celebrates the Aboriginal and non-Aboriginal cultural heritage of the district (provisional sum for design & construction budget)	10
1.2.4	Commission detail design of main street based on masterplan proposals including: center aisle parking; mid-block crossing; street tree planting; accessible crossing points etc (provisional sum for detail design & construction budget)	9
0.36	Host a tourism seminar for locals to provide them with tools and contacts to start tourism businesses, including ecotourism; Indigenous cultural experiences; agri-tourism; farm stays; etc.	9
0.25	Secure online social media brand platforms to ensure control of content and allow for consistent messaging	8
0.26	Conduct a "visitcoonamble.com.au" website health-check	8

0.27	Develop a strategic tourism marketing plan to identify tourism infrastructure, campaigns, marketing material and a program of promotional activities to achieve a clear direction for Council and business	8
0.28	Source grant funding for identified priorities from the tourism marketing plan	8
0.29	Engage with local businesses to develop, promote and participate in tourism campaigns identified in the strategic tourism marketing plan	8
0.31	Implement a development policy that recognises reactivation of the main street as a priority, per the Economic Development Strategy	8
1.3.2	Commission detail design of Coonamble Mineral Spa/ Conference Facility to promote tourism and a multi-use facility in accordance with the masterplan (provisional sum for detail design & construction budget)	8

The adopted Masterplan specifies: *“Progress against the schedule of works should be reviewed every 5 years, to reassess priorities and evaluate use, to ensure the community’s needs are being met.”* Following the election of a new Council and in recognising that the Masterplan is still a relatively new concept for Coonamble Shire Council, it is timely for an interim review of the progress made to date and reconfirmation of future priorities.

(a) Relevance to Integrated Planning and Reporting Framework

P1. Our community is connected across geographic, interest, cultural and social groups.

I2. Our community benefits from access to appropriate facilities.

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

I4. Our community is looking to the future to improve and protect our access to resources.

EC1.1 Re-establish and maintain robust, well patronised Coonamble and Gulargambone main street shopping precincts.

(b) Financial Considerations

The **Schedule of Works Cost Estimate – Prioritised Schedule of Works** (attached to this report as Annexure 1) is a key component of The Coonamble Shire Masterplan and provides estimates of works along with recommendations for scheduling over the long term.

The Masterplan Total Cost estimate is for a \$47,321,625 investment over twenty years. This averages \$2,366,081 per year for each of

those 20 years, which equates to approximately nine and a half per cent of the estimated operational expenditure for 2020/21.

Investment in developments, projects and programs identified by the Masterplan should not be viewed as an additional or increased expense on top of Council's current operational expenditure. Instead, the Masterplan ensures greater return on investment of Council's expenditure by strategically allocating spend to projects of greatest value to the community.

An adopted Masterplan provides Council with greater confidence in accessing Federal and State grant funding, as Council is strongly positioned to demonstrate the evidence of community engagement and prioritisation of projects and programs included in the Masterplan. It is likely that many Masterplan projects will be funded by external sources of funding rather than relying on Council's "normal" revenue.

COMMENTARY

There are a total of 136 actions identified by the Masterplan, which are each allocated to one of the following categories: Policy and Shire-wide projects, Coonamble, Town Entrances, Coonamble Main Street precinct, Artesian bathing experience, Visitor Information Centre, Quambone and Gulargambone.

The following table and graph provide an overview of progress made to date in undertaking these actions.

Category	Number associated actions	of Not Progressed (#)	In Progress (#)	Complete (#)
Policy and Shire-wide projects	39	19	18	2
Coonamble	23	16	6	1
Town Entrances	6	3	0	3
Coonamble Main Street precinct	13	6	6	1
Artesian bathing experience	5	4	1	0
Visitor Information Centre	2	0	0	2
Quambone	27	19	5	3
Gulargambone	21	14	3	4
Total	136	81	29	16



Detailed information about the progress of individual action items is included in the **Coonamble Masterplan Progress Report** (attached to this report as Annexure 2).

Progress rate for the timeline

The Coonamble Shire Masterplan is intended to be achieved over a period of 20 years. In the approximately 18 months that has passed since the adoption of the Coonamble Shire Masterplan, 7.5% of those 20 years has passed. It would be reasonable for a key performance indicator to require completion of actions on a timeline that reflects the long-term schedule, i.e. that 6 to 7 actions (or 5% of the total) be completed each year (which is the equivalent of 5% of the timeline) therefore, it could be stated that progress so far exceeds this expectation.

Investment required

Council has adopted, as far as was possible, a continued focus and reliance on grant funding and undertaking of projects with reference to the prioritisation of Masterplan projects. Long-term strategic planning, like the Masterplan should ensure a greater return on the investment of Council's expenditure by strategically allocating spend to projects of greatest value to the community.

(a) Governance/Policy Implications

The Department of Premier and Cabinet / Division of Local Government Capital Expenditure Guidelines have been developed to assist NSW Councils prepare Capital Expenditure Reviews. Capital expenditure is incurred when a Council spends money to buy, construct, renovate or acquire an asset. The Guidelines aim to ensure that a Council's evaluation of the proposed capital expenditure is consistent and rigorous, the merits of projects can be compared, and resource allocation can be made on an informed basis.

These guidelines will be most relevant to the Masterplan projects and actions of greatest estimated value, as summarised in the following table:

Ref	Action	Original Cost Estimates
1.3.2	Commission detail design of Coonamble Mineral Spa/Conference Facility to promote tourism and a multi-use facility in accordance with the masterplan (provisional sum for detail design & construction budget).	\$6,500,000
1.2.1	Commission detail design of roundabout on the Castlereagh Highway and main street to RMS standards to allow better access and sight lines to the main street (provisional sum for design & construction budget). (Council has since decided not to pursue the roundabout concept.)	\$5,000,000
1.2.4	Commission detail design of main street based on masterplan proposals including mid-block crossing; street tree planting; accessible crossing points etc, (provisional sum for detail design & construction budget). (Please refer to the other report about the Main Street design in this Business Paper.)	\$5,000,000
1.3.3	Install 2.5m wide shared concrete path to the main street/ town center.	\$2,500,000
1.0.9	Install 1.2m wide concrete path from Macdonald Park/ Pool along the river to Nebea Street.	\$1,800,000
1.0.10	Install 1.2m wide concrete path from Tin Town to the weir which connects with central blocks of Coonamble.	\$1,800,000
3.0.2	Upgrade footpath along main street to provide compliant grades and a fully accessible path.	\$1,250,000
2.0.3	Install 1.2m wide concrete path to perimeter of Sports Ground. (Grant Funding has now been approved for this project.)	\$1,000,000
2.0.4	Install concrete paths to central blocks of village to provide accessible paths of travel.	\$1,000,000
1.4.1	Commission detail design of the VIC and surrounds to provide tourism opportunities for visitors and the community which celebrates the Aboriginal and non- Aboriginal cultural heritage of the district (provisional sum for design & construction budget).	\$650,000

Additionally, many policies of Council are impacted by the implementation of the Masterplan and the strong strategic governance of Council is required for ongoing review and implementation to be successful.

(b) Legal Implications

There are no legal implications arising from this report.

(c) Social Implications

The delivery of Masterplan actions and projects will provide the community with increased and improved amenity, events, recreational and social opportunities.

(d) Environmental Implications

Item 12.7 The ongoing implementation of the Masterplan will continue to protect and enhance the natural environment within the towns and villages of the LGA.

(e) Economic/Asset Management Implications

The Coonamble Shire Masterplan is a key strategic document which will provide direction for long term development and investment. The Masterplan includes concept plans and direction for a number of projects which will have implications of Council's Economic and Asset Management.

Cost estimates and staging priorities have been included following consultation with Council staff and expert industry advice, in order to provide recommendations about how to prioritise investment in assets.

While there are no direct economic/asset management implications arising from this report, as individual projects and actions are implemented, Council will have to consider the specific economic / asset management implications of that project or action at the time.

(f) Risk Implications

A strategic master planning process has allowed Council to plan appropriately for significant projects over the long term, providing for funding to be sought and allocated. Without such a long-term plan, there is a risk that there would not be the same investment made in identified priorities that are aimed on the future growth and development of the local government area.

CONCLUSION

Since adoption of the Masterplan, a number of identified propriety projects and action items have been completed, and many more are in progress. The progress that has been made is noteworthy. The implementation of the Masterplan is suggested to be viewed as being successful so far and should continue to be reviewed and reprioritised in conjunction with Council's Integrated Planning and Reporting process.

RECOMMENDATION

That Council notes the contents of this report.

COONAMBLE SHIRE MASTERPLAN																						
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS																						
REF.	ACTION	PRINCIPLES OF DESIGN										OTHER				PRIORITY SCORE	COUNCIL QUICKWINS	PROPOSED DELIVERY TIMEFRAME	UNIT	QTY	RATE	SUBTOTAL
		Baths	Nature	Town	Shade	Heritage	Art	Pool	Amenity	Visitors	Tourism	Health	CPTED	Multi-use	Operational Benefit							
0.00	POLICY AND SHIRE WIDE PROJECTS																					
0.01	Develop a Shire policy for commercial use of public open space to manage future risk and ensure equity			X					X	X			X	X			5		Item	1	\$10,000	\$10,000
0.02	Update Coonamble Shire Management Plans and strategic policy to reflect master-planning exercise	X	X	X	X	X	X	X	X	X			X	X	X		12	✓	Item	1	\$20,000	\$20,000
0.03	Register Aboriginal cultural heritage on relevant government data bases i.e. AHIMS		X			X				X				X	X		5		Item	1	\$50,000	\$50,000
0.04	Protect significant trees & remnant vegetation under the LEP Biodiversity provisions for significant vegetation				X				X						X		3		Item	1	\$10,000	\$10,000
0.05	Develop a Shire policy to reduce the area of mowing in parks and open space, such as low native plantings under trees, to increase biodiversity, reduce maintenance and maximise habitat								X					X	X		3					
0.06	Create flexible spaces for events with supporting services			X		X			X	X			X				5					
0.07	Provide future state funding partnership opportunities to establish a programme where the Aboriginal community works with the broader community		X			X	X			X	X						5					
0.08	Install street trees to improve shade amenity (including ongoing watering and maintenance) in accordance with the Street Tree Masterplans (annual allocation over 20 years)				X				X						X		3		Annual	20	\$100,000	\$2,000,000
0.09	Provide accessible paths to street edges		X						X		X		X				4					
0.10	Provide accessible paths to compliant grades		X						X		X		X				4					
0.11	Install seats every 200m along shared footpaths to improve accessibility options for the aged & others								X		X		X				3					
0.12	Remove weeds with an ongoing eradication plan (annual allocation over 20 years)								X					X	X		3		Annual	20	\$100,000	\$2,000,000
0.13	Remove dead & under performing trees (annual allocation over 20 years)								X					X	X		3		Annual	20	\$30,000	\$600,000
0.14	Rationalise and remove redundant signage								X					X			2					
0.15	Investigate the installation of gross pollutant traps along the Castlereagh River to minimise rubbish entering the river bed		X						X					X	X		4					
0.16	Review development located within the flood zone to ensure compliance		X							X				X	X		4		Item	1	\$10,000	\$10,000
0.17	Review Pedestrian Access and Mobility Plan (PAMP) and prioritise works to tie into masterplan proposals								X		X		X				3		Item	1	\$10,000	\$10,000

COONAMBLE SHIRE MASTERPLAN																					
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS																					
REF.	ACTION	PRINCIPLES OF DESIGN								OTHER					PRIORITY SCORE	COUNCIL QUICKWINS	PROPOSED DELIVERY TIMEFRAME	UNIT	QTY	RATE	SUBTOTAL
		Baths	Nature	Town	Shade	Heritage	Art	Pool	Amenity	Visitors	Tourism	Health	CPTED	Multi-use							
0.18	Review current management arrangements for the Aquatic Club to allow access for all to the carpark and amenities, while only Aquatic Club paying members can use the boat access ramp							X	X	X			X			4		Item	1	\$10,000	\$10,000
0.19	Review playground at Aquatic Club to align with safety standards							X	X	X			X			4		Item	1	\$10,000	\$10,000
0.20	Review current operational arrangement at the Coonamble Aquatic Club to ensure emergency service access							X					X			2	✓	Item	1	\$5,000	\$5,000
0.21	Commission Street Tree Masterplans for Coonamble, Quambone & Gulargambone to improve town presentation and provide shade amenity				X			X						X		3		Item	1	\$30,000	\$30,000
0.22	Review treeplanting details to align with best practice and guidelines				X			X					X	X		4		Item	1	\$5,000	\$5,000
0.23	Commission Wayfinding and Interpretation Signage package to optimise active travel and tourism opportunities		X			X	X	X	X	X		X				7		Item	1	\$25,000	\$25,000
0.24	Develop an Active Travel Plan (Bike Plan & Pedestrian Access and Mobility Plan combined) to maximise funding opportunities and benefits for the community							X	X	X	X	X				5		Item	1	\$50,000	\$50,000
0.25	Secure online social media brand platforms to ensure control of content and allow for consistent messaging	X	X	X		X	X		X	X			X			8	✓	Item	1	\$50,000	\$50,000
0.26	Conduct a "visitcoonamble.com.au" website health-check	X	X	X		X	X		X	X			X			8	✓	Item	1	\$5,000	\$5,000
0.27	Develop a strategic tourism marketing plan to identify tourism infrastructure, campaigns, marketing material and a programme of promotional activities to achieve a clear direction for Council and business	X	X	X		X	X		X	X			X			8		Item	1	\$40,000	\$40,000
0.28	Source grant funding for identified priorities from the tourism marketing plan	X	X	X		X	X		X	X			X			8					
0.29	Engage with local businesses to develop, promote and participate in tourism campaigns identified in the strategic tourism marketing plan	X	X	X		X	X		X	X			X			8					
0.30	Implement a development policy to encourage landowners to preserve and enhance elements contributing to the heritage streetscapes of Coonamble Shire			X		X		X	X	X			X	X		7					
0.31	Implement a development policy that recognises reactivation of the main street as a priority, per the Economic Development Strategy			X		X	X	X	X	X		X		X		8					
0.32	Investigate options for developing a minimum four-star hotel in conjunction with the Mineral Spa development	X	X					X	X	X						5					
0.33	Liaise with the Office of Environment and Heritage for the establishment of a grant system for the preservation of heritage buildings throughout the shire			X		X		X	X	X			X	X		7					
0.34	Engage a professional to work with local store owners in each town, to explore opportunities to sell or lease properties innovatively, to encourage more businesses into shopping precincts			X				X	X	X			X	X		6					
0.35	Seek government support to assist in the establishment of Aboriginal tourism businesses in town		X			X	X		X	X			X			6					

COONAMBLE SHIRE MASTERPLAN																					
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS																					
REF.	ACTION	PRINCIPLES OF DESIGN								OTHER					PRIORITY SCORE	COUNCIL QUICKWINS	PROPOSED DELIVERY TIMEFRAME	UNIT	QTY	RATE	SUBTOTAL
		Baths	Nature	Town	Shade	Heritage	Art	Pool	Amenity	Visitors	Tourism	Health	CPTED	Multi-use							
0.36	Host a tourism seminar for locals to provide them with tools and contacts to start tourism businesses, including: ecotourism; Indigenous cultural experiences; agri-tourism; farm stays; etc.	X	X	X		X	X		X	X	X			X		9					
0.37	Host a workshop for locals in developing and growing on-line businesses as part of their main-street shop			X										X		2					
0.38	Investigate opportunities for local power generation			X										X		2					
0.39	Employ an arts facilitator to work with schools, community groups and individuals in developing public art across the shire						X		X	X	X					4					
TOTAL																					
Subtotal																					\$4,940,000
Contingency 30%																					\$1,482,000
Policy & Shire Wide Estimates																					\$6,422,000
1.0.0	COONAMBLE TOWN MASTERPLAN																				
1.0.1	Plant trees in parks and open green space for shade amenity i.e the Showground, Sports Ground, Macdonald Park etc (over 20 years including ongoing watering and maintenance)				X				X				X	X	4	Item	1	\$600,000	\$600,000		
1.0.2	Re-locate outdoor exercise equipment in Smith Park to create fitness trail opportunities and encourage use								X		X	X			3	Item	1	\$60,000	\$60,000		
1.0.3	Install additional outdoor equipment in Smith Park to complement existing equipment & create trail opportunities								X		X	X			3	ea	10	\$20,000	\$200,000		
1.0.4	Install bubbler/ water filling station (adjacent outdoor exercise equipment)								X		X				2	ea	6	\$5,000	\$30,000		
1.0.5	Detail design and installation of Stage 2 of Smith Park river walk with a 1.2m wide concrete path		X						X	X	X	X	X		6	lm	200	\$600	\$120,000		
1.0.6	Commission a Castlereagh River Activation Plan which investigates opportunities for tourism & recreational uses of the river, riverbed and surrounds		X	X		X	X		X	X			X		7	Item	1	\$150,000	\$150,000		
1.0.7	Install Macdonald Park upgrades, refer to masterplan proposals by GHD			X				X	X	X	X		X	X	7	Item	1	TBC	TBC		
1.0.8	Install Electric Vehicle charging points in locations deemed desirable to attract visitors, such as in Skillman's Lane carpark, at the Visitor Information Centre, at the Mineral Spa development, in Quambone and in Gulargambone			X					X	X			X		4	Item	5	\$10,000	\$50,000		
1.0.9	Install 1.2m wide concrete path from Macdonald Park/ Pool along the river to Nebea Street		X			X			X	X	X	X	X		7	lm	3000	\$600	\$1,800,000		
1.0.10	Install 1.2m wide concrete path from Tin Town to the weir which connects with central blocks of Coonamble		X			X			X	X	X	X	X		7	lm	3000	\$600	\$1,800,000		
1.0.11	Install 1.2m wide concrete path to perimeter of Sports Ground		X						X			X			4	lm	800	\$600	\$480,000		
1.0.12	Design and install a yarnig circle near Calga Street to provide opportunities to connect with country and culture		X			X			X	X		X			5	Item	1	\$20,000	\$20,000		

COONAMBLE SHIRE MASTERPLAN																						
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS																						
REF.	ACTION	PRINCIPLES OF DESIGN										OTHER			PRIORITY SCORE	COUNCIL QUICKWINS	PROPOSED DELIVERY TIMEFRAME	UNIT	QTY	RATE	SUBTOTAL	
		Baths	Nature	Town	Shade	Heritage	Art	Pool	Amenity	Visitors	Tourism	Health	CPTED	Multi-use								Operational Benefit
1.0.13	Commission the design of interpretive artwork along shared paths representing Aboriginal daily life in locations such as the Castlereagh River, Tin Town etc		X			X	X			X	X						5		Item	1	\$30,000	\$30,000
1.0.14	Install interpretive artwork along shared paths adjacent river, interpreting Aboriginal, agricultural and environmental heritage		X			X	X			X	X						5		Item	6	\$8,000	\$48,000
1.0.15	Upgrade amenity building in Smith Park								X	X	X		X				4	✓	Item	1	\$50,000	\$50,000
1.0.16	Remove old park furniture in Smith Park (seats, bins, table etc)								X					X			2		Item	1	\$5,000	\$5,000
1.0.17	Upgrade and provide new picnic amenity to Smith Park: install barbeques, bubblers, bins & table seating facilities to improve amenity		X					X	X	X	X		X				6		ea	5	\$50,000	\$250,000
1.0.18	Provide picnic area in pool grounds: install barbeques, bubblers, bins & table seating facilities to improve amenity			X				X	X	X	X		X				6		ea	2	\$50,000	\$100,000
1.0.19	Install wayfinding/ interpretive signage at every park entrance, path junction and key interpretive locations								X	X	X						3		ea	40	\$5,000	\$200,000
1.0.20	Install pedestrian/ cycling node amenity along shared paths (including seat & bubbler)								X	X	X	X	X				5		ea	4	\$15,000	\$60,000
1.0.21	Install bins at main park entrances								X					X	X		3		ea	20	\$2,500	\$50,000
1.0.22	Install seating facilities								X				X				2		ea	30	\$2,500	\$75,000
1.0.23	Upgrade Aquatic Club playground and BBQ facilities		X					X	X	X	X	X	X	X			7		Item	1	\$250,000	\$250,000
TOTAL																						
Subtotal																						
Contingency 30%																						
Coonamble Town Wide estimate																						
\$6,428,000																						
\$1,928,400																						
\$8,356,400																						
1.1.0	ENTRANCES																					
1.1.1	Commission detail design of planting to entrances to promote Coonamble Shire Council		X					X		X					X		5		Item	2	\$15,000	\$30,000
1.1.2	Design, manufacture and installation of sculptural birds (Coonamble, Quambone and upgrade of Gulargambone existing sculptures)		X					X		X							4		Item	2	\$100,000	\$200,000
1.1.3	Commission detail design of entrance signage to promote Coonamble Shire Council (Coonamble, Quambone, Gulargambone)		X					X		X							4		Item	1	\$20,000	\$20,000
1.1.4	Install trees and understorey planting to entrances of Coonamble, Quambone, Gulargambone (with ongoing watering and maintenance) in accordance with masterplan				X					X	X				X		4		ea	6	\$15,000	\$90,000
1.1.5	Enhance showground entrance to create a consistent town approach through tree and understorey planting in accordance with Coonamble Street Tree Masterplan						X			X	X				X		4		Item	1	\$20,000	\$20,000

COONAMBLE SHIRE MASTERPLAN																					
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS																					
REF.	ACTION	PRINCIPLES OF DESIGN										OTHER			PRIORITY SCORE	COUNCIL QUICKWINS	PROPOSED DELIVERY TIMEFRAME	UNIT	QTY	RATE	SUBTOTAL
		Baths	Nature	Town	Shade	Heritage	Art	Pool	Amenity	Visitors	Tourism	Health	CPTED	Multi-use							
1.1.6	Update town entrance signs in accordance with masterplan (Coonamble, Quambone, Gulargambone)		X				X		X	X				X		5		Item	3	\$60,000	\$180,000
TOTAL																					
Subtotal \$540,000																					
Contingency 30% \$162,000																					
Entrances estimate \$702,000																					
1.2.0	MAIN STREET																				
1.2.1	Commission investigation and detail design of the reconfiguration of the intersection at the Castlereagh Highway and main street to TfNSW standards to allow better access and sight lines to the main street, ensuring safe crossing points (provisional sum for design & construction budget)			X					X	X	X					4		Item	1	TBC	TBC
1.2.2	Remove gallows structures at main street pedestrian crossing and surrounds								X			X				2		Item	2	\$5,000	\$10,000
1.2.3	Install public amenities in prominent location on main street and provide attractive park-like setting			X	X				X	X	X		X			6	✓	Item	1	\$350,000	\$350,000
1.2.4	Commission investigation of options and detailed design of main street including parking reconfiguration; mid-block crossing; street tree planting; accessible crossing points, etc (provisional sum for detail design & construction budget)			X	X				X	X	X	X	X	X		9		Item	1	\$5,000,000	\$5,000,000
1.2.5	Create a vibrant laneway to carpark to enhance connectivity & natural surveillance (provisional sum for detail design & construction budget)			X			X		X	X	X	X	X			7	✓	Item	1	\$250,000	\$250,000
1.2.7	Install street furniture (seats, bins, lighting) to main street based on masterplan proposals			X					X	X	X	X				6		Item	1	\$300,000	\$300,000
1.2.8	Install wayfinding/ interpretive signage at every main street entrance, park, carpark and key interpretive locations								X	X	X		X			4		ea.	10	\$5,000	\$50,000
1.2.9	Install anti-pigeon roosting wire to under-side of awnings along main street to reduce faeces			X					X	X	X		X	X		6	✓	Item	1	\$60,000	\$60,000
1.2.11	Install additional CCTV to improve rear carpark safety			X					X	X	X		X			5		Item	1	\$15,000	\$15,000
1.2.12	Develop a programme of street events			X		X	X		X	X		X	X			7		Item	1	\$80,000	\$80,000
1.2.13	Provision for RV, trailer and long vehicle parking to rear carpark			X					X	X		X	X			5		Item	0	\$0	\$0
1.2.14	Commission detail design of rear carpark based on masterplan proposals (provisional sum for detail design & construction budget)			X	X				X	X		X	X			6		Item	1	\$350,000	\$350,000
1.2.15	Pursue with RMS the investigation and implementation of a 40km/hour speed zone in Coonamble CBD			X					X	X	X		X	X		6		Item	0	\$0	\$0
TOTAL																					
Subtotal \$6,465,000																					
Contingency 30% \$1,939,500																					
Main Street estimate \$8,404,500																					

COONAMBLE SHIRE MASTERPLAN																							
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS																							
REF.	ACTION	PRINCIPLES OF DESIGN												OTHER			PRIORITY SCORE	COUNCIL QUICKWINS	PROPOSED DELIVERY TIMEFRAME	UNIT	QTY	RATE	SUBTOTAL
		Baths	Nature	Town	Shade	Heritage	Art	Pool	Amenity	Visitors	Tourism	Health	CPTED	Multi-use	Operational Benefit	Environment							
1.3.0	COONAMBLE MINERAL SPA																						
1.3.1	Update entrance to Coonamble Mineral Spa, Racecourse & Golf Course to create a consistent town approach and entrance structure in accordance with masterplan	X	X	X					X	X	X						6		Item	1	\$50,000	\$50,000	
1.3.2	Commission detail design of Coonamble Mineral Spa/ Conference Facility to promote tourism and a multi-use facility in accordance with the masterplan (provisional sum for detail design & construction budget)	X	X	X					X	X	X	X	X			8		Item	1	\$6,500,000	\$6,500,000		
1.3.3	Install 2.5m wide shared concrete path to the main street/ town centre	X	X	X					X	X	X	X				8		lm	2000	\$1,250	\$2,500,000		
1.3.4	Protect and enhance remnant vegetation to retain natural setting	X	X		X		X		X	X	X					8		Item	1	\$50,000	\$50,000		
1.3.5	Potential location for caravan/ camping	X	X						X	X						4		Item	1	\$100,000	\$100,000		
	TOTAL																					\$9,200,000	
																						\$2,760,000	
																						\$11,960,000	
1.4.0	VISITOR INFORMATION CENTRE (VIC)																						
1.4.1	Commission detail design of the VIC and surrounds to provide tourism opportunities for visitors and the community which celebrates the Aboriginal and non-Aboriginal cultural heritage of the district (provisional sum for design & construction budget)	X	X	X	X	X	X		X	X	X		X			10	✓	Item	1	\$1,140,000	\$1,140,000		
1.4.2	Provide new carpark with accessible parking space and ramp to path to provide accessibility for all and links into the existing Smith Park network, re-align entrance road into VIC to provide safer entry and exit path and provide new bus and RV parallel parking within existing park driveway surface								X	X	X		X	X		5		Item	1	\$100,000	\$100,000		
	TOTAL																					\$1,240,000	
																						\$372,000	
																						\$1,612,000	
2.0.0	QUAMBONE MASTERPLAN																						
2.0.1	Plant trees in parks and open green space for shade amenity to the pool, sports ground, playground, caravan park etc (over 20 years including ongoing watering and maintenance)				X				X	X		X		X		5		Item	1	\$300,000	\$300,000		
2.0.2	Provide pedestrian safe crossing points to RMS standards at the school and playground			X					X		X					3		Item	2	\$60,000	\$120,000		
2.0.3	Install 1.2m wide concrete path to perimeter of Sports Ground		X						X		X		X			4		lm	800	\$1,250	\$1,000,000		
2.0.4	Install concrete paths to central blocks of village to provide accessible paths of travel			X					X		X		X			4		lm	800	\$1,250	\$1,000,000		
2.0.5	Install outdoor exercise equipment and create fitness trail opportunities								X		X		X			3		ea	6	\$20,000	\$120,000		

COONAMBLE SHIRE MASTERPLAN																					
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS																					
REF.	ACTION	PRINCIPLES OF DESIGN										OTHER			PRIORITY SCORE	COUNCIL QUICKWINS	PROPOSED DELIVERY TIMEFRAME	UNIT	QTY	RATE	SUBTOTAL
		Baths	Nature	Town	Shade	Heritage	Art	Pool	Amenity	Visitors	Tourism	Health	CPTED	Multi-use							
2.0.6	Install bubbler/ water filling station (adjacent outdoor exercise equipment)							X			X					2		ea	2	\$5,000	\$10,000
2.0.7	Upgrade the playground to include: a tourism kiosk; wi-fi; public amenities; youth zone play equipment and outdoor ping-pong tables for casual hanging out and perching			X				X	X	X			X			5		Item	1	\$250,000	\$250,000
2.0.8	Upgrade amenity building in Sports Ground with new shower and accessible toilet			X				X	X	X			X			5		Item	1	\$80,000	\$80,000
2.0.9	Upgrade tennis court lighting			X				X	X	X	X		X			6		Item	1	\$100,000	\$100,000
2.0.10	Repair swimming pool leak							X	X	X	X		X	X		7		Item	1	\$50,000	\$50,000
2.0.11	Upgrade swimming pool amenity facilities			X				X	X	X	X		X			7		Item	1	\$100,000	\$100,000
2.0.12	Replace fencing to Sports Ground							X			X		X			3		Item	1	\$150,000	\$150,000
2.0.13	Install fencing to rubbish tip to prevent the spread of rubbish and illegal dumping							X		X	X		X	X		5		Item	1	\$200,000	\$200,000
2.0.14	Tidy up litter and rubbish through out town, especially around the rubbish tip (annual)							X		X	X		X	X		5		Item	1	\$10,000	\$10,000
2.0.15	Commission the design of interpretive artwork in the playground representing Aboriginal daily life in the area i.e totems or other representation to complement the existing totems (Stage 2 Wailwan Story Boards)		X			X	X			X	X					5		Item	1	\$30,000	\$30,000
2.0.16	Install interpretive artwork in the playground		X			X	X			X	X					5		Item	4	\$8,000	\$32,000
2.0.17	Provide picnic area at the playground: install barbeques, shelter, bubblers, bins & table seating facilities to improve amenity			X	X			X	X	X			X			6		ea	2	\$150,000	\$300,000
2.0.18	Provide picnic area in pool grounds and sports ground: install barbeques, bubblers, bins & table seating facilities to improve amenity			X	X			X	X	X	X		X			7		ea	2	\$50,000	\$100,000
2.0.19	Install wayfinding/ interpretive signage at main park entrance, path junction and key interpretive locations							X	X	X						3		ea	10	\$5,000	\$50,000
2.0.20	Install pedestrian/ cycling node amenity along shared paths (including seat & bubbler)							X	X	X	X		X			5		ea	2	\$10,000	\$20,000
2.0.21	Install bins at the main park entrances							X					X	X		3		ea	4	\$2,500	\$10,000
2.0.22	Install seating facilities							X					X			2		ea	6	\$2,500	\$15,000
2.0.23	Update entrance to Quambone and Macquarie Marshes turnoff to create a consistent town approach and entrance structure	X							X	X			X			4		Item	1	\$30,000	\$30,000

COONAMBLE SHIRE MASTERPLAN																					
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS																					
REF.	ACTION	PRINCIPLES OF DESIGN										OTHER		PRIORITY SCORE	COUNCIL QUICKWINS	PROPOSED DELIVERY TIMEFRAME	UNIT	QTY	RATE	SUBTOTAL	
		Baths	Nature	Town	Shade	Heritage	Art	Pool	Amenity	Visitors	Tourism	Health	CPTED								Multi-use
2.0.24	Install Macquarie Marshes signage on Castlereagh Highway which is consistent with masterplan		X						X	X	X			X		5		Item	1	\$5,000	\$5,000
2.0.25	Commission a tourism review of infrastructure requirements to capitalise on the location of the Macquarie Marshes close to Quambone, such as sealed roads, signage etc.		X							X	X			X		4		Item	1	\$10,000	\$10,000
2.0.26	Update facilities and signage for the Quambone camp site		X						X	X	X			X		5		Item	1	\$60,000	\$60,000
2.0.27	Provide distribution point for tourism brochures at the Quambone camp site		X							X	X			X		4		Item	1	\$5,000	\$5,000
TOTAL																		Subtotal		\$4,157,000	
																		Contingency 30%		\$1,247,100	
																		Quambone Town Wide estimate		\$5,404,100	
3.0.0	GULARGAMBONE MASTERPLAN																				
3.0.1	Plant trees in parks and open green space for shade amenity to the pool, sports ground, Lions Park, etc (over 20 years including ongoing watering and maintenance)				X				X					X	X	4		Item	1	\$300,000	\$300,000
3.0.2	Upgrade footpath along main street to provide compliant grades and a fully accessible path			X					X	X	X	X				5		lm	1000	\$1,250	\$1,250,000
3.0.3	Upgrade library facilities and upgrade wifi speed for the community and visitors								X	X	X					3		Item	1	\$50,000	\$50,000
3.0.4	Install 1.2m wide concrete path to perimeter of Sports Ground		X						X					X		4		lm	800	\$600	\$480,000
3.0.5	Install outdoor exercise equipment to Lions Park and Sports Ground to create fitness trail opportunities								X					X		3		ea	8	\$20,000	\$160,000
3.0.6	Install bubbler/ water filling station (adjacent outdoor exercise equipment)								X					X		2		ea	2	\$5,000	\$10,000
3.0.7	Provide picnic area to Lions Park: install barbeques, shelter, bubblers, bins & table seating facilities to improve amenity		X	X					X	X	X			X		6	✓	ea	1	\$150,000	\$150,000
3.0.8	Install nature play based playground to Lions Park			X					X	X	X	X				5	✓	Item	1	\$150,000	\$150,000
3.0.9	Install 'Youth Zone' including Parkour style equipment for casual hanging out and perching, with a skate/street art aesthetic to enhance existing facility			X					X	X	X	X		X		6		Item	1	\$100,000	\$100,000
3.0.10	Install shared pedestrian cycleway along the river to connect with town centre to provide better activation and connection of ancillary spaces		X	X					X	X	X	X		X		7		lm	205	\$1,250	\$256,250
3.0.11	Commission the design of interpretive artwork along shared river path representing the Aboriginal story of daily life		X			X	X		X	X						5		Item	1	\$30,000	\$30,000

COONAMBLE SHIRE MASTERPLAN																									
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS																									
REF.	ACTION	PRINCIPLES OF DESIGN										OTHER					PRIORITY SCORE	COUNCIL QUICKWINS	PROPOSED DELIVERY TIMEFRAME	UNIT	QTY	RATE	SUBTOTAL		
		Baths	Nature	Town	Shade	Heritage	Art	Pool	Amenity	Visitors	Tourism	Health	CPTED	Multi-use	Operational Benefit	Environment									
3.0.12	Install interpretive artwork along the river path interpreting daily Aboriginal life		X			X	X			X	X							5		Item	4	\$8,000	\$32,000		
3.0.13	Upgrade amenity building in Sports Ground							X	X	X		X	X				5		Item	1	\$50,000	\$50,000			
3.0.14	Council to support upgrade of tennis courts to impact surface with new asphalt base			X				X	X	X	X	X					6		Item	1	\$100,000	\$100,000			
3.0.15	Install white picket oval fence to create a village green							X	X	X			X				4		Item	1	\$50,000	\$50,000			
3.0.16	Install 1.2m wide concrete path to connect residential areas, playground and parks with town centre to provide better connection and create a path hierarchy		X	X				X		X	X		X				6		lm	205	\$600	\$123,000			
3.0.17	Commission detail design of playground and adjacent fencing in Sports Ground to accommodate user needs (provisional sum for detail design & construction budget)							X	X	X	X						4		Item	1	\$40,000	\$40,000			
3.0.18	Install wayfinding/ interpretive signage at main park entrance, path junction and key interpretive locations							X	X	X							3		ea	10	\$5,000	\$50,000			
3.0.19	Install pedestrian/ cycling node amenity along shared paths (including seat & bubbler)							X	X	X	X		X				5		ea	2	\$10,000	\$20,000			
3.0.20	Install bins at the main park entrances							X						X	X		3		ea	4	\$2,500	\$10,000			
3.0.21	Install seating facilities							X				X					2		ea	8	\$2,500	\$20,000			
TOTAL																						Subtotal		\$3,431,250	
																								Contingency 30%	\$1,029,375
																								Gular Town Wide estimate	\$4,460,625
																								MASTERPLAN TOTAL	\$47,321,625

COONAMBLE SHIRE MASTERPLAN						
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS						
REF.	ACTION	PRIORITY SCORE	NOT IN PROGRESS	IN PROGRESS	COMPLETE	COMMENT
*	Not progressed		*			
•	In progress			•		
✓	Complete				✓	
0.00	POLICY AND SHIRE WIDE PROJECTS					
0.01	Develop a Shire policy for commercial use of public open space to manage future risk and ensure equity	5	*			
0.02	Update Coonamble Shire Management Plans and strategic policy to reflect master-planning exercise	12		•		Delivery and Operational Plans reflect Masterplan priorities. Several Management Plans have been updated.
0.03	Register Aboriginal cultural heritage on relevant government data bases i.e. AHIMS	5		•		Regionally significant development projects are required to identify and appropriately register sites of cultural significance.
0.04	Protect significant trees & remnant vegetation under the LEP Biodiversity provisions for significant vegetation	3		•		
0.05	Develop a Shire policy to reduce the area of mowing in parks and open space, such as low native plantings under trees, to increase biodiversity, reduce maintenance and maximise habitat	3	*			
0.06	Create flexible spaces for events with supporting services	5		•		Investments have been made to allow the Coonamble Main Street, Smith Park, Sportsground and Showground to be utilised for events.
0.07	Provide future state funding partnership opportunities to establish a programme where the Aboriginal community works with the broader community	5	*			
0.08	Install street trees to improve shade amenity (including ongoing watering and maintenance) in accordance with the Street Tree Masterplans (annual allocation over 20 years)	3	*			
0.09	Provide accessible paths to street edges	4		•		Ongoing
0.10	Provide accessible paths to compliant grades	4		•		Ongoing
0.11	Install seats every 200m along shared footpaths to improve accessibility options for the aged & others	3		•		Seats to be installed along new path around Coonamble Sportsground.
0.12	Remove weeds with an ongoing eradication plan (annual allocation over 20 years)	3		•		Ongoing
0.13	Remove dead & under performing trees (annual allocation over 20 years)	3		•		Ongoing
0.14	Rationalise and remove redundant signage	2		•		This has been recently completed at town entrances.
0.15	Investigate the installation of gross pollutant traps along the Castlereagh River to minimise rubbish entering the river bed	4	*			
0.16	Review development located within the flood zone to ensure compliance	4	*			
0.17	Review Pedestrian Access and Mobility Plan (PAMP) and prioritise works to tie into masterplan proposals	3	*			
0.18	Review current management arrangements for the Aquatic Club to allow access for all to the carpark and amenities, while only Aquatic Club paying members can use the boat access ramp	4	*			
0.19	Review playground at Aquatic Club to align with safety standards	4	*			
0.20	Review current operational arrangement at the Coonamble Aquatic Club to ensure emergency service access	2	*			
0.21	Commission Street Tree Masterplans for Coonamble, Quambone & Gulargambone to improve town presentation and provide shade amenity	3	*			
0.22	Review tree pit planting details to align with best practice and guidelines	4	*			
0.23	Commission Wayfinding and Interpretation Signage package to optimise active travel and tourism opportunities	7		•		Funding is being sought for the project and it is included in the Delivery Plan.
0.24	Develop an Active Travel Plan (Bike Plan & Pedestrian Access and Mobility Plan combined) to maximise funding opportunities and benefits for the community	5	*			
0.25	Secure online social media brand platforms to ensure control of content and allow for consistent messaging	8			✓	In progress - @visitcoonamble Instagram and Facebook are secured and in use.
0.26	Conduct a "visitcoonamble.com.au" website health-check	8		•		In progress - visitcoonamble.com.au has moved to Council's new website platform
0.27	Develop a strategic tourism marketing plan to identify tourism infrastructure, campaigns, marketing material and a programme of promotional activities to achieve a clear direction for Council and business	8		•		In progress. A Destination Management Plan has been developed.

COONAMBLE SHIRE MASTERPLAN						
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS						
REF.	ACTION	PRIORITY SCORE	NOT IN PROGRESS	IN PROGRESS	COMPLETE	COMMENT
*	Not progressed		*			
•	In progress			•		
✓	Complete				✓	
0.28	Source grant funding for identified priorities from the tourism marketing plan	8		•		Funding has been secured for initial marketing projects.
0.29	Engage with local businesses to develop, promote and participate in tourism campaigns identified in the strategic tourism marketing plan	8		•		Staff regularly liaise with local businesses, most recently featuring many in the development of an image library.
0.30	Implement a development policy to encourage landowners to preserve and enhance elements contributing to the heritage streetscapes of Coonamble Shire	7	*			
0.31	Implement a development policy that recognises reactivation of the main street as a priority, per the Economic Development Strategy	8	*			
0.32	Investigate options for developing a minimum four-star hotel in conjunction with the Mineral Spa development	5			✓	Completion of a business case for the development concept is nearing completion.
0.33	Liaise with the Office of Environment and Heritage for the establishment of a grant system for the preservation of heritage buildings throughout the shire	7	*			
0.34	Engage a professional to work with local store owners in each town, to explore opportunities to sell or lease properties innovatively, to encourage more businesses into shopping precincts	6	*			
0.35	Seek government support to assist in the establishment of Aboriginal tourism businesses in town	6	*			
0.36	Host a tourism seminar for locals to provide them with tools and contacts to start tourism businesses, including: ecotourism; Indigenous cultural experiences; agri-tourism; farm stays; etc.	9		•		An initial agritourism business webinar has been hosted with high attendance.
0.37	Host a workshop for locals in developing and growing on-line businesses as part of their main-street shop	2	*			
0.38	Investigate opportunities for local power generation	2		•		Council participates in the Central West Orana Renewable Energy Zone (REZ) and works individually with local developers.
0.39	Employ an arts facilitator to work with schools, community groups and individuals in developing public art across the shire	4		•		A creative director was engaged as part of the project to develop scultural birds and town entrance signs across the LGA.
TOTAL			19	18	2	
1.0.0 COONAMBLE TOWN MASTERPLAN						
1.0.1	Plant trees in parks and open green space for shade amenity i.e the Showground, Sports Ground, Macdonald Park etc (over 20 years including ongoing watering and maintenance)	4		•		Trees have been planted on some residential streets.
1.0.2	Re-locate outdoor exercise equipment in Smith Park to create fitness trail opportunities and encourage use	3	*			
1.0.3	Install additional outdoor equipment in Smith Park to complement existing equipment & create trail opportunities	3	*			
1.0.4	Install bubbler/ water filling station (adjacent outdoor exercise equipment)	2	*			
1.0.5	Detail design and installation of Stage 2 of Smith Park river walk with a 1.2m wide concrete path	6	*			
1.0.6	Commission a Castlereagh River Activation Plan which investigates opportunities for tourism & recreational uses of the river, riverbed and surrounds	7	*			
1.0.7	Install Macdonald Park upgrades, refer to masterplan proposals by GHD	7	*			
1.0.8	Install Electric Vehicle charging points in locations deemed desirable to attract visitors, such as in Skillman's Lane carpark, at the Visitor Information Centre, at the Mineral Spa development, in Quambone and in Gulargambone	4		•		Charging points have been installed in Skillman's Lane Carpark.
1.0.9	Install 1.2m wide concrete path from Macdonald Park/ Pool along the river to Nebea Street	7	*			
1.0.10	Install 1.2m wide concrete path from Tin Town to the weir which connects with central blocks of Coonamble	7	*			
1.0.11	Install 1.2m wide concrete path to perimeter of Sports Ground	4		•		Funding has been secured for this project, which will be completed in 2022.
1.0.12	Design and install a yarning circle near Calga Street to provide opportunities to connect with country and culture	5	*			
1.0.13	Commission the design of interpretive artwork along shared paths representing Aboriginal daily life in locations such as the Castlereagh River, Tin Town etc	5		•		Staff are working on content for Tin Town signage with local Aboriginal community members.

COONAMBLE SHIRE MASTERPLAN						
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS						
REF.	ACTION	PRIORITY SCORE	NOT IN PROGRESS	IN PROGRESS	COMPLETE	COMMENT
	* Not progressed		x	•	✓	
	• In progress			•		
	✓ Complete				✓	
1.0.14	Install interpretive artwork along shared paths adjacent river, interpreting Aboriginal, agricultural and environmental heritage	5		•		Staff are working on content for Tin Town signage with local Aboriginal community members.
1.0.15	Upgrade amenity building in Smith Park	4	x			
1.0.16	Remove old park furniture in Smith Park (seats, bins, table etc)	2			✓	
1.0.17	Upgrade and provide new picnic amenity to Smith Park: install barbeques, bubblers, bins & table seating facilities to improve amenity	6		•		New bins and seating have been installed, and a BBQ is scheduled for installation.
1.0.18	Provide picnic area in pool grounds: install barbeques, bubblers, bins & table seating facilities to improve amenity	6	x			
1.0.19	Install wayfinding/ interpretive signage at every park entrance, path junction and key interpretive locations	3	x			
1.0.20	Install pedestrian/ cycling node amenity along shared paths (including seat & bubbler)	5	x			
1.0.21	Install bins at main park entrances	3	x			
1.0.22	Install seating facilities	2	x			
1.0.23	Upgrade Aquatic Club playground and BBQ facilities	7	x			
TOTAL			16	6	1	
1.1.0 ENTRANCES						
1.1.1	Commission detail design of planting to entrances to promote Coonamble Shire Council	5	x			
1.1.2	Design, manufacture and installation of sculptural birds (Coonamble, Quambone and upgrade of Gulargambone existing sculptures)	4			✓	This was completed in February 2022.
1.1.3	Commission detail design of entrance signage to promote Coonamble Shire Council (Coonamble, Quambone, Gulargambone)	4			✓	This was completed in February 2022.
1.1.4	Install trees and understorey planting to entrances of Coonamble, Quambone, Gulargambone (with ongoing watering and maintenance) in accordance with masterplan	4	x			
1.1.5	Enhance showground entrance to create a consistent town approach through tree and understorey planting in accordance with Coonamble Street Tree Masterplan	4	x			
1.1.6	Update town entrance signs in accordance with masterplan (Coonamble, Quambone, Gulargambone)	5			✓	This was completed in February 2022.
TOTAL			3	0	3	
1.2.0 MAIN STREET						
1.2.1	Commission investigation and detail design of the reconfiguration of the intersection at the Castlereagh Highway and main street to TfNSW standards to allow better access and sight lines to the main street, ensuring safe crossing points (provisional sum for design & construction budget)	4		•		Detailed design of the main street precinct addresses some reconfiguration of garden beds and street infrastructure for better access. The roadway itself is yet to be addressed.
1.2.2	Remove gallows structures at main street pedestrian crossing and surrounds	2	x			
1.2.3	Install public amenities in prominent location on main street and provide attractive park-like setting	6			✓	Public amenities and associated screens have been installed.
1.2.4	Commission investigation of options and detailed design of main street including parking reconfiguration; mid-block crossing; street tree planting; accessible crossing points, etc (provisional sum for detail design & construction budget)	9		•		Concept design was completed in February 2022, with completion of detailed design imminent.
1.2.5	Create a vibrant laneway to carpark to enhance connectivity & natural surveillance (provisional sum for detail design & construction budget)	7	x			
1.2.7	Install street furniture (seats, bins, lighting) to main street based on masterplan proposals	6	x			

COONAMBLE SHIRE MASTERPLAN						
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS						
REF.	ACTION	PRIORITY SCORE	NOT IN PROGRESS	IN PROGRESS	COMPLETE	COMMENT
	* Not progressed		*			
	• In progress			•		
	✓ Complete				✓	
1.2.8	Install wayfinding/ interpretive signage at every main street entrance, park, carpark and key interpretive locations	4	*			
1.2.9	Install anti-pigeon roosting wire to under-side of awnings along main street to reduce faeces	6	*			
1.2.11	Install additional CCTV to improve rear carpark safety	5	*			
1.2.12	Develop a programme of street events	7		•		Initial street events have been held and future events scheduled.
1.2.13	Provision for RV, trailer and long vehicle parking to rear carpark	5		•		Access for long vehicles is addressed in the detailed design of the main street precinct.
1.2.14	Commission detail design of rear carpark based on masterplan proposals (provisional sum for detail design & construction budget)	6		•		Concept design was completed in February 2022, with completion of detailed design imminent.
1.2.15	Pursue with RMS the investigation and implementation of a 40km/hour speed zone in Coonamble CBD	6		•		40km/hour speed zone has been approved.
TOTAL			6	6	1	
1.3.0 COONAMBLE MINERAL SPA						
1.3.1	Update entrance to Coonamble Mineral Spa, Racecourse & Golf Course to create a consistent town approach and entrance structure in accordance with masterplan	6	*			
1.3.2	Commission detail design of Coonamble Mineral Spa/ Conference Facility to promote tourism and a multi-use facility in accordance with the masterplan (provisional sum for detail design & construction budget)	8		•		Completion of a business case and concept design is imminent, in preparation for detailed design.
1.3.3	Install 2.5m wide shared concrete path to the main street/ town centre	8	*			
1.3.4	Protect and enhance remnant vegetation to retain natural setting	8	*			
1.3.5	Potential location for caravan/ camping	4	*			
TOTAL			4	1	0	
1.4.0 VISITOR INFORMATION CENTRE (VIC)						
1.4.1	Commission detail design of the VIC and surrounds to provide tourism opportunities for visitors and the community which celebrates the Aboriginal and non-Aboriginal cultural heritage of the district (provisional sum for design & construction budget)	10			✓	Completed November 2021.
1.4.2	Provide new carpark with accessible parking space and ramp to path to provide accessibility for all and links into the existing Smith Park network, re-align entrance road into VIC to provide safer entry and exit path and provide new bus and RV parallel parking within existing park driveway surface	5			✓	Completed November 2021.
TOTAL			0	0	2	
2.0.0 QUAMBONE MASTERPLAN						
2.0.1	Plant trees in parks and open green space for shade amenity to the pool, sports ground, playground, caravan park etc (over 20 years including ongoing watering and maintenance)	5		•		Trees have been planted along roadways and at the cemetery.
2.0.2	Provide pedestrian safe crossing points to RMS standards at the school and playground	3	*			
2.0.3	Install 1.2m wide concrete path to perimeter of Sports Ground	4	*			
2.0.4	Install concrete paths to central blocks of village to provide accessible paths of travel	4		•		Ongoing path maintenance.
2.0.5	Install outdoor exercise equipment and create fitness trail opportunities	3	*			
2.0.6	Install bubbler/ water filling station (adjacent outdoor exercise equipment)	2	*			
2.0.7	Upgrade the playground to include: a tourism kiosk; wi-fi; public amenities; youth zone play equipment and outdoor ping-pong tables for casual hanging out and perching	5		•		Additional Macquarie Marshes tourism signage has been installed.
2.0.8	Upgrade amenity building in Sports Ground with new shower and accessible toilet	5	*			

COONAMBLE SHIRE MASTERPLAN						
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS						
REF.	ACTION	PRIORITY SCORE	NOT IN PROGRESS	IN PROGRESS	COMPLETE	COMMENT
	* Not progressed		x			
	• In progress			•		
	✓ Complete				✓	
2.0.9	Upgrade tennis court lighting	6	x			
2.0.10	Repair swimming pool leak	7			✓	
2.0.11	Upgrade swimming pool amenity facilities	7	x			
2.0.12	Replace fencing to Sports Ground	3	x			
2.0.13	Install fencing to rubbish tip to prevent the spread of rubbish and illegal dumping	5			✓	
2.0.14	Tidy up litter and rubbish through out town, especially around the rubbish tip (annual)	5		•		
2.0.15	Commission the design of interpretive artwork in the playground representing Aboriginal daily life in the area i.e totems or other representation to complement the existing totems (Stage 2 Wailwan Story Boards)	5	x			
2.0.16	Install interpretive artwork in the playground	5	x			
2.0.17	Provide picnic area at the playground: install barbeques, shelter, bubblers, bins & table seating facilities to improve amenity	6		•		An additional table and seating has been installed.
2.0.18	Provide picnic area in pool grounds and sports ground: install barbeques, bubblers, bins & table seating facilities to improve amenity	7	x			
2.0.19	Install wayfinding/ interpretive signage at main park entrance, path junction and key interpretive locations	3	x			
2.0.20	Install pedestrian/ cycling node amenity along shared paths (including seat & bubbler)	5	x			
2.0.21	Install bins at the main park entrances	3	x			
2.0.22	Install seating facilities	2	x			
2.0.23	Update entrance to Quambone and Macquarie Marshes turnoff to create a consistent town approach and entrance structure	4			✓	
2.0.24	Install Macquarie Marshes signage on Castlereagh Highway which is consistent with masterplan	5	x			
2.0.25	Commission a tourism review of infrastructure requirements to capitalise on the location of the Macquarie Marshes close to Quambone, such as sealed roads, signage etc.	4	x			
2.0.26	Update facilities and signage for the Quambone camp site	5	x			
2.0.27	Provide distribution point for tourism brochures at the Quambone camp site	4	x			
TOTAL			19	5	3	
3.0.0 GULARGAMBONE MASTERPLAN						
3.0.1	Plant trees in parks and open green space for shade amenity to the pool, sports ground, Lions Park, etc (over 20 years including ongoing watering and maintenance)	4		•		Trees have been planted in the Highway Park and at the cenetary.
3.0.2	Upgrade footpath along main street to provide compliant grades and a fully accessible path	5		•		Ongoing program
3.0.3	Upgrade library facilities and upgrade wifi speed for the community and visitors	3		•		Ongoing maintenance.
3.0.4	Install 1.2m wide concrete path to perimeter of Sports Ground	4	x			
3.0.5	Install outdoor exercise equipment to Lions Park and Sports Ground to create fitness trail opportunities	3			✓	
3.0.6	Install bubbler/ water filling station (adjacent outdoor exercise equipment)	2			✓	
3.0.7	Provide picnic area to Lions Park: install barbeques, shelter, bubblers, bins & table seating facilities to improve amenity	6			✓	
3.0.8	Install nature play based playground to Lions Park	5			✓	
3.0.9	Install 'Youth Zone' including Parkour style equipment for casual hanging out and perching, with a skate/street art aesthetic to enhance existing facility	6	x			
3.0.10	Install shared pedestrian cycleway along the river to connect with town centre to provide better activation and connection of ancillary spaces	7	x			
3.0.11	Commission the design of interpretive artwork along shared river path representing the Aboriginal story of daily life	5	x			

COONAMBLE SHIRE MASTERPLAN						
SCHEDULE OF WORKS COST ESTIMATE / PRIORITISED SCHEDULE OF WORKS						
REF.	ACTION	PRIORITY SCORE	NOT IN PROGRESS	IN PROGRESS	COMPLETE	COMMENT
*	Not progressed		x			
•	In progress			•		
✓	Complete				✓	
3.0.12	Install interpretive artwork along the river path interpreting daily Aboriginal life	5	x			
3.0.13	Upgrade amenity building in Sports Ground	5	x			
3.0.14	Council to support upgrade of tennis courts to impact surface with new asphalt base	6	x			
3.0.15	Install white picket oval fence to create a village green	4	x			
3.0.16	Install 1.2m wide concrete path to connect residential areas, playground and parks with town centre to provide better connection and create a path hierarchy	6	x			
3.0.17	Commission detail design of playground and adjacent fencing in Sports Ground to accommodate user needs (provisional sum for detail design & construction budget)	4	x			
3.0.18	Install wayfinding/ interpretive signage at main park entrance, path junction and key interpretive locations	3	x			
3.0.19	Install pedestrian/ cycling node amenity along shared paths (including seat & bubbler)	5	x			
3.0.20	Install bins at the main park entrances	3	x			
3.0.21	Install seating facilities	2	x			
TOTAL			14	3	4	

10.9 CONCEPT DESIGN FOR COONAMBLE CBD PRECINCT UPGRADE**File Number: D-5-37****Author: Pip Goldsmith-Manager Economic Development & Growth****Authoriser: Hein Basson, General Manager****Annexures:**

- 1. Coonamble Main Street Concept**
- 2. Community Consultation**

PURPOSE

The purpose of this report is to provide Council with the concept plans for the upgrade of the Coonamble main street and Central Business District (CBD) precinct, for approval before detailed construction design is undertaken.

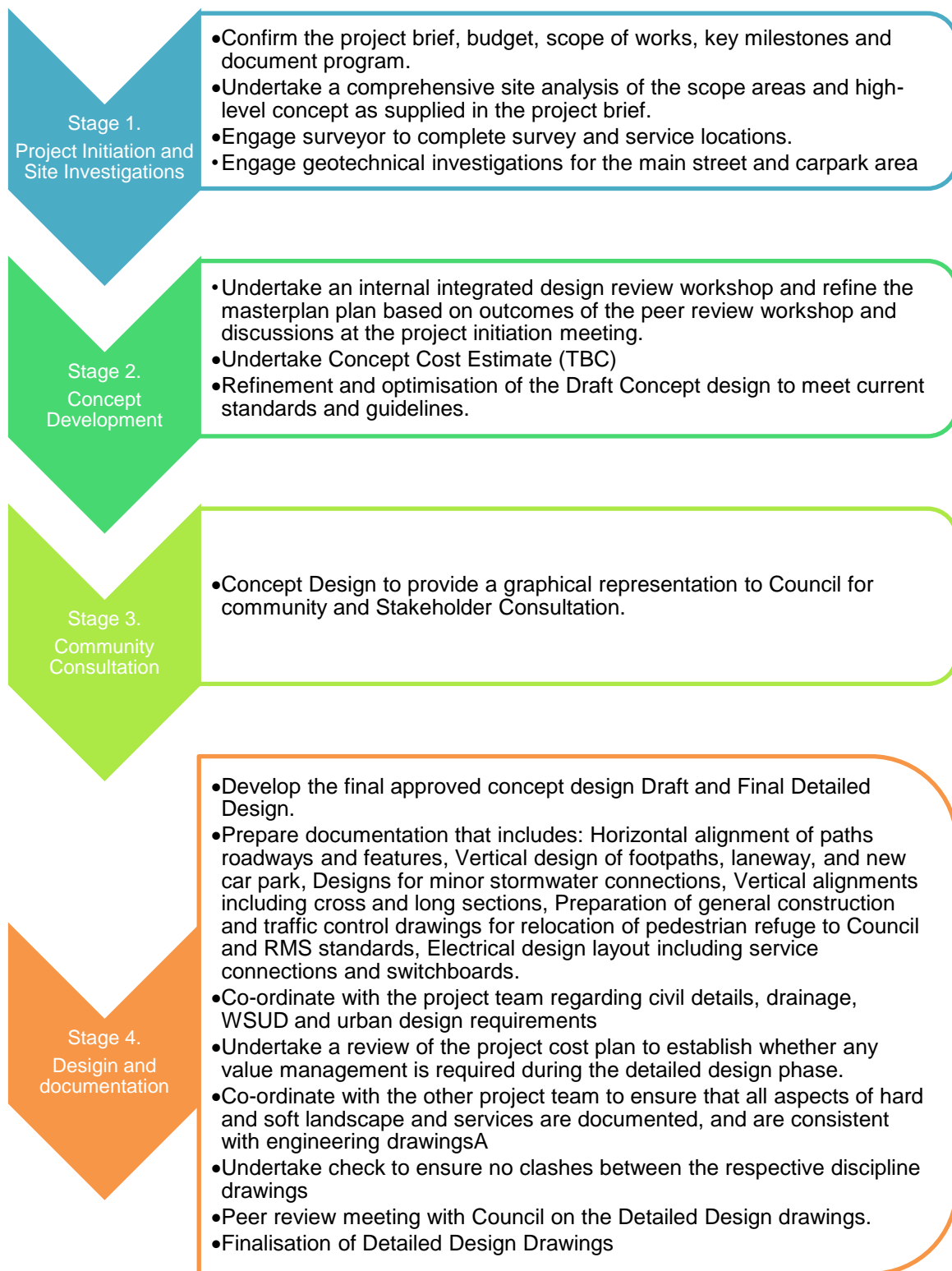
BACKGROUND

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

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

Four (4) responses were received from the following suppliers (in alphabetical order): Ardill Payne & Associates, GHD, Pavement Management Services and Tonkin Consulting. Responses were assessed by a panel of staff according to identified criteria, and Tonkin Consulting was appointed as the preferred supplier.

Following is a description of the project scope, and its four phases:



Stages 1 and 2 of this design project are now complete. Part of Stage 3 has been undertaken in preparation to progress to Stage 4.

(a) Relevance to Integrated Planning and Reporting Framework

P3.1 Support and promote healthy lifestyles.

P4.1 Increase the opportunities for our community to celebrate together.

I1.1 Maintain the high standard of local road maintenance and construction.

I2.3 Share access to local facilities to fully realise the potential of local infrastructure.

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

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

EN1.1 Promote ecologically and environmentally sustainable land use and development.

EC1.1 Re-establish and maintain robust, well patronised Coonamble and Gulargambone main street shopping precincts.

(b) Financial Considerations

The quotation provided by Tonkin Consulting was \$181,798, including all provisional items, which is within the budgeted provision for the project. Approximately 40% of this project fee has been paid to date, in line with the progress of the project.

There has been no budget provision made for construction works or other execution of the detailed design drawings. It is recommended that Council finalise this project to put itself in a strong position by being 'shovel ready', to lobby for Federal or State funding or apply for grants to complete the construction works.

COMMENTARY

The main street and CBD precinct of Coonamble has long been a priority area for the community, following a continued period of decline and a history of vacant shopfronts. The importance of the return of an 'anchor' retail business such as a supermarket has continued to be recognised as an integral part of the reinvigoration of the area, and beautification of the precinct is required to encourage the return of social and business activity to the space.

In preparing for a concept design to improve the functionality and aesthetics of the precinct, community consultation was undertaken to further investigate and clarify feedback that was gained from the community during the development of the Coonamble Shire Masterplan in 2020. Key ideals and desires identified during this most recent community engagement included the following points:

- The existing trees in the main street should remain and additional "advanced" shade producing trees should be planted.
- There should be public art in the main street to attract tourists to the town.
- The existing planter boxes / garden beds are aesthetically unappealing and should be removed (although it is widely recognised that the flowers and plantings in the beds themselves are attractive and well maintained).
- The current wheel stops are necessary but aesthetically unappealing.

- There should be appropriate seating in the main street.

Comprehensive findings from this consultation have been compiled into the Community Consultation Session Report which is attached to this report as **Annexure 1**.

From this engagement and the community feedback provided, a concept plan has been developed to reflect the ideals and desires, and prepare for a detailed construction design which will allow for work to be undertaken. The Landscape Concept Design is attached to this report at **Annexure 2**. There are some important points to note:

- The plan for upgrades to the precinct has been separated into a short-term and a long-term stage, to allow for the changes to be ‘tested’ prior to incurring the full cost of the construction. Additionally, short-term changes allow for trees and plants to mature before final work is to be done.
- By moving the pedestrian crossing from the southern end of the street to the middle of the street helps to remove a ‘blockage’ and the entrance to the street. There is potential for a refuge (vehicular priority) crossing and related adjustments to the kerb need to be made, or potentially remove any crossing here and adjust the kerbs to visually open the street entrance further.
- No existing trees or bougainvillea’s will be removed in the short term. Once additional trees and bougainvillea’s have matured, existing plants that are blocking the entrance and discouraging visual lines into the street, will be moved.
- In the masterplan, White Cedar Melia Azedarach “Elite” (10H x 8W deciduous) is recommended and has been included as the street tree to be planted as part of this plan.
- The height of lights and trees will be finalised during the detailed construction design. Lighting designers will confirm light pole layout and height.
- While it is currently suggested that a sculpture garden reflect the emu sculptures that have recently been installed at the town entrances and Visitor Information & Exhibition Centre, this is a concept design only. It is recommended that any future public art be undertaken as an individual project, with appropriate community participation in the design and fabrication of artworks.
- The planting of additional trees will require the loss of a minimal number of parking spaces, while allowing opportunity for motorcycle parking. The loss of six parking spaces enables street tree canopy to be almost doubled. Additionally, further trees are proposed for Skillman’s Lane Carpark, where opportunities for caravan and long vehicle parking remain.
- The entrance to Skillman’s Lane and the carpark has been addressed to provide greater visibility and easier access for caravans and long vehicles.
- There are a number of material options for the replacement of the pavement, which will allow for current trip hazards to be remedied and the concern about heat generation to be addressed.

Now that the design concept has been completed, the project is at a stage where further community consultation can be undertaken to successfully complete the final design.

(a) Governance/Policy Implications

Economic Development activities work towards achieving the strategic objectives and delivery actions as outlined in the Economic Development Strategy, Community Strategic Plan, Delivery Plan and Operational Plan.

Council's Procurement Policy was respected in relation to the procurement process for this project. The following excerpt is relevant:

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

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

All contracts above \$100,000 must be referred to the Manger - Finance and Procurement before a purchase order is generated. For contracts between \$150,001 - \$230,000, either a formal tender or Request for Quote (RFQ) is to be invited by public advertisement in accordance with Council's Tendering documents. Such tenders may be submitted to Council, together with a recommendation from the Council Officer, or Evaluating Panel calling tenders, or authorised and signed by the Manger - Finance and Procurement or General Manager."

(b) Legal Implications

Council has entered into a contractual arrangement with Tonkin Consulting for the services provided in line with the agreed scope of work.

(c) Social Implications

There are no social implications associated with this report.

(d) Environmental Implications

There are no environmental implications associated with this report.

(e) Economic/Asset Management Implications

The strategic planning for the upgrade and long-term maintenance of the Coonamble CBD precinct will ensure best value for money for the community following the construction work.

(f) Risk Implications

There is risk of continued decreased business and social activity in the main street precinct, which will have negative economic and social impacts for the community. There is a requirement to address this risk in a number of ways, including beautification, addressing safety and functionality issues, and other programs for business and community activity attraction.

CONCLUSION

The upgrade and rejuvenation of the Coonamble CBD precinct is a priority project identified by the Coonamble Shire Masterplan. In order for Council to be in a strong

position to secure Federal or State Grant funding for construction works, strategic planning is being undertaken. Stages 1 and 2 of this strategic design project are now complete. Part of Stage 3 has been undertaken in preparation to progress to Stage 4 and completion of the design stage.

RECOMMENDATION

- 1. That the concept design for the Coonamble main street and CBD precinct be placed on public exhibition for a period of 28 days, and the feedback gathered be used to inform potential changes to the finalised detailed design drawings.**
- 2. That a further report be prepared for Council's consideration, including the community feedback received and corresponding updates or developments to the design in response to that community feedback.**
- 3. That one completed, Council utilises those detailed design plans as evidence and supporting documentation for the seeking of external grant funding for the necessary construction works, and that Council does not allocate its own monies to the construction works in the short to medium term.**

LANDSCAPE CONCEPT - SHORT TERM

LEGEND

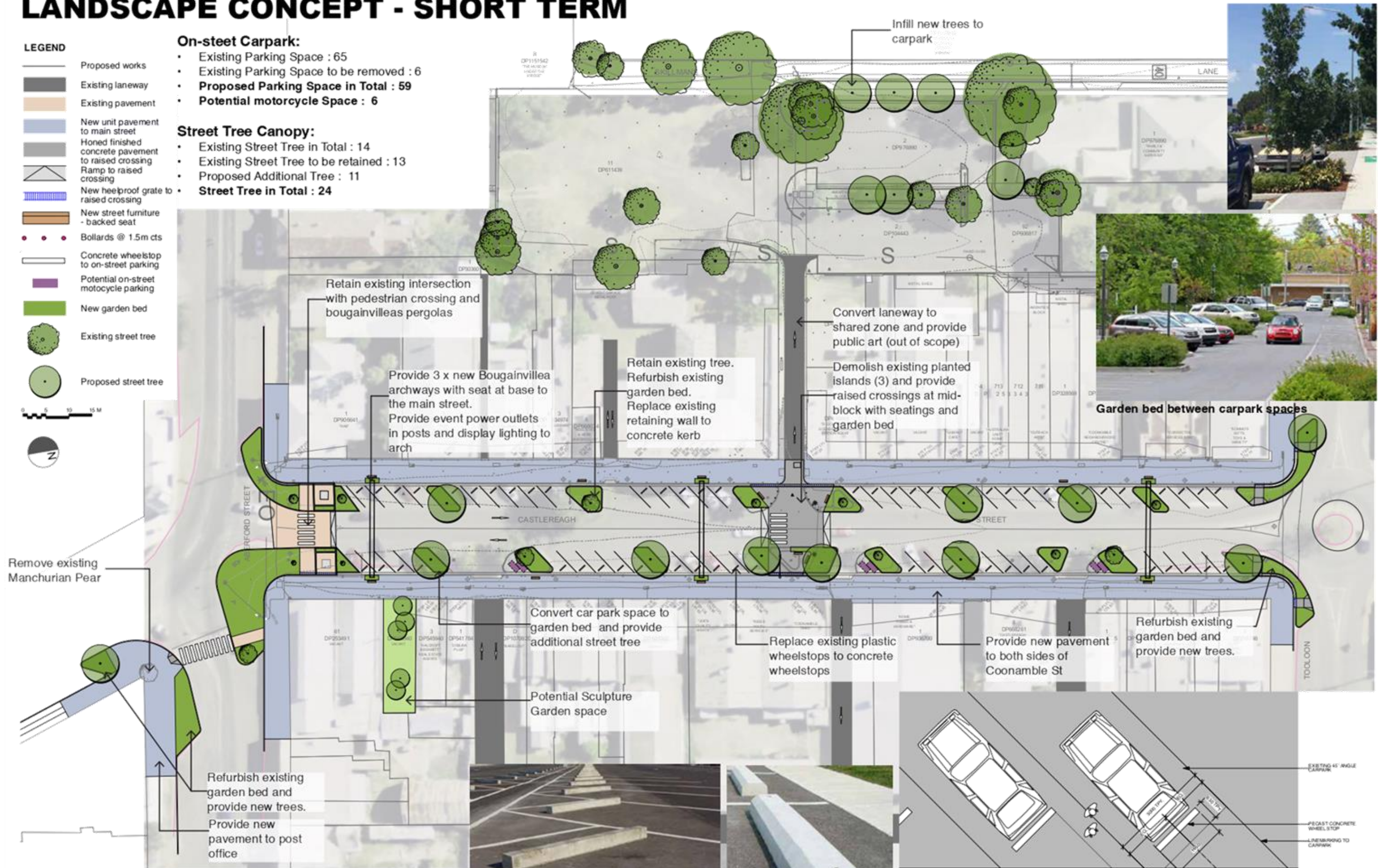
- Proposed works
- Existing laneway
- Existing pavement
- New unit pavement to main street
- Honed finished concrete pavement to raised crossing
- Ramp to raised crossing
- New heelproof grate to raised crossing
- New street furniture - backed seat
- Bollards @ 1.5m cts
- Concrete wheelstop to on-street parking
- Potential on-street motorcycle parking
- New garden bed
- Existing street tree
- Proposed street tree

On-street Carpark:

- Existing Parking Space : 65
- Existing Parking Space to be removed : 6
- **Proposed Parking Space in Total : 59**
- **Potential motorcycle Space : 6**

Street Tree Canopy:

- Existing Street Tree in Total : 14
- Existing Street Tree to be retained : 13
- Proposed Additional Tree : 11
- **Street Tree in Total : 24**



Remove existing Manchurian Pear

Refurbish existing garden bed and provide new trees. Provide new pavement to post office

Retain existing intersection with pedestrian crossing and bougainvilleas pergolas

Provide 3 x new Bougainvillea archways with seat at base to the main street. Provide event power outlets in posts and display lighting to arch

Retain existing tree. Refurbish existing garden bed. Replace existing retaining wall to concrete kerb

Convert laneway to shared zone and provide public art (out of scope). Demolish existing planted islands (3) and provide raised crossings at mid-block with seatings and garden bed

Garden bed between carpark spaces

Convert car park space to garden bed and provide additional street tree

Replace existing plastic wheelstops to concrete wheelstops

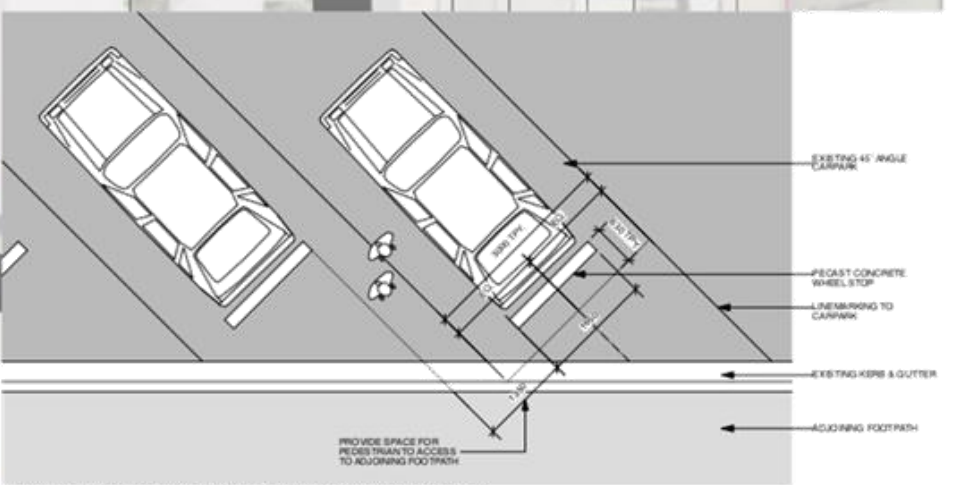
Provide new pavement to both sides of Coonamble St

Refurbish existing garden bed and provide new trees.

Potential Sculpture Garden space



Concrete Wheel Stop



Typical Concrete Wheel Stop Arrangement

LANDSCAPE CONCEPT - LONG TERM

LEGEND

- Proposed works
- Existing laneway
- New unit pavement to main street
- Honed finished concrete pavement to raised crossing
- Ramp to raised crossing
- New heelproof grate to raised crossing
- New street furniture - backed seat
- Bollards @ 1.5m cts
- Concrete wheelstop to on-street parking
- Potential on-street motorcycle parking
- Walking emu sculptures
- New garden bed
- Existing street tree
- Proposed street tree

On-street Carpark:

- Existing Parking Space : 65
- Existing Parking Space to be removed : 6
- **Proposed Parking Space in Total : 59**
- **Potential motorcycle Space : 6**

Street Tree Canopy:

- Existing Street Tree to be replaced : 13
- Proposed Additional Tree at short term stage : 11
- **Street Tree in Total : 24**
- **Loss of six parking spaces enables street tree canopy to be almost doubled**

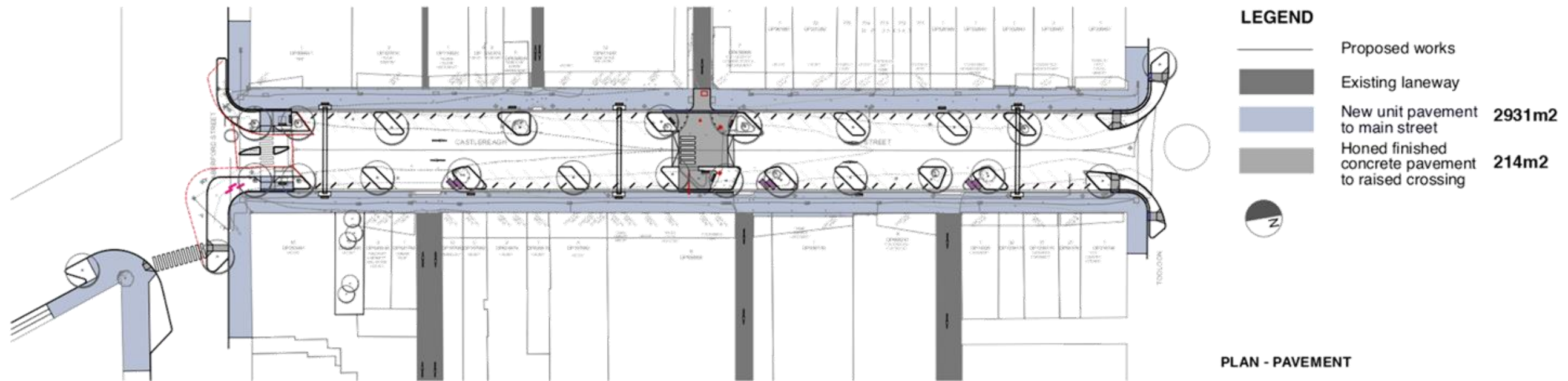


Sheet 2 of 8



Proposed emu sculpture at main entry

LANDSCAPE CONCEPT - PAVEMENT



Main Street Stone Pavement Options (all indicative costs exclude gst)



Blue Stone Pavers (600x300x40) - \$100 mln + gst. (supply only) \$405 m2 supply / Install with conc base



Pebblecrete concrete pavers (600x300x40) - \$90 mln + gst. (supply only) - \$395 m2 supply / Install with conc base



Granite pavers (600x300x40) - \$110 mln + gst. (supply only) \$415 m2 supply / Install with conc base

Concrete Pavement



Concrete pavement with light honed finishes - \$140 mln + gst supply and Install) to pedestrian areas / \$175 mln to vehicular cross overs

Sheet 3 of 8

Stone and Concrete Pavement combinations



Concrete pavement with stone pavement (In this example Bluestone) feature areas



Concrete pavement with stone banding / margin (In this example Bluestone)

PAVEMENT MATERIALS OPTIONS

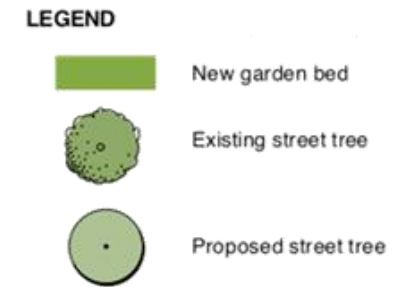
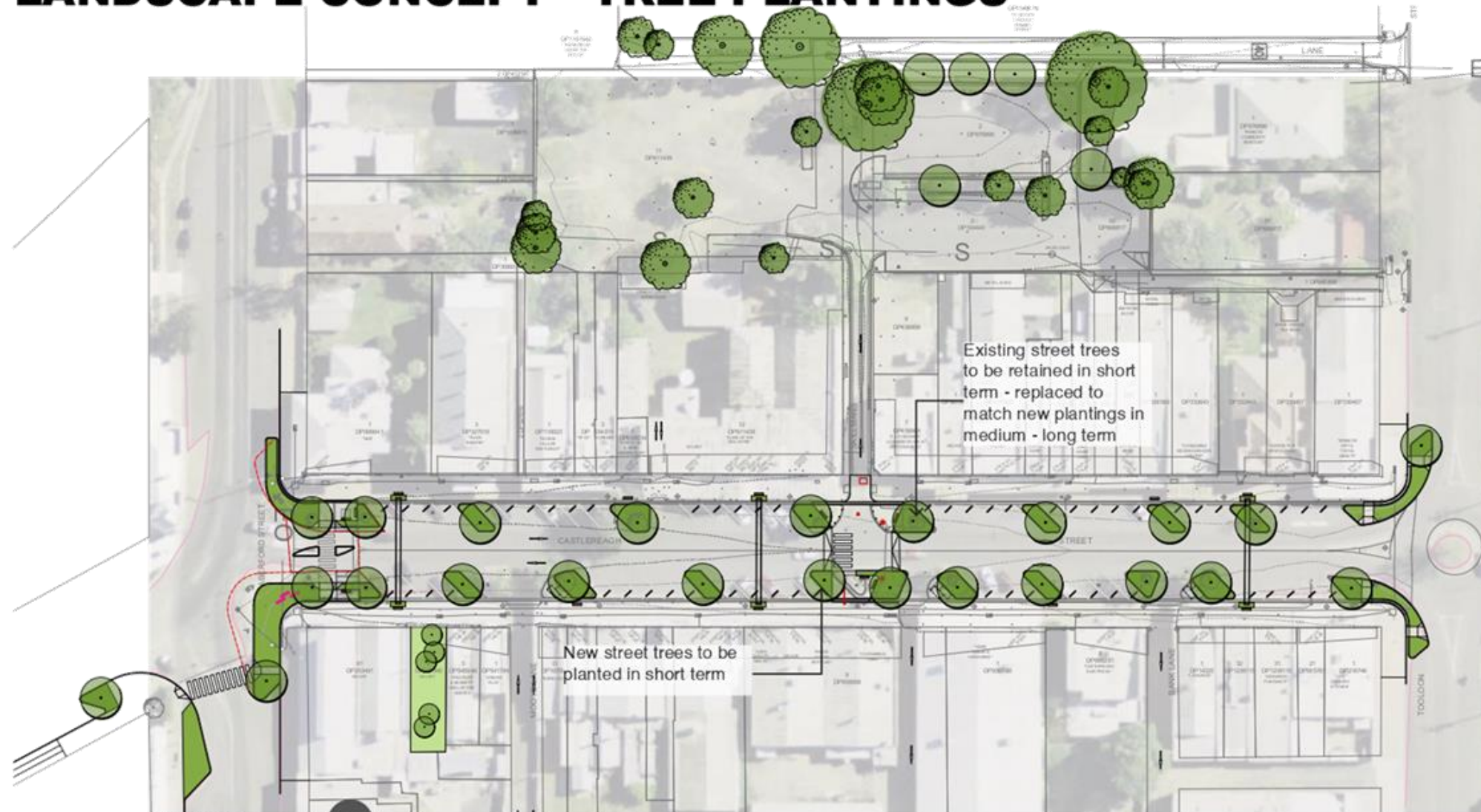
Issues to consider:

- Stone finishes excluding sandstone are generally harder wearing and colour fixed than unit pavers
- Darker colours are more stain resistant but if exposed to sun for long periods are hotter in summer
- Lighter colours can create glare in full sun
- Mid range tones of greys and beige are a good compromise
- Imported granites are cost effective (around 100-130m² supply) and have broad colour range - but may be subject to supply difficulties in the current covid and trade situation
- Patterns using two colours could be considered
- Patterns using stone banding and honed concrete could be considered
- Generally use honed concrete to vehicular crossovers / pedestrian crossings as more durable finish

Note :

- Costs for pavement replacement will depend on existing basecourse. It is assumed existing basecourse to brick pavement is a flexible basecourse
- For use of stone pavers this would need to be replaced by a concrete base - this will be an additional construction cost

LANDSCAPE CONCEPT - TREE PLANTINGS



STREET TREE TO MAIN STREET :



Melia azedarach 'Elite'
Chinaberry
10H x 10mW

PLAN - SOFT LANDSCAPE

ALTERNATIVE STREET TREE OPTIONS FOR DISCUSSION:



Pyrus calleryana 'Capital'
Ornamental Pear
11-12mH x 1-3mW
Sheet 4 of 8



Pyrus ussuriensis
Manchurian Pear
10mH x 8mW



Celtis australis
European hackberry
12-15mH x 5-8mW



Ulmus parifolia
Chinese Elm
13mH x 10mW



Brachychiton acerifolius
Illawarra Flame Tree
12mH x 6mW






Zelkova serrata 'Green Vase'
Green Vase Japanese Elm
14mH x 10mW

LANDSCAPE CONCEPT - UNDERSTORY PLANTINGS



LEGEND

-  New garden bed
-  Existing street tree
-  Proposed street tree

PLAN - SOFT LANDSCAPE

POTENTIAL STREET GARDEN PLANTING SPECIES OPTIONS



Brachyscome multifida
cut-leaved daisy
0.25-0.5mH x 1mW



Hibbertia scandens
Guinea Flower
0.3mH x 1mW



Trachelospermum jasminoides
Star jasmine
0.3mH x 1mW



Scaevola humilis 'Purple Fusion'
Fan flower
0.2mH x 1.5mW



Myoporum Parvifolium 'Yareena'
Creeping boobialla
0.1mH x 1mW



Bougainvillea
Bougainvillea
2.5-6mH x 3-12mW



Liriope muscari
Liriope Evergreen Giant
0.6-0.7mH x 0.45mW



Dietes grandiflora 'Banana Split'
Banana Split
0.6-0.8mH x 0.5-0.7mW



Agapanthus orientalis 'Queen Mum'
Queen Mum
1.5mH x 1.2mW



Correa alba
white correa
1-1.5mH x 1-1.5mW



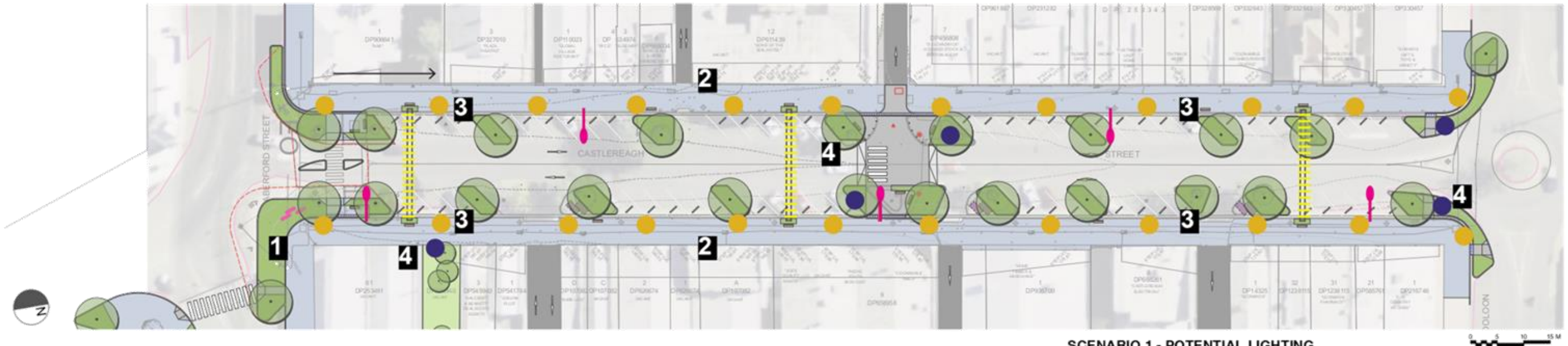
Callistemon citrinus 'little john'
Little john
0.75-1mH x 0.5-1mW



Doryanthes excelsa
Gynea lily
2-4mH x 2-3mW

Sheet 5 of 8

LANDSCAPE CONCEPT - STREET LIGHTING OPTIONS



SCENARIO 1 - POTENTIAL LIGHTING
REGULAR PEDESTRIAN POLE TOP LIGHTING
WITH SELECTED FEATURE LIGHTING

- Pole top pedestrian light
- Cluster of feature lighting
- | Existing street light
- Feature lighting to arch



1 Potential art lightings or LED fairy lights to garden bed at intersection as entry feature and complement to emu sculpture



2 Potential paver dot lights or glowstone concrete to main street, leading pedestrian to destinations

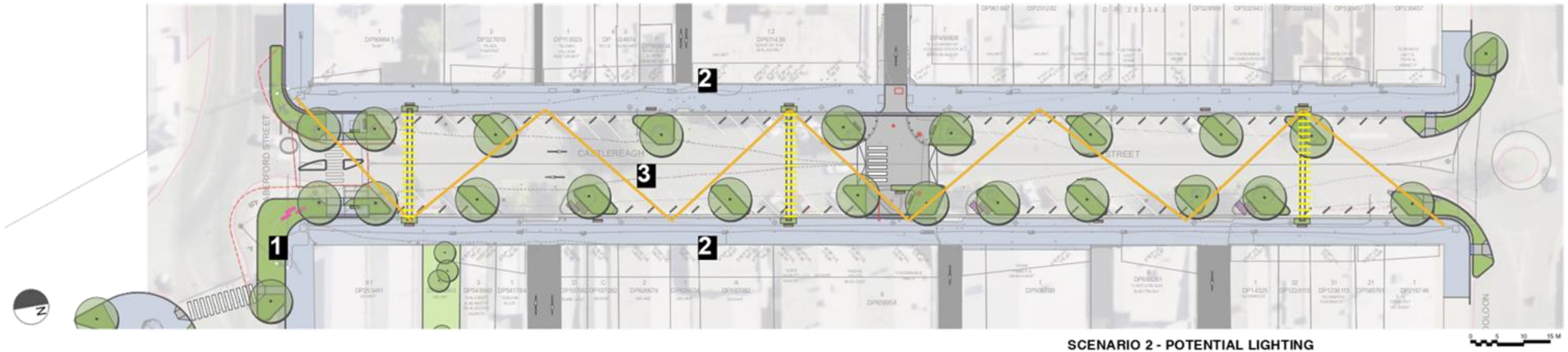


3 Pole top pedestrian light



4 Potential cluster of feature lightings at key junction/entry points

LANDSCAPE CONCEPT - STREET LIGHTING OPTIONS



SCENARIO 2 - POTENTIAL LIGHTING
CATENARY SYSTEM TO LIGHT STREET AND
footway

- Catenary lighting cables with permanent light fittings to light street and footpath and provide for temporary event lighting and banner / art displays
- Feature lighting to arch



1 Potential art lightings or LED fairy lights to garden bed at intersection as entry feature and complement to emu sculpture



2 Potential paver dot lights or glowstone concrete to main street, leading pedestrian to destinations



3 Potential overhead catenary lightings.



Potential overhead catenary in event mode



LANDSCAPE CONCEPT - SCULPTURE GARDEN CHARACTER



Garden integrated with permanent sculpture art works to provide gathering/ recreational space for local residents in daily basis.

Potential community garden to encourage community involvement and improve sense of belongings



Potentially integrate permanent sculpture art works with plants

Potentially provide popup art shows to sculpture garden to activate the space

Castlereagh Street Coonamble

Community Consultation Session

Coonamble Shire Council

28 January 2022

Ref: 210493R01



Building exceptional
outcomes together



Document History and Status

Rev	Description	Author	Reviewed	Approved	Date
1	Community Consultation Session	AS	BA	BA	28/01/2022

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210493R01 Castlereagh Street Coonamble | Community Consultation Session

2



Contents

Project: Castlereagh Street Coonamble | Community Consultation Session
Client: Coonamble Shire Council
Ref: 210493R01

1	Background	4
2	Consultation	4
3	Outcomes	4
4	Summary	4

Appendices

- Appendix A – Flyer
- Appendix B – Consultation Comments



1 Background

Coonamble Shire Council released their Masterplan for the town in 2020. This plan will guide the management and development of Council assets over the next 20 years. One of the priority projects outlined in this masterplan is the rejuvenation of Coonamble's Main Street and CBD.

Tonkin has been engaged to produce a Concept Design for the rejuvenation of the Main Street and to support this a community consultation pop-up session was held on Tuesday 2 November 2021. This consultation session gave the community an opportunity to ask questions and express what they would and would not like to see as part of this development.

2 Consultation

An advertisement in the Coonamble Times was published to inform locals of the date and time of the community consultation session. Flyers were also distributed to local businesses to encourage attendance. This flyer is included in Appendix A.

The community consultation was held on Castlereagh Street outside of Outback Arts between 1pm and 5pm on Tuesday 2 November 2021. Amanda Santamaria from Tonkin and Pip Goldsmith and Hein Basson from Coonamble Shire Council were in attendance. During this community consultation eleven community members and shop owners stopped by and provided valuable insight as to what issues the community wanted addressed as part of the development.

For those who were unavailable to attend the consultation session or had further comments they wanted to express it was advertised that feedback could be provided to Council via email or post. Council received four emails with feedback following this consultation session.

Pip Goldsmith also attended a Chamber of Commerce meeting where she obtained feedback from members of the Chamber.

Feedback received in emails and from Chamber members echoed the themes that had been expressed at the community consultation session.

3 Outcomes

Whilst each community member had their own opinions on the development of the main street, there were some common themes in what people would like the development to include. A full summary of the consultation comments can be found in Appendix B.

The common themes that arose throughout the consultation were:

- The existing trees in the main street should remain
- Additional mature shade producing trees should be planted.
- There should be art in the main street to attract tourists to the town
- The existing planter boxes are aesthetically unappealing and should be removed
- The wheel stops are necessary but aesthetically unappealing
- There should be seating in the main street

4 Summary

The community consultation was informative and worthwhile in confirming that the ideas and strategies proposed in the Masterplan align with the community's wants. The feedback received in this community consultation session will be used to further develop the concept plan for Castlereagh Street.



Appendix A – Flyer

210493R01 Castlereagh Street Coonamble | Community Consultation Session

**COMMUNITY CONSULTATION
POP-UP SESSION**

You are invited to attend a community consultation session, which will take place:

**1pm - 5pm, Tuesday 2 November
Castlereagh Street, Coonamble**

You can drop by between 1pm and 5pm at a time that works best for you. We will be broadcasting the Melbourne Cup through the afternoon.

At the community consultation session specialist consultants will be available to speak with community members about the project and answer any questions you have.

WRITE TO US

If you would like to provide your feedback or comments, please do so in writing to:
council@coonambleshire.nsw.gov.au or
PO Box 249, Coonamble NSW 2829

Please provide your feedback by **26 November**.



NEXT STEPS

The outcome of this round of community engagement will be reported back to Council and will inform the refined Masterplan and design plans for the precinct.

STAY INFORMED

Visit www.coonambleshire.nsw.gov.au to stay up-to-date with the latest news on the CBD upgrade, along with other news and events happening in our community.

ANY QUESTIONS?

Please contact Pip Goldsmith, Manager Economic Development and Growth on **0447 030 850**.

ABOUT TONKIN

Tonkin is an infrastructure consultancy specialising in transport and urban design projects. Tonkin has been engaged to work closely with Council, local businesses and the community to help develop a refined Masterplan and design plans for the precinct.



**Coonamble
Central Business
District Upgrade**

COMMUNITY CONSULTATION



COONAMBLE
SHIRE COUNCIL

COONAMBLE
SHIRE COUNCIL

The Coonamble Central Business District Upgrade will transform the heart of our town; improving pedestrian safety, creating a more attractive streetscape and boosting business and tourism.

The Coonamble Shire Council Masterplan was developed and adopted in 2020. This plan guides the management and development of Council assets over the next 20 years.

During the development of the Masterplan, the Coonamble main street and central business district precinct were identified by the community as requiring an upgrade, with the aim to revitalise business and a sense of town pride.

SHARE YOUR VIEWS

Council is now seeking to re-engage with the community to further refine the Masterplan and develop a design to bring this vision to realisation.

The community is best placed to advise the needs of the CBD and its surrounds. We are seeking valuable input from community members, property owners, and business operators to help develop the precinct.



This is an opportunity to share your ideas and help shape this exciting project. Please see the back of this flyer for details on how you can get involved and share your views.



A number of design principles were identified to help bring the vision for an upgraded CBD to realisation:

Economic incentives

- Consolidate the CBD by encouraging new business.
- Target private and public investment towards conservation of heritage character.
- Improve connectedness of local business and promote local enterprise and produce.

Improved streetscape

- Create an accessible and attractive entrance providing focus and interest.
- Reduce pedestrian pavement temperatures through tree planting and awnings.
- Improve street furniture and lighting to enhance social activity, events and alfresco dining.

Improved pedestrian activity

- Create a slow speed traffic environment (40km/hr).
- Improve accessibility and safety, especially for the elderly.
- Maintain simple intuitive parking for clarity and easy management.
- Create a comfortable street that encourages people to stop and stay.
- Improve access and convenience for shoppers and service users.

Tourism promotion

- Encourage active frontages to buildings which protect their heritage.
- Design adaptable infrastructure to support everyday convenience to special events.
- Provide space for future community and Aboriginal cultural heritage events.
- Reference local historic use of materials in contemporary streetscape design.



Appendix B – Consultation Comments

210493R01 Castlereagh Street Coonamble | Community Consultation Session

Community Consultation – Coonamble Central Business District Upgrade

Feedback summary:

- Awnings of old buildings pose a health and safety risk. The awning of the building next to the Chinese shop is falling.
- Many shops on the main street appear to be unrentable and unsellable.
- Town events should be encouraged. Example: artisan markets,
- There used to be history plaques with 'strange' facts about Coonamble. It would be great if Council could find these and include them in the development of the main street.
- There needs to be more seating
- It would be nice if street furniture could also be art
- The wheel stops are tripping hazards
- It would be nice if building owners were accountable for the condition of the buildings and upkeep was enforced.
- The main street is dark of an evening. Additional lighting would be beneficial.

Community member Business owner **Other** Police Department Representative

Feedback summary:

- Seating is required particularly outside the Chemist and other health services. The seating should be creative/artistic
- The wheel stops are trip hazards
- The planters are parking hazards
- Festivals should be encouraged e.g. a harvest festival, Christmas festival
- There should be more public art. Example on planter boxes and bins

Community member Business owner Other

Feedback summary:

- Disability access not currently available to all premises or the public toilets. This is needed.
- The rent on the main street is too high. Property owners don't encourage tenants.
- There needs to be more parks/recreation opportunities for children/people with disabilities.
- An office space needs to be provide to employment services

- Footpath access to medical services is uneven and difficult
- Seating is required. Street furniture would create inclusivity for elders.
- A community garden would be nice
- Skillman’s Lane needs to look and feel safer and have better functionality/accessibility

Community member Business owner Other

Feedback summary:

- There is a need for signage to direct people to the main street before they get to it.
- The presentation of premises needs a standard that Council can enforce.
- Artwork on windows of vacant properties would lift the aesthetics of the main street.
- The planter boxes are ugly and should be removed.
- There is a need for more art installations.
- Entry to the carpark and public toilets is not well signed.
- There needs to be more shade from greenery provided.
- Visibility of the main street is lacking. The gallows should be removed.
- The main street needs to be aesthetically enhanced.
- The existing signage for stores is too ‘random’

Community member Business owner Other

Feedback summary:

- Public art would be desirable.
- A mural celebrating the agricultural history of Coonamble would liven the main street
- The bougainvillea at the entryway to the main street should remain
- Shade is needed throughout the main street.
- Empty shops should be used for art/pop up stores

Community member Business owner Other

Feedback summary:

- There is currently no wheelchair access to many shops.
- There are not enough wheelchair carspots
- Park benches with space for wheelchairs and walkers are needed.
- There should be seating outside of the chemist
- The planter boxes are ugly
- The laneway feels unsafe
- Access to the laneway is poor
- Bark chips underfoot are undesirable.

Community member Business owner Other

Feedback summary:

- The existing trees need to be retained/protected.
- Additional garden planters would be nice
- Parking should be 'drive in' not 'reverse in'
- A supermarket is needed in the main street
- The corner block at the entry to the main street should be purchased. It needs to be developed to create a nice entry to the town

Community member Business owner Other

Feedback summary:

- A garden along the main street would be nice
- An art trail should be made through town
- Seating is needed

Community member Business owner Other

Feedback summary:

- Safety and security of the main street needs improvement
- Vacant shops should have to be kept to a standard. Fire and health checks should be completed
- The main street should be designed as a community centre
- The wheel stops are helpful
-

Community member Business owner Other

Feedback summary:

- Vacant shop fronts are unsightly – art installations to cover these would be a good idea.

Community member Business owner Other

Feedback summary:

- If the corner block could be acquired by council it could make a nice park
- An art trail would be nice
- Access to the main street is poor
- More shade is needed
- Additional seating is required

Community member Business owner Other

10.10 COMPULSARY ACQUISITION OF LAND FOR BORE BATH DEVELOPMENT

File Number: PR0123, D5

Author: Pip Goldsmith-Manager Economic Development & Growth

Authoriser: Hein Basson, General Manager

Annexures:

1. Reserve Trust support for acquisition
2. Map of proposed acquisition area
3. OLG email correspondence

PURPOSE

The purpose of this report is to allow Council to formally progress the compulsory acquisition of a portion of Crown Land property at Casswell Street, Coonamble, for the purposes of the development of a bore bath facility, consistent with Council's Economic Development Strategy 2020 and 2032 Community Strategic Plan.

BACKGROUND

Council staff are continuing to progress the compulsory acquisition of a portion of Lot 212 DP 754199 for the purposes of a bore bath development.

The Department of Planning, Industry and Environment, Crown Lands (DPIE-CL) advised it had no objection to receiving a proposed acquisition notice (PAN) from Council to acquire land on 15 May 2020. Council has also received a letter of support from the Coonamble Racecourse & Recreation Reserve Land Manager, the statutory land manager of 212 DP 754199 (attached to this report as **Annexure 1**). Since this letter of support was received, staff have continued to liaise with the Coonamble Racecourse & Recreation Reserve Land Manager to ensure that support remains current.

On 20 August 2020, Council resolved:

1. That Council proceeds with the compulsory acquisition of a portion of the land described as Lot 212 DP 754199 for the purpose of a bore bath facility in accordance with the requirements of Section 29 of the *Land Acquisition (Just Terms Compensation) Act 1991*.
2. That Council makes an application to the Minister of Local Government and the Deputy Secretary of the NSW Office of Local Government for approval to acquire a portion of Lot 212 DP 754199 or description of interest by compulsory process under Section 186(1) of the *Local Government Act 1993*.
3. That Council, pursuant to the provisions of Section 31 of the *Local Government Act 1993* classifies the land referred to in paragraphs one (1) and two (2) above as community land.

In preparing to adopt a resolution suitable for the purposes of acquisition and lodgement application with the NSW Office of Local Government, staff have requested a search of the Native Title Register (NTR) and the Aboriginal Land Claims Register (ALCR). A Geospatial Search accompanied the NTR search request, as is required

for it to be completed.

NTR search results below are based on the following Tribunal databases:

- Schedule of Native Title Determination Applications
- Register of Native Title Claims
- Native Title Determinations
- Register of Indigenous Land Use Agreements
- Notified Indigenous Land Use Agreements

Parcel ID	212//D754199	212//D754199
Featured Area (Sq Km)	0.9026	0.9026
NNTT File #	NC2012/001	NC2012/001
Name	Ngemba, Ngiyampaa, Wangaaypuwan and Wayilwan native title determination application	Ngemba, Ngiyampaa, Wangaaypuwan and Wayilwan native title determination application
Category	Applications (Schedule)	Applications (RNTC)
Overlap Area (Sq Km)	0.9026	0.9026
Percent Selected Feature	100.00%	100.00%

On 15 January 2021, the Office of the Registrar of the *Aboriginal Land Rights Act 1983* advised that a search of the Register indicated that the subject land did not appear as being affected by Aboriginal Land Claims pursuant to sections 36 or 37 of the *Aboriginal Land Rights Act 1983*.

On 4 February 2021, staff submitted an application to the NSW Office of Local Government for the compulsory acquisition. On 1 April 2021, the NSW Office of Local Government advised Council that the information provided had been reviewed and did not contain all of the required information. Staff received the following advice in order for the Office of Local Government to finalise its assessment of Council's application (email correspondence between staff and the Office of Local Government is attached to this report as **Annexure 3** for the information of Council):

- *Council will need to register an acquisition plan showing the part of the land to be acquired as a separate lot. Written confirmation that the lot created by the registered acquisition plan is the same as the land described as "a portion of Lot 212 DP754199" in the resolution of Council will also be required. Council must provide a copy of the registered acquisition plan showing the land to be acquired by coloured edging or some other means.*
- *A Council resolution expressly authorising making an application to the Minister and the Governor for approval to compulsorily acquire the land will be required.*

As staff did not have the expertise to register an acquisition plan with the NSW Land Registry Services, nor ensure the amended Council resolution would satisfy current requirements of the Office of Local Government, a registered surveyor and specialised property advisor were engaged to continue to facilitate and complete the process.

(a) Relevance to Integrated Planning and Reporting Framework

Coonamble Shire’s 2032 Community Strategic Plan identifies ‘Our Economy’ as one of five (5) key themes. A bore bath development has been identified by the Coonamble Shire Masterplan as a priority project, and artesian water has been identified by the Economic Development Strategy 2020 as a key tourism opportunity.

(b) Financial Considerations

Each landowner affected by an acquisition is entitled to be compensated ‘on just terms’ in accordance with the *Land Acquisition (Just Terms Compensation Act) Act 1991* (the Act). The Act contains a statutory guarantee that the compensation will not be less than the market value of the land assessed in accordance with the Act. A qualified valuer will assist Council and Crown Lands reach agreement on the compensation payable.

If no agreement is reached and the acquisition occurs via the compulsory process, the compensation will be determined by the NSW Valuer-General, at Council’s cost.

However, the Valuer General’s website indicates the land to be valued at around \$2,540 per hectare. On this basis Council may expect the land value to be around \$20,000 to \$22,000 plus any processing costs.

COMMENTARY

The NSW Office of Local Government requires that an application for compulsory acquisition is lodged consistent with a resolution of Council resolved within the previous 12-month period. The prior resolution is now outside that period, and also did not include the express authorisation to make an application to the Minister and the Governor for approval to compulsorily acquire the land.

In preparing to make an application to the Minister of Local Government through the Deputy Secretary of the NSW Office of Local Government, with support from a registered surveyor and specialised property advisor, Council staff have reviewed requirements and have included relevant information in the table below:

Information required for compulsory acquisitions¹	Coonamble Shire Council response
<i>A copy of the relevant part of the minutes of the council meeting where council approved both the land being compulsorily acquired and making the acquisition application to the Minister and/or the Governor.</i>	A copy of the minutes from this Ordinary Council Meeting will be provided.
<i>A copy of the report making the recommendation for the proposed compulsory acquisition.</i>	A copy of this report to the Ordinary Council Meeting will be provided.

¹ Required information is set out in the Department of Local Government’s ‘Guidelines for the Compulsory Acquisition of Land by Councils’

Information required for compulsory acquisitions ¹	Coonamble Shire Council response
<p><i>A clear statement of the purpose for which the land is being acquired. For example, it is not enough to indicate that the purpose is to make it 'operational land'.</i></p>	<p>The purpose for which the land is being acquired is for the development of a bore bath facility. This is a Council function and is a fundamental component of Council's Economic Development Strategy 2020 and Community Strategic Plan. It is considered essential to drive tourism to the area and considered unlikely to be delivered through private development.</p>
<p><i>A clear statement indicating which legislation the application is being made under (eg Local Government Act 1993 or Roads Act 1993).</i></p>	<p>The application is being made under the Local Government Act 1993 (Section 186(1) and the Land Acquisition (Just Terms Compensation) Act 1991 (Section 29).</p>
<p><i>A written survey description of the land or easement to be acquired. For example, Lot 1 DP 1085644' or 'Easement over Lot 7 DP 12345 as shown in DP 891011'</i></p>	<p>The land and easement to be acquired is part of Lot 212 DP 754199.</p>
<p><i>Two copies of a registered deposited plan or acquisition plan clearly showing (by coloured edging or some other means) the land or interest proposed to be acquired. The copies should be in A4 size (not smaller or larger).</i></p>	<p>The land to be acquired is as per the plan attached to this report as Annexure 2. The survey will be completed prior to the application to the Office of Local Government. Council has engaged registered surveyor Western Survey Pty Ltd to prepare the plan.</p>
<p><i>The name and address of the landowner(s). This includes information on all owners of the land and/or an interest in the land, including mortgagees, lease/license/permit holders etc.</i></p>	<p>The land to be acquired is Crown Land owned by the State of New South Wales. The land is managed by Coonamble Racecourse & Recreation Reserve land manager. Letter of support (attached to this report as Annexure 1) to be included.</p>
<p><i>Confirmation on what the council wants to do with the mines and minerals in the land. See section 190 of the Local Government Act 1993 and/or section 180 of the Roads Act 1993.</i></p>	<p>Council does not intend to include minerals within this acquisition acquire.</p>

Information required for compulsory acquisitions ¹	Coonamble Shire Council response
<i>A statement of the council's reasons for acquiring the land by compulsory process instead of by agreement, including a statement as to action taken by the council to acquire the land by agreement.</i>	Council is following the Department of Planning, Industry and Environment – Crown Lands' preferred process of disposal.
<i>Copies of any submissions received by the council from the landowner, together with the council's comments on such submissions.</i>	n/a
<i>Evidence of council's negotiations with any party with a registered interest in the land, including a copy of any submissions received from those parties, and the council's comments on those submissions</i>	n/a

To finalise the acquisition of the land and easement for the creation of the bore bath facility, the following steps will be undertaken:

- A plan of proposed acquisition, defining that part of the Reserve will be acquired, be prepared and registered. (Council has engaged Western Survey Pty Ltd from Dubbo to prepare the survey.)
- A legal opinion in relation to the likely extinguishment of native title is concluded. (Council has engaged Lawyer, Vanessa Field to prepare this opinion.)
- The consent to the issuing of a Proposed Acquisition Notice of the DPIE-CL will need to be updated noting that the Office of Local Government NSW require the consent to be no older than 12 months.
- An application to the Office of Local Government for acquisition under the *Local Government Act 1993* is prepared, submitted and approved.
- The placing of a notice of Acquisition in the NSW Government Gazette.
- The payment of compensation to the DPIE-CL.

(a) Governance/Policy Implications

This report and related activities consider Council's Asset Management Policy.

(b) Legal Implications

Council will follow the compulsory acquisition process with respect to the *Land Acquisition (Just Terms Compensation) Act 1991* and the *Local Government Act 1993*.

Based on the advice of Council's consultant Lands Advisory Services Pty Ltd, it is Council's opinion that native title is likely to have been extinguished with the grant of Portion 212 Parish of Coonamble County of Leichhardt to Daniel Dominic McMahon, William Monahan Keogh, George

Charles Arthur Cobb, Francis Stewart Caswell, George Eason, Alfred Hope Oliver and Herbert Sheldon upon Trust as a Racecourse on 25 March 1904. Council is seeking a legal opinion in this regard for confirmation. This legal opinion will be required, should Council wish to assert the native title is extinguished, as part of an application to Office of Local Government NSW for the Governor's approval for compulsory acquisition of the land.

(c) Social Implications

There are no social implications associated with this report.

(d) Environmental Implications

There are no environmental implications associated with this report.

(e) Economic/Asset Management Implications

The acquisition of this land will result in it becoming an asset of Council, and there will be ongoing asset management implications associated with such gain.

(f) Risk Implications

If the compulsory acquisition process cannot be executed successfully, there is a risk of not having access to an appropriate site for the proposed bore bath development.

CONCLUSION

This information will be submitted to the Office of Local Government along with the completed form as prescribed by the Office of Local Government, with the registration of the plan of proposed acquisition.

RECOMMENDATION

- 1. That Council proceeds with the compulsory acquisition of the land described as part Lot 212 DP 754199 and easement over part Lot 212 DP 754199, shown on the diagram attached as AT-1, for the purpose of creating of a bore bath facility in accordance with sections 186 and 187 of the *Local Government Act 1993* and in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991*.**
- 2. Further, that Council makes an application to the Minister and the Governor for approval to acquire the land described as part Lot 212 DP 754199 and easement over part Lot 212 DP 754199, shown on the diagram attached as Annexure 1, by compulsory process under section 186(1) and 187 of the *Local Government Act 1993* of creating of a bore bath facility in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.**
- 3. Further, that Council does not acquire the mineral rights over the land and easements to be acquired.**

4. **FURTHER** that the land is to be classified as community land in accordance with section 31 (2) of the *Local Government Act 1993*.
5. Further, that for the purposes of section 30 of the *Land Acquisition (Just Terms Compensation) Act 1991*, the Council agrees to the land being acquired for compensation, set at the market value of the land, as agreed by the General Manager and the Department of Planning, Industry and Environment – Crown Lands.
6. Further, that Council delegate to the General Manager or his delegate the power to do anything further as necessary to give effect to the compulsory acquisition including obtaining any necessary approvals and publishing any necessary notices in the Gazette.
7. Further, that authority be granted to the General Manager to affix the Common Seal of the Council to any documentation required to give effect to this resolution.

Coonamble Recreance &
 Recreation Reserve Trust
 7th January 2019.

Dear Sir,

The above trust agree that a portion of crown land held by the trust be put aside for the council to develop a Bore Baths facility.

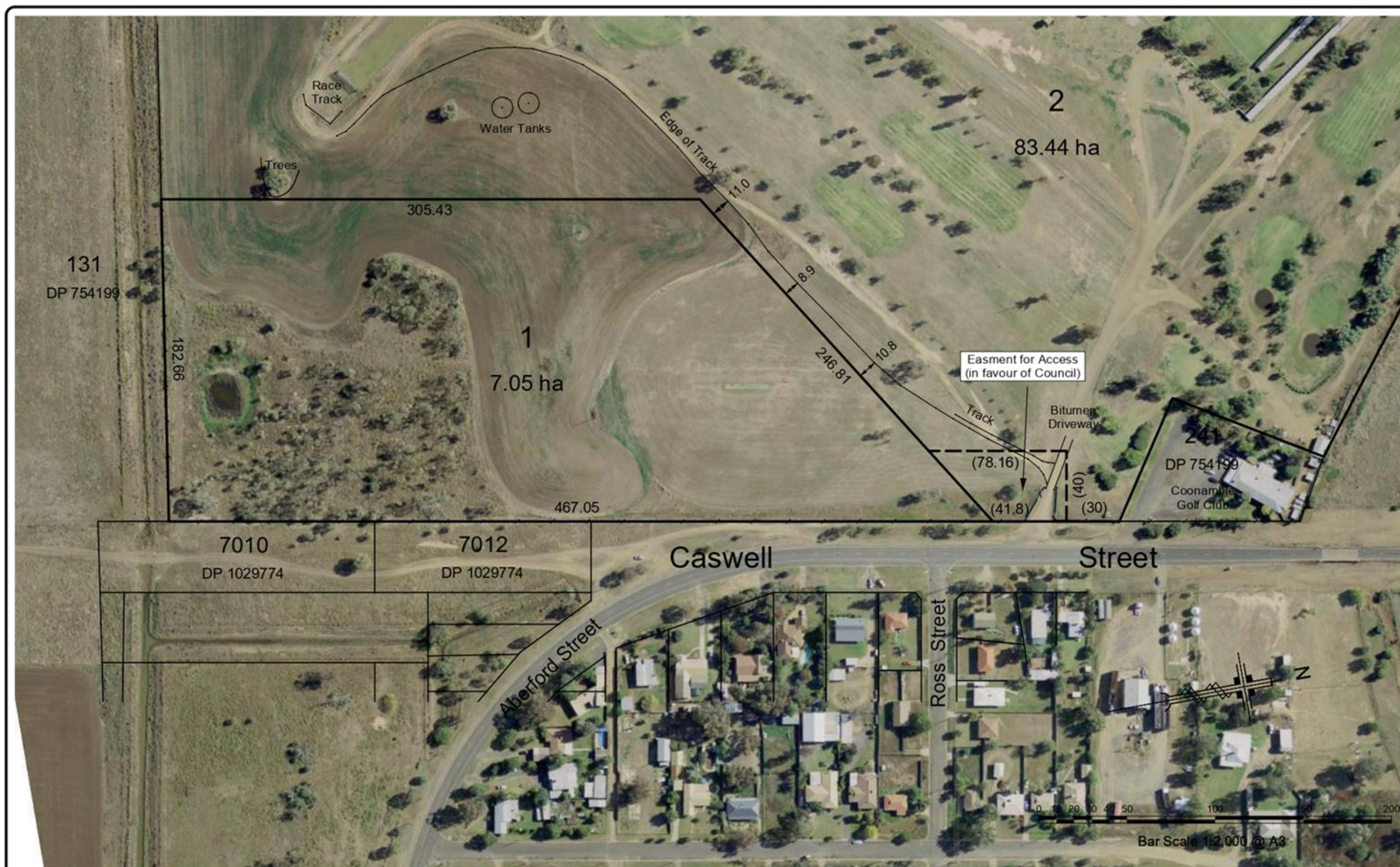
I have spoken to John Gray at Crown Lands in Dubbo and he is awaiting a call from the Coonamble Shire to further pursue the application and work out details such as tenure of land, fencing and survey of land.


The use of water and access to water is still to be worked out and common sense should prevail.

Yours faithfully

Melissa Kennedy

COONAMBLE SHIRE COUNCIL	
FILE NO:	P1-10
- 8 JAN 2019	
DOC NO:	52946
ASSIGNED:	Warren
OPENED	EP ACTION: yes



 <p>Western Survey Pty Ltd ABN 43 625 410 620 37 White Street, Dubbo NSW 2830 0499 080 997 www.westernsurvey.com.au</p>	<p>Datum: N/A R.L.: N/A Surved By: M. Connolly Date of Survey: 28th September 2021 Survey File: 21_094 - 210928</p>	<p>Scale 1:2,000 @ A3 All distances are in metres</p>	<p>Revisions</p>			<p>Coonamble Shire Council Proposed Site Plan Lot 212 in DP 754199 - Caswell Street, Coonamble NSW</p>																					
			<table border="1"> <thead> <tr> <th>Rev.</th> <th>Date</th> <th>Amendment</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>12.10.21</td> <td>Original Issue</td> </tr> <tr> <td>B</td> <td>21.10.21</td> <td>Aerial imagery added</td> </tr> <tr> <td>C</td> <td>9.12.21</td> <td>Altered lot layout - easement for access</td> </tr> </tbody> </table>	Rev.	Date	Amendment	A	12.10.21	Original Issue	B	21.10.21	Aerial imagery added	C	9.12.21	Altered lot layout - easement for access	<table border="1"> <thead> <tr> <th>Date</th> <th>Job Number</th> <th>Drawing Number</th> <th>Revision</th> </tr> </thead> <tbody> <tr> <td>9.12.2021</td> <td>21_094</td> <td>01</td> <td>C</td> </tr> </tbody> </table>				Date	Job Number	Drawing Number	Revision	9.12.2021	21_094	01	C
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B	21.10.21	Aerial imagery added																									
C	9.12.21	Altered lot layout - easement for access																									
Date	Job Number	Drawing Number	Revision																								
9.12.2021	21_094	01	C																								

Pip Goldsmith

From: OLG Office of Local Government Mailbox <olg@olg.nsw.gov.au>
Sent: Thursday, 1 April 2021 1:01 PM
To: Pip Goldsmith; Pip Goldsmith
Subject: Correspondence from the Office of Local Government (Our Ref: A756765/A763829) – NC
Attachments: A763829 - CAQ - Coonamble - Goldsmith - Lot 212 DP754199 - Bore Bath Facility - Request for further information enclosure - Model Resolution (A763843).pdf
Follow Up Flag: Follow up
Flag Status: Completed

Doc ID: A756765
Contact: Performance Team
Phone: 02 4428 4100

Ms Pip Goldsmith
Manager Economic Development & Growth
Coonamble Shire Council
edo@coonambleshire.nsw.gov.au

Dear Ms Goldsmith

I am writing about Coonamble Shire Council's proposed application for approval to compulsorily acquire Lot 212 DP754199 for the purpose of the development of a bore bath facility. I apologise for the delay in providing this response.

I have reviewed the information you have provided and note that it does not contain all of the required information. In order for the Office of Local Government (OLG) to finalise its assessment of Council's application, the following information must be provided.

Confirmation of Parcel of Land to be Compulsorily Acquired

Council's application form states that it proposes to compulsorily acquire Lot 212 DP754199 however, the resolution made by Council on 12 August 2020 refers to a portion of Lot 212 DP754199. Council is requested to clarify if it proposes to compulsorily acquire the entire lot.

If Council proposes to compulsorily acquire the whole of Lot 212 DP754199, Council is required to provide a fresh resolution removing the references to "a portion of the land".

If Council proposes to compulsorily acquire only part of Lot 212 DP754199, Council will need to register an acquisition plan showing the part of the land to be acquired as a separate lot. Please note, councils do not require subdivision approval or the landowner's consent to register acquisition plans. Written confirmation that the lot created by the registered acquisition plan is the same as the land described as "a portion of Lot 212 DP754199" in the resolution of Council will also be required. An email to this effect will be sufficient; please ensure that the new Lot and DP numbers are included.

Plan

The plan provided by Council is not suitable for acquisition purposes as it has not been marked to identify the land proposed to be acquired.

If Council proposes to compulsorily acquire the whole of Lot 212 DP754199, please provide a copy of the registered plan showing the land to be acquired by coloured edging or some other means.

If Council proposes to compulsorily acquire only part of Lot 212 DP754199, Council must provide a copy of the registered acquisition plan showing the land to be acquired by coloured edging or some other means.

Council Resolution

Neither the minutes nor the report of the Council meeting of 12 August 2020 authorise making an application to the Governor. Under section 377 of the *Local Government Act 1993*, the compulsory acquisition of land and the making of an application to the Governor are non-delegable functions of council. The resolution submitted with the application is not sufficient for an application to compulsorily acquire land.

A fresh resolution expressly authorising making an application to the Minister and the Governor for approval to compulsorily acquire the land will be required. To assist you, I have provided a copy of a model resolution suitable for the compulsory acquisition of land under the *Local Government Act 1993*. Please ensure the fresh resolution contains the information in the model resolution provided.

Consent from Coonamble Racecourse & Recreation Reserve

The copy of the consent document provided is missing part of the right-hand side. Please provide a complete copy of the consent document.

Please send the above requested information to olg@olg.nsw.gov.au.

Early attention to the above issues will allow OLG to continue with its assessment of this application.

Yours sincerely

Sarah Gubb
Acting Manager, Performance

Office of Local Government | Department of Planning, Industry and Environment
T 02 4428 4100 | E olg@olg.nsw.gov.au
5 O'Keeffe Ave, NOWRA NSW 2541
www.olg.nsw.gov.au



The Department of Planning, Industry and Environment acknowledges that it stands on Aboriginal land. We acknowledge the traditional custodians of the land and we show our respect for elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

Enc x1

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10.11 STATUS OF INVESTMENTS - NOVEMBER, DECEMBER 2021 & JANUARY 2022**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

The tables on the next three pages represent Council's investments for the months of November 2021, December 2021, and January 2022.

INVESTMENTS REPORT TO COUNCIL - 31 January 2022

Financial Institution	Invest Rating S&Ps	Investment Type/Maturity Date	Current Rate	Term	Amount (\$)
Commonwealth Bank	A1+	Term Deposit - 16/05/2022	0.36%	182 Days	3,000,000
Commonwealth Bank	A1+	Term Deposit - 18/03/2022	0.34%	119 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 12/04/2022	0.28%	182 Days	2,000,000
Commonwealth Bank	A1+	Term Deposit - 12/04/2022	0.28%	182 Days	500,000
Commonwealth Bank	A1+	Term Deposit - 22/02/2022	0.29%	180 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 02/05/2022	0.42%	181 Days	500,000
Commonwealth Bank	A1+	@ Call Account	0.01%		1,500,000
Commonwealth Bank	A1+	Online Saver Acc-252510132303	0.10%		1,000,000
Commonwealth Bank	A1+	Online Saver Acc-252510132303	0.10%		2,000,000
IMB - VRD	A2	Term Deposit - 17/01/2022	0.73%	91 Days	1,000,000
IMB - VRD	A2	Term Deposit - 04/02/2022	0.65%	92 Days	1,000,000
National Australia Bank	A1+	Term Deposit - 19/04/2022	0.29%	182 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 07/02/2022	0.27%	91 Days	1,000,000
National Australia Bank	A1+	Term Deposit - 25/03/2022	0.35%	120 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 10/03/2022	0.26%	150 Days	1,500,000
National Australia Bank	A1+	Term Deposit - 23/03/2022	0.36%	120 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 08/04/2022	0.45%	120 Days	500,000
National Australia Bank	A1+	Term Deposit - 29/03/2022	0.36%	120 Days	1,500,000
National Australia Bank	A1+	Term Deposit - 16/05/2022	0.38%	182 Days	2,000,000
Reliance C/U	Unrated	Term Deposit - 17/05/2022	0.25%	181 Days	250,000
TOTAL					27,250,000

Financial Institution	Invest Rating S&Ps	% of Investment	Max per Investment Policy	Amount (\$)
Commonwealth Bank	A1+	46%	50%	12,500,000
National Australia Bank	A1+	46%	50%	12,500,000
IMB	A2	7%	35%	2,000,000
Reliance C/U	Unrated	1%	10%	250,000
				\$ 27,250,000

Rating	% of Investment	Policy	Amount
A1+	92%	100%	25,000,000
A1	0%	80%	-
A2	42%	60%	2,000,000
Unrated	1%	30%	250,000
			\$ 27,250,000
General Fund Investments			17,296,073.12
Sewerage Investment Fund			2,623,027.67
Water Investment Fund			4,330,899.21
			\$ 24,250,000

Interest earned on Investments for 2021-2022 as at 31 January 2022

\$ 41,747

INVESTMENTS REPORT TO COUNCIL - 31 December 2021

Financial Institution	Invest Rating S&Ps	Investment Type/Maturity Date	Current Rate	Term	Amount (\$)
Commonwealth Bank	A1+	Term Deposit -16/05/2022	0.36%	182 Days	3,000,000
Commonwealth Bank	A1+	Term Deposit - 18/03/2022	0.34%	119 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 12/04/2022	0.28%	182 Days	2,000,000
Commonwealth Bank	A1+	Term Deposit - 24/12/2021	0.18%	60 Days	-
Commonwealth Bank	A1+	Term Deposit - 12/04/2022	0.28%	182 Days	500,000
Commonwealth Bank	A1+	Term Deposit - 22/02/2022	0.29%	180 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 02/05/2022	0.42%	181 Days	500,000
Commonwealth Bank	A1+	@ Call Account	0.10%		1,500,000
IMB - VRD	A2	Term Deposit - 17/01/2022	0.73%	91 Days	1,000,000
IMB - VRD	A2	Term Deposit - 04/02/2022	0.65%	92 Days	1,000,000
National Australia Bank	A1+	Term Deposit -19/04/2022	0.29%	182 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 07/02/2022	0.27%	91 Days	1,000,000
National Australia Bank	A1+	Term Deposit - 25/03/2022	0.35%	120 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 10/03/2022	0.26%	150 Days	1,500,000
National Australia Bank	A1+	Term Deposit - 23/03/2022	0.36%	120 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 08/04/2022	0.45%	120 Days	500,000
National Australia Bank	A1+	Term Deposit - 29/03/2022	0.36%	120 Days	1,500,000
National Australia Bank	A1+	Term Deposit - 16/05/2022	0.38%	182 Days	2,000,000
Reliance C/U	Unrated	Term Deposit -17/05/2022	0.25%	181 Days	250,000
TOTAL					24,250,000

Financial Institution	Invest Rating S&Ps	% of Investment	Max per Investment Policy	Amount (\$)
Commonwealth Bank	A1+	39%	50%	9,500,000
National Australia Bank	A1+	52%	50%	12,500,000
IMB	A2	8%	35%	2,000,000
Reliance C/U	Unrated	1%	10%	250,000
				\$ 24,250,000

Rating	% of Investment	Policy	Amount
A1+	91%	100%	22,000,000
A1	0%	80%	-
A2	42%	60%	2,000,000
Unrated	1%	30%	250,000
			\$ 24,250,000
General Fund Investments			17,296,073.12
Sewerage Investment Fund			2,623,027.67
Water Investment Fund			4,330,899.21
			\$ 24,250,000

Interest earned on Investments for 2021-2022 as at 31 December 2021

\$ 34,843

INVESTMENTS REPORT TO COUNCIL - 30 November 2021

Financial Institution	Invest Rating S&Ps	Investment Type/Maturity Date	Current Rate	Term	Amount (\$)
Commonwealth Bank	A1+	Term Deposit - 16/05/2022	0.36%	182 Days	3,000,000
Commonwealth Bank	A1+	Term Deposit - 18/03/2022	0.34%	119 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 12/04/2022	0.28%	182 Days	2,000,000
Commonwealth Bank	A1+	Term Deposit - 24/12/2021	0.18%	60 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 12/04/2022	0.28%	182 Days	500,000
Commonwealth Bank	A1+	Term Deposit - 22/02/2022	0.29%	180 Days	1,000,000
Commonwealth Bank	A1+	Term Deposit - 02/05/2022	0.42%	181 Days	500,000
Commonwealth Bank	A1+	@ Call Account	0.10%		1,500,000
IMB - VRD	A2	Term Deposit - 17/01/2022	0.73%	91 Days	1,000,000
IMB - VRD	A2	Term Deposit - 04/02/2022	0.65%	92 Days	1,000,000
National Australia Bank	A1+	Term Deposit - 19/04/2022	0.29%	182 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 07/02/2022	0.27%	91 Days	1,000,000
National Australia Bank	A1+	Term Deposit - 25/03/2022	0.35%	120 Days	2,000,000
National Australia Bank	A1+	Term Deposit - 10/03/2022	0.26%	150 Days	1,500,000
National Australia Bank	A1+	Term Deposit - 23/03/2022	0.36%	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 - 29/03/2022	0.36%	120 Days	1,500,000
National Australia Bank	A1+	Term Deposit - 16/05/2022	0.38%	182 Days	2,000,000
Reliance C/U	Unrated	Term Deposit - 17/05/2022	0.25%	181 Days	250,000
TOTAL					25,250,000

Financial Institution	Invest Rating S&Ps	% of Investment	Max per Investment Policy	Amount (\$)
Commonwealth Bank	A1+	42%	50%	10,500,000
National Australia Bank	A1+	50%	50%	12,500,000
IMB	A2	8%	35%	2,000,000
Reliance C/U	Unrated	1%	10%	250,000
				\$ 25,250,000

Rating	% of Investment	Policy	Amount
A1+	91%	100%	23,000,000
A1	0%	80%	-
A2	42%	60%	2,000,000
Unrated	1%	30%	250,000
			\$ 25,250,000
General Fund Investments			18,504,751.27
Sewerage Investment Fund			2,552,875.47
Water Investment Fund			4,192,373.26
			\$ 25,250,000

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

\$ 27,750

(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 from 01 November 2021 to 31 January 2022 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.

10.12 RATES AND CHARGES COLLECTIONS - JANUARY 2022**File Number:** Rates - General - R4**Author:** Bruce Quarmby, Executive Leader - Corporate and Sustainability**Authoriser:** Hein Basson, General Manager**Annexures:** 1. Information Paper - Rate peg for NSW councils for 2022/23**PURPOSE**

The purpose of this report is for Council to be updated with the most recent information pertaining to its rates and charges collections – as applicable to the month of January 2022.

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.

	31 January 2022	31 January 2021
Rates and Charges	\$3,011,716.62	\$3,519,630.47
Water & Sewer Consumption	\$285,060.66	\$382,431.19
Total	\$3,296,777.28	\$3,902,061.66

COMMENTARY**Rates and Charges**

	31 January 2022	31 January 2021
Rates and charges in arrears as at 30 June 2021	\$905,674.57	\$904,997.89
Rates/charges levied & adjustments for 2021/2022	\$7,197,336.81	\$6,955,623.43
Pension Concession	(\$106,801.11)	(\$108,347.58)
Amounts collected as at 31 January 2022	(\$4,984,493.65)	(\$4,232,643.27)
Total Rates and Charges to be Collected	\$3,011,716.62	\$3,519,630.47

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 at 31 January 2022 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 \$106,801.11; reducing the amount of income derived from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$48,060.50.

The rates and charges as at 31 January 2022 represents 37.17% of the total annual rates and charges levied and outstanding (compared with 44.78% on 31 January 2021).

Water and Sewer Consumption Charges

	31 January 2022	31 January 2021
Water & Sewer Consumption Charges and arrears as at 30 June 2021	\$401,325.23	\$399,024.06
Water & Sewer Consumption charges & adjustments 2021/22 year to date	\$143,959.18	\$409,947.73
Amounts collected as at 31 January 2022	(\$260,223.75)	(\$426,540.60)
Total Water & Sewer Consumption Charges to be Collected	\$285,060.66	\$382,431.19

The water and sewer consumption charges as at 31 January 2022 represents 52.28% of the total water consumption charges outstanding (compared to 47.27% on 31 January 2021).

On review of the information above, Council will note that the figure reported for water consumption charges and adjustments for the 2021/22 year is lower than normally reported at this time of year. This is because at the time of writing this report the levying of the 2nd quarter of user pays water had not been finalised.

2022/23 Rate Peg Announcement

In accordance with the advice received from the Independent Pricing and Regulatory Tribunal (IPART), the 2022/23 rate peg applicable for Coonamble Shire is 0.7%. For Council's information, this rate peg once applied to Council's general rate income equates to approximately \$35,000.

An information sheet from IPART explaining the function of the rate peg and the process involved in the determination of the 2022/23 has been attached as an annexure to this report for Council's information.

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

CONCLUSION

The rates and charges as at 31 January 2022 represent 37.17% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 44.78% on 31 January 2021). The water and sewer consumption charges as of 31 January 2022 represents 52.28% of the total water consumption charges outstanding from previous years (compared to 47.27% on 31 January 2021).

RECOMMENDATION

That Council notes the information provided in the report.



Rate peg for NSW councils for 2022-23

13 December 2021

For the first time, the rate peg for 2022-23 will include a population factor that varies for each council in NSW depending on how fast its population is growing.

IPART has set the 2022-23 rate peg for each council at between 0.7% and 5.0%, depending on its population factor. The population factor ranges between 0% and 4.3% (see Attachment C for a table presenting the population factor and rate peg for each council).

The rate peg for 2022-23 is based on the change in the Local Government Cost Index (LGCI) and an adjustment to remove the costs of the 2021 local government elections that were included in the 2021-22 rate peg, and a population factor.

1 The rate peg will maintain per capita general income

The revised approach to the rate peg now includes a population factor for each council. The population factor is calculated to maintain per capita general income over time as councils' populations grow.

The population factor is calculated as the change in residential population less any increase in general revenue from supplementary valuations.

We plan to review the performance of our new methodology within 5 years to ensure it remains appropriate and consistent with its intended purpose to align councils' general income with population growth.

We set the rate peg for 2022-23 using the following formula:

$$\text{Rate peg} = \text{change in LGCI} - \text{productivity factor} + \text{other adjustments} + \text{population factor}$$

IPART acknowledges the Traditional Custodians of the lands where we work and live. We pay respect to Elders, past, present and emerging. We recognise the unique cultural and spiritual relationship and celebrate the contributions of First Nations peoples.

The components of the rate peg for 2022-23 are made up of:

- The change in the local government cost index (LGCI) to June 2021 of 0.9%.
- A productivity factor set to 0.0% because the ABS indices we use for the LGCI incorporate improvements in labour and capital productivity.
- A downward adjustment of 0.2% to remove the additional revenue that was included in the 2021-22 rate peg to meet the costs of the 2021 local government elections.
- A population factor for each council (see Attachment C for a table presenting the population factor for each council).

The NSW Government has undertaken to fully fund the increase in 2021-22 emergency services levy (ESL) contributions^a and cover any COVID-related increases in the cost of local government elections.

We note:

- Under our revised approach, 47 (37%) of the 128 councils receive a population factor greater than 0% and a rate peg of up to 5.0%.
- Many councils will receive additional income from supplementary valuations.^b For example, 107 councils (84%) received additional income from supplementary valuations in 2019-20. Of those, 23 councils (18%) received more income from supplementary valuations than was required to maintain per capita income.

^a LGCI uses the ESL payments lagged by one year. For example, the LGCI for 2022-23 uses the change in the ESL between 2020-21 and 2021-22.

^b Refer to Section A6 for further information

A Background information

A.1 What is the rate peg?

The rate peg is the maximum percentage amount by which a council may increase its general income for the year. For most councils, general income consists entirely of rates income. For a small number of councils, general income also includes some annual charges such as drainage levies. The rate peg does not apply to stormwater, waste collection, water and wastewater charges.

Councils can increase general income by the rate peg, less than the rate peg, or not at all. If a council does not apply the full rate peg increase, it will be able to catch up on the shortfall in general income over any one or more of the next 10 years.

The rate peg applies to general income in total, and not to individual ratepayers' rates. This means that councils may increase categories of rates by more than, or less than the rate peg percentage, as long as the total increase in general income remains within the rate peg. Individual ratepayer's rates are also affected by other factors, such as land values determined by the Valuer General of NSW.

The rate peg is typically based on the change in the Local Government Cost Index (LGCI), a productivity factor and, from 2022-23, a population factor for each council. However, IPART has discretion over the rate peg percentage and can adjust the rate peg above or below the percentage produced by the LGCI, productivity factor and population factor, if we consider this appropriate. For the 2022-23 rate peg, we have adjusted the rate peg by -0.2%, to remove increases in the costs of conducting the 2021 local government elections that we included as a temporary adjustment in the 2021-22 rate peg. This adjustment ensures that ratepayers are not overcharged in non-election years (see Section A.4).

A.2 What is the LGCI?

The LGCI is a price index for councils in NSW. It measures price changes over the past year for goods, materials and labour used by an average council. It is similar in principle to the Consumer Price Index (CPI), which is used to measure changes in prices for a typical household.

The LGCI is designed to measure the average change in prices of a fixed 'basket' of goods and services that are purchased by councils, relative to the prices of the same basket in a base period.

- The index has 26 cost components, such as employee benefits and on-costs, and building materials for roads, bridges and footpaths. The cost components represent the purchases made by an average council to undertake its typical activities. To measure changes in these cost components, we mainly use ABS price indexes for wages costs, producer and consumer prices.
- The ABS uses quality adjustments in its price measures to take into account improvements in labour and capital productivity.

To calculate the LGCI over the year to June 2021, we combined the 26 cost components using expenditure weights based on NSW councils' expenditure in 2017-18 and 2018-19. We aim to update the expenditure weights every four years to ensure the relativities between cost components remain accurate. The last reweight of the LGCI was completed in May 2020, using the results of the 2019 cost survey of councils.

The cost components measure price changes over the year to June 2021, compared to the year to June 2020, with the exception of the Emergency Services Levy (ESL), where we have used forecast costs for 2021-22. The NSW Government has undertaken to fully fund the increase in ESL contributions, so that councils will pay the same amount they paid last year.

For more information on the LGCI see our [LGCI Information Paper](#). For more information about the 2019 council cost survey, see our [website](#).

A.3 What price changes influenced the LGCI?

The change in the LGCI over the year to June 2021 was 0.9%. The main contributors to the change were:

- An increase of 1.2% in employee benefits and on-costs, measured by the ABS Wage Price Index for the NSW public sector.
- An increase of 1.1% in construction works – roads, drains, footpaths, kerbing, bridges costs, measured by the ABS Producer Price Index for roads and bridge construction – NSW.
- An increase of 1.5% in other business expenses, measured by the ABS Producer Price Index for other administrative services, not elsewhere classified.
- Decreases in electricity, water and sewerage and automotive fuel of between 6.6% and 2.4%.

Attachment B shows the price changes in all cost components of the LGCI).

A.4 What adjustments have we made?

The 2021-22 rate peg included a temporary adjustment of 0.2% to pay for the December 2021 local government elections. We have removed the allowed dollar amounts for each council by adjusting the rate peg down by 0.2%. This adjustment ensures that ratepayers are not overcharged in non-election years. The NSW Government has undertaken to cover any COVID-related increases in the cost of local government elections.^c

^c The NSW Office of Local Government media release states that "the NSW Government is putting up an additional \$291 million for the NSW Electoral Commission to ensure local councils and ratepayers do not foot the bill for election day delays caused by the COVID-19 Delta outbreak."

A.5 How have we calculated the change in employee costs?

Local Government NSW (LGNSW) raised a concern about using ABS Wage Price Index (WPI) to determine the increase in employee costs. LGNSW noted the majority of local government employees' rates of pay and allowances were increased by 1.5% under the Local Government (State) Award 2020^d, while the majority of state public servants' rates of pay and allowances were increased by 0.3% through the State Wage Case^e. It was concerned that the lower (0.3%) increase for state employees would result in a WPI that materially underestimated the increase in employee costs experienced by councils.

We decided, on balance, not to make an adjustment to the rate peg for higher council employee costs because we consider the impact of any adjustment is insufficiently material to warrant a departure from our standard methodology. Our methodology is based on independent, publicly available benchmark wage and price indices. We consider this approach is fair to councils and provides better protection to ratepayers than if we set the rate peg using councils' actual cost increases.

The actual increase in the WPI to June 2021 was 1.2%, or 0.3%, lower than the 1.5% increase granted under the Local Government (State) Award 2020. As employee costs contribute around 40% to the LGCI, using 1.5% would have increased the peg by 0.1%.^f

A.6 How do we calculate the population factor?

The population factor is calculated for each council and is equal to the annual change in its residential population, adjusted for revenue received from supplementary valuations.

The population factor is equal to the maximum of the change in residential population less the supplementary valuations percentage or zero.

Councils with negative population growth will have a population factor of zero, ensuring no council receives a lower increase in general income, relative to a rate peg calculated using the LGCI, productivity factor and any adjustments. Councils that have recovered more from supplementary valuations than is required to maintain per capita general income as their population grows will also have a population factor of zero.

The population factor is calculated using the following formula:

$$\text{Population factor} = \max(0, \text{change in population} - \text{supplementary valuations percentage})$$

The change in population has been calculated using the estimated residential population (ERP) for 2019 and 2020 published by the Australian Bureau of Statistics (ABS). This is the most up to date ABS population data.

The calculation is shown in the following formula:

^d Local government employees guaranteed economically responsible pay rise (lgnsw.org.au)

^e C2021-01 - Variation to the Crown Employees (Public Sector - Salaries 2019) Award (nsw.gov.au)

^f The formula we would use to calculate the maximum adjustment is $(15\% - 12\%) \times 38.4\% = 0.1\%$, where 38.4% is the employee cost weight in the LGCI. The maximum amount (0.1%) assumes no productivity improvement.

$$\text{Change in population} = \max\left(0, \frac{\text{ERP 2020}}{\text{ERP 2019}} - 1\right)$$

The supplementary valuations percentage for each council is calculated using the following formula:

$$\text{supplementary valuations percentage} = \max\left(0, \frac{\text{supplementary valuations}}{\text{notional general income yield}}\right)$$

In this formula:

supplementary valuations means the total value of adjustments to a council's general income for 2019-20 that the council made under paragraphs 509(2)(b) and (c) of the *Local Government Act 1993* (LG Act). 21. This is the amount recorded as 'Plus or minus adjustments' in each council's 'Special schedule – Permissible income for general rates' for 2020-21 submitted to the Office of Local Government (OLG) in the 2020-21 Financial Statements.

notional general income yield means the general income of the council for 2019-20 prior to adjustment under paragraphs 509(2)(b) and (c) of the LG Act. This is the amount recorded as 'Last year notional general income yield' in each council's 'Special schedule – Permissible income for general rates' for 2020-21 submitted to the OLG in the 2020-21 Financial Statements.

The supplementary valuations percentage is calculated based on supplementary valuations revenue and notional general income yield for the same year as the ERP data. Each year we will update the formula.

Worked example

For example, Albury has a rate peg of 1.1%. its ERP grew by 1.3% in 2019-20 while it received income from supplementary valuations equal to 0.9% of the Notional General Income Yield over the same period.

We calculated Albury's rate peg as follows:

$$\text{Change in population} = \max\left(0, \frac{55,055}{54,344} - 1\right) = 1.3\%$$

$$\text{supplementary valuations percentage} = \max\left(0, \frac{391,000}{43,365,000}\right) = 0.9\%$$

$$\text{Population factor} = \max(0, 1.3\% - 0.9\%) = 0.4\%$$

$$\text{Rate peg} = 0.9\% - 0\% - 0.2\% + 0.4\% = 1.1\%$$

For more information on the population factor, see our final report on including population growth in the rate peg on our [website](#).

A.7 Councils can seek additional increases

Councils can seek additional increases to general income above the rate peg, by applying to IPART for a special variation (SV).

Councils applying for an SV must satisfy the criteria listed in the Office of Local Government's SV Guidelines. The Guidelines are available on [IPART's website](#). Councils applying for an SV for 2022-23 must apply to IPART by 7 February 2022. IPART's website also includes general information on the SV requirements and recent applications from councils

B Change in the LGCI for the year ended June 2021

Cost components	Weight as at end June 2020 %	Price change to end June 2021 (% annual average)	Contribution to index change (percentage points)
Operating cost components			
Employee benefits and on-costs ^a	38.4	12	0.44
Plant and equipment leasing	0.3	1.1	0.00
Operating contracts	2.1	0.4	0.01
Legal and accounting services	0.8	14	0.01
Office and building cleaning services	0.3	14	0.00
Other business services	6.2	1.0	0.06
Insurance	1.2	3.0	0.04
Telecommunications, telephone and internet services	0.4	-2.4	-0.01
Printing, publishing and advertising	0.6	2.3	0.01
Motor vehicle parts	0.3	-1.2	0.00
Motor vehicle repairs and servicing	0.4	1.4	0.01
Automotive fuel	0.8	-2.4	-0.02
Electricity	2.0	-3.8	-0.07
Gas	0.1	-6.8	-0.01
Water and sewerage	0.4	-6.6	-0.03
Road, footpath, kerbing, bridge and drain building materials	2.5	1.1	0.03
Other building and construction materials	0.7	0.0	0.00
Office supplies	0.3	0.9	0.00
Emergency services levy ^b	1.5	0.0	0.00
Other expenses ^c	8.4	1.5	0.13
Capital cost components			
Buildings – non-dwelling	4.2	1.1	0.00
Construction works – roads, drains, footpaths, kerbing, bridges	21.9	1.1	0.25
Construction works – other	2.5	-0.3	0.03
Plant and equipment – machinery, etc.	3.1	0.1	-0.01
Plant and equipment – furniture, etc.	0.1	-0.4	0.00
Information technology and software	0.7	0.0	0.00
Total change in LGCI	100.0		0.9

a Employee benefits and on-costs includes salaries and wages.

b The NSW Government has undertaken to fully fund the increase in 2021-22 ESL contributions

c Includes miscellaneous expenses with low weights in the index – eg, councillor and mayoral fees

Note: Figures may not add due to rounding. Percentage changes are calculated from unrounded numbers

C Population factors and rate pegs for all councils

Councils with a population factor greater than 0% for 2022-23 are indicated by bolded blue font.

Council	Change in population	Supplementary valuations percentage	Population factor	Rate Peg (including population factor)
	%	%	%	%
Albury	1.3	0.9	0.4	1.1
Armidale Regional	0.0	0.1	0.0	0.7
Ballina	1.3	2.0	0.0	0.7
Balranald	0.0	0.8	0.0	0.7
Bathurst Regional	0.9	0.7	0.2	0.9
Bayside	1.7	0.9	0.9	1.6
Bega Valley	0.7	0.9	0.0	0.7
Bellingen	1.1	0.5	0.6	1.3
Berrigan	0.4	0.2	0.2	0.9
Blacktown	2.3	2.3	0.0	0.7
Bland	0.0	0.1	0.0	0.7
Blayney	0.1	0.0	0.0	0.7
Blue Mountains	0.1	0.0	0.1	0.8
Bogan	0.0	2.8	0.0	0.7
Bourke	1.4	0.0	1.4	2.1
Brewarrina	0.0	0.0	0.0	0.7
Broken Hill	0.0	0.6	0.0	0.7
Burwood	0.7	3.6	0.0	0.7
Byron	2.0	0.4	1.6	2.3
Cabonne	0.3	0.1	0.2	0.9
Camden	6.3	2.0	4.3	5.0
Campbelltown	1.9	1.3	0.5	1.2
Canada Bay	0.6	0.1	0.5	1.2
Canterbury-Bankstown	0.7	0.6	0.1	0.8
Carrathool	0.0	0.0	0.0	0.7
Central Coast	0.5	0.3	0.3	1.0
Central Darling	0.0	0.0	0.0	0.7
Cessnock	2.1	2.1	0.0	0.7
Clarence Valley	0.1	0.8	0.0	0.7
Cobar	0.0	0.3	0.0	0.7
Coffs Harbour	0.5	0.5	0.0	0.7
Coolamon	0.0	0.0	0.0	0.7
Coonamble	0.0	0.0	0.0	0.7
Cootamundra-Gundagai Regional	0.0	0.0	0.0	0.7
Cowra	0.0	0.2	0.0	0.7
Cumberland	0.5	0.0	0.5	1.2
Dubbo Regional	0.6	0.6	0.0	0.7
Dungog	2.6	0.9	1.7	2.4
Edward River	0.0	0.0	0.0	0.7
Eurobodalla	1.3	0.3	1.0	1.7
Fairfield	0.0	0.4	0.0	0.7
Federation	1.3	0.4	0.9	1.6
Forbes	0.2	0.3	0.0	0.7
Georges River	0.5	0.6	0.0	0.7

Council	Change in population	Supplementary valuations percentage	Population factor	Rate Peg (including population factor)
	%	%	%	%
Gilgandra	0.0	0.1	0.0	0.7
Glen Innes Severn	0.0	0.4	0.0	0.7
Goulburn Mulwaree	14	14	0.0	0.7
Greater Hume	0.7	0.8	0.0	0.7
Griffith	0.5	0.5	0.0	0.7
Gunnedah	0.1	0.0	0.1	0.8
Gwydir	0.0	0.3	0.0	0.7
Hawkesbury	0.7	0.6	0.1	0.8
Hay	0.0	0.3	0.0	0.7
Hilltops	0.0	0.0	0.0	0.7
Hornsby	0.3	0.5	0.0	0.7
Hunters Hill	0.0	0.1	0.0	0.7
Inner West	0.6	0.0	0.6	1.3
Inverell	0.0	33	0.0	0.7
Junee	0.0	0.5	0.0	0.7
Kempsey	0.6	0.5	0.1	0.8
Kiama	13	0.4	0.9	1.6
Ku-ring-gai	0.4	0.9	0.0	0.7
Kyogle	0.0	0.7	0.0	0.7
Lachlan	0.0	0.1	0.0	0.7
Lake Macquarie	0.9	0.9	0.0	0.7
Lane Cove	1.0	24	0.0	0.7
Leeton	0.0	0.1	0.0	0.7
Lismore	0.0	0.3	0.0	0.7
Lithgow	0.0	0.0	0.0	0.7
Liverpool	16	14	0.3	1.0
Liverpool Plains	0.0	0.2	0.0	0.7
Lockhart	0.0	0.0	0.0	0.7
Maitland	2.6	3.1	0.0	0.7
Mid-Coast	0.6	0.4	0.2	0.9
Mid-Western Regional	0.5	0.5	0.0	0.7
Moree Plains	0.0	0.0	0.0	0.7
Mosman	0.0	0.0	0.0	0.7
Murray River	1.7	0.9	0.8	1.5
Murrumbidgee (new)	0.0	0.0	0.0	0.7
Muswellbrook	0.0	5.3	0.0	0.7
Nambucca	0.3	0.7	0.0	0.7
Narrabri	0.0	0.0	0.0	0.7
Narrandera	0.0	0.0	0.0	0.7
Narromine	0.0	0.0	0.0	0.7
Newcastle	11	0.6	0.5	1.2
North Sydney	0.2	0.0	0.2	0.9
Northern Beaches	0.2	0.5	0.0	0.7
Oberon	0.1	0.4	0.0	0.7
Orange	0.1	0.8	0.0	0.7
Parkes	0.0	0.0	0.0	0.7
Parramatta (new)	12	16	0.0	0.7
Penrith	16	0.8	0.7	1.4
Port Macquarie-Hastings	1.7	0.7	1.0	1.7
Port Stephens	14	0.8	0.6	1.3

Council	Change in population	Supplementary valuations percentage	Population factor	Rate Peg (including population factor)
	%	%	%	%
Queanbeyan-Palerang Regional	1.9	2.0	0.0	0.7
Randwick	0.7	0.1	0.6	1.3
Richmond Valley	0.1	0.3	0.0	0.7
Ryde	1.6	2.9	0.0	0.7
Shellharbour	1.9	0.5	1.4	2.1
Shoalhaven	1.5	0.5	1.0	1.7
Singleton	0.0	1.3	0.0	0.7
Snowy Monaro Regional	1.0	0.9	0.1	0.8
Snowy Valleys	0.0	0.1	0.0	0.7
Strathfield	1.9	1.4	0.4	1.1
Sutherland	0.8	0.9	0.0	0.7
Sydney	1.1	0.5	0.7	1.4
Tamworth Regional	0.0	0.6	0.0	0.7
Temora	0.0	0.1	0.0	0.7
Tenterfield	0.0	0.0	0.0	0.7
Hills	3.3	2.4	0.9	1.6
Tweed	1.4	0.4	1.0	1.7
Upper Hunter	0.0	0.2	0.0	0.7
Upper Lachlan	2.7	1.0	1.7	2.4
Uralla	0.0	0.0	0.0	0.7
Wagga Wagga	0.8	1.1	0.0	0.7
Walcha	0.0	0.0	0.0	0.7
Walgett	0.0	0.0	0.0	0.7
Warren	0.7	0.1	0.6	1.3
Warrumbungle	0.0	0.1	0.0	0.7
Waverley	0.1	0.0	0.1	0.8
Weddin	0.0	0.0	0.0	0.7
Wentworth	0.5	1.0	0.0	0.7
Willoughby	0.1	0.1	0.1	0.8
Wingecarribee	1.2	0.8	0.5	1.2
Wollondilly	1.6	1.1	0.6	1.3
Wollongong	0.8	0.5	0.3	1.0
Woolahra	0.1	0.2	0.0	0.7
Yass Valley	1.4	0.8	0.6	1.3

10.13 COUNCILLOR REQUESTS FOR INCLUSION IN THE DRAFT 2022/23 OPERATIONAL BUDGET.

File Number: Finance Estimates - E6-1

Author: Bruce Quarmby-Executive Leader - Corporate and Sustainability

Authoriser: Hein Basson, General Manager

Annexures: 1. Councillor Estimates - Request 2022-2023

PURPOSE

The purpose of this report is to request Councillors provide management with information regarding projects that they wish Council to include for consideration as part of the upcoming 2022/23 draft Operational Budget and Plan process.

BACKGROUND

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

For Council's information the Operational Plan, once prepared for Council's consideration and adoption, consists of two parts. The first part of the plan is the "written part", where strategies and actions have been developed for the upcoming financial year to achieve the goals and objectives that have been identified in the Community Strategic Plan and the Delivery Programme. The second part of the plan is the "financial part", which provides for the financial resources to enable Council to implement the strategies and actions as set out in the Operational Plan.

General Manager's note: It is the idea going forward to develop the Delivery Program in such a manner as to incorporate the annual Operation Plans.

(a) Relevance to Integrated Planning and Reporting Framework

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

(b) Financial Considerations

The draft Operational Plan, once prepared, contains the draft operational and capital budgets for the upcoming financial year.

COMMENTARY

A great deal of time and effort is involved in compiling a draft Operational Plan and Budget for Council's consideration and adoption. As such, staff have already commenced the process of compiling the various information and calculations required for the preparation of the draft Operational Plan and Budget.

One of these processes is to provide Councillors with the opportunity to put forward requests for items to be considered in the upcoming draft Operational Plan and Budget. To facilitate this process a copy of the Councillor form – 2022/23 Estimates Request Form has been attached to this report as an annexure. Separate additional

copies of this form will be made available at the meeting for Councillors to complete and return to Council's finance department.

In completing the forms Councillors are requested to provide a brief description of the project / works, along with a preliminary estimate of the costs of the project. Council will note that at the bottom of the estimates request form is a section for Councillors to identify a proposed funding source to allow for the project / works to be undertaken. (Please do not hesitate in this regard to have a discussion with the General Manager or the Executive Leader Corporate and Sustainability.) The completed forms are requested to be returned by the Council Meeting to be held on the 9th of March 2022.

Once all the necessary information, along with the Councillor requests, has been compiled a budget workshop will be held for Council and management to work through the 2022/23 draft estimates.

(a) Governance/Policy Implications

The draft Operational Plan 2022/23, once prepared and adopted by Council, will set the overarching direction for Council for the upcoming financial year.

(b) Legal Implications

There are no legal implications arising from this report.

(c) Social Implications

There may be social implications, depending on the nature of the individual request for inclusion in the draft operational budget.

(d) Environmental Implications

There may be environmental implications, depending on the nature of the individual request for inclusion in the draft operational budget.

(e) Economic/Asset Management Implications

There may be economic and/or asset management implications, depending on the nature of the individual request for inclusion in the draft operational budget.

(f) Risk Implications

There may be risk implications, depending on the nature of the individual request for inclusion in the draft operational budget.

CONCLUSION

Work has commenced on preparing the 2022/2023 draft Operational Plan and Budget for Council's consideration. An important part of the preparations is providing Councillors with an opportunity to put forward items that they wish to consider including in the upcoming Operational Plan and Budget. To ensure that management has adequate time to properly collate the necessary data required to prepare a set of draft estimates for Council's consideration, all Councillor requests are requested to be returned to Council's Finance department by the March 2022 Council Meeting.

RECOMMENDATION

- 1. That Council notes the contents of this report.**
- 2. That Councillor requests for items to be considered for inclusion in the draft 2022/2023 Operational Plan and Budget be returned to Council's Finance Department by 9 March 2022.**



**COUNCILLOR BUDGET REQUEST
COONAMBLE SHIRE COUNCIL - BUDGET ESTIMATES 2022/23**

Date _____

Name of Project _____

Description of work to be undertaken _____

DETAILS OF ESTIMATE	AMOUNT
Total	

FUNDING SOURCE FOR BUDGET

Please circle your preferred method of funding to allow this project to be included in next year's budget

Council Funds

or

Grant Funds

10.14 REQUEST FOR DONATION - GULARGAMBONE SWIMMING CLUB

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

PURPOSE

The purpose of this report is for Council to consider a request for donation from the Gulargambone Amateur Swimming Club.

BACKGROUND

In January 2022, Council received a request from the Gulargambone Amateur Swimming Club for the club to retain the gate takings from their annual Swimming Carnival to be held on Sunday 27 February 2022 at the Gulargambone Swimming Pool.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4 Governance is open and transparent.

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

(b) Financial Considerations

Councils' loss of revenue from the entries to the Pool.

COMMENTARY

The Gulargambone Amateur Swimming Club has in the past years been receiving the revenue raised from the entry fees to the Gulargambone Swimming Pool for their Annual Swimming Carnival, as has been the case for the Coonamble Swimming Club. It is noted that in Council's Fees and Charges, page 13, under the sub-heading 'Swimming Pools – Coonamble Pool' the following provision is included:

"For the 2-day Western District Carnival & 1-day Annual Carnival. A fee set for use of pool per day is set with the Club to have the takings"

This sentence, however, is not included under the sub-heading for the 'Gulargambone Pool' but it has been the practice in past years that they receive the same benefits.

(a) Governance/Policy Implications

The request from the Gulargambone Amateur Swimming Club can technically not be dealt with administratively, as Council's list of fees and Charges does not currently allow for the gate takings on the day of their annual Swimming Carnival to become "their" income.

(b) Legal Implications

There are no legal implications attached to this report.

(c) Social Implications

There are no social implications attached to this report.

(d) Environmental Implications

There are no environmental implications attached to this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

There are no risk implications attached to this report.

CONCLUSION

Council has received a request from the Gulargambone Amateur Swimming Club for the club to retain the gate takings from their annual Swimming Carnival to be held in February 2022. Should Council agree with the request, the funds raised would help the club purchase training equipment and other necessary items to benefit the club members.

RECOMMENDATION

- 1. That Council notes the contents of this report.**
- 2. That Council resolves for the Gulargambone Amateur Swimming Club to receive the gate entry revenue for their 2022 annual swimming carnival – as has been the practice in the past.**
- 3. That Council requests the Executive Leader Corporate and Sustainability to, when Council's list of Fees and Charges is being reviewed as part of the 2022/23 Operational Plan and Budget, that under the sub-heading "Swimming Pools – Gulargambone Pool" the following sentence be included (similar to the Coonamble Pool):**

"For the one (1) day Annual Swimming Carnival, a fee is set for the use of the pool with the Club to have the gate takings."

10.15 QUARTERLY BUDGET REVIEW - DECEMBER 2021

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

PURPOSE

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

BACKGROUND

Regulation 203 of the Regulations states that:

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

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

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

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

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

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

(a) Relevance to Integrated Planning and Reporting Framework

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

(b) Financial Considerations

The December budget review as tabled for Council's consideration has a substantial number of variations to the originally adopted 2021/22 Operational Budget. Most of these variations represent the necessary accounting treatment associated with adjustments to grant funded programs and their anticipated workflow timings.

COMMENTARY

Appendix A contains further detailed information in regard to Cash and Investments, Contract and Consultancy Expenses and its progression towards achieving adopted Key Performance Indicators as at 30 June 2022.

Council commenced the 2020 / 21 financial year with the original operational budget surplus of \$34,835. Following the completion of the September 2021 review the adjusted operational result had deteriorated to an anticipated operational deficit of \$1,992,137. At the completion of the December 2021 review Council's estimated budgeted result for the 2021 / 22 Financial Year has, as expected, improved to an anticipated operational deficit of \$217,259. Council's position, after non-operating expenditure has been considered, has also improved to a \$111,459 transfer to Council's working funds.

Council should note that the main contributing factor to the improvement in the anticipated Operational Budget result is the accounting treatment associated with the Grant funded restoration of Council's Flood Damaged Roads. Of the \$3.6 million dollars currently awarded to Council for the restoration of its Roads Network, only \$1.78 million is required to be expended by the 30/06/2022. Therefore, given the nature of the funding agreement and the proposed works program, Council has recognised the additional planned income and expenditure, being \$1.78 million, as part of this Operational Budget Review.

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

- General Purpose Revenue – (P.2) The income vote for the FAG - General Purpose Component, has been increased by \$46,937 to reflect the level of anticipated income in accordance with the formal notification received by Council.
- Asset Management – (P.3) The Asset Management Improvement Program expenditure vote has been increased by \$65,000. These funds will allow for the development of a Strategic Asset Management Plans for Coonamble Shire Council. This increase has been offset by a reduction in Asset Management Salaries of \$65,000.
- Engineering Contract Services – (P.3) The Contract Services vote has been increased by \$98,142 due to the utilisation of contract staff. These contract staff have provided various specialised services for Council, ranging from the filling of managerial vacancies to the submission and processing of Council's Flood Damage claim. This increase has been offset by a reduction in Engineering Staff Salaries of \$50,000 combined with the recognition of Flood Damage Income of \$48,142.

- Quarries, Pits and Crusher Operations – (P.14) Following discussions with Council's Quarry Overseer, and the Executive Leader of Infrastructure both Income and Expenditure votes have been adjusted to better reflect the anticipated result for the 2021 / 22 financial year. Council will note that the increased vote for Contractors Operations will be utilised, in part, to fund a review of Quarry Operations and the development of strategic plans for the Quarry.
- Rural Roads – Unsealed - (P.15) As previously discussed in the body of this report, budgeted income to be received from Flood Damage Grants has been increased by \$1,685,916. Council will note that the balance of the budget for the anticipated grant funds to be received, being \$102,762 is shown on page three (3) of this document. The offsetting increase in the grant funded expenditure votes is split between an operational increase of \$102,762 for Engineering – Contract Services (P.3), with the remaining \$1,685,916 being allocated to Council's Capital (Non-Operational) Budget for the restoration of Roads Network (P.20).
- Economic Development - (P.17) The budgeted income and expenditure votes have been adjusted by \$90,000 in recognition of the grant funded Covid19 stimulus program recently awarded to Council to oversee.
- Council Buildings – (P.19) The Non-Operational Income and Expenditure votes have been adjusted in accordance with the report regarding the condition of Council's Building Infrastructure Assets and the subsequent resolution from that meeting. In summary, the additional identified Non-Operational works total \$340,000 and are designed to address the deteriorating condition of some of Council' buildings. In accordance with the Council resolution, these works are funded by a corresponding transfer from internally restricted Council funds.
- Transport & Communication – (P.20) The Non-Operational Income and Expenditure votes have been adjusted in line with advice received from Council's Infrastructure Department. For Council's information, Senior Management have been in ongoing communication with the various funding bodies for a number of the grant funded projects which were planned to be completed during the 2021 / 22 financial year. Based on the advice provided to Council, it has become apparent that funding for these projects will not be available to Council until the 2022/23 financial year. As such, funding for these works will be included in Council's 2022 / 23 Operational Budget.

(a) Governance/Policy Implications

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

(b) Legal Implications

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

(c) Social Implications

There are no social implications arising from this report.

(d) Environmental Implications

There are no environmental implications arising from this report.

(e) Economic/Asset Management Implications

During the 2021/22 financial year Council has programmed asset maintenance and capital renewals in order to satisfy required Key Performance Indicators.

(f) Risk Implications

There are no risk implications arising from this report.

CONCLUSION

It is my opinion that the Quarterly Budget Review Statement for Coonamble Shire Council for the Quarter ended 31 December 2021 indicates that Council's financial position as at 30 June 2022 will be satisfactory at the financial year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

RECOMMENDATION

- 1. That Council approves the variations to votes as listed in the budget review documents distributed under separate cover.**
- 2. That Council notes, in the opinion of the Responsible Accounting Officer based on the information as presented in the December Budget review; that Council will be in a satisfactory financial position as at 30 June 2022.**
- 3. That Council notes the position of Council's estimated restricted (reserve) funds as at 31 December 2021.**

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 January 2022, 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 prevailing climatic conditions over the months of December and January have contributed to above average growth rates in ground vegetation. Council staff's efforts in addressing the higher-than-average growth were hampered by a combination of plant and machinery breakdowns and staff availability. Adjustments have been made to Council's works program, within budgetary constraints, to address the backlog of works.
- During the latter stages of January 2022, staff from the Urban Services section have undertaken works to ensure the presentation of Coonamble Showground and Lions Park, Gulargambone were to a standard suitable for hosting of the 2022 Australia Day Celebrations.
- The works on the replacement of the centre cricket pitch, including the releveling of the area in its immediate surrounds, have been completed.
- The planned field surface upgrades to the Coonamble Sportsground have been completed. These works involved the coring, aeration, fertilising and

topdressing of the existing playing fields. It should be noted that the original completion date of these works was scheduled for early December 2021, but due to a combination of prevailing weather conditions and contractor issues the completion date was delayed.

- To ensure the presentation of Council's open spaces and public facilities are maintained to the appropriate standards, a schedule of regular inspections have been reintroduced by management.

Vandalism:

- Vandalism costs incurred by Council for the 2021 / 22 financial year to date amount to \$3,064.21.
- A number of minor incidents of vandalism to Council's recreational facilities have occurred during the month of January 2022.

Pools:

- During January 2022, the Coonamble Pool hosted a number of community events including the Annual Coonamble Swimming Club Carnival and a PCYC youth disco. From these events positive feedback was received regarding the presentation of the facility.
- Management continues to monitor and review updates to the Public Health Orders to ensure the COVID-19 safety plans implemented for each of its public pools remain compliant.
- A mix of permanent and casual Council staff are currently being utilised to meet the operational requirements at the Coonamble Pool.
- As Council was unable to secure the services of a canteen operator for Coonamble Pool for the 2021 / 22 swimming season, management have arranged for the installation of vending machines to provide refreshments for patrons attending the pool. This arrangement will remain in place for the remainder of the 2021 / 22 swimming season.

Buildings:

- Ongoing minor maintenance continues as planned.

(a) Governance/Policy Implications

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

(b) Legal Implications

There are no legal implications directly attached to this report.

(c) Social Implications

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

(d) Environmental Implications

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

(e) Economic/Asset Management Implications

Works are scheduled in accordance with Council's adopted 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 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 months of November and December 2021 and January 2022.

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 following topics will be included into the Council Report where there is relevant information to report on and for the purposes of the new Council, a short description is provided for your reference for the key areas in the Community Services section:

- **Community Services**

Reports on the number of services, programs, and strategies to support the community. This includes Council's involvement with the interagency meetings and committee meetings, cultural events, and activities and events for our community.

- **Library Services**

Coonamble Shire Council is a member of the Northwestern Library Service (NWLS). The Service covers four local government areas and encompasses the libraries therein; i.e. Bogan (Nyngan), Coonamble, Gilgandra and Warren (where the Manager is based). The Coonamble Library has two satellite branches located in the villages of Gulargambone and Quambone within the Coonamble Shire Local Government Area. The Librarian purchases stock that is rotated to all libraries and participates in book exchanges with Gulargambone and Quambone seven times per year. The Gulargambone Library is run under an agreement with the Gulargambone Rural Transaction Centre Committee. This agreement is currently out for EOI with submissions to be considered in February. The Quambone Library is run by an employee of Council.

- **Children and Youth Services**

Council provides services in after school activities in Gulargambone and Quambone. Council also delivers school holiday programs and the Youth Week Program. A Youth Council is also in development for 2022.

- **Integrated Planning and Reporting Framework**

The Integrated Planning and Reporting (IP&R) framework recognises that most communities share similar aspirations: a safe, healthy and vibrant place to live, a sustainable environment, a caring and engaged community, opportunities for employment, reliable infrastructure, etc. The difference lies in

how each community responds to these needs. The IP&R framework allows NSW councils to draw their various plans together, to understand how they interact and inform each another, and to get the maximum benefit from their efforts by planning holistically for the future. The main components include:

- Community Strategic Plan.
- Resourcing Strategy.
- Delivery Program.
- Operational Plan.
- Annual Report.

(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 November and December 2021 and January 2022.

COMMUNITY SERVICES

• **NAIDOC Community Day**

The postponed NAIDOC Community Day was held on Friday 10 December 2021 at MacDonald Park and proved to be a huge success for the community. Council staff sat on the planning committee and provided funding for the:

- Welcome to Country and Smoking Ceremony with Josh Toole.
- Indigenous games with Josh Toole and the guys from Blackfit Fitness.
- Aboriginal Art with Bokhara Dreaming (Hayden Wood).

Due to the change of date, Castlereagh Connections were unable to play, and an alternative event has been arranged with them.

Other activities included beading and craft. NSW Policing came with merchandise and a sausage sizzle was also provided.

Council's Parks and Gardens team ensured that the venue at MacDonald Park was up to scratch and provided assistance with the setting up and packing down of the event.

Council also provided a bus for families to attend from Gulargambone.

• **Seniors Week Luncheon**

Each year the Coonamble Librarian organises the Seniors Week Luncheon which is normally held on the Thursday of Seniors Week (25 March to 3 April). The free seniors' luncheon is normally a themed party with entertainment and prizes and

provides a social event that is often well attended. The planning for the 2022 event is currently underway.

- **Tech Savvy Seniors and Seniors Movies**

Last year’s November and December, First Tuesday Seniors Movies and Tech Savvy Sessions were cancelled due to the Stay-at-Home Order. The January 2022 was not schedule due to the first day back being the first Tuesday. However, back by popular demand, a “one-off” alternative movie day was requested by the seniors and hosted by the Librarian with six members of our community attending.

- **Interagency meetings**

Community Services staff continued to participate in the Coonamble Interagency, Gulargambone Interagency, TPG and DV Collective meetings. Noting that a survey to determine the direction and future of the TPG was conducted in December 2021. The results could not conclude if the committee would continue, and a determination is likely to occur in early 2022.

In addition, Council is back to providing the secretariat function for the Coonamble Interagency meeting. The Gulargambone Interagency meeting is facilitated and managed by the Gulargambone Central School.

LIBRARY

In the lead up to Christmas, Santa Letters were collected through the library and a Santa letter was made for each child and either returned to the Preschool or posted out. There were over 100 Santa letters distributed for Christmas 2021. Christmas colour-ins were also distributed to children in the community.

The Librarian commenced Storytime at the Coonamble Preschool once again when restrictions were lifted. Planning has also begun for the Waste 2 Art Exhibition and Competition 2022. The Librarian works with the staff at Outback Arts to deliver a great event.

Coonamble was also chosen to be a part of the pilot programme for the Dolly Parton’s Imagination Library of Australia. This is a free book gifting programme devoted to inspiring a love of reading in children everywhere. Each month, enrolled children receive a high-quality, age-appropriate book in the mail, free of charge. Children receive books from birth to age five. While the Librarian has been in contact with United Way who are organising this programme information has been slow to filter through due to the Christmas break. Once more information is available, the Librarian will keep Council apprised.

- **Library Statistics (01 November 2021 – 30 November 2021)**

Service	Loans	New M/ships	Wi-Fi	Internet (hr)	Children’s Computers (children)	Junior Visits	Adult Visits
Coonamble			7	8.55	17	59	252
Gulargambone							

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

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
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311	0	24	0	12
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- **Activity Statistics - Coonamble** (numbers refer to people attending)

Senior Craft	Pre-School Visits	Housebound	Meetings	Seniors Cinema	Other
13	0	4	11	6	

- **Library Statistics** (1 December – 24 December 2021)

Service	Loans	New M/ships	Wi-Fi	Internet (hr)	Children's Computers (children)	Junior Visits	Adult Visits
Coonamble	472	4	8	28.1	23	43	213
Gulargambone	33	0					

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

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
256	0	29	0	14

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

Senior Craft	Pre-School Visits	Housebound	Meetings	Seniors Cinema	Other
13	48	4	14	5	

- **Library Statistics** (4 January 2022 – 25 January 2022)

Service	Loans	New M/ships	Wi-Fi	Internet (hr)	Internet (ppl)	Kids Comp (children)	Junior Visits	Adult Visits
Coonamble	386	1	10	31.15	42	22	43	107
Gulargambone	19	1						

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

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
150	1	12	2	4

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

Senior Craft	Pre-School Visits	Housebound	Meetings	Seniors Cinema	Other
N/a	n/a	2	0	5	0

CHILDREN AND YOUTH SERVICES

• **Free After School Activities**

The Gulargambone Youth Centre opens every Monday and Tuesday and the Quambone After School Activities on Tuesdays and Wednesdays with afternoon tea provided and various activities including board games, play time, colouring in, painting, crafting, skipping ropes, hula hoops and basketball games.

Term Four 2021 has seen a total of 187 youth that attended the After School Activities in both Gulargambone and Quambone. The numbers below show the total attendance for each week, excluding weeks where the program had to shut down due to heavy rainfall, staffing unavailability and other commitments such as the teachers’ strike and school presentations.

	1	2	3	4	5	6	7	8	9	10	11
Quambone	18	5	9	15	15	5	5	5	-	-	-
Gulargambone	13	6*	12	3*	19	18	7	14	-	1	17

A highlight from Term Four’s program included an afternoon at the Gulargambone swimming pool, complete with a sausage sizzle.



• **January 2022 School Holiday Program**

Coonamble Shire Council has completed the 2022 January School Holiday Program. The program could not have occurred without the help and partnership with the Coonamble Redi.e team. Council would like to especially acknowledge and say thank you to Redi.e’s Aaron Page and Rachael Wallace working alongside with Council’s Youth Officer.

In addition, Council staff at the Coonamble Pool, Gulargambone Pool and the Parks and Gardens team assisted to make the program happen.

The program had several activities including, craft, movie days, pool parties and two discos, with one disco ending in a tug-a-war with youth versus the police and the other with a conga line with the local police. This year, 2022's January School Holiday Program also includes activities in Gulargambone. In total there were at least 360 participants in the program.

Despite the COVID-19 resurgence, the program was able to go ahead following all public health orders. The following table is a summary of the program and some photos from the program.

Date	Activity	Numbers
4/01/2022	Movie morning in Gulargambone	16
5/01/2022	Kite making and slime making	14
6/1/2022	Sand art and jewellery making	12
11/1/2022	Gulargambone pool party	21
12/1/2022	Tie dye and craft	11
13/1/2022	Dream catchers and craft	14
17/1/2022	BBQ & Beats	110
18/1/2022	Craft in Gulargambone	2
19/1/2022	Aboriginal Art with Bokhara Dreaming	11
20/1/2022	Movies at Coonamble Bowling Club	2
25/1/2022	Disco in Gulargambone	16
26/1/2022	Australia Day Pool Party	55
27/1/2022	Pool Party	76
	TOTAL	360



Aboriginal Art with Bokhara Dreaming (Hayden Wood)



Gulargambone Disco with the local police joining in for a dance

(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 months of November 2021, December 2021 and January 2022.

RECOMMENDATION

That Council notes the information contained in this report.

10.18 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**File Number: E5****Author: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Authoriser: Hein Basson, General Manager****Annexures: 1. Draft Central West and Orana Regional Plan 2041 Consultation Package****PURPOSE**

The purpose of this report is to provide information on the activities within Council's Environmental Services section and Strategic 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, public health requirements, waste management, and environmental management considerations. Strategic Land Use Planning refers to updates to Council's planning instruments are also included. This report provides a summary of November 2021, December 2021 and January 2022.

The following topics will be included into the Council Report where there is relevant information to report on. For the purposes of the new Council, a short description is provided for reference:

- Compliance and Regulation

The *Local Government Act 1993*, *Environmental Planning and Assessment Act 1979* ('EP&A Act') and *Protection of the Environment Operations Act 1997* are the main legislations providing provisions around environmental management. Compliance and regulation enforce individuals, organisations and businesses to comply with the relevant act or regulation. Environmental management can include, but is not limited to, atmosphere, built environment, heritage, land, and water.

- Development Applications Approved Under Delegated Authority

Under section 4.16 of the EP&A Act, under delegated authority Council Officers or Contractors can exercise the power to determine the development applications and post consent certificates such as construction certificates or final occupation certificates. Nearly all applications to Council are determined under delegated authority.

- Public Health

Public health and safety relate to such areas as overgrown blocks that are a fire hazard or harbouring of vermin. Other functions include food safety. Council staff also attend forums, committees and workshops around public health and safety, and this will be provided to Council for information.

- Ranger's Monthly Report

This report provides a summary of companion animals (cats and dogs) impounded and other animals. This includes information of how many animals were rehomed and euthanised. Information on dog attacks is also provided.

- Development Application Information

Information on development applications lodged in the Coonamble local government area, however, the consent authority relates to another authority and not Council or its delegated staff/contractors. This can include the:

- Independent Planning Commission for state significant development,
- Regional planning panel for regionally significant development, or
- Public authority (other than council) depending on the type of development declared with an environmental planning instrument.

These types of development applications are rare.

- Strategic Land Use Planning

Matters relating to the potential amendments to Council's planning instruments such as the Coonamble Local Environmental Plan or Council's Development Control Plans. Council staff also attend forums, committees and workshops around strategic land use planning, and this will be provided to Council for information.

- Sustainability and Environmental Management

Opportunities exist for Council to promote ecologically and environmentally sustainable land use and development, initiatives, and programs. Information under this topic will be reported when opportunities present itself and can come from government agencies, community groups and environmental champions.

- Waste Management

Waste management may include information on the existing waste management facilities and opportunities to minimise hard waste production avenues to look at sustainable 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**Compliance and Regulation****Overgrown blocks**

Inspections were undertaken of overgrown properties in Coonamble, Gulargambone and Quambone since the commencement of a fulltime Regulatory Officer in November 2021. To date, there are 41 properties that were recently contacted following the inspection process informing them of the current condition. The correspondence explained why owners had to reduce excess vegetation because it causes concerns to surrounding residents and may become harbourage for vermin and other undesirable species and pose a fire risk.

The correspondence explains the process of how Council as the Local Authority has responsibility to ensure that all land or premises are in a safe or healthy condition. The process to undertake regulatory action is also explained in the correspondence. Follow up inspections determined that six owners followed the instructions. Six other property owners/those responsible contacted Council to let staff know that action was occurring.

Council staff are now following the Notice of Intention process under the *Local Government Act 1993* on those who did not comply with the warning letter. Regular and continuing inspections are now occurring.

Development Control Orders, Public Health Orders and infringements

In addition to the compliance program undertaken above, Council staff have also received several complaints relating to land use issues and illegal development. In the first instance, Council staff are encouraged to educate members of the public first in relation to issues of compliance and regulation. This approach is achieved through telephone conversations, written correspondence, and onsite meetings.

Most of the Development Control Orders issued under *Environmental Planning and Assessment Act 1979* and Public Health Orders issued under the *Local Government Act 1993*, can only be issued if a notice of intention to serve or issue an order is conducted in the first instance.

An individual who fails to obtain development consent for a demolition without development consent or conduct illegal building works could be subjected to \$3,000 in fines whereas a corporation can be subjected to \$6,000 in fines. This does not include court order penalties which incur greater costs. In the reporting period two fines were issued regarding illegal development.

Illegal building works in the form of failure to obtain development consent or not complying with development consent can be a costly exercise for individuals or corporations. In addition to fines, this can include:

- When selling a property with no certification for the structural integrity of the building or extension will delay the process until the right approvals are obtained.
- A construction certificate cannot be issued for works that have commenced that required a construction certificate to be issued prior to commencement. A building information certificate would need to be applied, and if successfully granted prevents the Council for a period of seven years from the date of issue of the certificate from making an order to demolish the building.
- No Final Occupation Certificate to allow persons to legally occupy the premises.
- Statutory fees to the NSW Government Long Service Levy and the Plan First Levy/Planning Reform Levy that are applied post rectification will also have its own consequences from the relevant State Government departments.
- Illegal building works that undergoes fire or flood damage, or any other damage means an insurance company will not honour any claims, even if the person has public liability insurance.
- Under the *Environmental Planning and Assessment Act 1979*, Council can request builders/owners to demolish the illegal building works.

Council is currently working with local industry to understand the importance with compliance to relevant legislation due to the increasing number of illegal building works.

Since November 2021, the following orders have been issued:

Table of Orders Issued		
Orders to Stop Use (EP&A Act)		
Date issued	Address	Status
13/12/2021	McCullough St, Coonamble	In progress
13/12/2021	McCullough St, Coonamble	In progress
22/12/2021	Tooraweenah Road, Mount Tenandra	Completed
Orders to Premises Safe and Health Condition (LG Act)		
8/12/2021	Zoccoli St, Coonamble	Stage 1 completed.
Compliance Orders (EP&A Act)		
22/12/2021	Tooraweenah Road, Mount Tenandra	In progress

Mandatory Use of NSW Planning Portal

Development applications and complying development certificates are now lodged through the NSW Planning Portal. The NSW Government mandated this decision requiring applicants, Councils and other Government agencies across NSW to work within the planning portal since 1 July 2021. Applicants have the responsibility to lodge the development application that is compliant to the *Environmental Planning and Assessment Act 1979* (EP&A Act) through the NSW Planning Portal.

The following table provides a summary of the planning portal submissions since 1 July 2021.

Status (as at 24 January 2022)	DA	CC	CDC	Sub Cert	CNR	Total number

Status (as at 24 January 2022)	DA	CC	CDC	Sub Cert	CNR	Total number
Determined	12	7	1	1	3	24
Returned to customer (not passing completeness check with full documentation)	17	1	2	1	0	21
Withdrawn by customer	1	0	1	0	7 (Council)	9
Accepted by Council and processing	1	0	0	0	0	1
Currently undergoing completeness check (pre lodgement)	3	0	0	0	0	3

DA – Development Application; CC – Construction Certificate; CDC – Complying Development Certificate; Sub Cert – Subdivision Certificate; and Concurrence and Referral

In an industry and community workshop, Council staff reiterated that Council cannot accept incomplete applications at the “first pass” or what is referred to as a “completeness check”. Failures to submit signed development consent forms, proper plans or other mandated 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. Noting the difficulties that customers have had in this process a simplified landowners’ consent form was developed to ease the process of incorrect forms but whilst ensuring that landowners are all aware, consulted and consent to the proposed development application.

Development Application Under Delegated Authority

Information provided in this section of the report, provides Council information on what has been determined for the month and not subject to the Council’s endorsement or approval.

Individual development applications that require the elected Council’s approval will be under its own separate Council Business Paper Report with the recommendation to determine the application as approved or refused.

Under the *Government Information (Public Access) Act 2009* (GIPA Act), information in the form of Development Applications and its associated information is prescribed as ‘open access information’ by Clause 3 of Schedule 1 of the GIPA Act. This also includes staff’s development assessment report that is written prior to an application’s determination. This provides a high level of transparency.

Under delegated authority, the following is a summary of applications approved since November 2021.

Application Number	Description of Works	Address of Proposed Works	Approved Date
NOVEMBER 2021			
DA033/2021	Shed	Lot 4 DP 156052, 7	8/11/2021

Application Number	Description of Works	Address of Proposed Works	Approved Date
		Macquarie St, Coonamble	
OC009/2020	Tourist Information Centre	Lot 7024 DP 1060499 Castlereagh Hwy, Coonamble	9/11/2021
BC001/2021	Shed	Lot 2 DP 3540, 122 Aberford St, Coonamble	9/11/2021
DA030/2021	Unmanned Service Station	Lot 30 DP 1159279, 10 Hooper Dr Coonamble	16/11/2021
CC031/2021	Shed Extension	Lot 1 DP414995, 9549 Castlereagh Hwy Coonamble	19/11/2021
CDC034/2021	Shed	Lot 9 DP4918, 38 Nebea St Coonamble	19/11/2021
CC029/2021	Public Art Signs	Various Road Reserves	19/11/2021
DECEMBER 2021			
CC033/2021	Shed	Lot 4 DP 156052 7 Macquarie St, Coonamble	7/12/2021
BC002/2021	Shed	Lot 3 DP 1206628 96 Carinda Rd, Coonamble	14/12/2021
DA025/2012	DA Modification – Grain handling facility	Lot 21 DP 1177801 39 Gadsens Lane, Coonamble	21/12/2021
JANUARY 2022			
DA032/2021	4000 Sheep Intensive Feedlot	Lot 20 DP754266, 1556 Killara Lane Coonamble	18/01/2022
DA034/2021	Manufactured Home	Lot 32 DP754257 3681 Beanbah Rd Coonamble	19/01/2022
OC017/2021	Serviced Apartments	Lot 1 DP 324495, 3 Pages Terrace Coonamble	19/01/2022

Ranger’s Report

The Ranger’s report provides information on ranger services for the months of November 2021, December 2021 and January 2022.

<u>Correspondence</u>	<u>Nov 21</u>	<u>Dec 21</u>	<u>Jan 22</u>	<u>Year to Date 2021/2022 Total</u>
Infringements (Animals)	0	3	0	8
Infringements (Other)	0	3	1	1
Change of Details	3	10	0	65
Microchipped dogs	17	29	14	155
Registrations	1	0	0	13
Nuisance dog declaration	0	0	0	0
Dangerous dog declaration	0	1	0	2

<u>Correspondence</u>	<u>Nov 21</u>	<u>Dec 21</u>	<u>Jan 22</u>	<u>Year to Date 2021/2022 Total</u>
Menace dog declaration	0	0	0	0

- Impounded Animals

During this extended reporting period a total of 72 dogs and 28 cats were impounded.

Nov 2021, Dec 2021 & Jan 2022	Dogs	Cats
Returned to owners	0	0
Rehomed	70	26
Euthanised	2	2
Impounded*	72	28

Zero animals were impounded from Quambone and 12 were impounded from Gulargambone.

- Dog attacks

During this extended reporting period there were three separate dog attacks:

- November 2021 – Another dog attacked. Offending dog was euthanised. Council could not retrieve information of owner/person responsible for animal.
- December 2021 – Person bitten. Dangerous dog declaration issued. Owner fined.
- December 2021 – Goat attacked. Dog surrendered and euthanised.

Strategic Land Use Planning

Draft Central West and Orana Regional Plan 2041

The Draft Central West and Orana Regional Plan 2041 is currently out for public exhibition to 18 February 2022. The Executive Leader Environment, Strategic Planning and Community is a steering committee member for the review process with the Department of Planning, Industry and Environment. The Plan includes 19 Councils with three Councils, including Coonamble sitting on the steering committee.

The first Plan was released in 2017 with the plan's vision with "*the most diverse regional economy of NSW with a vibrant network of centres leveraging the opportunities of being at the heart of NSW*".

The five-year review has allowed the Department to consider the changes that have occurred since the release of the previous plan in 2017. This includes changes and amendments to the key planning legislation the *Environmental Planning and Assessment Act 1979*, Council's endorsement of their local strategic planning statements, new infrastructure projects and precincts, climate change and water planning, population and housing trends and the COVID-19 impacts.

For Council's information, a consultation package targeted to the elected Council has been provided by the Department in Annexure A. Specifically relating to Coonamble is located on slide 13.

Waste Management

Council's Contract for the Provision of Waste Collection and Operation of the Coonamble waste management facilities at Coonamble, Gulargambone and Quambone (SPT101617COO) is currently contracted to Robbo's Constructions and Earthworks Pty Ltd since 2016. The contract is a five-year contract and due to end in September 2022.

An audit was undertaken in October 2021 of the Coonamble Waste Management Facility and has flagged several issues surrounding the tip and noncompliance to the Environment Protection Authority Environmental Guidelines: Solid Waste Landfills (2016). These issues related to:

- Uncovered waste including lack of daily cover and intermediate cover requirements,
- Litter control,
- Lack of leachate management,
- Storage of paints and solvents were noncompliant,
- Storage of gas bottles were noncompliant,
- Concrete stockpiling and green waste stockpiling causing leachate and other issues, and
- No evidence of compaction.

A letter to the contractor and several discussions have occurred since this time. Wet weather challenges and other issues has increased these problems since the instructions were issued. Council staff are looking to create a tender specification that looks at a landform and staging process to improve the current practices on the site and increasing the life of the tip. It should also be acknowledged that the previous tender specification, lack of information in the contract and previous lack of contract management are all contributing factors to the current situation.

The landform and staging process will inform the Long-Term Plan of Management for the waste facility and also increase the reuse of materials to form daily and intermediate cover on site. It will also greatly assist Council in moving the operations of the site to a compliant facility.

More information on the procurement process will be provided to Council.

Community Recycling Centre

In 2014, Council successfully received a grant to establish the Community Recycling Centre (CRC). Community Recycling Centres are permanent drop-off centres for common household problem wastes that can't be collected via council kerbside waste collection. This includes the following:

What can I take to a CRC?



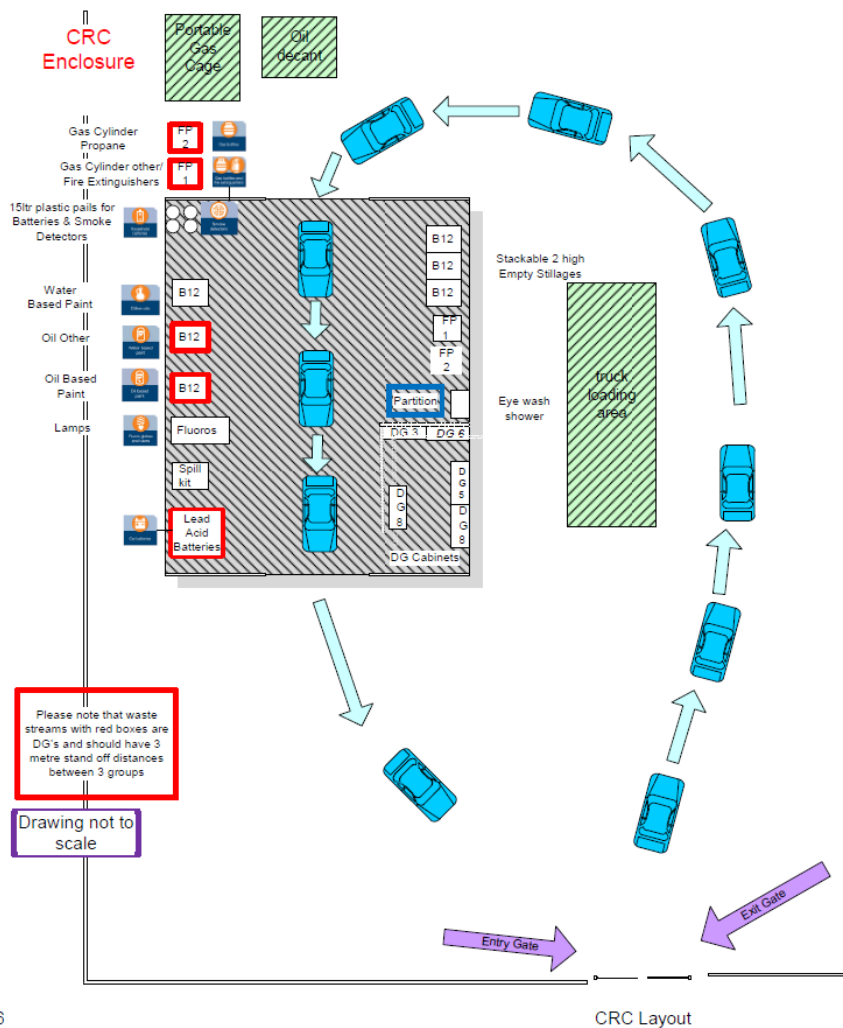
The CRC was built in 2016 and located towards the front entrance of the Coonamble Waste Management Facility. The CRC has never been commissioned and the grant funding has not been acquitted.

The current CRC has several paints and solvents which are stored in the shed, but not compliantly. This has been an ongoing issue for many years and current practices has increased the noncompliance of storage of paints and solvents in and outside of the shed. In addition, gas bottles have increased and not been appropriately stored across the waste facility.

Discussions with the EPA has indicated that they are willing to assist Council in removing this waste, however, requires the materials to be compliantly stored in the cages. Subsequently, they will arrange Cleanaway to come and collect the materials. Once collected, the shed can be cleaned and commissioned allowing members of the public to drop their waste there. A weekly report through the EPA app allows them to know how full the cages are, and the EPA will then organise Cleanaway to come and collect the materials at the right time and provide empty cages at no additional work for Council or the contractor.

The contractor has been instructed on 13 January 2022 to store the materials into the cages to begin this process. Alternatively, to let Council know if they cannot undertake this work. This has been followed up with the contractor, but no confirmation has been provided.

If all goes to plan, the CRC should be properly commissioned and operational by March 2022 or face the consequences of an EPA visit.



The Environment and Strategic Planning Progress Report provides a summary of the information since the last meeting for the month of November 2021, December 2021 and January 2022.

(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.

(e) Economic/Asset Management Implications

There may be risk implications depending on the nature of the enquiry. The Coonamble Waste Management Facility has a number of asset management implications that requires attention and action.

(f) Risk Implications

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

CONCLUSION

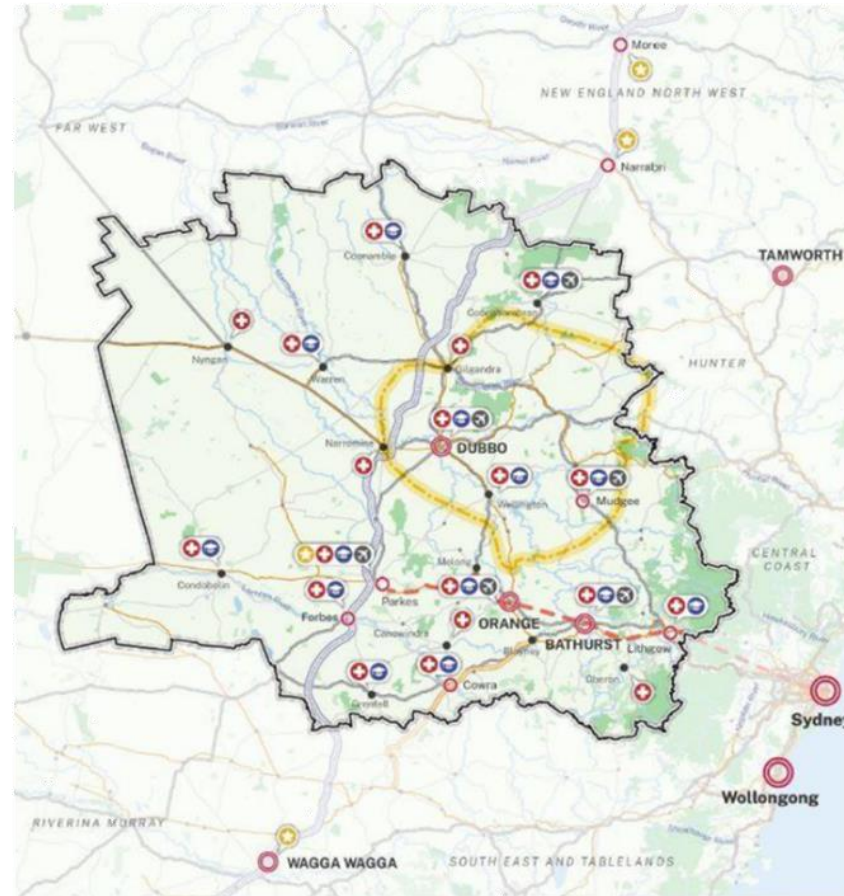
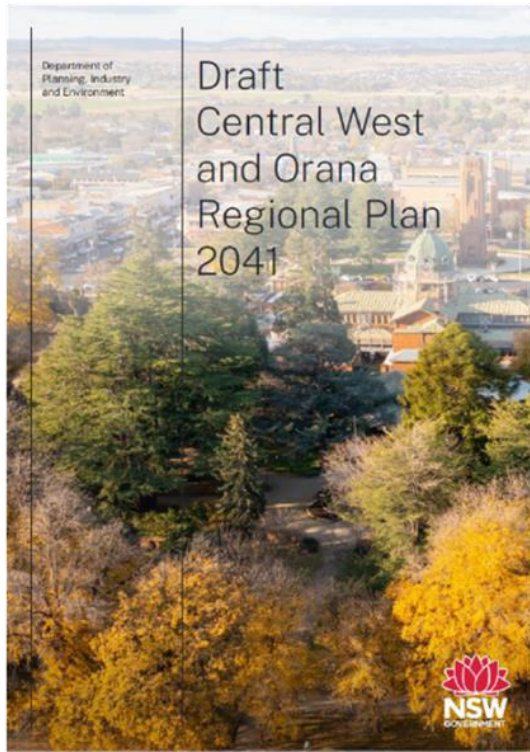
The Environment and Strategic Planning Progress Report has considered town planning and strategic land use planning, waste management, compliance and regulation, and environmental management and health since the last meeting.

RECOMMENDATION

That Council notes the contents of this report.

Draft CW&O Regional Plan 2041

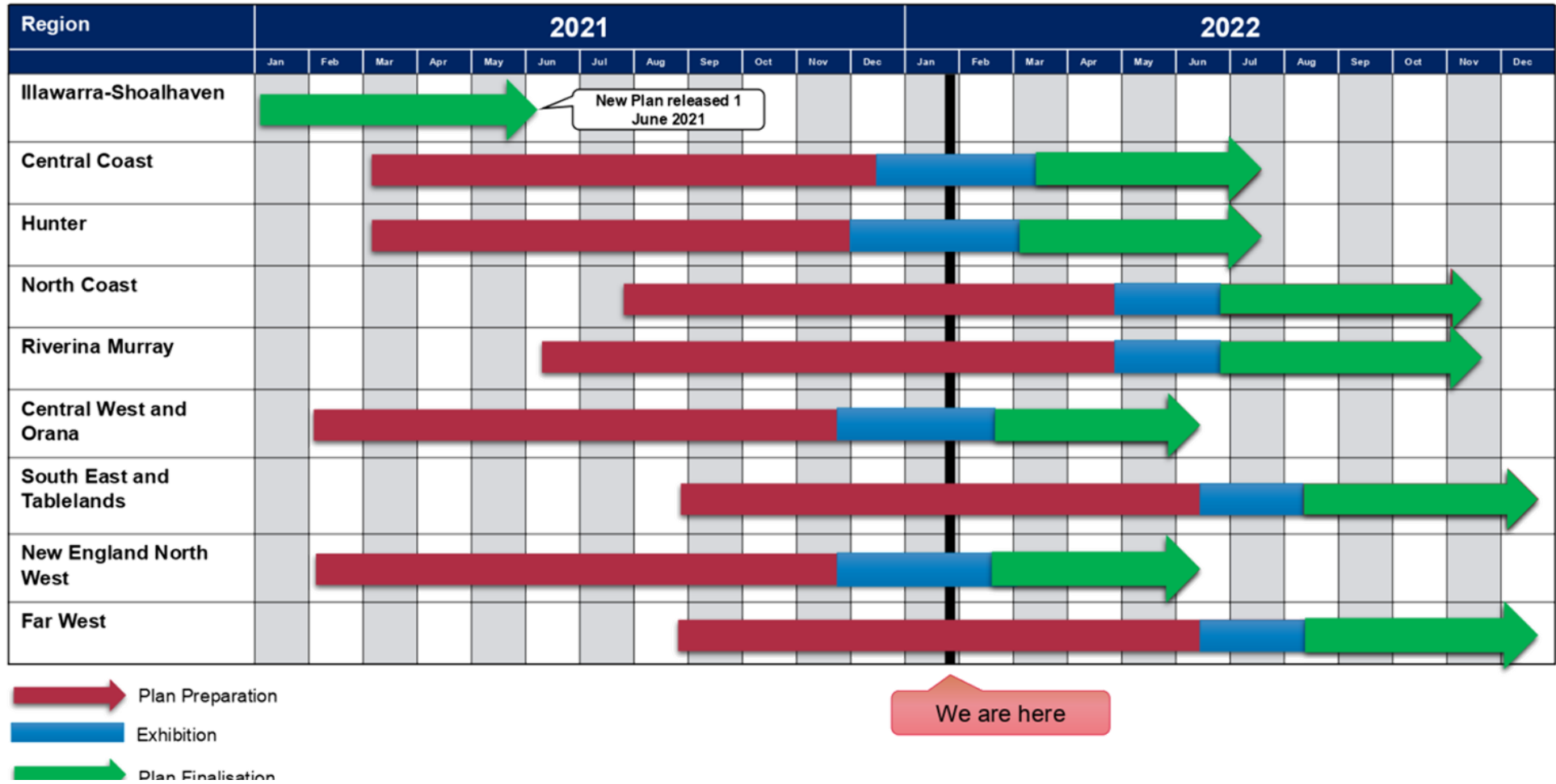
7 December 2021



Regional plan reviews

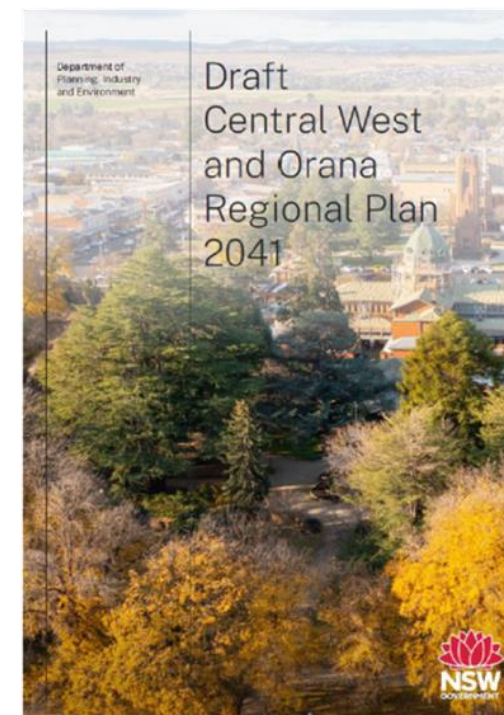


Regional Plan Review Program

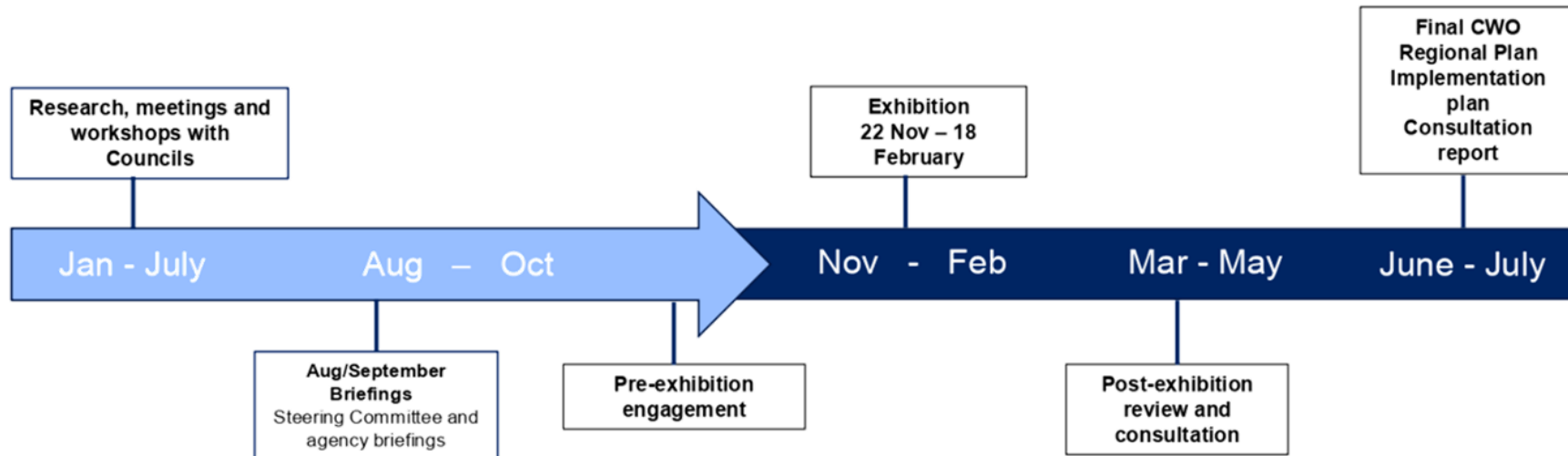


What has changed?

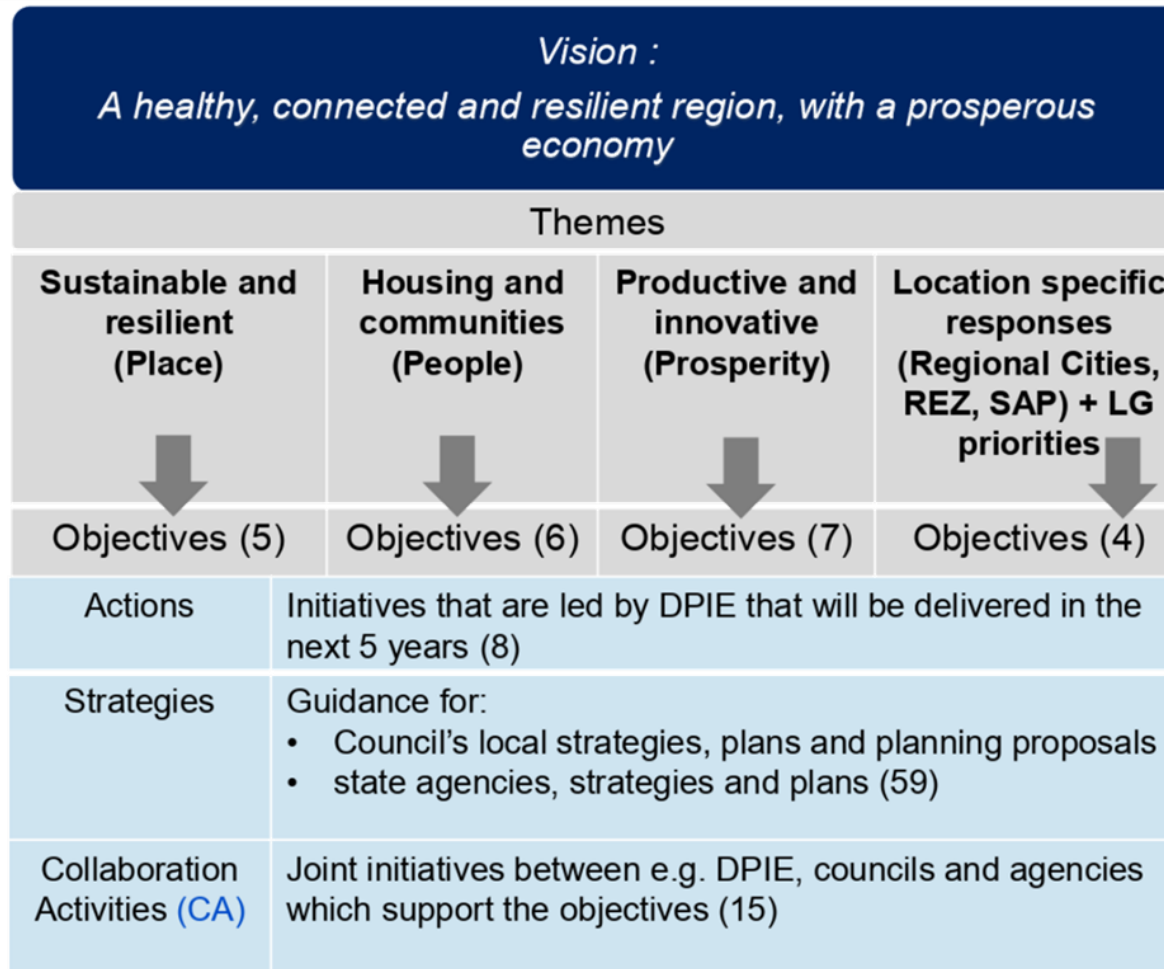
- 5-year review of a 20-year plan → + 20 years with focus on next 5 years
- Change and current/emerging challenges and opportunities:
 - New legislation (e.g. EP&A Act amendments, new BCA Act 2016)
 - Local Strategic Planning Statements
 - Infrastructure projects and precincts
 - Net Zero by 2050, renewables and transition from coal
 - Population and Housing
 - Climate change and water planning
 - Covid-19
- Current Growth setting:
 - projected 19,000 dwellings over next 20 years
 - ≈ 85% in 3 regional cities (Bathurst, Orange, Dubbo)



Review process

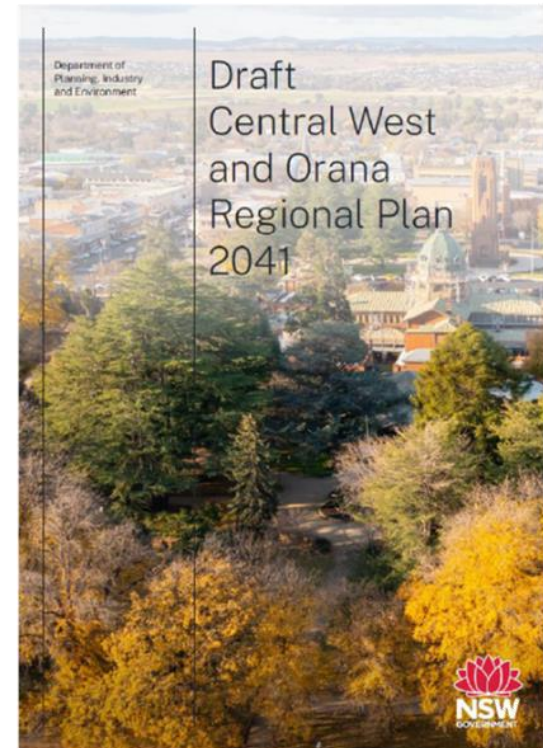


Structure



Contents

- Vision.....13
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- Part 1 A sustainable and resilient place.....17
- Part 2: People, housing and communities.....39
- Part 3: Prosperity, productivity and innovation.....56
- Part 4: Location specific responses.....77
- Local Government Priorities.....89
- Full list of strategies, actions and collaboration activities....100



Content - examples

Place - A sustainable and resilient place

- Increased focus on water: climate change impacts, regional water strategies - 'doing more with less' (NSW Water Strategy)
- Strategic consideration of *Biodiversity Conservation Act 2016* in growth decisions and [improving data/availability \(CA1\)](#)
- Strategic planning for public space, hazards and resilience, character and visual landscapes, [recreation and tourism opportunities \(CA2\)](#)
- Rivers and wetlands: places for conservation, recreation and tourism (e.g. riverfront activation, [Macquarie Marshes/Lachlan wetlands \(CA3\)](#))
- Links to NSW's Net Zero plan and renewable energy initiatives



Content - examples

People – Housing and communities

- Focus on regional cities, strategic centres and identifying opportunities for all centres (CA4), place-based transport plans for regional cities (CA5)
- Supply of housing that is diverse/affordable (CA8), resilient and inclusive (*Housing 2041*, Regional Housing Taskforce (CA6), Asbestos Coordination Committee (CA7))
- Improve housing delivery through early consideration of biodiversity, infrastructure planning and coordination
- Aboriginal housing opportunities, engagement in planning and services for discrete communities (i.e. Roads to Home)
- Coordinated approach to planning for regional cities, Parkes SAP
- Temporary workforce and planning for the lifecycle of projects



Content - examples

Prosperity – Productive and innovative

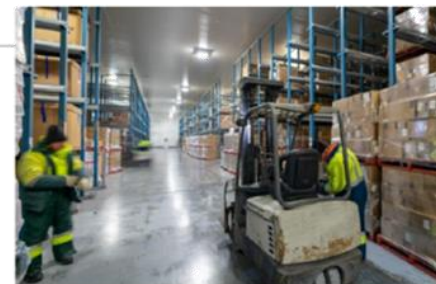
- Maximising benefits from catalysts such as renewables/Central-West Orana REZ, Parkes SAP, [links to Sydney, Newcastle and Canberra \(CA9\)](#), [proposed rail investment/Fast Rail \(CA10\)](#) and [Inland Rail \(CA11\)](#):
 - protecting existing assets and identifying new opportunities
 - sharing benefits across the region
- Renewables, minerals and coal industries and communities:
 - manage land use conflict
 - growth in critical minerals and related investment
 - transition for coal communities ([LEEP/Lithgow project \(CA12\)](#))
- Protect agricultural land and promote agricultural innovation
 - links to Ag Commissioner work when finalised
- [Working with LALCs to better reflect their aspirations in plans \(CA13\)](#)



Content - examples

Location specific responses

- Regional Cities of Bathurst, Dubbo and Orange
 - [Coordinated residential development program \(CA14\)](#)
- Leverage the Parkes Special Activation Precinct and Central-West Orana Renewable Energy Zone
 - Sub-regional SAP working group
 - [Energy Corp. of NSW to deliver the REZ \(CA15\)](#)
- Local Government Priorities
 - Existing LSPS content
 - Link local and regional strategic planning priorities



Coonamble

The town of Coonamble, 160 km north of Dubbo, is the main service centre of Coonamble Shire LGA. Sitting on the Castlereagh River, it supports villages such as Gulargambone and Quambone and is home to a multipurpose health service that integrates a range of health services; rural support services; shops; as well as primary and high schools and a TAFE.

The LGA contributed \$231.8 million⁴¹ in GRP in 2020. Agriculture employs more than 33% of the workforce and produces cereals, oil seed, legume crops and livestock. Opportunities exist in aged care and the development of Coonamble's cultural and historic character.

Coonamble Shire Council's priorities for the LGA are:

- existing settlements
- economic and tourism development including the new Visitor Information Centre, Coonamble Riverside Caravan Park and potential artesian spa, and sealing Tooraweenah Road to the Warrumbungle National Park
- Coonamble's main street, CBD
- agribusiness, including value-add manufacturing, transport and logistics, and associated businesses
- Coonamble Shire's cultural and historic character
- the local road network, to guarantee effective transport routes for local produce
- protecting agricultural land from residential development.

COONAMBLE
SHIRE COUNCIL

Consultation – 22 November 2021 to 18 February 2022

- Online engagement hub (<https://dpie.mysocialpinpoint.com.au/central-westorana-2041>)
 - Comment on key themes and content
 - View the draft plan and FAQs
 - Make a submission (planning portal) or post/email
- Social media/radio advertising
- Stakeholder sessions
 - **Council information session (7/12/21) and workshops (31/1/22 & 1/2/22)**
 - **Community sessions (3/2/22, 8/2/22, 15/2/22)**
 - Aboriginal stakeholders - LALCs and Regional Assemblies (dates tbc)
 - Additional consultation or briefings, on request



Next steps

- Exhibition 22 November 2021 – 18 February 2022
- DP&E to review submissions and prepare consultation report
- Prepare final Plan, Implementation Plan and Governance/delivery framework
- Link with water plan, population projection updates, transport plan, RHTF, Ag. Commissioner, Critical Minerals Strategy, LEEP project etc.



10.19 SALEYARDS REPORT- NOVEMBER, DECEMBER 2021 & JANUARY 2022**File Number: S1****Author: Saiful Islam, Finance Assistant****Authoriser: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Annexures: Nil****PURPOSE**

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

BACKGROUND

The following information details income and expenditure associated with the Coonamble saleyards for the month of November 2021, December 2021 and January 2022.

(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 and at the November meeting had reported its first profit. Refer to Annexure 1 for a financial breakdown.

Saleyards Activities

Due to the wet weather, there was only one sale during this period. The fat sale on 10 November 2021 saw 708 head.

SALES

CATTLE: From 01.11.2021 to 31.01.2022

Date	Type	Scale	Amount (\$)	VA	Amount (\$)	Total Cattle/ Sheep	Total Amount (\$)
10/11/2021	Invoice	708	1,480.36			708	5,563.82
3/12/2021	Invoice	74	154.73			74	154.73
20/12/2021	Invoice	62	293.09			62	293.09

SALEYARDS ACCOUNT 01/07/2020 - 31/01/2022

Saleyard Operations:

Income	55,468.93
Expenditure	65,683.29
Deficit	-10,214.36

Truck wash:

Income	22,603.18
Expenditure	28,517.87
Deficit	-5,914.69

Summary:

Income	78,072.11
Expenditure	94,201.16
Deficit	- 16,129.05

Truck Wash

Council's truck now has a spare pump to avoid any downtime occurring again.

(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.

10.20 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.
- Council's loader is currently under repair and is expected to be unavailable for 4-6 weeks due to parts availability.
- A hired loader will be utilised as needed to ensure works remain on schedule
- There are currently requests for quotation (RFQ's) underway for the replacement of three (3) tipper trucks and trailers and three (3) multi tyred rollers to ensure Council's fleet remains 'fit for purpose'. A single padfoot roller is also due for replacement and will be advertised as soon as practicable.

(b) Airport:

- Business as usual

(c) Water & Sewer:

- General maintenance and repair work has been completed on an 'as-needs' basis.
- Integrated Water Cycle Management (IWCM) Issues Paper is progressing with a meeting held with the Department of Environment (formerly DPIE) who have provided feedback as to how to proceed in the absence of necessary data inputs.
- Water Connection Policy, Backflow Prevention Policy and Drought Management Plan adopted following no submissions received.

- A tender is currently being developed to undertake water main replacements and is expected to be advertised in March 2022 as a result of a number of suppliers exceeding the tendering threshold of \$250k per reporting period.
- Council's contractor "Interflow" are currently undertaking sewer main relining in the town of Coonamble. There has been some incidences of customers not receiving adequate notice as required under Section 193 of the *Local Government Act 1993*. In future years Council will utilise it's own property and rating system to determine property owners and ensure adequate notice is given prior to entering property.
- The Gulargambone STP Upgrade has stalled while staff negotiate a solution for draining the tertiary ponds. The EPA have requested a mature tree be removed from ponds which required them to be drained for a period of time which was not previously included in the scope of works. Consultation is ongoing.

(d) Quarry:

- Ground Works Plus has been engaged to undertake a review of the Quarry Operation in response to Councils resolution (2021/44). Ground Works Plus have familiarity with Coonamble having assisted Regional Group Australia (RGA) in the development of the Ralston Quarry.
- The principal consultant leading the operational review has over 20 years' experience in the quarry industry in both the public and private sectors and has been a member of the Institute of Quarrying Australia (IQA) since 2003, National President between 2017-2019 and International President 2018-2019.
- A site visit is expected in March 2022 to commence the project.

(e) Levee Upgrade:

- Easement acquisition on all affected properties is continuing with letters of offer for compensation being sent. Public Works Advisory (PWA) are the Project Managers for this project and property owners have started receiving their individual letters. Some property owners have already indicated their acceptance however some remain outstanding.

(f) State Highway:

- Heavy patching was in November and several locations requiring emergency works were also attended to. Culvert extensions at Glenhaven are expected to commence in February, subject to contractor availability.

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

- Awaiting contractor availability.

Tooraweenah Road

- The Delivery Road Project Proposal Report (RPPR) as required under the funding arrangements was submitted in December 2021, however, the Department of Infrastructure has asked for several amendments despite indicating the report was ready to submit.
- The amendments relate predominantly to the payment milestones, the Indigenous Participation Plan (IPP) and the Australian Industry Participation Plan (AIP).
- These outstanding matters have since been resolved and staff continue to await final approval.
- The Delivery RPPR is the final “toll gate” in the project approval process.
- The project is progressing with a closed report to Council to appoint the external project manager for the project included in this month’s business paper.

Warren Road (Intersection with Hwy)

- Crown Land access licences have been granted.
- The engineering design being prepared by TfNSW has reach 80% completion status, however, the additional scope requested by TfNSW is not currently funded by the awarded grant funds.
- Council is preparing a variation request as requested by TfNSW to ensure that the additional cost for the works which relate to the state highway are fully funded by the State and/or Federal Governments, and not at the expense of Councils.
- It is expected that this variation request will delay this projects commencement until at least next financial year.

Warren Road

- Council Officers have submitted the two (2) options for the works, Option 1 being a varied scope in the Warren LGA but completed with the same budget, and Option 2 being the original scope but with an increased budget, as required by TfNSW.
- Staff are awaiting a response to determine whether the Fixing Country Roads (FCR) funding will be reinstated and/or increased which is expected either late February or early March 2022.

Natural Disaster Relief and Recovery Arrangements (Flood Damage)

- An application for road damage repairs has been successful in the amount of \$1.86 million for the March 2021 event.
- In addition, \$1.79 million has been secured for road damage repairs for the February 2020 event.
- Work is continuing on finalising our claim for damage caused by the 2020 storm/flood event which is approximately \$400k.

- Staff are currently preparing a claim for the November 2021 event with preliminary estimates of approximately \$1.3 million in road damage repairs.
- This additional work is considered to be beyond Council's ability to be able to satisfactorily deliver inhouse.
- As a result staff are currently preparing a plan to enable delivery of the substantial amount of work within the funding timeframes.

Local Roads and Community Infrastructure Funding

- Phase three (3) of the Local Roads and Community Infrastructure funding has just been announced with Coonamble being allocated \$1,859,636 and the grant agreement signed. The period for works to be undertaken under Round Three is between 1 January 2022 and 30 June 2023 and Councillors will note there is a report in this month's business paper requested a project be nominated for same.

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. This work is now complete and awaiting line marking.
- 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. This project has commenced.

- 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.

10.21 COONAMBLE LOCAL TRAFFIC ADVISORY COMMITTEE**File Number: C6 - 13****Author: Daniel Noble-Executive Leader - Infrastructure****Authoriser: Daniel Noble, Executive Leader - Infrastructure****Annexures: 1. Unconfirmed minutes of the LTAC - 01/12/2021****PURPOSE**

The purpose of this report is to advise Council of five (5) formal recommendations to Council made by the Coonamble Local Traffic Advisory Committee.

EXECUTIVE SUMMARY

The Local Traffic Advisory Committee, otherwise known as the Local Traffic Committee, met on the 1st December 2021 in the Committee Room of the Coonamble Shire Council. The committee has made five formal recommendations to Council and this report seeks endorsement of same.

BACKGROUND

The Local Traffic Committee is an advisory body only, having no decision making powers. It is, primarily, a technical review committee that is required to advise the Council on traffic related matters referred to it by Council.

The committee is composed of four formal members each with one vote. These four members are a representative from Council, the Police, and Transport for NSW (TfNSW) and the Local State Member of Parliament or their nominee.

At the time of the last meeting Council was represented by Councillor Barbara Deans.

(a) Relevance to Integrated Planning and Reporting Framework

11.1 Maintain the high standard of local road maintenance and construction

(b) Financial Considerations

There are no financial considerations associated with this report.

COMMENTARY

Five (5) formal items reached consensus. They are as follows:

Item 1: St Brigid's School Zone

A report and 90% detailed design concept was considered by the Committee. Following discussions, the Committee recommended that the 90% design concept proceed to the "Issue for construction (IFC)" status, subject to the inclusion of hold lines and retention of existing approach line marking (Tiger Teeth) and school crossing indicators.

Committee Recommendation:

That the Committee notes this report and that the 90% design concept be finalised and issued for construction.

Item 2: King Street “No Parking Sign” Relocation

A report was considered and discussed. The Committee endorsed the request to relocate the King Street “No Parking” sign to be granted.

Committee Recommendation:

That the request to relocate the King Street “No Parking” sign be granted.

Item 3: Town Entrance Signage and Removal of Redundant Signage

A report was considered with the Committee supporting the proposal to remove redundant roadside signage and to relocate advanced warning signage. This item was discussed again in General Business where it was determined that with respect to the “No Coal Seam Gas” signage on the approach to Coonamble, that Council should consult with the appropriate body about relocating the sign outside of the road reserve, subject to compliance with any applicable development approval process.

Committee Recommendation:

1. That the proposed scope to remove redundant roadside signage, and to relocate advanced warning signage be endorsed with the works to be completed by Council; and
2. That with respect to the “No Coal Seam Gas” signage, that Council staff consult with the owners of the sign with the aim to relocate it to a more suitable location, outside the road reserve.

Item 4: Request for designated parking at 32 Aberford Street

A report was considered and discussions were held regarding the request for designated parking. Issues associated with enforcement, precedent and practicality were discussed, with the Committee recommending that the request for designated parking at 32 Aberford Street be rejected.

Committee Recommendation:

That the request for designated parking at 32 Aberford Street, Coonamble be rejected.

Item 5: Request for “Slow Down” signage at Gulargambone

A report was considered by the Committee with the merits of the customer service request discussed. Following these discussions, the recommendation formed was that the request for static signage be rejected, but that the NSW Police be advised to enable proactive enforcement.

In addition, Council will install traffic counters in this location at next opportunity to better ascertain heavy vehicle speed as well as trends around time of day of non-compliance to assist police resourcing.

Committee Recommendation:

1. That the request for “Slow Down” signage be rejected and that traffic monitoring be undertaken; and
2. That the NSW Police be advised of the request, to assist with proactive compliance monitoring.

(a) Governance/Policy Implications

There are no significant governance or policy implications associated with this report.

(b) Legal Implications

There are no significant legal implications associated with this report.

(c) Social Implications

There are no significant social implications associated with this report.

(d) Environmental Implications

There are no significant environmental implications associated with this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

There are no significant risk implications associated with this report.

CONCLUSION

The Coonamble Local Traffic Advisory Committee has made five (5) formal recommendations to Council for its consideration.

RECOMMENDATION

That in relation to the report of the Coonamble Local Advisory Traffic Committee Meeting held 1st December 2021, the following recommendations be adopted as resolutions of Council:

- 1. That the 90% design concept for the St Brigid's School Crossing be finalised and issued for construction.**
- 2. That the request to relocate the King Street "No Parking" sign be granted.**
- 3. That the proposed scope to remove redundant roadside signage, and to relocate advanced warning signage be endorsed with the works to be completed by Council, and that with respect to the "No Coal Seam Gas" signage, that Council staff consult with the owners of the sign with the aim to relocate it to a more suitable location, outside the road reserve.**
- 4. That the request for designated parking at 32 Aberford Street, Coonamble be rejected.**

- 5. That the request for “Slow Down” signage on the Castlereagh Highway at Gulargambone be rejected and that traffic monitoring be undertaken and that the NSW Police be advised of the request, to assist with proactive compliance monitoring.**

COONAMBLE

SHIRE COUNCIL

MINUTES OF THE MEETING OF THE LOCAL AREA TRAFFIC COMMITTEE, HELD IN THE COMMITTEE ROOM, COONAMBLE SHIRE COUNCIL ADMINISTRATION BUILDING, ON WEDNESDAY 1 DECEMBER 2021, COMMENCING AT 1:05 P.M.

PRESENT: Mr David Vant (Outgoing TfNSW Representative),
Mr Richard Drooger (Incoming TfNSW Representative)
Mr Daniel Noble (Executive Leader Infrastructure),
Mr Dirk Jol (Manager Roads)
Mr Hein Basson (General Manager)
Mrs Gai Gilmour (St Brigid's Catholic School Principal)
Councillor Barbara Deans (Coonamble Shire Council)

1. APOLOGIES Sergeant Robert Bayley (Gulargambone Police)

It was noted that due to the lack of a quorum the meeting could not officially continue due to the absence of the NSW Police. The meeting proceeded in an unofficial capacity so that the items could be considered with the endorsement of these items to be sought out of session.

2. CONFIRMATION OF MINUTES

Minutes of the previous meeting of the Traffic Committee held on 5 August, 2021 were tabled for adoption.

Moved: D.Vant

Seconded: H. Basson

3. BUSINESS ARISING FROM MINUTES

- Nil

4. OUTSTANDING WORKS

4.1 *St Brigid's School Zone*

A report and 90% detailed design concept was considered by the Committee. Following discussions, the Committee recommended that the 90% design concept proceed to the "Issue for construction (IFC)" status, subject to the inclusion of hold lines and retention of existing approach line marking (Tiger Teeth) and school crossing indicators.

Recommendation:

1. That the Committee notes this report and that the 90% design concept be finalised and issued for construction.

4.2 *King Street "No Parking Sign" Relocation*

A report was considered and discussed. The Committee endorsed the request to relocate the King Street "No Parking" be granted.

Recommendation:

1. That the request to relocate the King Street “No Parking” sign be granted.

4.3 Town Entrance Signage and Removal of Redundant Signage

A report was considered with the Committee supporting the proposal to remove redundant roadside signage and to relocate advanced warning signage. This item was discussed again in General Business where it was determined that with respect to the “No Coal Seam Gas” signage on the approach to Coonamble, that Council should consult with the appropriate body about relocating the sign outside of the road reserve, subject to compliance with any applicable development approval process.

Recommendation:

1. That the proposed scope to remove redundant roadside signage, and to relocate advanced warning signage be endorsed with the works to be completed by Council; and
2. That with respect to the “No Coal Seam Gas” signage, that Council staff consult with the owners of the sign with the aim to relocate it to a more suitable location, outside the road reserve.

4.4 Request for designated parking at 32 Aberford Street

A report was considered and discussions were held regarding the request for designated parking. Issues associated with enforcement, precedent and practicality were discussed, with the Committee recommending that the request for designated parking at 32 Aberford Street be rejected.

Recommendation:

1. That the request for designated parking at 32 Aberford Street, Coonamble be rejected.

4.5 Request for “Slow Down” signage at Gulargambone

A report was considered by the Committee with the merits of the customer service request discussed. Following these discussions, the recommendation formed was that the request for static signage be rejected, but that the NSW Police be advised to enable proactive enforcement.

In addition, Council will install traffic counters in this location at next opportunity to better ascertain heavy vehicle speed as well as trends around time of day of non-compliance to assist police resourcing.

Recommendation:

1. That the request for “Slow Down” signage be rejected and that traffic monitoring be undertaken; and
2. That the NSW Police be advised of the request, to assist with proactive compliance monitoring.

5. CORRESPONDENCE/ISSUED RAISED SINCE LAST MEETING**5.1 Heavy Vehicle Pedestrian Activity Zone (HVP AZ) around the Central Business District**

At the last meeting a site visit to consider the most appropriate location for the HVP AZ zone was undertaken with a particular focus made of the northern approach to town. TfNSW advised that Council should submit an Expression of Interest (EOI) for TfNSW to undertake a speed review. This would inform the funding and approval process for the future HVP AZ which is likely to take a number of years to approve and deliver.

6. GENERAL BUSINESS**6.1 Changes to Speed Zone Policy at Active Level Crossings**

TfNSW are implementing a policy change that will result in the road approaches to Active Level Crossings, whereby the approaching speed zone will be reduced to 80km/hr. Active Level crossings are ones that include boom gates and flashing lights. There is only one such arrangement currently identified in the Coonamble LGA that will be affected. The changes are to be transitioned in over 3 years.

6.2 Condition of signage of level crossing at Combara

Councillor Deans raised an issue that had arisen at a recent Community meeting, where safety concerns had been raised with respect to the level crossing at Gulargambone. Anecdotally the signage and line marking onsite has deteriorated to a point where it is no longer fit for purpose. It is less of an issue for locals who know the crossing exists, but for visitors and people from out of town it could be present a hazard. The Manager Roads indicated he would investigate the matter and action (if warranted).

7. DATE OF NEXT MEETING – 2nd March 2022 (Tentative)

At this juncture, the meeting was declared closed at 2:34pm.

10.22 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM - PHASE 3 PROJECT NOMINATION

File Number: G5-96

Author: Daniel Noble-Executive Leader - Infrastructure

Authoriser: Daniel Noble, Executive Leader - Infrastructure

Annexures: 1. COVID-19 Local Roads and Community Infrastructure Program Guidelines – Phase 3

PURPOSE

The purpose of this report is to seek Councillor's endorsement to nominate the Box Ridge Road Renewal Project, as the single project to be completed under Phase 3 of the Local Roads and Community Infrastructure (LRCI) Program.

EXECUTIVE SUMMARY

The Local Roads and Community Infrastructure (LRCI) Program was announced on 22 May 2020. The purpose of the LRCI Program is to support local councils to deliver priority local road and community infrastructure projects, supporting jobs and the resilience of local economies to help bounce back from the COVID-19 pandemic.

On 11 May 2021, as part of the 2021-22 Budget, the Australian Government announced a further \$1 billion for the continuation of the LRCI Program Phase 3.

Funding allocations for the LRCI Program are determined by the Department of Infrastructure, Transport, Regional Development and Communications (the Department) by a formula that takes into account a Council's total road length.

Coonamble Shire Councils allocated funding under Phase 3 is \$1,859,636.

Despite the funding allocation being determined by a Council's total road length, the funding does not have to be spent on projects that involve the construction or maintenance of local roads. The funding may also be used to deliver Community Infrastructure projects generally accessible to the public. Examples given by the Department of applicable projects includes parks, playgrounds and footpaths to name a few.

It is Council's Officers recommendation that this funding allocation be directed to renewing and resealing several sections of Shire Road 87 Box Ridge Road. The reasons for this recommendation are detailed further in the report.

BACKGROUND

The Local Roads and Community Infrastructure (LRCI) Program is aimed at supporting local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies in response to the impacts of the COVID-19 pandemic.

It is a unique program in that Council does not have to apply for the funding 'as such', rather the funding is issued on a 'Use it or lose it' basis, and the amount is determined by a Council's total road length.

Previous rounds of the LRCI funding have been allocated to a variety of projects including partly funding the renewal of the Carinda Road, reforming and resheeting part of Wingadee Road, the purchasing of a toilet block for Quambone and the driveway and carpark of the Visitor Information Centre. Councillors will note that some of these projects are yet to be finalised.

It is Council's Officer recommendation that the Phase 3 funding be allocated towards renewing and resealing approximately four (4) kilometres of Shire Road 87 Box Ridge Road.

Box Ridge Road is identified in Council's Road Hierarchy as a Level 3 road, which is the highest level of Council's local road network. Levels 1 and 2 represent the State and Regional Road network respectively.

Council's other Level 3 local roads includes Carinda Road, which has received substantial funding in previous 2 financial years (approx. \$3.5M), Tooraweenah Road which is scheduled to be upgraded and sealed in the next two financial years and Gulargambone Road.

Following the recent heavy rain and harvest period Box Ridge Road has deteriorated significantly and is in urgent need of pavement renewal and resealing. Council has allocated \$263,922 of the LRCI Phase 2 funding towards this work, however, substantially more funding is required to return the route to a satisfactory state.

In addition to the 'need' for urgent remedial work on Box Ridge Road, the project is well positioned to be completed within the funding timeframes with teams already established onsite.

The funding guidelines state that from the 3 January 2022, the construction time period commences, and eligible payments will be made from this time. Project construction can commence once project nominations are approved by the Department, with projects required to be physically completed by 30 June 2023. Projects must be nominated by 30 June 2022.

It is expected that this project can be readily completed, and that by nominating a project that is currently underway the efficiencies made in establishment, resourcing plant and equipment, and economies of scale will allow a better rate per kilometre thereby allowing more work to be completed.

(a) Relevance to Integrated Planning and Reporting Framework

I1.1 Maintain the high standard of local road maintenance and construction

I1.3 Provide a public transport service that facilitates access to services and communities for remote residents

(b) Financial Considerations

This report asks for the allocation of \$1,859,636 towards the capital renewal of several sections of Shire Road 87 Box Ridge Road. No upgrades are proposed beyond renewing the route to its modern equivalent asset, hence the impact to the net operating result is expected to be minimal.

COMMENTARY

Other options available to Councillors include 'doing nothing' with Box Ridge Road beyond what has already been funded. This option is not recommended as the condition of Box Ridge Road has significantly deteriorated, and further deferment of the works will only worsen its current condition.

Councillors may consider nominating a number of road projects and/or community infrastructure projects however, depending on the type of project nominated, these may need additional planning and approvals which constrains our ability to physically deliver works within the nominated timeframes. Further, nominating multiple projects reduces the efficiencies achieved in the delivery of the works as well as resourcing same.

The construction of new infrastructure is not recommended in the absence of a business case or documented consideration of the whole of life costs of these new assets.

(a) Governance/Policy Implications

Council's asset management policy states that Council recognises that infrastructure assets are important to the local community and are fundamental to Council's overall service delivery. Further, it states that the planning and responsibility for assets require strong and informed Council and executive oversight which is crucial to achieving strategic asset management and financial management outcomes. It is the Officers view that resolving as recommended achieves this objective.

(b) Legal Implications

Funding Deeds of Agreement have already been executed. Council must now nominate a project or projects by the 30 June 2022.

(c) Social Implications

There are no social implications directly associated with this report.

(d) Environmental Implications

There are no environmental implications directly associated with this report.

(e) Economic/Asset Management Implications

By renewing an existing asset in poor condition, Council should improve its infrastructure backlog whilst not increasing its asset portfolio (as would be the case with new assets).

(f) Risk Implications

There are no unacceptable risks directly associated with this report.

CONCLUSION

Shire Road 87 Box Ridge Road is one of Council's highest order local roads and requires significant expenditure to return it to a satisfactory state. The Local Roads and Community Infrastructure (LRCI) fund represents a good opportunity to achieve this objective.

RECOMMENDATION

That Council nominates the Box Ridge Road Renewal and Reseal project to be completed under Phase 3 of the Local Roads and Community Infrastructure Program.

COVID-19 Local Roads and Community Infrastructure Program Guidelines – Phase 3

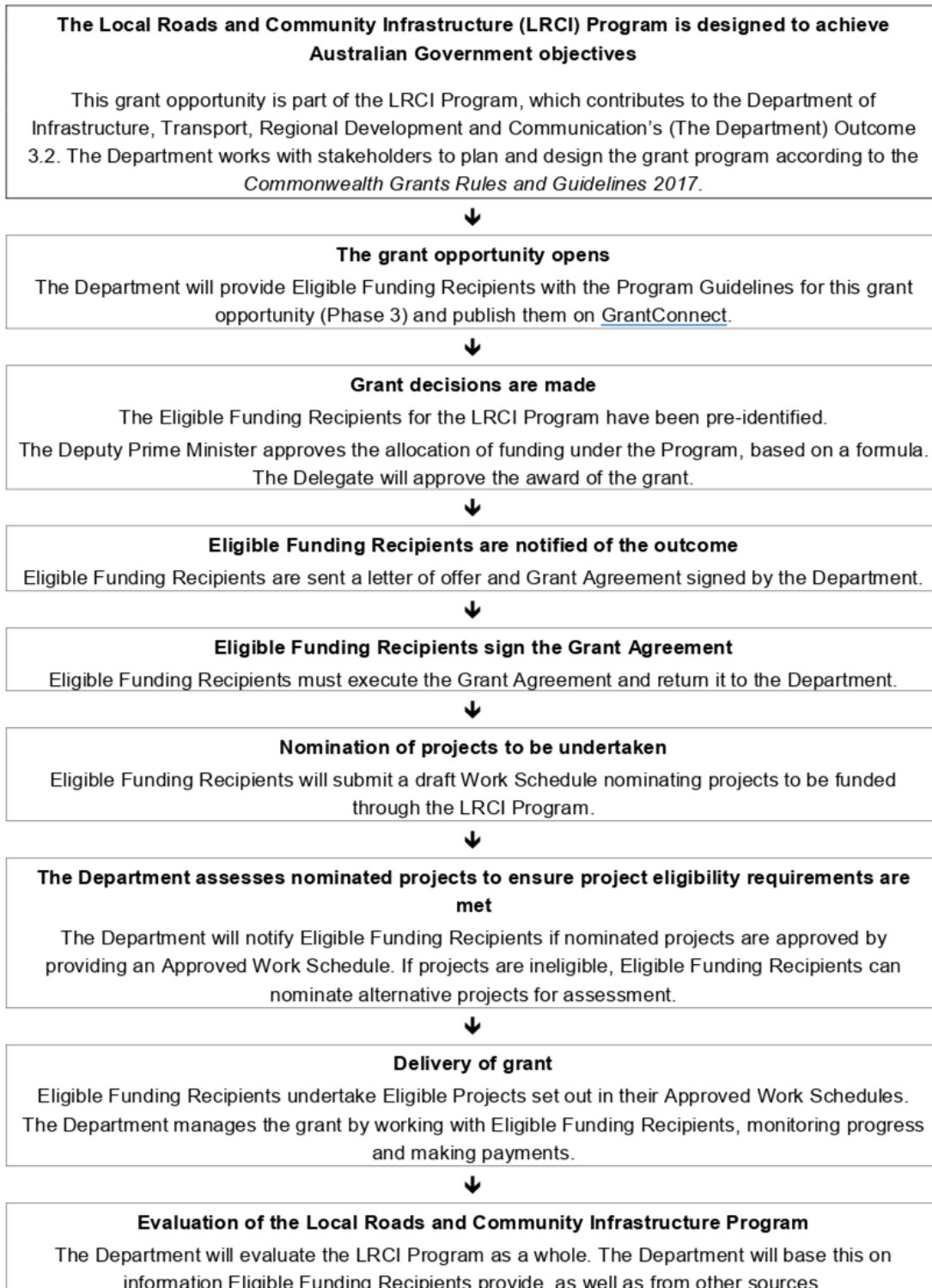
Opening date:	October 2021
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program LRCIP@infrastructure.gov.au
Date guidelines released:	October 2021
Type of grant opportunity:	Demand-driven (Eligibility-based)

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1. Local Roads and Community Infrastructure Program Process



1.1 Introduction

These Guidelines contain information for Phase 3 of the LRCI Program grants.

The Local Roads and Community Infrastructure (LRCI) Program was announced on 22 May 2020. Through the 2020-21 Budget, the Australian Government announced an extension of the LRCI Program, now referred to as LRCI Program Phase 2.

On 11 May 2021, as part of the 2021-22 Budget, the Australian Government announced a further \$1 billion for the continuation of the LRCI Program Phase 3. The grant opportunity set out in these Program Guidelines is for LRCI Program Phase 3 only.

The LRCI Program supports Eligible Funding Recipients to create jobs by delivering priority local road and community infrastructure projects across Australia.

This document sets out:

- the purpose of the grant opportunity;
- the eligibility criteria;
- how Eligible Funding Recipients will be monitored and evaluated; and
- responsibilities and expectations in relation to the grant opportunity.

The LRCI Program is administered by the Department.

2. About the LRCI Program – Phase 3

The purpose of the LRCI Program is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Phase 3 of the LRCI Program will open from 20 October 2021. At this time, Grant Agreements will be sent to Eligible Funding Recipients to be executed, and Project Nominations can be submitted to the Department.

From 3 January 2022, the construction time period commences, and eligible payments will be made from this time. Project construction can commence once Project Nominations are approved by the Department with projects required to be physically completed by 30 June 2023.

Phase 3 of the LRCI Program continues a temporary, targeted stimulus measure responding to the economic impacts of the COVID-19 pandemic. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

As with the earlier Phases of the LRCI Program, Eligible Funding Recipients can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require. It is expected that Eligible Funding Recipients will use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

The LRCI Program is a demand driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3.2 of the Department's Portfolio Budget Statement 2021-2022:

- the local government program supports regional development and local communities through delivery of policy advice to the Australian Government and financial assistance to local governments to strengthen local government capacity and better support local communities.

The objective of the LRCI Program is to maintain and create jobs by stimulating additional infrastructure construction activity in communities across Australia.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funding construction projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Department will administer the LRCI Program according to the [*Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)*](#).

3. Grant amount and grant period

The Australian Government has committed total funding of \$1 billion for Phase 3 of the LRCI Program.

Eligible Funding Recipients will receive a grant amount called a 'Nominal Funding Allocation'.

The formula used to calculate a Nominal Funding Allocation has been modelled on funding allocations under the Roads to Recovery Program (R2R) and the local road component of the Financial Assistance Grants Program. The formula used to determine a state/territory's share of funding under the LRCI Program follows the same state/territory allocation process as these programs. Within a state/territory's share of funding, the calculation of each Eligible Funding Recipient's Nominal Funding Allocation has been derived based on recommendations from the relevant Local Government Grants Commission, and takes into consideration factors such as population estimates and road length in each local governing body area. This is similar to how individual shares of R2R funding and local road component of the Financial Assistance Grant Program is calculated.

The formula has been consistently applied to determine the Nominal Funding Allocation of each Eligible Funding Recipient under the LRCI Program.

Co-contributions are not required under the LRCI Program, but Eligible Funding Recipients may expend their own funds on Eligible Projects.

This grant opportunity will open on 20 October 2021 and close on 31 December 2023. The First Instalment of the Phase 3 Nominal Funding Allocation will be paid after the Eligible Funding Recipient's Work Schedule has been approved, and not before 3 January 2022.

3.1 Phase 3 – ‘use it or lose it’ principle

If:

- an Eligible Funding Recipient has not applied for the full amount of their Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022; or
- savings related to Eligible Projects have not been reallocated under an Eligible Funding Recipient’s Phase 3 Nominal Funding Allocation before 30 June 2023, then;

the Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not applied for or reallocated by the Eligible Funding Recipient.

4. Eligibility criteria

Only Eligible Funding Recipients are able to participate in Phase 3 of the LRCI Program. Eligible Funding Recipients will receive a letter of offer to participate in Phase 3 of the LRCI Program.

4.1 Who is eligible for a grant?

Eligible Funding Recipients are the same as for Phase 1 and Phase 2 of the LRCI Program.

550 Eligible Funding Recipients have been selected for this grant opportunity to fund and provide local council services to communities directly. By providing funding to the level of government closest to communities, the Australian Government can ensure that the economic boost is felt throughout every community across Australia.

4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see 4.1).

General applications by other organisations will not be accepted. Applications by Eligible Funding Recipients reasonably understood to be on behalf of, or for the benefit of another otherwise ineligible organisation, will not be accepted.

5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are projects that are Local Road Projects or Community Infrastructure Projects (see 5.1). Eligible Projects must meet the Eligible Project Requirements set out in subsections 5.2 to 5.6, and deliver benefits to the community.

5.1 Eligible Grant Activity

Local Roads Projects

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes.

This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Community Infrastructure Projects

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

'Generally accessible to the public' means that the project, or the amenity provided by the project, is generally accessible to the public at large. Some areas are clearly publicly accessible as they are areas that are open to all members of the public such as parks, playgrounds, footpaths and roads.

Projects will also be considered generally publically accessible if they are in a location that is:

- generally publically accessible to the wider public undertaking a specific activity (for example council operated sporting fields); or
- generally publically accessible for a limited age group of the community as a whole i.e. a kindergarten building; or
- used for the provision of an essential service or community service, as determined by the Department, and the amenity of the asset is publicly accessible and benefits the community.

All projects whether carried out on council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);

- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

Other Public Land

Projects that involve the construction, maintenance and/or improvements to state/territory and Crown owned land/assets, and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the site(s) are accessible to the public (including natural assets).

5.2 Maintaining Overall Capital Expenditure

As an economic stimulus measure, the intent is that Eligible Funding Recipients undertake infrastructure projects which are additional to projects that they had planned to undertake using either their own funds or funds already available to the Eligible Funding Recipients by another opportunity. The funding is not intended to replace existing expenditure commitments but rather to enable further, additional expenditure as economic stimulus.

Under Phase 1, projects would be considered Eligible Projects if they were additional to the Eligible Funding Recipient's existing work plan for 2020-21; simply, LRCI funds could not be used on existing projects.

Under Phase 2, Eligible Funding Recipients were required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2020-21 capital spending level.

Under Phase 3, Eligible Funding Recipients will be required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2021-22 capital spending level. The focus on overall capital spending provides Eligible Funding Recipients with greater flexibility to set and deliver the infrastructure priorities in their communities.

Proof of maintaining capital expenditure may be a requirement for an Eligible Funding Recipient to receive their full Phase 3 Nominal Funding Allocation. The Department will consider, in exceptional circumstances, exemptions to this requirement.

5.3 Co-contributions

Co-contributions are not required under the LRCI Program, but are allowed to be used for projects. A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government program funds (including state government programs), as long as the combined funding for the project does not exceed the estimated cost of a project.

An Eligible Funding Recipient using co-contributions for a project also needs to meet the conditions of other funding programs from which funds are sourced. Eligible Funding Recipients are responsible for determining if the funding conditions of another program would permit the use of LRCI Program funding towards that project.

5.4 Eligible Construction Time Period

The eligible construction time period to undertake construction activity on Eligible Projects must be undertaken between 1 January 2022 and 30 June 2023. If a Phase 3 Grant Agreement is executed and the project is in a Phase 3 Approved Work Schedule, then construction may commence prior to 1 January 2022.

In general, requests to extend the construction time period beyond 30 June 2023 will not be granted. Exceptional circumstances that may directly delay and result in an extension to the eligible construction time period, will require case-by-case consideration. Planning issues, contractor availability, and general delays associated with project commencement or completion, are not considered exceptional circumstances, and Eligible Funding Recipients should take these into consideration when nominating a project.

Consideration of any requests for an extension to the Eligible Construction Time Period is at the discretion of the Delegate (see 6.1) If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision.

5.5 Combined Projects – Completed LRCI Phase 1 and Phase 2 Projects

Eligible Funding Recipients can nominate discrete later stages of projects that are already receiving funding under the LRCI Program. The Phase 3 nomination must be a new, separate and previously unfunded project stage. The component funded under Phase 1 or Phase 2 must not be amended without approval by the Delegate and must maintain eligibility under the relevant program guidelines.

5.6 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These activities are Ineligible Projects or Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- costs incurred in the preparation of reporting documentation including Audit requirements;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, or costs incurred by the Council as a Landlord in the general course of a lease;
- commencement ceremonies, opening ceremonies or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- road building plant or other capital equipment especially moveable equipment (e.g. graders or trailers);

- land;
- purchase of or improvement to assets that will be 'handed off' to ineligible funding recipients under a cost sharing or minimisation strategy, or similar;
- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded Eligible Project;
- preliminary planning and stand-alone design that do not relate to an Eligible Project
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded Eligible Project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective project costs undertaken prior to work schedule approval.

6. The grant selection process

6.1 Who will approve grants?

A person occupying a position of SES Band 1, Assistant Secretary, within the Infrastructure Investment Division (the Delegate) will approve grants on the basis that the organisation is an Eligible Funding Recipient as identified in section 4.1.

The Department considers that Eligible Projects provide value for money as a proportional response to the actual and anticipated nation-wide economic impacts resulting from COVID-19.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department in accordance with the formula outlined at section 3.

The Delegate's decision is final in all matters, including:

- the approval of the grant; and
- the grant amount.

There is no appeal mechanism for the decision to approve or not approve a grant.

6.2 How to seek a variation to project nominations?

If an Eligible Funding Recipient requires an amendment to their Approved Project cost or scope of works, the Eligible Funding Recipient will be required to resubmit their Phase 3 Work Schedule.

Edit and annotate the most recently submitted Phase 3 Work Schedule on Microsoft Word, using track changes.

6.2 How to seek an extension to approved project construction timeframes?

If an Eligible Funding Recipient needs to amend the start or end date of an Approved Project, this can be done via the Quarterly Report. If your Approved Project end date is past 30 June 2023, please contact the Department via email at LRCIP@infrastructure.gov.au.

In general extensions past 30 June 2023 will not be granted. Though in exceptional circumstances, they may be considered at the discretion of the Delegate. If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision.

7. Letter of offer process

All Eligible Funding Recipients will receive an offer to participate in Phase 3 of the LRCI Program. This offer will:

- a) specify the Phase 3 Nominal Funding Allocation;
- b) include a Grant Agreement that sets out the terms and conditions of Phase 3 of the LRCI Program executed by the Australian Government;
- c) provide information on the submission of Work Schedules.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found on the Department's website and on [GrantConnect](#). Any alterations and addenda¹ will be published on GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

Eligible Funding Recipients can return signed Grant Agreements and submit Work Schedules for their first projects between 1 October 2021 and 30 June 2022. As construction needs to be completed by 30 June 2023, after 1 July 2022 the Department expects to only be managing variations or additional project nominations to ensure that an Eligible Funding Recipient is able to fully utilise their Phase 3 Nominal Funding Allocation.

8. Notification of outcomes

All Eligible Funding Recipients will receive a letter of offer to participate in Phase 3 of the LRCI Program and a Grant Agreement.

9. Successful grantees

9.1 The Grant Agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Australian Government by signing the Grant Agreement. The Grant Agreement used for Phase 3 of the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, and Questions and Answers (Q&A) documents

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

To accept the offer, the Eligible Funding Recipient must sign the Grant Agreement:

- provide all the information requested; and
- return the Grant Agreement to the LRCI Program - Program Manager.

The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and a Work Schedule is approved for the Eligible Funding Recipient. A Grant Agreement must be executed with the Australian Government before any payments can be made.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Australian Government may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. If an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.

9.2 How we pay the Grant

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
<p>First Instalment: Work Schedule approval payment</p>	<p>The First Instalment of the Phase 3 Nominal Funding Allocation will be paid after 3 January 2022 and after the Eligible Funding Recipient's Work Schedule has been approved.</p>	<p>The First Instalment will be equal to 50 per cent of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation, unless the Eligible Funding Recipient is the recipient of a Low Value Grant.</p> <p>For Low Value Grants, Eligible Funding Recipients will receive 75 per cent of their Phase 3 Nominal Funding Allocation in their First Instalment.</p>
<p>Progress Instalments: Eligible Funding Recipients can receive multiple progress payments.</p>	<p>Within four weeks of the Department's acceptance of a complete and accurate Quarterly Report</p>	<p>A Progress Instalment will be equal to the Eligible Funding Recipient's:</p> <ul style="list-style-type: none"> • actual expenditure until the end of the period covered by the relevant Quarterly Report; and • projected expenditure on Eligible Projects in an Approved Work Schedule to the end of the subsequent quarter; <p>less:</p> <ul style="list-style-type: none"> • received instalments; and • 10 per cent of the Phase 3 Nominal Funding Allocation. <p>For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds at the time of a Quarterly Report being submitted provided they also submit completed acquittal documentation.</p>
<p>Final Instalment: Final payment</p>	<p>Within four weeks of the Department's acceptance of a complete and accurate Annual Report and decision to release the Final Instalment.</p>	<p>The Final Instalment will equal the smaller of:</p> <ul style="list-style-type: none"> • the residual amount of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation; or • the total eligible expenditure and projected expenditure to the end of the Eligible Projects; <p>less instalments paid to date.</p>

Submission of a Work Schedule

Eligible Funding Recipients will nominate projects they intend to spend LRCI grant money on in their draft Work Schedule.

Eligible Funding Recipients are required to submit a draft Work Schedule in the manner and form stipulated by the Department. The manner and form for submitting a draft Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

- Eligible Funding Recipients should submit their draft Work Schedule when they return their signed Grant Agreement. Work Schedules can be submitted between 20 October 2021 and 30 June 2022, but failure to promptly return a Work Schedule will result in release of grant funds being delayed.
- In order for Eligible Funding Recipients to receive their full Phase 3 Nominal Funding Allocation, they must have submitted a draft Work Schedule for the total amount of their Phase 3 Nominal Funding Allocation by 30 June 2022.
 - If an Eligible Funding Recipient has not applied for their full Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022, or savings related to Eligible Projects have not been reallocated under their Phase 3 Nominal Funding Allocation before 30 June 2023, the Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not yet applied for or reallocated by the Eligible Funding Recipient.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Eligible Funding Recipient proposes to undertake using the grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5;
- proposed timeframes for the project, including construction commencement date and estimated construction completion date;
- detail of any conflicts of interest and management actions to manage these conflicts;
- the amount of grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- expected number of full-time equivalent jobs supported by the project over the construction period;
- meet mapping requirements notified by the Department;
- whether the project involves Indigenous employment of Business use; and
- Work Category, Outcome Category

If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's own workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Project management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated with Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

The total amount of grant funding sought under a draft Work Schedule cannot exceed the amount of the grant specified in the Grant Agreement.

Approval of a Work Schedule

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department may contact an Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Delegate to approve/not approve the Work Schedule.

If an Eligible Funding Recipient nominates projects with a total value of more than 50 per cent of their Phase 3 Nominal Funding Allocation and the Work Schedule is approved, the Delegate will approve release of the First Instalment of grant funds. The decision to release funds will be made on the basis of their assessment of the information provided by an Eligible Funding Recipient and any other information in the Program Guidelines. Approval may be subject to conditions detailed in the Grant Agreement. Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

First Instalment

The First Instalment will be paid to an Eligible Funding Recipient from 3 January 2022 or within four weeks of the Work Schedule and release of the First Instalment being approved by the Delegate, provided this date is after 3 January 2022.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation.

Low Value Grants

A Low Value Grant is a Phase 3 Nominal Funding Allocation under \$750,000. In application of the proportionality principle, different requirements relating to Instalments and Reporting apply to these grants.

For a Low Value Grant, the process for Work Schedule approval is the same as detailed above. However, Low Value Grant recipients can receive 75 per cent of their Phase 3 Nominal Funding Allocation as their First Instalment provided they have nominated projects totaling 75 per cent or more of their Phase 3 Nominal Funding Allocation.

Progress Instalments

Progress Instalments will be made following submission of a complete and accurate Quarterly Report.

The Delegate will approve release of a Progress Instalment on the basis of:

- the Department's assessment of, and the information provided in, relevant Quarterly Report/s;
- whether or not an Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; including
- consideration of other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

Further relevant information may be requested by the Department at this stage and considered by the Delegate.

If the Delegate approves release of a Progress Instalment, payment will be made within four weeks of the Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release a Progress Instalment.

The payment value for a Progress Instalment will equal:

- actual expenditure up until the end of the relevant quarter; plus
- projected expenditure to the end of the next quarter.

less:

- the first instalment; and
- 10 per cent of the Phase 3 Nominal Funding Allocation.

For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds (10 per cent) at the time of a Quarterly Report being submitted, provided they also submit completed acquittal documentation (see 11.4).

Final Instalment

The Delegate will decide whether to approve release of the Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

The Final Instalment will be the lesser of:

- the residual amount of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation and the total actual expenditure, and;
- projected expenditure to the end of the Eligible Projects, less instalments paid to date.

Projected expenditure should be limited to invoices for completed construction activities which are yet to be paid, or; expenses expected to be incurred post 30 June 2023, which are not construction costs, unless otherwise agreed by the Department.

Further information may be requested by the Department at this stage and considered by the Delegate. The Final Instalment will be paid within four weeks of the Delegate's decision to release the grant payment.

9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST. Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect within 21 days after the date of effect of the Grant Agreement as required by section 5.3 of the [CGRGs](#).

The Department may also publish details of grants on its website or other government websites, including individual projects funded, underway or complete. This information may include, but is not limited to:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes including estimates of jobs supported.

11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.

Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Quarterly Reports and Work Schedules if necessary. Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

11.1 Quarterly Reports

Eligible Funding Recipients must submit Quarterly Reports throughout the Grant Period.

Quarterly Reports must be submitted per the timeframes in **Table 2 – Reports** and in accordance with the Grant Agreement.

Quarterly Reports are used to provide the Department with information on the progress of Eligible Projects and are a requirement for the receipt of funds for payment of Progress and Final Instalments of grant payments. Quarterly Reports must be submitted in the manner and form specified by the Department and include required details.

Eligible Funding Recipients must provide the following information in a Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the eligible construction time period commencing on 1 January 2022 (unless agreed by the Department) and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of Eligible Projects; including any evidence required per the Grant Agreement;
- changes to construction start or end dates, and
- estimated and/or confirmed jobs supported by the grant funding.

The figures in the Quarterly Reports should be prepared on an accrual basis. Quarterly Reports must be submitted within the period specified in the Grant Agreement.

If an Eligible Funding Recipient has expended their Phase 3 Nominal Funding Allocation or returned any unspent grant funding, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports but will still be required to provide the Annual Report.

For a Low Value Grant, if the Eligible Funding Recipient has expended their Phase 3 Nominal Funding Allocation or returned any unspent grant funds, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports. An Eligible Funding Recipient with a Low Value Grant can file acquittal documentation at this time.

Table 2 – Reports

Lodgement period for Reports	Actual expenditure period	Report
1–30 April 2022	1 January – 31 March 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 July 2022	1 April – 30 June 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2022	1 January 2022– 30 June 2022	Annual Report Actual expenditure and eligible project updates from 1 July 2022 to 30 June 2022.
1–31 October 2022	1 July – 30 September 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2023	1 October – 31 December 2022	Actual expenditure for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2023	1 January – 31 March 2023	Actual expenditure for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2023	1 January 2022– 30 June 2023	Annual Report Actual expenditure and eligible project updates from 1 July 2022 to 30 June 2023.

The Department must be informed of any reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

11.2 Ad hoc Report

If an Eligible Funding Recipient has spent all of their First Instalment in advance of the lodgement period, they can submit an Ad hoc report to access a further instalment early. The submission of an Ad hoc report does not negate the requirement to submit Quarterly Reports or an Annual Report.

An Ad hoc report must be in the manner and form required by the Department and contain the following information:

- the amount of grant funding spent from 1 January 2022 until the date specified in the Ad Hoc Report;

- the amount of grant funding which the Eligible Funding Recipient intends to spend on Eligible Projects on an Approved Work Schedule following the report until 30 June 2023;
- details of progress towards completion of funded Projects; including any evidence required per the Grant Agreement; and
- council or contractor jobs supported by the grant funding.

11.2 Annual Report

Eligible Funding Recipients must provide the Department with Annual Reports no later than 31 October 2022 and 31 October 2023 unless otherwise agreed by the Department. The Annual Report will need to be in the manner and form specified by the Department. The Annual Report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the financial year;
2. Total amount of grant funding spent on Eligible Projects;
3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
 - a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
 - i. the amount of Phase 3 grant payments which remained unspent from the financial year;
 - ii. the amount of Phase 3 grant payments received by the Eligible Funding Recipient in the financial year;
 - iii. the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule in that year;
 - iv. the amount spent by the Eligible Funding Recipient during that year out of the grant payments available for expenditure by the Eligible Funding Recipient during that year;
 - v. the amount (if any) retained at the end of that year by the Eligible Funding Recipient out of grant payments available for expenditures by the Eligible Funding Recipient during that year and which remained unspent at the end of that year.

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
 - b) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.

11.3 Audited financial statements

Eligible Funding Recipients are required to submit a report in writing and signed by an appropriate auditor providing the auditor's opinion on the use by Eligible Funding Recipients of proper accounts and records and preparation of financial statements.

In meeting this audit requirement, the Department requires that Eligible Funding Recipients also engage the auditor to consider the appropriateness of accounts and keeping of records that relates to any Phase 3 funding received during the financial period Financial Year 2021-22 or Financial Year 2022-23.

As part of the Annual Report process outlined in section 11.2 above, the Department requires that Eligible Funding Recipients submit a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

- i. the Chief Executive Officer's financial statement included with the Annual Report (refer section 11.3) is based on proper accounts and records;
- ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records;
- iii. the expenditure has been on Eligible Projects under the LRCI Program;
- iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

11.4 Acquittal process for Low Value Grants

For a Low Value Grant, the Eligible Funding Recipient can complete an Acquittal Report as soon as they have expended all funds. An Acquittal Report must include:

- (1) Total amount of grant funding made available and subsequently received over the calendar year;
- (2) Total amount of grant funding spent on Eligible Projects;
- (3) Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
 - (a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
 - (i) the amount of grant payments which remained unspent from the grant period;
 - (ii) the amount of grant payments received by the Eligible Funding Recipient over the duration of the grant period;
 - (iii) the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule over the duration of the grant period;
 - (iv) the amount spent by the Eligible Funding Recipient over the duration of the grant period;
- (4) photographs of projects completed using grant payments.

11.5 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects on an Approved Work Schedule before 30 June 2023, the Department may require the Eligible Funding Recipient to repay that amount to the Department within four weeks of receiving such notice.

11.6 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs (geo tagged if possible) of projects completed using grant payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

11.7 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

11.8 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

Environment and Planning laws

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and local government planning approvals.

12. How we monitor your grant activity

12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
- bank account details.

An Eligible Funding Recipient's bank account details for Phase 3 of the LRCI Program is the bank account the Eligible Funding Recipient currently uses for the LRCI Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2023.

12.2 Department Contact Details

Email the mailbox at: LRCIP@infrastructure.gov.au

Mail to: Program Manager

Local Roads and Community Infrastructure Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 2154

CANBERRA ACT 2601

12.3 Evaluation

The Department will evaluate the LRCI Program to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Quarterly and Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of projects to assist with this evaluation.

12.4 Public information conditions

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

If Eligible Funding Recipients propose to issue any media release relating to an Eligible Project under Phase 3 of the LRCI Program, they must:

- Invite the relevant local Federal Member of Parliament to participate in the public information activity; and
- at least five business days prior to its proposed release, unless otherwise agreed by the Department, provide a copy of the proposed media release to the Department and obtain the Department's agreement to the media release.

12.5 Signage

Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences unless the Eligible Projects are less than \$10,000. Signs are not needed for projects under \$10,000 in an Approved Work Schedule.

Signage guidelines are available on the Department's website.

Eligible Funding Recipients must ensure that all signs erected as required by these Guidelines remain in place for the duration of the project to which they relate and for a minimum period of six months, after the day on which the project is completed.

12.6 Project Events

If an Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony, or any other event in relation to an Eligible Project they must inform the Department and the relevant local Federal Member of Parliament of the proposed ceremony or event at least two weeks before the proposed ceremony or event is to be held. The Eligible Funding Recipient should provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

If requested by the Department or the relevant local Federal Member of Parliament, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff, the relevant local Federal Member of Parliament, or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the Guidelines, the revised Guidelines will be published on GrantConnect and the Department's website.

13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at LRCIP@infrastructure.gov.au.

Frequently Asked Questions may be published at https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx

To provide feedback or to make a complaint; the Department can be contacted at Clientservice@infrastructure.gov.au. Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

Assistant Secretary
Program, Policy and Budget Branch
GPO Box 2013
CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to a Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.

13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13 (7)) of the Public Service Act 1999. Australian Government officials including decision makers, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.

13.4 Privacy

The Department treats personal information according to the Privacy Act 1988 and the Australian Privacy Principles. This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Australian Government entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the Privacy Act 1988 and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement. The obligation will not be breached where required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and it has been explained why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Australian Government employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Australian Government agencies for any purposes, including government administration, research or service delivery;
- other Australian Government, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [*Freedom of Information Act 1982*](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator
Department of Infrastructure, Transport, Regional Development and Communications
GPO Box 2154
CANBERRA ACT 2601

Tel: (02) 6274 7111
Fax: (02) 6275 1347
email: foi@infrastructure.gov.au

14. Consultation

The Australian Government sought assistance from local councils to identify potential projects that could be fast-tracked given the economic impacts being experienced from the COVID-19 pandemic. Projects nominated by councils have informed the scope of the LRCI Program. These Guidelines have also been influenced by engagement with local councils, feedback provided, and administrative improvements identified during Phase 1 and Phase 2.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
appropriate auditor	has the meaning provided in <i>the National Land Transport Act 2014</i> Section 4 - Definitions
commencement date	the expected start date for the grant activity
completion date	the expected end date for the grant activity
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant.
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	A project that meets the Eligible Project Requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines

Term	Definition
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money² or other <u>Consolidated Revenue Fund (CRF) money</u>³ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
Grant Agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Capital Expenditure	the money an Eligible Funding Recipient spends on purchasing and maintaining fixed assets, i.e. infrastructure, roads etc
Maintaining Overall Capital Expenditure	maintaining your overall capital spending amount, funded by your own revenue, at or above current levels, on roads and community infrastructure.
Personal information	has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <ul style="list-style-type: none"> • Information or an opinion about an identified individual, or an individual who is reasonably identifiable; • whether the information or opinion is true or not; and • whether the information or opinion is recorded in a material form or not
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Eligible Funding Recipient can use grant money to pay for.
Work Schedule	a list of projects that an Eligible Funding Recipient proposes to be funded under the LRCI Program

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

10.23 PRIVATE LEASING OF GADSENS LANE**File Number: SR65****Author: Daniel Noble-Executive Leader - Infrastructure****Authoriser: Daniel Noble, Executive Leader - Infrastructure****Annexures: Nil****PURPOSE**

The purpose of this report is to seek Council's endorsement to lease a Council public road, being part of Gadsens Lane (West of 121 Gadsens Lane) in Coonamble.

EXECUTIVE SUMMARY

Council at its May 2021 Ordinary Meeting resolved to commence a process of consultation and expression of interest to lease part of Gadsens Lane in Coonamble. The resolution followed a request which was received by an adjoining landowner to lease part of road.

Council Officers have since acted on the resolution of Council by notifying adjoining landowners of the proposal and undertaking a public exhibition process which closed on the 28th January 2022.

Council received no submissions either for or against the proposal.

This report seeks to finalise Council's resolution.

BACKGROUND

In May 2021 Council received a request to lease part of Gadsens Lane in Coonamble. The request was made by an adjoining landholder and requested the length of road adjoining their property be leased to them.

The request was considered at Council's May Ordinary Meeting with Council resolving to (2021/100):

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

Letters were sent to adjoining landowners in December 2021 and a public exhibition period was also advertised the week commencing 20th December 2021.

At the date of closure of the public exhibition period, being the 28th January 2022, Council had received no submissions either for or against the proposal.

This report has been prepared to finalise the outstanding resolution and to seek Council's endorsement to lease part of Gadsens Lane. The leasing of public roads is permissible under the Roads Act 1993 Part 10 Division 2 Section 153 (Short term leases of unused public roads).

(a) Relevance to Integrated Planning and Reporting Framework

11.1 Maintain the high standard of local road maintenance and construction

(b) Financial Considerations

The proposed lease is for a period of five (5) years at a cost \$600 per annum based on an independent opinion of market value. The cost of preparing the lease will be at the expense of the applicant.

COMMENTARY

Whilst the leasing of Council public roads is permissible under the Roads Act, it is not typically the preferred option when dealing with such requests. The preferred options include to keep the road accessible to the public for its intended use as a road. Alternatively, if a road is surplus to the needs of the public, roads are disposed of by permanent closure and sale of the public road which is handled under Section 34 of the Roads Act.

In this particular scenario the applicant does not wish to permanently close the road and purchase it. In addition, there is a reasonable argument that given there have been no objections to the proposed leasing, and the road appears to only service the property of the applicant, and is therefore surplus to Council's needs, that Council endorse leasing the public road as permitted under Part 10 Division 2 Section 153.

(a) Governance/Policy Implications

There is anecdotal evidence to suggest that the leasing of Council public roads has occurred in the past in the Coonamble LGA with varying levels of compliance with the Roads Act. It is the Officers view that 'as a rule' leasing of public roads should be discouraged.

In this circumstance given that there has been no objection to the proposal, the applicant has expended their own capital in determining the market value, and as a result of Council not having a policy with respect to road closures that this request be granted.

(b) Legal Implications

A lease will be developed at the applicant's expense for a period of 5 years which will be reviewed at this time. The lease fee has been determined through an independent opinion of market value.

(c) Social Implications

There are no social implications directly associated with this report.

(d) Environmental Implications

There are no environmental implications directly associated with this report.

(e) Economic/Asset Management Implications

Council's position in the future should be, in the opinion of Council's Officer, to dispose of surplus assets including roads rather than lease them.

(f) Risk Implications

There are no unacceptable risks directly associated with this report.

CONCLUSION

Council's resolution (2021/100) has been actioned and a report has been brought before Council regarding the responses. There have been no responses received, for or against, the proposal. It is recommended that Council lease part of the public road as requested by the applicant.

RECOMMENDATION

That Council lease part of Gadsens Lane (West of 121 Gadsens Lane) to Mr David and Mrs Donna Burtenshaw, for a period of 5 years at a cost of \$600 (excluding GST) per annum.

10.24 CORRESPONDENCE**File Number: C20****Author: Marina Colwell-Executive Support Officer****Authoriser: Hein Basson, General Manager****Annexures:**
1. Letter - Re: Water Rates
2. Letter - Roy Butler MP**CORRESPONDENCE**

1. A letter has been received from a Gulargambone resident regarding water rates.

Council has recently considered a policy dealing with these types of occurrences. The executive Leader Corporate and Sustainability will be able to provide verbal commentary at the meeting in this regard.

1.1 Recommendation:

That the correspondence received from a Gulargambone resident be dealt with in accordance with Council's adopted policy in this regard.

2. A letter has been received from the Local State Member of Parliament, Mr Roy Butler, regarding the construction of a new shed for the SES.

This matter has been raised by the Mayor in his Mayoral Minute, and possibly do not require any further attention – other than for Councillors to note the contents of Mr Butler's letter.

RECOMMENDATION

1.1 That the correspondence received from a Gulargambone resident be dealt with in accordance with Council's adopted policy in this regard.

[REDACTED]
Gulargam bone NSW 2828

Tel No. [REDACTED]

Mobile No. [REDACTED]

Mayor Tim Horan & Coonamble Shire Councillors

Coonamble Shire Council

80 Castlereagh Street

Coonamble NSW 2829

31 January 2022

Dear Mayor Horan and fellow Councillors,

I am writing to you regarding my water charges at [REDACTED]
Gulargam bone NSW 2828, [REDACTED] – Water Notice Assessment No. [REDACTED]
[REDACTED] for \$3,053.23.

The water meter for my property is situated just inside the gate of the Gulargam bone Show ground. This led to someone turning this tap on around show time to increase water pressure down the back of the show ground - unbeknown to them that this is not the valve for the show ground. Prior to this happening I had the water turned off at this meter as I was carrying out renovations on my house. The turning on of this tap led to a neighbouring dam filling up & due to it being a wet time I didn't recognise the problem until a bill was received!

To avoid this happening again I am going to have to talk to our local Council workers to work out the best solution to secure this tap.

I would very much appreciate if these water charges could be waived as I feel it is unfair that this situation was totally out of my control.

I appreciate you considering this matter and look forward to a fair solution.

With kind regards

[REDACTED]

ROY BUTLER MP
MEMBER FOR BARWON



REF: RB3496

24 January 2022

Mr Hein Basson
 General Manager
 Coonamble Shire Council
 PO Box 249
 COONAMBLE NSW 2829
 Via Email: gm@coonambleshire.nsw.gov.au

Dear General Manager,

I write to you regarding the Coonamble SES unit and the construction of a new SES building. As you are aware, this project has been discussed and delayed for ten years now, and is considerably overdue.

I have been approached by the Coonamble SES Commander and the Mayor regarding their concerns that plans for the new building have changed significantly since August last year resulting in what would be a inadequate facility for the current workload and responsibilities of Coonamble SES.

These changes would mean that the Coonamble SES Unit would not be able to assist in fire & rescue operations and in flood rescues. The training and meeting areas are now virtually non existent. One of the main factors in the loss of SES volunteer support is the difficulty in receiving reaccreditation and training.

I am aware from the Mayor that Coonamble Shire has longstanding support for the SES and the need for proper new facilities.

I will communicate with both the Minister and the SES Commissioner,. I ask for Council's support in reinstating the plans for a proper modern facility that shows respect for the efforts and well being of SES Volunteers.

Could you please provide a response back to me at your earliest convenience.

Yours sincerely,

Roy Butler MP
 Member for Barwon



<p>Cobar Office P 02 6836 3722 A 11 Barton Street Cobar 2835</p>	<p>Broken Hill Office P 08 8087 3315 A 142 Argent Street Broken Hill 2880</p>	<p>Narrabri Office P 02 6792 1422 A 60 Maitland Street Narrabri 2390</p>
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11 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS

11.1 NOTICE OF MOTION - RECORDING OF NAMES ON MOTIONS AND RESOLUTIONS

File Number: C17

Annexures: Nil

NOTICE OF MOTION:

Cr Lees submitted the following Notice of Motion dated 31 January 2022 to be considered at the February Ordinary Meeting of Council:

“That a division be recorded of names for and against on each motion and resolution of the Council.”

COMMENTARY: GENERAL MANAGER

The Model Code of Meeting Practice 2021, which Council will have to adopt with or without changes (where allowed to), states the following in Clause 11.11:

All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

This clause is printed in red ink in the Model Code, which means that each Council can exercise its own discretion as to whether the provisions should be made applicable to its particular circumstances. Clauses in the Model Code which are mandatory for all Councils to implement are printed in black ink. However, there is an argument that the red clauses are constituting “best practice” and that Councils should seriously consider adopting these.

If Council pursues this direction, it basically means that a “division” is being called for the voting of every item that Council considers – as is stated in the Notice of Motion. This direction will also be written into the revised Code of Meeting Practice when Council considers it.

MOTION

That a division be recorded of names for and against on each motion and resolution of the Council.

11.2 NOTICE OF MOTION - REINSTATE THE RESOLUTION BOOK AND CORRESPONDENCE TO THE COUNCIL BUSINESS PAPER**File Number: C17****Annexures: Nil****NOTICE OF MOTION:**

Cr Churchill submitted the following Notice of Motion dated 31 January 2022 to be considered at the February Ordinary Meeting of Council:

- 1. That the resolution book update be reintroduced into the council business paper and agenda.**

Reason being that it is easier to follow the status of resolutions made in previous meetings.

- 2. That correspondence be reintroduced into the council business paper and agenda.**

Reason being that Councillors are aware of all correspondence sent to council and there is an opportunity for discussion in the meeting.

COMMENTARY: GENERAL MANAGER

The Model Code of Meeting Practice 2021, which Council will have to adopt with or without changes (where allowed to), states the following in Clause 8:

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

8.2 The general order of business for an ordinary meeting of the council shall be: [councils may adapt the following order of business to meet their needs]

01 Opening meeting

02 Acknowledgement of country

03 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors

04 Confirmation of minutes

05 Disclosures of interests

06 Mayoral minute(s)

07 Reports of committees

08 Reports to council

09 Notices of motions/Questions with notice

*10 Confidential matters**11 Conclusion of the meeting*

Note: Councils must use either clause 8.1 or 8.2.

8.3 The order of business as fixed under clause [8.1/8.2] [delete whichever is not applicable] may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Again, this clause is primarily printed in red ink in the Model Code, which means that each Council can exercise its own discretion as to whether the provisions should be made applicable to its particular circumstances. Clauses in the Model Code which are mandatory for all Councils to implement are printed in black ink. However, there is an argument that the red clauses are constituting “best practice” and that Councils should seriously consider adopting those.

MOTION

- 1. That the resolution book update be reintroduced into the council business paper and agenda.**
- 2. That correspondence be reintroduced into the council business paper and agenda.**

12 CONFIDENTIAL MATTERS

RECOMMENDATION

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

12.1 CONFIDENTIAL: Request for Letter of Support from Council

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

12.2 RFQ211223 - Tooraweenah Rd Upgrade – Delivery Project Manager

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

13 CONCLUSION OF THE MEETING