



## **BUSINESS PAPER**

# **Ordinary Council Meeting Wednesday, 9 March 2022**

**Date: Wednesday, 9 March 2022**

**Time: 9.00 am**

**Location: Gulargambone Memorial Hall**

**Hein Basson  
General Manager**

**Notice is hereby given that an Ordinary Meeting of Council will be held in the Gulargambone Memorial Hall on Wednesday, 9 March 2022 at 9.00 am.**

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**1 OPENING MEETING**

**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, 9 February 2022 be confirmed as a correct record of the proceedings of the meeting.**



# **MINUTES**

**Ordinary Council Meeting  
Wednesday, 9 February 2022**

**MINUTES OF COONAMBLE SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE SHIRE CHAMBER, COONAMBLE  
ON WEDNESDAY, 9 FEBRUARY 2022 AT 10.00AM**

**PRESENT:** 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 (filling in as Manager of Economic Development & Growth in a casual staff member capacity for part of the meeting).

## **1 OPENING MEETING**

The Mayor opened the meeting at 10.03 am, advising the attendees of the following:

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

## **2 ACKNOWLEDGEMENT OF COUNTRY**

The Mayor 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 CONFIRMATION OF MINUTES**

**RESOLUTION 2022/14**

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

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

**CARRIED**

**RESOLUTION 2022/15**

Moved: Cr Bill Fisher

Seconded: Cr Karen Churchill

**That the minutes of the Extraordinary Council Meeting of the Coonamble Shire Council held on Tuesday, 11 January 2022 be confirmed as a correct record of the proceedings of the meeting.**

**CARRIED**

**7 DISCLOSURES OF CONFLICTS OF INTEREST**

Nil.

**RESOLUTION 2022/16**

Moved: Cr Tim Horan

Seconded: Cr Karen Churchill

**That item 11.1 Notice of Motion, Recording of Names on Motions and Resolutions, be dealt with prior to the Mayoral Minute.**

**CARRIED**

Item 11.1 Notice of Motion, Recording of Names on Motions and Resolutions was carried unanimously, and as such the names of Councillors voting for and against all motions and recommendations, will in future be minuted.

## 8 MAYORAL MINUTE

### MAYORAL MINUTE

#### RESOLUTION 2022/17

Moved: Cr Tim Horan

Seconded: Cr Pat Cullen

**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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

#### RESOLUTION 2022/18

Moved: Cr Tim Horan

Seconded: Cr Karen Churchill

**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.**

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 9/0**

#### RESOLUTION 2022/19

Moved: Cr Tim Horan

Seconded: Cr Terence Lees

**That the desired building be approved under due process and construction begin as a matter of urgency.**

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 9/0**

**RESOLUTION 2022/20**

Moved: Cr Tim Horan  
Seconded: Cr Karen Churchill

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

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

**RESOLUTION 2022/21**

Moved: Cr Tim Horan  
Seconded: Cr Karen Churchill

**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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

Motions number four (4) and five (5) in the Mayoral Minute were considered by Council in conjunction with Item 10.8 "Coonamble Shire Masterplan – Progress Report" as was listed in the Business Paper.

**RESOLUTION 2022/22**

Moved: Cr Tim Horan  
Seconded: Cr Adam Cohen

**That a Councillor Workshop on the Masterplan be held within three(3) months - preferably on the day of a scheduled Council Meeting.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

**RESOLUTION 2022/23**

Moved: Cr Pat Cullen  
Seconded: Cr Karen Churchill

**That the Pre-Meeting Sessions before Council Meetings be abolished and for Council Meetings to in future start at 9.00am.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

Because of the inclusion of Item 10.10 on the Agenda, and the intention for the Artesian Bathing Experience Project Business Case to be presented to Council at the next scheduled Ordinary Council Meeting, the Mayor withdrew Motion 5 of his Mayoral Minute as was printed in the Business Paper.

**RESOLUTION 2022/24**

Moved: Cr Tim Horan  
Seconded: Cr Karen Churchill

**That the General Manager reviews the Economic Development function of Council and the vacant position of EDO and provides a report back to Council as soon as possible.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

**RESOLUTION 2022/25**

Moved: Cr Tim Horan



Seconded: Cr Terence Lees

**That the EDO role and vacancy be placed on hold until the report is received by Council with any recommendations.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

## **RESOLUTION 2022/26**

Moved: Cr Tim Horan

Seconded: Cr Pat Cullen

**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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

## **RESOLUTION 2022/27**

Moved: Cr Tim Horan

Seconded: Cr Terence Lees

**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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

## **RESOLUTION 2022/28**

Moved: Cr Tim Horan

Seconded: Cr Terence Lees

**That, given the importance of the quarry to the Shire and the size of the operations, the quarry committee be reformed and the General Manager reports back on the Terms of Reference for this Committee.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Deans  
Against: Nil

**CARRIED 9/0**

Because of the intention for a Councillor Workshop to be held on Wednesday, 16 February 2022 at 5.00pm on Council's roads network and the associated challenges related to this function, the Mayor withdrew Motion 9 of his Mayoral Minute as was printed in the Business Paper.

### **RESOLUTION 2022/29**

Moved: Cr Tim Horan  
Seconded: Cr Karen Churchill

**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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

### **RESOLUTION 2022/30**

Moved: Cr Tim Horan  
Seconded: Cr Ahmad Karanouh

**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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

### **RESOLUTION 2022/31**

Moved: Cr Tim Horan  
Seconded: Cr Pat Cullen

**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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara

Deans

Against: Nil

**CARRIED 9/0**

### **RESOLUTION 2022/32**

Moved: Cr Tim Horan

Seconded: Cr Karen Churchill

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

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

### **RESOLUTION 2022/33**

Moved: Cr Tim Horan

**That the Mayoral Minute for February 2022 be received.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

The Mayor made mention that the NSW Premier, The Hon Dominic Perrottet MP, and the Minister of Aboriginal Affairs, the Minister for Aboriginal Affairs, Minister for the Arts, and Minister for Regional Youth, the Hon Ben Franklin MLC, have visited Coonamble with short notice on Thursday, 3 February 2022 and that this visit was very much appreciated. The Mayor also thanked the staff for their preparations relating to this visit.

The Mayor also made mention that new microphones and cameras for the broadcasting of Council Meetings are being investigated.

## **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 2022/34

Moved: Cr Ahmad Karanouh

Seconded: Cr Terence Lees

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

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

### 10.2 DISCLOSURES OF POLITICAL DONATIONS AND ELECTORAL EXPENDITURE

#### RESOLUTION 2022/35

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

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

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

### 10.3 2022 LOCAL GOVERNMENT CONFERENCE

#### RESOLUTION 2022/36

Moved: Cr Bill Fisher

Seconded: Cr Ahmad Karanouh

1. That Council notes the contents of this report.
2. That Council resolves not to send any delegates to the Annual Local Government NSW Conference in Sydney from 28 February to 2 March 2022.

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

### 10.4 MEMBERSHIP OF THE COUNTRY MAYORS ASSOCIATION

#### RESOLUTION 2022/37

Moved: Cr Ahmad Karanouh

Seconded: Cr Karen Churchill

**That Council retains its membership with the Country Mayors Association in the short term and for the Mayor to attend the next two meetings, after which the matter of Council's ongoing membership will receive Council's further consideration.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

**10.5 UPDATED COUNCILLORS EXPENSES AND FACILITIES POLICY****RESOLUTION 2022/38**

Moved: Cr Ahmad Karanouh

Seconded: Cr Bill Fisher

1. That Council places the revised Councillor Expenses and Facilities Policy, as attached to this 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 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.

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

**10.6 STAFF ATTRACTION, RETENTION AND EXIT REVIEW REPORT****RESOLUTION 2022/39**

Moved: Cr Ahmad Karanouh

Seconded: Cr Bill Fisher

1. That Council notes the contents of the report.
2. That, once the Staff Attraction, Retention and Exit Review Report is available, the report be presented to Council in an appropriate and confidential manner – with personal and privacy information of staff being redacted if and where necessary.

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

**10.7 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT****RESOLUTION 2022/40**

Moved: Cr Terence Lees  
 Seconded: Cr Karen Churchill

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

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 9/0**

**RESOLUTION 2022/41**

Moved: Cr Tim Horan  
 Seconded: Cr Brian Sommerville

**That a Councillor Workshop on Council's Procurement Policy be held.**

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 9/0**

**CARRIED**

**RESOLUTION 2022/42**

Moved: Cr Tim Horan  
 Seconded: Cr Terence Lees

**That no tender be processed by Council without it being advertised locally in the Coonamble Times in the "classified advertisements" section, on Council's Facebook Page and on Council's website.**

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 9/0**

**10.8 COONAMBLE SHIRE MASTERPLAN - PROGRESS REPORT**

Item 10.8 was dealt with in conjunction with motion four (4) and five (5) included with the Mayoral Minute, and the resolutions emanating from the discussions were minuted as part of the Mayoral Minute section of these minutes.

## 10.9 CONCEPT DESIGN FOR COONAMBLE CBD PRECINCT UPGRADE

### RESOLUTION 2022/43

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

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 – also incorporating feedback from the Coonamble Chamber of Commerce and the business owners/operators in the main street – and corresponding updates or developments to the design in response to that community feedback.
3. That once 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.

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 9/0**



## 10.10 COMPULSARY ACQUISITION OF LAND FOR BORE BATH DEVELOPMENT

### RESOLUTION 2022/44

Moved: Cr Ahmad Karanouh

Seconded: Cr Karen Churchill

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.

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

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

## **RESOLUTION 2022/45**

Moved: Cr Pat Cullen

Seconded: Cr Terence Lees

**That Council notes the list of investments from 1 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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

# **10.12 RATES AND CHARGES COLLECTIONS - JANUARY 2022**

## **RESOLUTION 2022/46**

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

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

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

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

#### RESOLUTION 2022/47

Moved: Cr Terence Lees

Seconded: Cr Bill Fisher

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.

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

### 10.14 REQUEST FOR DONATION - GULARGAMBONE SWIMMING CLUB

#### RESOLUTION 2022/48

Moved: Cr Ahmad Karanouh

Seconded: Cr Bill Fisher

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."***

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

**10.15 QUARTERLY BUDGET REVIEW - DECEMBER 2021****RESOLUTION 2022/49**

Moved: Cr Terence Lees

Seconded: Cr Bill Fisher

- 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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

**10.16 URBAN SERVICES - WORKS IN PROGRESS****RESOLUTION 2022/50**

Moved: Cr Ahmad Karanouh

Seconded: Cr Bill Fisher

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

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

## 10.17 COMMUNITY SERVICE PROGRESS REPORT

### RESOLUTION 2022/51

Moved: Cr Bill Fisher  
Seconded: Cr Pat Cullen

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

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

## 10.18 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT

### RESOLUTION 2022/52

Moved: Cr Karen Churchill  
Seconded: Cr Pat Cullen

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

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

## 10.19 SALEYARDS REPORT- NOVEMBER, DECEMBER 2021 & JANUARY 2022

### RESOLUTION 2022/53

Moved: Cr Karen Churchill  
Seconded: Cr Barbara Deans

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

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

**10.20 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS****RESOLUTION 2022/54**

Moved: Cr Ahmad Karanouh

Seconded: Cr Adam Cohen

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

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

**10.21 COONAMBLE LOCAL TRAFFIC ADVISORY COMMITTEE****RESOLUTION 2022/55**

Moved: Cr Terence Lees

Seconded: Cr Pat Cullen

**That in relation to the report of the Coonamble Local Advisory Traffic Committee Meeting held on the 1<sup>st</sup> 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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

**RESOLUTION 2022/56**

Moved: Cr Barbara Deans

Seconded: Cr Adam Cohen

**That Council requests the Executive Leader Infrastructure to write a letter to Transport for NSW enquiring about the progress with the implementation of the 40 kilometer per hour zone on the Castlereagh Highway within the extended Central Business District.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

## **10.22 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM - PHASE 3 PROJECT NOMINATION**

### **RESOLUTION 2022/57**

Moved: Cr Pat Cullen

Seconded: Cr Ahmad Karanouh

**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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

## **10.23 PRIVATE LEASING OF GADSENS LANE**

### **RESOLUTION 2022/58**

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

**That Council leases 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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

## 10.24 CORRESPONDENCE

### RESOLUTION 2022/59

Moved: Cr Ahmad Karanouh

Seconded: Cr Terence Lees

**That Council, in line with its proposed policy direction in this regard, waives 50 percent of the outstanding water amount and for the property owner to pay the balance owing.**

In Favour: Crs Tim Horan, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 9/0**

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

### 11.1 NOTICE OF MOTION - RECORDING OF NAMES ON MOTIONS AND RESOLUTIONS

Notice of Motion 11.1 was dealt with in the initial stages of the Meeting – before the motions contained in the Mayoral Minute was considered by Council.

### RESOLUTION 2022/60

Moved: Cr Terence Lees

Seconded: Cr Karen Churchill

**That a division be recorded of names for and against on each motion and resolution of the Council.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**



## 11.2 NOTICE OF MOTION - REINSTATE THE RESOLUTION BOOK AND CORRESPONDENCE TO THE COUNCIL BUSINESS PAPER

### RESOLUTION 2022/61

Moved: Mayor Tim Horan

Seconded: Cr Adam Cohen

**That the resolution book update be reintroduced into the council business paper and agenda.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

### RESOLUTION 2022/62

Moved: Mayor Tim Horan

Seconded: Cr Terence Lees

**That correspondence be reintroduced into the council business paper and agenda.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

## 12 CONFIDENTIAL MATTERS

### RESOLUTION 2022/63

Moved: Cr Barbara Deans

Seconded: Cr Adam Cohen

**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.**

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

Cr Karen Churchill left the meeting at 3.13pm.

#### **RESOLUTION 2022/64**

Moved: Cr Tim Horan

Seconded: Cr Bill Fisher

**That Council suspends standing orders and the formal Council Meeting for purposes of informal discussion.**

In Favour: Crs Tim Horan, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 8/0**

#### **RESOLUTION 2022/65**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

**That Council resumes standing orders and the formal Council meeting to deal with the matters listed in the Business Paper as confidential items.**

In Favour: Crs Tim Horan, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 8/0**

### **12.1 CONFIDENTIAL: REQUEST FOR LETTER OF SUPPORT FROM COUNCIL**

#### **RESOLUTION 2022/66**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

**1. That Council encourages growth and development within its local**

government area and as such provides the proponent with a letter of in-principle-support for the proposed purchase of the land identified in the body of this report, pending further discussion with the proponent and other stakeholders like the Rodeo and Campdraft Committee, the Show Society and other Showgrounds Users through Council's Significant Development Committee.

2. That Council notes that, for the applicant to progress the proposed development, the proponent will have the option to apply for a variation to the development standards to consider this type of development within the applicable zoning of the land in question, and for the development application to take into consideration that the land may be affected by the H1 flood hazard category within the West Coonamble Floodplain Risk Management Study and Plan, and for this information to be made available to the proponent.

In Favour: Crs Tim Horan, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 8/0**

## **12.2 RFQ211223 - TOORAWEEAH RD UPGRADE – DELIVERY PROJECT MANAGER**

### **RESOLUTION 2022/67**

Moved: Cr Ahmad Karanouh

Seconded: Cr Terence Lees

**That Western Project Services be awarded contract RFQ211223 as the Delivery Project Manager for the Tooraweenah Road Upgrade Project.**

In Favour: Crs Tim Horan, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 8/0**

### **RESOLUTION 2022/68**

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

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

In Favour: Crs Tim Horan, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 8/0**

Councillors Bill Fisher and Adam Cohen left the meeting at 4.08pm.

**RESOLUTION 2022/69**

Moved: Cr Ahmad Karanouh

Seconded: Cr Barbara Deans

**That Council adopts in Open Council the Resolutions passed in Closed Council (Resolution 2022/66 and 2022/67).**

In Favour: Crs Tim Horan, Pat Cullen, Barbara Deans, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 6/0**

The Mayor read the adopted resolutions out loudly.

**13 CONCLUSION OF THE MEETING**

**The Meeting closed at 4.13pm.**

**The minutes of this meeting were confirmed at the Council held on 9 March 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

### MAYORAL MINUTE

I have met a number of times with local and Regional SES members and staff in relation to the new SES shed. These meetings have been very productive and everyone has agreed on a design that will meet the local member's needs. With some amendments to the building, there is a shortfall of approximately \$300,000 after the SES increased their allocation to \$500,000. Roy Butlers is continuing to speak with the Government for a further contribution which at this stage seems positive. I also raised the issue with the Premier on his recent visit. Council will need to consider increasing its contribution to meet any shortfall to ensure the facility is built to meet the demand and needs of its members and the Shire. Once final costings is provided a further report will be provided to Council. It is hoped that works will commence on the new building shortly and be opened in the next six to eight months.

23/2/22: Met with Peter GIBBS, the new CEO at REDIE. We discussed the youth services issues I raised at the last meeting of which Peter generally agrees with. Peter is only new to the role and has already made changes internally that should see improved outcomes for the youth services they operate in our Shire. Recruitment and retention is a significant factor in operating the services but there is a commitment to employ the staff who will achieve the best outcomes for the youth. Peter and I will meet very regularly moving forward and he is very keen to meet with other youth service's stake holders to listen to their concerns and build more positive relationships. Peter and I agree there is a lot more work required in this space.

24/2/22: As requested by Council, a meeting was held with the show ground users to hear their views on possible uses of the crown land opposite the show ground and any interest they may have in that area. At this stage it appears the users, particularly the rodeo and camp draft committees have a real need for the land to assist them in running their respective operations such as parking, cattle paddocks and the like. At this stage they would like all the land available but further discussions will take place. All users in attendance will provide a formal response back to Council after their meeting after which more information will be provided to Council.

2/3/22: Bush Fire Management Committee Meeting. General update provided by service providers. Works commencing on a new fire prediction system which looks to have significant advantages to managing and predicting fire movement. A six-month process will take place and a full report will be provided back to Council.

Also met with the Region NSW Fire and Rescue Commander and discussed current staffing and recruitment challenges for local fire stations and problems faced with

having adequate staff on standby. The remuneration and retainment fees appear generous but they still struggle to recruit.

Council and other employers should be encouraging staff who may be interested in the important role to apply and be available for call outs. Having employers committed in this way will be advantageous not only to them but also the employee financially and be in a role that would be very rewarding and protecting our community at the same time.

#### **MOTION 1**

That Council be an employer supportive of its employees who wish to be available for to our NSW Fire and Rescue and other emergency services. Further, that Council encourages other employers to do the same.

I have received numerous complaints about the condition of the Shire especially with streets and lanes. After a tour of the towns, I have to agree more work needs to be done with a general clean up. As such I would like to look at options that Council may be able to assist with such as curb side rubbish collection days and more regular slashing and mowing of streets, lanes and public areas. I understand weather conditions and of course budgets have not helped and our staff do the best they can with what they have but we must attempt to do better.

#### **MOTION 2**

That Council investigate options to better manage maintenance of the streets, lanes and public areas including a curb side pickup collection service to be held at least annually.

16/2/22: Councilor Sommerville and I attended Quambone for a meeting with the Resources committee. Although we were a month early, we both took an opportunity to catch up with a few of the residents and listen to their feedback and concerns which was mostly around roads and the tidy up needed as I have mentioned above. We are looking forward to attending the meeting on the 16 March.

After our Council meeting this month, a Roads workshop will be held at the Chambers. The roads are an important part of council's functions and it's a topic on top of most conversations. I hope that all Councilors can attend this important workshop and add value to the outcomes.

Finally, but importantly the annual welcome to Coonamble Dinner was held on the 26 February. Having a prior engagement unfortunately I could not attend this year's function but having attended many of them I'm sure it was a great night. Congratulations to the organizers and a warm welcome to our new Coonamble Shire Residents.

#### **Motion 3**

That the Mayoral Minute be received.

Tim Horan  
Mayor

**MOTION:**

- 1. That Council be an employer supportive of its employees who wish to be available for our NSW Fire and Rescue and other emergency services. Further, that Council encourages other employers to do the same.**
- 2. That Council investigate options to better manage maintenance of the streets, lanes and public areas including a curb side pickup collection service to be held at least annually.**
- 3. That the Mayoral Minute 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 February 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.	The contractor has been requested to revisit the site, but no action has been taken yet.

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

##### (a) Governance/Policy Implications

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

##### (c) Legal Implications

There are no legal implications arising from this report.

##### (d) Social Implications

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

**(e) Environmental Implications**

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

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

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

**(g) Risk Implications**

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

**CONCLUSION**

The current status of Councillors' enquiries to the end of February 2022 is documented above.

**RECOMMENDATION**

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

## 10.2 COUNCIL RESOLUTIONS UPDATE

**File Number:** C17; C20

**Author:** Hein Basson-General Manager

**Authoriser:** Hein Basson, General Manager

**Annexures:** 1. Resolution Updates

### PURPOSE

The purpose of this report is to enable Council to keep track of important Council resolutions.

### BACKGROUND

Important and significant Council resolutions will be added to the list of items below, and a monthly update on the status will be provided by the responsible officer.

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

Adopted Council resolutions should ideally link in with Council's suite of Integrated Planning and Reporting Framework documents.

#### (b) Financial Considerations

The financial considerations relating to each item mentioned below would have been considered by Council as part of the original report that dealt with the matter.

### COMMENTARY

A table with information about outstanding Council resolutions is attached as Annexure 1 to the report, in the following format:

Item No.	Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/ Update

### RECOMMENDATION

**That Council notes the contents of Annexure 1 attached to the report on the status of Council resolutions.**

### Council Resolutions Update - Annexure 1

Item No.	Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
1.	11.1.22	2022/7	Delegates to Committees	Donations Committee – Frequency to be determined	ELCS (Bruce)	Addressed as part of the March Meeting Business Paper.
2.1	11.1.22	2022/11	Priority Items to be Pursued	IP&R – CSP & DP by 30.6.22	ELESPC (Noreen)	Progress report included with the March Meeting Business Paper.
2.2	Ditto	Ditto	Ditto	Induction & Refresher Training – within 6 months	GM (Hein)	Initial training has been provided by the GM and ELs. Norm Turkington has also presented a day's training on "Working Together" and the Code of Conduct.
2.3	Ditto	Ditto	Ditto	Additional training for Mayor – within 6 months	GM (Hein)	
2.4	Ditto	Ditto	Ditto	Review & Adoption of Approvals & Order Policies – within 12 months	Manex (Executive Management Team)	
2.5	Ditto	Ditto	Ditto	Councillors Expenses & Facilities Policy – within 12 months	GM (Hein)	Draft Policy on Public Exhibition
2.6	Ditto	Ditto	Ditto	Review of Organisation Structure – within 12 months	GM (Hein)	
2.7	Ditto	Ditto	Ditto	Code of Meeting Practice – within 12 months	GM (Hein)	Draft Code included with the March Business Paper
2.8	Ditto	Ditto	Ditto	Review of Delegations – within 12 months	GM (Hein)	
2.9	Ditto	Ditto	Ditto	Review of Code of Conduct – within 12 months	GM/MPRI (Hein/Amanda)	
3.	9.2.22	2022/17-19	New SES Building	Consultation with all stakeholders and revised design be pursued for	Mayor/GM/ELCS (Tim/Hein/Bruce)	Meetings held with all stakeholders. Progressing well.

Item No.	Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
				construction – with additional funding through Roy Butler’s office		Update provided in the monthly progress report of the ELC&S.
4.	9.2.22	2022/20	Return and Earn Program Expansion	Consultation with operator and potential other operators about expansion	ELESPC (Noreen)	Addressed as part of the ELESPC’s monthly progress report seeking direction from Council.
5.	9.2.22	2022/21	Youth Services in LGA	Determine current services, coordination and possible duplication and gaps analysis	ELESPC (Noreen)	
6.	9.2.22	2022/22	Councillor Workshop on Masterplan	Explain and relay info about Masterplan to Councillors – within 3 months	GM/Casual MED&G (Hein/Pip)	Because of the Roads Workshop not being held on the 16 <sup>th</sup> of February, this will now happen after the March Council Meeting – pushing back the Masterplan Workshop to the April Council Meeting.
7.	9.2.22	2022/24-25	Economic Development as an important function	Vacant position of MED&G – Report to Council	GM (Hein)	To be considered as part of the Organisation Structure.
8.	9.2.22	2022/26	Coonamble Weir’s accessibility to the public	Stakeholder consultation about the future operations and possibilities of the operations and management	New MED&G or revised position (Vacant)	Brief has been done for a Plan of Management to be developed for this important Crown Reserve.
9.	9.2.22	2022/27	Quarry operations and future	Report addressing life span, product prices, crushing plant equipment, risks, retail, own supply considerations etc.	ELI (Daniel)	Investigations have started and are progressing – with the aim to present a report to Council at its May Meeting.
10.	9.2.22	2022/28	Quarry operations and future	Quarry Committee – Terms of Reference	ELI (Daniel)	
11.	9.2.22	2022/29	LEP Amendments	Availability of suitable residential land – including small rural blocks,	ELESPC (Noreen)	

Item No.	Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
				larger rural subdivisions, restrictions on acreage size in RU1 zoning		
12.	9.2.22	2022/30	CDEP-like community employment and training program	Discussions with Federal MP and other stakeholders	Mayor/GM (Tim/Hein)	Redi.e are administrating similar funding and they have indicated that they are interested in applying for this funding for Coonamble – with a letter of support from Council.
13.	9.2.22	2022/31	Animal de-sexing program	Consultation with local stakeholders (like the vets) to get the program re-implemented – report to be prepared	ELESPC (Noreen)	
14.	9.2.22	2022/32	Improved maintenance at Gulargambone and Quambone cemeteries	Investigate improved maintenance – report to be prepared	ELCS (Bruce)	
15.	9.2.22	2022/37	Membership of Country Mayors Ass	Mayor to attend next two meetings, after which membership will be reconsidered	Mayor (Tim)	
16.	9.2.22	2022/39	Staff Attraction, Retention and Exit Review	Report from LGNSW – Management Solutions – to be presented	GM (Hein)	Report included in the Confidential Section of the March Business Paper
17.	9.2.22	2022/41	Procurement Policy	Councillor Workshop to be held	ELCS (Bruce)	It is aimed for this Workshop to be held after the May Council Meeting.
18.	9.2.22	2022/43	Concept Design for Main Street Upgrade	Concept plans to be put on public exhibition, feedback to include from Chamber of Commerce and business operators/owners in main street – further report	Project Manager (David)	In process.

Item No.	Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
19.	9.2.22	2022/44	Compulsory Acquisition of land – Bore Baths	Legal processes to be followed	Casual MED&G (Pip)	Informal notice of a pending rescission motion was given to the GM, and the legal processes have not been pursued yet.
20.	9.2.22	2022/48	List of Fees & Charges	To be updated for both Coonamble and Gulargambone to have the gate takings for their main events	ELCS (Bruce)	
21.	9.2.22	2022/56	40km zone on the Castlereagh Highway in Coonamble	Letter to be addressed to TfNSW on the implementation progress	ELI (Daniel)	
22.	9.2.22	2022/66	Development proposal on Crown Land across from the Showgrounds	Show Ground users and other stakeholders to be consulted, and proponent to be advised of the resolution	ELCS (Bruce)  Casual MED&G (Pip)	A meeting has been held with the Showground User's Group on 25 February 2022, and these groups have two weeks within which to provide Council with their proposals – if any.



### **10.3 ADOPTION OF THE 2021 REVISED MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW**

**File Number:** P15; C20

**Author:** Hein Basson-General Manager

**Authoriser:** Hein Basson, General Manager

**Annexures:** 1. Draft Code of Meeting Practice for the Coonamble Shire Council 2021

#### **PURPOSE**

The purpose of this report is for Council to adopt the recently revised Model Code of Meeting Practice for Local Councils in NSW as its own Code of Meeting Practice.

#### **BACKGROUND**

The Office of Local Government (OLG) has recently, towards the end 2021, revised the Model Code of Meeting Practice for Local Councils in NSW. It is the expectation for Council to now adopt this revised version. Council has last adopted the previous Model Code in June 2019, as well as two (2) further amendments in July 2020 and April 2021.

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

There is not direct relevance to the IP&R Framework but is a necessary governance mechanism to ensure the decision-making function of Council functions well – in order for the strategic objectives in the Community Strategic Plan and strategies and actions in the Delivery Program to be pursued in a structured and thoughtful manner.

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

There are no direct financial considerations associated with this report.

#### **COMMENTARY**

The Model Code of Meeting Practice, which has been attached as Annexure 1 to this report, has been developed in such a manner as to provide some flexibility to Local Councils. The sections printed in black ink are mandatory for all Council to adopt, whilst the sections printed in red ink leaves Councils with the option to either adopt or not adopt those parts. It is important to note that those sections printed in red ink are viewed by the OLG as being “best practice”.

Those sections printed in red ink, and which have been highlighted in yellow, are suggested for Council's adoption. However, it will be a good opportunity for Councillors to work through the document at the Council Meeting and apply their thinking as to which provisions they would deem feasible and practical to implement.

##### **(a) Governance/Policy Implications**

The Model Code of Conduct as developed by the OLG provides Councils with a document which incorporates the relevant provisions of both the *Local Government Act 1993* and the *Local Government (General) Regulation 2021* into a single document that is easier to reference than all the separate sections in the mentioned legislation.

**(b) Legal Implications**

By adopting the Model Code of Meeting Practice, Council ensures that its policy document in regard to how it conducts its meetings, meets all the relevant requirements.

**(c) Social Implications**

A Council-adopted Code of Meeting Practice sends the message to the community that Council conducts orderly Council Meetings during which Council and community business is considered in an open and transparent manner.

**(d) Environmental Implications**

There are no direct environmental implications associated with this report.

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

There are no direct economic or asset management implications associated with this report

**(f) Risk Implications**

If Council does not adopt the Model Code of Meeting Practice, it runs the risk of being viewed by the OLG of not being a cooperate partner.

## **CONCLUSION**

The Model Code of Meeting practice has been revised by the OLG towards the end of 2021, and Council now needs to adopt this revised Code. The sections printed in black ink are mandatory for all Council to adopt, whilst the sections printed in red ink leaves Councils with the option to either adopt or not adopt those parts. Those sections printed in red ink are being viewed by the OLG as being “best practice”, and it is suggested for Council to keep this in mind when it works through the document deciding which parts in red print to adopt.

## **RECOMMENDATION**

- 1. That Council works through the Model Code of Meeting Practice as attached to the report as Annexure 1 at the Council Meeting, deciding which sections printed in red ink they would like to adopt to become part of its adopted Code of Meeting Practice going forward, as well as attending to other ancillary matters.**
- 2. That Council instructs the General Manager to amend the Model Code of Meeting Practice to reflect the preferences and guidance of Council, and that this amended version be formally adopted by Council as its revised Code of Meeting Practice policy document.**



**DRAFT**  
**CODE OF MEETING PRACTICE  
OF THE  
COONAMBLE SHIRE COUNCIL**

BASED ON THE

**MODEL CODE OF MEETING PRACTICE  
FOR LOCAL COUNCILS IN NSW 2021**

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## 1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in **blue font**.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

## 2 MEETING PRINCIPLES

### 2.1 Council and committee meetings should be:

**Transparent:** Decisions are made in a way that is open and accountable.

**Informed:** Decisions are made based on relevant, quality information.

**Inclusive:** Decisions respect the diverse needs and interests of the local community.

**Principled:** Decisions are informed by the principles prescribed under Chapter 3 of the Act.

**Trusted:** The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole

community.

*Respectful:* Councillors, staff and meeting attendees treat each other with respect.

*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

### **3 BEFORE THE MEETING**

#### Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions: The second Wednesday of each month, except for the January Meeting when Council is in recess and the June Meeting which is being held on the third Wednesday of the month, with the meetings starting at 9.00am. Meetings are being held at the Shire Offices in Coonamble, except for the March Meeting which is held in Gulargambone at the Memorial Hall and the October Meeting which is held in Quambone at the Community Hall.
- 3.2 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings in the instance of an eventuality that prohibit it to follow the schedule adopted in clause 3.1 above.

**Note:** Councils must use either clause 3.1 or 3.2

**Note:** Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

#### Extraordinary meetings

- 3.3 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note:** Clause 3.3 reflects section 366 of the Act.

#### Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note:** Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The



notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

#### Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.7 reflects section 367(1) of the Act.**

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.8 reflects section 367(3) of the Act.**

#### Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.9 reflects section 367(2) of the Act.**

#### Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **seven (7) business days before the meeting is to be held (i.e. by close of business on the Monday of the week before the week the Council Meeting is being held).**

- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

- 3.12 **If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.**

- 3.13 **A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject**

of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

#### Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

#### Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
  - (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.



- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.21 reflects section 9(2A)(a) of the Act.**

- 3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

#### Statement of ethical obligations

- 3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

#### Availability of the agenda and business papers to the public

- 3.24 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.24 reflects section 9(2) and (4) of the Act.**

- 3.25 Clause 3.24 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.25 reflects section 9(2A)(b) of the Act.**

- 3.26 For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.26 reflects section 9(3) of the Act.**

- 3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

**Note: Clause 3.27 reflects section 9(5) of the Act.**

Agenda and business papers for extraordinary meetings

- 3.28 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.29 Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.
- 3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.33 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.34 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.35 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.38 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain



a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

#### **4 PUBLIC FORUMS**

4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.

4.2 Public forums may be held by audio-visual link.

4.3 Public forums are to be chaired by the mayor or their nominee.

4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **[date and time to be specified by the council]** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

4.5 A person may apply to speak on no more than **[number to be specified by the council]** items of business on the agenda of the council meeting.

4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

4.8 No more than **[number to be specified by the council]** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.

4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.

4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to

the council at the public forum, and to identify any equipment needs no more than **[number to be specified by the council]** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.

4.12 The general manager or their delegate is to determine the order of speakers at the public forum.

4.13 Each speaker will be allowed **[number to be specified by the council]** minutes to address the council. This time is to be strictly enforced by the chairperson.

4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **[number to be specified by the council]** minutes.

4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.

4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **[number to be specified by the council]** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.



4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.

4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

**Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**

## 5 COMING TOGETHER

### Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.7 reflects section 234(1)(d) of the Act.**

- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.9 reflects section 368(1) of the Act.**

- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.10 reflects section 368(2) of the Act.**

- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the councillors present, or
  - (c) failing that, by the general manager.
- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as



far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

#### Meetings held by audio-visual link

5.16 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:

- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

**Note:** Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

#### Attendance by councillors at meetings by audio-visual link

5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.

5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

- 5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.
- 5.22 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
  - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.25 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.26 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.27 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.28 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.



**5.29** A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

**5.30** A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

#### Entitlement of the public to attend council meetings

**5.31** Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.31 reflects section 10(1) of the Act.**

**5.32** Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

**5.33** A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.33 reflects section 10(2) of the Act.**

**Note: If adopted, clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.**

#### Webcasting of meetings

**5.34** Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

**5.35** At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

5.36 The recording of a meeting is to be made publicly available on the council's website:

- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

5.37 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

5.38 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

**Note: Clauses 5.34 – 5.38 reflect section 236 of the Regulation.**

5.39 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

#### Attendance of the general manager and other staff at meetings

5.40 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.40 reflects section 376(1) of the Act.**

5.41 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.41 reflects section 376(2) of the Act.**

5.42 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.42 reflects section 376(3) of the Act.**

5.43 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

5.44 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

## **6 THE CHAIRPERSON**

### The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
  - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

**7 MODES OF ADDRESS**

7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.2 Where the chairperson is not the mayor, they are to be addressed as either



'Mr Chairperson' or 'Madam Chairperson'.

7.3 A councillor is to be addressed as 'Councillor [surname]'.

7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

## 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 (including a report on major/important outstanding council resolutions and a report on correspondence which is of an important or strategic nature and/or from Ministers/politicians and/or Members of Parliament)
- 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.

**Note: If adopted, Part 13 allows council to deal with items of business by exception.**

8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

## 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

- (a) unless a councillor has given notice of the business, as required by clause 3.10, and

- (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
  - (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
  - (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

#### Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, 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.
- 9.7 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.
- 9.8 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.
- 9.9 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.

- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

#### Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

#### Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

#### Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

### **10 RULES OF DEBATE**

#### Motions to be seconded



- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

#### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

#### Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

#### Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

#### Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.

- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

#### Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

#### Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation



to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## **11 VOTING**

### **Voting entitlements of councillors**

- 11.1 Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

#### Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

- 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.

**Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.13 may be omitted.**

#### Voting on planning decisions

- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

**Note: Clauses 11.12–11.15 reflect section 375A of the Act.**

**Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.**

## **12 COMMITTEE OF THE WHOLE**

12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

## **13 DEALING WITH ITEMS BY EXCEPTION**

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under



clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

#### **14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC**

##### Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or
    - (iii) reveal a trade secret,
  - (e) information that would, if disclosed, prejudice the maintenance of law,
  - (f) matters affecting the security of the council, councillors, council staff or council property,
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
  - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
  - (i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

#### Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
  - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
    - (i) should not be deferred (because of the urgency of the matter), and
    - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

#### Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **[date and time to be specified by the council]** before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **[number to be specified by the council]** speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.



14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **[number to be specified by the council]** speakers to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed **[number to be specified by the council]** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

#### Expulsion of non-councillors from meetings closed to the public

14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

#### Obligations of councillors attending meetings by audio-visual link

**14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.**

#### Information to be disclosed in resolutions closing meetings to the public

14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.21 reflects section 10D of the Act.**

Resolutions passed at closed meetings to be made public

- 14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

**15 KEEPING ORDER AT MEETINGS**

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the



chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

#### Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, the Regulation or this code, or
  - (b) assaults or threatens to assault another councillor or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
  - (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
  - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

**Note: Clause 15.11 reflects section 182 of the Regulation.**

- 15.12 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
  - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
  - (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

**Note: Clause 15.12 reflects section 233 of the Regulation.**

#### How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

### Expulsion from meetings

**15.14** All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

**15.15** All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

**Note:** Councils may use either clause 15.14 or clause 15.15.

**15.16** Clause [15.14/15.15] ~~[delete whichever is not applicable]~~, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

**15.17** A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

**Note:** Clause 15.17 reflects section 233(2) of the Regulation.

**15.18** A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

**15.19** Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

**15.20** If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

### How disorder by councillors attending meetings by audio-visual link may be dealt with

**15.21** Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

**15.22** If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

### Use of mobile phones and the unauthorised recording of meetings

- 15.23 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

## **16 CONFLICTS OF INTEREST**

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

## **17 DECISIONS OF THE COUNCIL**

### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.**



- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than [council to specify the period of time] after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the

report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

**17.12** Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

**17.13** A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

**17.14** A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

#### **Recommitting resolutions to correct an error**

**17.15** Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

**17.16** In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

**17.17** The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

**17.18** A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

**17.19** A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

**17.20** A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

#### **18 TIME LIMITS ON COUNCIL MEETINGS**



18.1 Meetings of the council and committees of the council are to conclude no later than **[council to specify the time]**.

18.2 If the business of the meeting is unfinished at **[council to specify the time]**, the council or the committee may, by resolution, extend the time of the meeting.

18.3 If the business of the meeting is unfinished at **[council to specify the time]**, and the council does not resolve to extend the meeting, the chairperson must either:

(a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or

(b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:

(a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and

(b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## 19 AFTER THE MEETING

### Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

(a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,

(b) details of each motion moved at a council meeting and of any amendments moved to it,

(c) the names of the mover and seconder of the motion or amendment,

(d) whether the motion or amendment was passed or lost, and

(e) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

## **20 COUNCIL COMMITTEES**

### Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

### Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
  - (b) if the council has not decided a number – a majority of the members of the committee.

### Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

### Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

### Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
  - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.



#### Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

#### Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

#### Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.

20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

#### Closure of committee meetings to the public

- 20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.20 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

#### Disorder in committee meetings

- 20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

#### Minutes of council committee meetings

- 20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
  - (b) details of each motion moved at a meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this code.
- 20.24 All voting at meetings of committees of the council (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.
- 20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the

meeting.

- 20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## **21 IRREGULARITIES**

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

## 22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act

quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

Title: Code of Meeting Practice 2021 of the Coonamble Shire Council		
Department: Governance		
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Hein Basson GENERAL MANAGER		

## **10.4 BUSINESS CASE AND CONCEPT DESIGN - COONAMBLE ARTESIAN BATHING EXPERIENCE.**

**File Number:** D5-36

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

**Authoriser:** Hein Basson, General Manager

**Annexures:** 1. Feasability, Business Case and Concept Design for the Coonamble Artesian Bathing Experience (under separate cover)

### **PURPOSE**

The purpose of this report is to provide Council with the final Feasibility, Business Case and Concept Design of a Coonamble Artesian Bathing Experience (attached to this report as **Annexure 1**), for review and consideration.

### **BACKGROUND**

The development of a bore bath facility in Coonamble has long been a community and Council priority, and has been discussed, investigated and planned for approximately 20 years.

A comprehensive community engagement process was undertaken in the development of the Coonamble Shire Masterplan, which was adopted in July 2020.

The values expressed by the community led to a number of 'guiding principles for the design' for the various elements of the masterplan. They are as follows:

- BATHS: Provide artesian baths experience
- NATURE: Provide for nature based tourism
- TOWN: Facilitate a vibrant town life
- SHADE: Provide more shade
- HERITAGE: Enhancement of Aboriginal cultural heritage
- ART: Facilitate the inclusion of public art
- POOL: Upgrade pool
- AMENITY: Provide basic public amenity
- VISITORS: Provide amenity that attracts visitors

Individual projects of the masterplan have been prioritised using a scoring tool that ranks importance against a range of criteria. This method maintains transparency and allows funds to be directed towards the most effective projects. Key projects include:

- Main Street and CBD
- Coonamble Visitor Information Centre
- Coonamble Artesian Baths Experience
- Town Entrances

The masterplan brief sought to establish an understanding of the opportunities offered by the establishment of some artesian 'Bore Baths' in Coonamble, as an attractor of tourists. The design team reviewed a range of existing similar facilities,

along with the opportunities offered by a facility that provided more than just a simple bathing experience. The result is a masterplan of a bathing facility that can be staged to include accommodation, spa and conference facilities; something that is not offered in the region and could provide a draw for more than just bathing tourists.

Since the adoption of the masterplan, Council agreed that it was not appropriate for the development to include conference facilities, but accommodation and bathing options were still relevant. Further progress has been made in the pursuit of such a development since the adoption of the masterplan:

#### *December 2020*

The then Mayor, General Manager, the then Executive Leader Infrastructure and the Manager Economic Development and Growth met with Mr Greg Abood – Director West and Mrs Jeanette Nester (from their Dubbo Office) of the Natural Resources Access Regulator (NRAR).

The function of this fairly new regulator was explained, and the Council representatives used the opportunity to develop a better understanding of what the water issues associated with our Artesian Bathing Experience may entail. This project will need approval from the Department of Primary Industries, and a hydrogeological study will be required.

Council's own water extraction from the Great Artesian Basin may also in future have to be linked directly with the NRAR by telemetry –for extraction rates to be monitored and regulated. This principle is also in process of being implemented for all significant irrigators within the State.

Mr Abood felt strongly that establishing the principle of transparency will lead to accountability – which is a much needed culture with successfully regulating a scarce resource like water.

#### *March 2021*

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

#### *April 2021*

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

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

#### *May 2021*

A public meeting was held at the Coonamble Golf Club on 7 April with approximately 50 local residents in attendance and approximately 30 additional community members meeting privately with the consultants. Community feedback provided during those sessions was wide-ranging and included the following comments:



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

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

At the close of the survey period, 73 hard copy surveys and 129 online surveys had been completed.

Ultimately, the consultation for this project has been comprehensive and robust and has engaged a much higher proportion of the LGA than is usual. This is indicative of the great public interest in the project and suggests that data gained from the consultation period is of significant value. Community feedback was analysed by the Feasibility, Business Case and Concept Design report and demonstrated overwhelming support for the project.

*August 2021*

Council submitted an application for funding for \$5,500,000 through the Regional Tourism Activation Fund for purposes of the detailed design and construction of Stage One of the proposed Coonamble Artesian Bath Experience Project, noting that it will be a requirement for Council to make a co-contribution towards this project to the amount of \$1,250,000.

Other possible grant funding opportunities through which Council would be able to fund this above-mentioned co-contribution are being monitored and pursued. However, an announcement of Council's funding application for the \$5.5 million is still awaited.

*March 2022*

Since the undertaking of the significant community consultation, Belgravia Leisure have been preparing a robust and comprehensive Feasibility, Business Case and Concept Design which will allow the project to progress. The objectives of this analysis are:

1. To establish the level of demand and need for an Artesian Spa and accommodation venue.
2. To understand the provision of Spa & Wellness facilities in similar tourist locations and their financial performance.
3. To explore and recommend the facility elements and overall facility development that will best fit within the available spaces at the identified site.
4. To provide a clear understanding of the financial implications for the ongoing operation of the facility including asset maintenance and life-cycle.
5. To provide clarity on the impact of location within the Shire on potential usage of services.
6. To provide concept plans and an upper-level view of the potential capital costs for the development of the facility.

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

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

**(b) Financial Considerations**

The procurement of Belgravia Leisure to undertake the Feasibility, Business Case and Concept Design for \$183,000 was within Council's allocated budget of \$200,000.

Should Council's application for funding of \$5,500,000 through the Regional Tourism Activation Fund have been successful, it would have been a requirement for Council to make a co-contribution towards this project to the amount of \$1,250,000. However, Council was advised on 2 March 2022 that its application for the \$5.5 million in grant funding for the project through the Regional Tourism Activation Fund was unsuccessful and therefore, should Council want to pursue this project, alternative sources of funding will have to be sought.

## COMMENTARY

The Coonamble Artesian Bathing experience proposes to incorporate communal bathing with a bore bath type pool, smaller private bathing areas, massage treatment rooms, and a central reception and amenities area. On-site accommodation options will include eco cabins, glamping and facilities for RVs. The project will also include sedimentation ponds which will allow the wastewater from the bathing experience to be potentially utilised for aquaculture or a wetland, and also be available for irrigation at the neighbouring golf and jockey clubs.

The proposed development has been identified as providing increased tourism visitation, increased employment and a valued community facility for the LGA. This project offers strong visitor appeal, large area economic returns and accessibility. It provides a unique hero attraction as the most upmarket and modern take on outback spa tourism in Australia.

The concept design has been prepared with the specification that it must be both affordable and highly deliverable. The business case promises to operate with high commercial and environmental sustainability while minimising capital costs. A robust and detailed cost benefit analysis for the project found a benefit to cost ratio for the NSW community with this project of nearly five to one and net present value of \$25 million, and significantly higher returns when assessed from the perspective of the Coonamble Shire community and this Shire with the three other shires featuring in a rebooted Great Artesian Drive.

Current tourism trends were analysed, and it was identified that the impacts from the COVID-19 pandemic have create massive changes in the industry. Current tourism trends identified include:

- Wide open spaces
- Self drive
- Authenticity
- Experience/adventure travel
- Wellness tourism
- Sustainable/regenerative/ECO travel

Authentic, indigenous encounters are proposed as part of the Coonamble Artesian Spa and Accommodation experience. The Coonamble Shire Council, Coonamble Local Aboriginal Land Council and Coonamble Aboriginal Health Services (and associated groups) will each be engaged to assist with the development of this significant core component.

As part of the Business Case process, advice was sought from The Natural Resources Access Regulator (NRAR).

NRAR's advised that due to environmental constraints, it would be unlikely that a permit would be issued for a free-flowing bore that draws hot artesian groundwater for baths. To remain hot, the baths have to be constantly replenished by the bore and open bores like this are not looked upon favourably. NRAR will require a plan for the disposing of the wastewater from the baths without it being wasted in order for a license to be issued.

As per the advice from NRAR, water use assumptions have been made on the basis that the artesian hot pools are not free flowing, but rather filled from on-site water

stored and treated and then reused back into the pools. Each body of water will be backwashed and its water turned over three times per day.

The table below shows the estimated wastewater discharge volumes

	Month kilolitres	Per annum kilolitres
<b>Wastewater Discharge Volume</b>	216	2500

Karl Flowers of Decisive Consulting Pty Ltd worked with Belgravia Leisure and provided an analysis of the current market, visitor forecasts and local and state economic benefits to project. The outcomes to this report include the following:

- Maximising operator and shire economic returns from the artesian bathing project by **completing the project in two stages**. The first stage is proposed as mid-market public bathing and a small number of mid to upper market accommodation units with private bathing and further services to compliment the public and private bathing such as massage and spa treatments. A second stage might involve increases in accommodation units once visitor night numbers to Coonamble reach a specified threshold.
- Two visitation forecasting estimates have been provided. The first forecasting estimates are the core expectation based on the available data and industry expertise. The second set of forecasting estimates are made more conservative by 30% for visitation to the artesian baths experience and by 15% for the accommodation experience, as the latter can be more reliably forecast. These **more conservative forecasts are provided to build in a margin of safety in setting expectations for financial returns** for the owner/operator and regional economic benefits for the Shire.
- Coonamble is currently commonly a brief stopover on the way to somewhere else, a place to visit and stay with friends and relatives or a place visited for business purposes with few visitors staying in Coonamble for holiday purposes. **The proposed Coonamble Artesian Bathing experience will put Coonamble on the map** for holiday visitors, especially high spending holiday visitors.
- The design principals used in this project have been driven by an emphasis on the natural aspects of the site including its bushland setting. Therefore, the use of outdoor spaces and providing a natural outback experience lends itself to lower on-site construction. For the purpose of this analysis, it is assumed that of the **total construction costs \$6.75 million for Stage 1**, \$2.7 million will flow through to locally employed workers or suppliers. This represents 40% of the total cost.
- Approximately 10% of the community took part in a survey which provided valuable input to this project. **From this feedback, the community's interest and commitment to the project was identified**. Of those who took part, 85% said they would use the facilities with 40% saying that they would use the facilities weekly. 60% of residents have friends and family visit a few times a

year and 23% accommodate visitors at least once a month. Locals were asked how they believe the addition of the new facility would impact the visitation by their family and friends. 35% felt that their family and friends would visit more often and 21% believe that their visitors would increase the length of their stay in Coonamble. These figures show that the local community see benefit to the Artesian Bathing Experience and a commitment to use it.

- The concept design of this iconic facility has been based on the following principles:
  - Create destination competitiveness and authenticity.
  - Cross market appeal with other regional destinations, e.g. Warrumbungle National Park.
  - Accommodation options must be different from current provision and improve length of stay in Coonamble.
  - Compatible with existing products, e.g. Outback Arts.
  - Enhances community health and well-being.
- **This project can achieve financial sustainability if the cost of enabling infrastructure is financed by Federal and State grant funding** that does not necessitate any debt repayment. This is commonly essential for regional visitor attractions to be built, but does not mean that the project cannot be highly valuable to the community. A key challenge with visitor attractions is that they tend, as in this case, to have much better economic returns for the local area than financial returns for the owner and operator. With this project it is envisaged that there will be large economic returns to other providers of visitor accommodation, food and beverage and other visitor services in the Coonamble Shire and the wider region that result from increased visitation to the new attraction. The demand assessment has identified a market exists for this outback tourism product and at a price point that makes the business model cash flow positive. It can be operated under a self-sustaining model and delivered according to a long-term plan without the need to create a cost impost on Council
- This asset needs to offer high quality services and quality customer experiences. Given that Council is only ever going to operate one of these facilities, it is recommended that Council opts for an **Outsourced Management Model** in order to achieve the best value financial outcome for the local community. This could see the management company either operate under a management contract or a lease. The recent announcement of restructuring the governance model of the Moree Artesian baths highlights the specialist challenges in running a visitor and community focussed attraction.

#### **(a) Governance/Policy Implications**

The Feasibility, Business Case and Concept Design has been completed with ongoing oversight of the elected Council, and with respect to Council's Procurement Policy and Community Engagement Policy.

In preparing the Feasibility, Business Case and Concept Design, potential conflicts of interest have been considered, particularly with regard to future operating models and procurement. Staff sought independent probity

advice to inform future decisions and approaches to ensure potential conflicts are identified and appropriately managed. This advice has been included in its entirety in the Feasibility, Business Case and Concept Design.

**(b) Legal Implications**

Compulsory Acquisition: A comprehensive report regarding the progress with the compulsory acquisition of the Crown Land at Casswell Street, a portion of Lot 212 DP 754199, and located adjacent to the Coonamble Race Course, has been included with Council's Business Paper for its February 2022 Ordinary Meeting (Item 10.10) – highlighting the legal and administrative processes associated with the purchase of this land.

**(c) Social Implications**

There has been significant community consultation undertaken in the development of the Feasibility, Business Case and Concept Design, to ensure the process will deliver social benefits as the project progresses.

**(d) Environmental Implications**

The Feasibility, Business Case and Concept Design considers a number of environmental implications, which will be further explored, and requirements understood for compliance, as the project progresses.

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

The Feasibility, Business Case and Concept Design considers the economic/asset management considerations of the proposed development and provides advice about how these considerations should be further managed as the project progresses.

**(f) Risk Implications**

This project demands a robust approach to risk management that includes the development of comprehensive risk register and risk management framework that recognises and assesses risks that might create, enhance, prevent, degrade, accelerate or delay the achievement of the objectives and outcomes intended by the development of this facility. This risk management framework also identifies appropriate strategic responses, management and mitigation strategies. A risk assessment for the Coonamble Bathing Experience was undertaken at the Concept Design stage for and will inform the preferred delivery approach.

## **CONCLUSION**

A Feasibility, Business Case and Concept Design of a Coonamble Artesian Bathing experience has been informed by robust and comprehensive investigations and is provided to Council for review and consideration.



## **RECOMMENDATION**

- 1. That Council notes the contents of this report and the Feasibility, Business Case and Concept Design for the Coonamble Artesian Bathing Experience.**
- 2. That the Feasibility, Business Case and Concept Design for the Coonamble Artesian Bathing Experience be placed on public exhibition for a period of 28 days.**
- 3. That a further report be prepared for Council's consideration, including the community feedback gathered, so that it can be used to inform the future direction and progress of the project.**

## 10.5 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT

**File Number:** D5

**Author:** Pip Goldsmith-Manager Economic Development & Growth  
Hein Basson-General Manager

**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

When it was adopted by Council in June 2020, the Coonamble Shire Masterplan included the following reference:

*1.1.2 Design, manufacture, and installation of sculptural birds (Coonamble, Quambone and upgrade of Gulargambone existing sculptures).*

Drought Stimulus Package funding was secured for the design, development and installation of sculptural birds, and Council funding was allocated to the design, fabrication and installation of complementary town entrance signs.

At the Ordinary Council meeting on 11 November 2020, Council resolved:

**2. That Council authorises the General Manager to enter into a contractual agreement with Zest Events/Donald Cant Watts Corke for the project management of the design, construction and installation of public art sculptures at the entrances to the separate towns and villages of Coonamble,**

**Gulargambone and Quambone within the Local Government Area of the Coonamble Shire Council, as described in detail in the body of this report.**

Following appointment, Andi Methner, Consulting Artist, travelled to Coonamble for three rounds of community consultation and meetings in February, March and April 2021, to explore and advance ideas, progress concept designs, meet with artists and discuss manufacture of sculptures.

Upon community consultation, the main consensus is summarised below:

- All towns are enthusiastic for the project.
- There is unanimous request for Wailwan Country to be recognised.
- The Wailwan are Aboriginal Australian people of the State of NSW, a clan of the Ngiyampaa nation and whose southern frontier was at Quambone and in the vicinity of Coonamble.
- The durability and longevity of the installations must be considered.
- The community wants to feel pride of place, belonging and togetherness when seeing signs / statues.
- The project will allow fostering of talent, building relationships, upskilling of individuals within the community.

In April 2021, prior to design commencement, Coonamble Shire Council promoted the following message through all Council's communication channels (including online, posted newsletter, and advertised in *The Coonamble Times*), to invite publicly any further community members to be involved in the project:

***Public art project update!***

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

Following this call for contribution, the project manager provided the following update:

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

Item		Comment
COONAMBLE		
Community Consultation		<ul style="list-style-type: none"><li>• Lee O'Connor</li><li>• Jamie Lea Trindle</li><li>• Molly Mackay</li><li>• Sooty Welsh</li><li>• Coonamble High School Art teachers (Anna and Kath) - Yr 11 &amp; 12 students public art project, have asked Andi Methner to be part of a lesson with students in person or zoom</li></ul>
Proposed Town Team		<ul style="list-style-type: none"><li>• Molly Mackay (Artist / Metalworker)</li><li>• Sooty Welsh (Artist / Indigenous Elder)</li><li>• Identified manufacturing support = David Burtenshaw and Henry Andrews</li><li>• Andi Methner - PM Creative, Consulting Artist.</li></ul>



Item		Comment
<b>GULARGAMBONE</b>		
<b>Community Consultation</b>		<ul style="list-style-type: none"> <li>Annie Haling, representing Gular co-op members</li> <li>Alison Dent</li> <li>Brian Campbell</li> <li>Identified manufacturing support = Sam Wykes</li> </ul>
<b>Proposed Town Team</b>		<ul style="list-style-type: none"> <li>Ana Robson (Artist and teacher)</li> <li>Alison Dent (Sculptor)</li> <li>Indigenous Dwayne 'Bird' Hammond (Sculptor)</li> <li>Potential manufacturing support from Sam Wykes</li> <li>Andi Methner - PM Creative, Consulting Artist</li> </ul>
<b>QUAMBONE</b>		
<b>Community Consultation</b>		<ul style="list-style-type: none"> <li>Jim &amp; Jo O'Brien (Son Mathew is in Year 9)</li> <li>Marg Garnsey (Represents Community Group)</li> <li>Kathy Smith (Quambone Store)</li> </ul>
<b>Proposed Town Team</b>		<ul style="list-style-type: none"> <li>Jim and Mathew O'Brien</li> <li>With support from Coonamble High School Art and Metalwork teachers</li> <li>Consultation with Indigenous Wayne Forrester (did scar trees in Quambone) and Bertie Bartholomew</li> <li>Andi Methner - PM Creative, Consulting Artist.</li> </ul>

Fabrication of the sculptures and signage is complete. Installation of sculptures began on Tuesday, 1 February 2022, at 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.

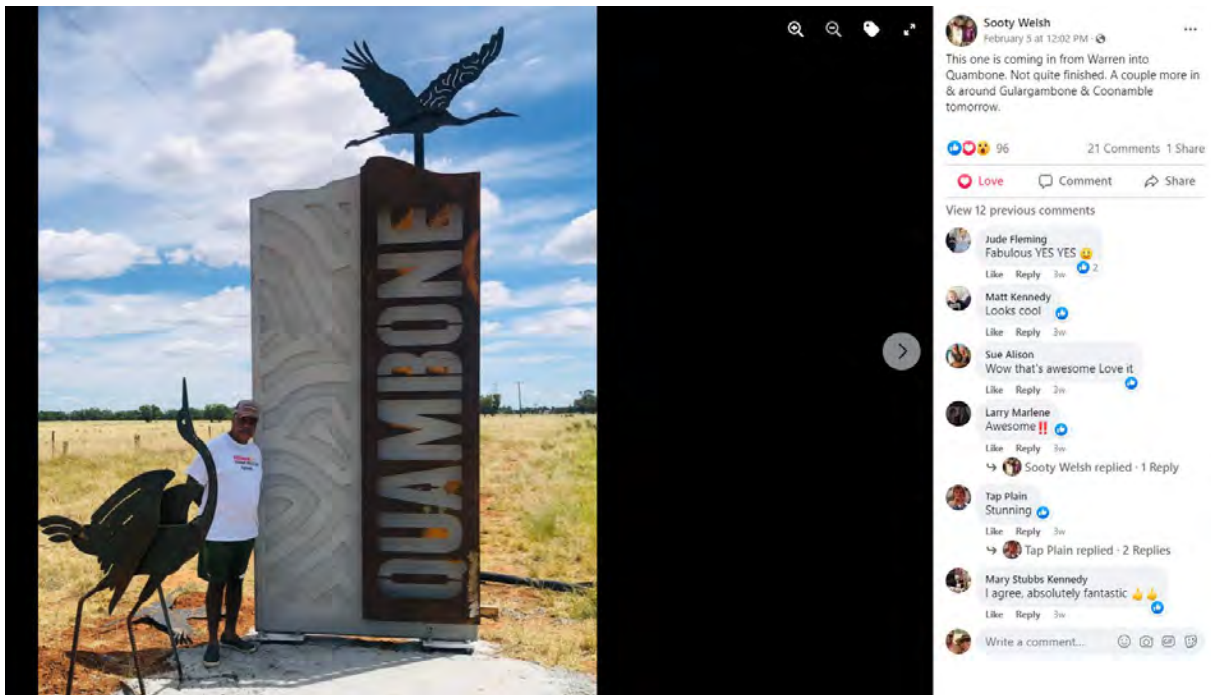


Installation of signage has been further delayed due to alignment issues between the footings and support fittings. This installation is expected to resume from 21 March



and the completion of the project is being overseen by Zest Events/Donald Cant Watts Corke, as the engaged project manager.

Updates on social media by local artists and project contributors have been met with positive feedback.





## Grants

### Overview

Status	This Month	Last Month	Year to Date
Grant-funded projects completed	1	1	7
Grants to be acquitted	5	10	
Grants in progress	18	15	
Grant submissions awaiting decision	6	3	
Successful grant applications	0	3	8

### Detailed Status

Grants completed and awaiting acquittal	Responsibility	Comment
Visitor Information Centre	ED&G	Details requested
Local Roads & Community Infrastructure 20-21	INF	Variation submitted
Coonamble Community Recycling Centre	ESM&C	
School Holiday Break Program	ESM&C	In progress
Australia Day 2022 Community Grant	ED&G	In progress

Grants in progress	Responsibility	Comment
Coonamble Sports Ground Upgrades	C&S	Almost finished.
Solar Power installation at Warrena Weir	C&S	Contractor engaged.
Quambone Park Toilet (LRCI 20-21)	C&S	Awaiting site plan for DA
Public Art at town entrances	ED&G	Some erected, delays with manufacturing not adhering to design.
Gulargambone Youth Centre external upgrades	ESM&C	Final stages underway.
Restore Trooper Stables at 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	Quote obtained but over budget.
Eat Street	ED&G	Call for stallholders.
Museum Under the Bridge	ED&G	Purchasing underway.
Small Business Month	ED&G	Logistics underway.
Local Councils Program	ED&G	See detailed information below.
Women's Change Rooms at Sportsground	ED&G	Design stage.
Walking Loop around Sportsground	ED&G	Design stage.
Youth Week 2022	ESM@C	Planning in progress.

There are no significant grant opportunities at the current time.

Other smaller grant opportunities being pursued include:

- 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.
- Cultural, Heritage and Arts Regional Tourism (CHART) funding to update signage at the Museum Under the Bridge (maximum grant \$3,000).

#### *Local Councils Program – for information*

Council received \$90,000 from the Office of Local Government in November 2021 – under the Local Councils Program – to assist with the community's COVID-19 responsiveness. Council agreed to three lines of action:

- Recovery of Council costs associated with its response to COVID-19 (eg. additional staff, sewerage testing, PPE).
- Production of 'Emergency Contacts' fridge magnets.
- Distribution of remaining funding to community groups, businesses and organisations.

Council costs totalled \$13,447

Fridge magnet production totalled \$ 567

Fridge magnet distribution (estimated) \$ 700

This left a pool of \$75,285 remaining for distribution to the community.

Council advertised the opportunity for businesses and organisations to apply for the grant from December through to the closing date on 18 February, through Facebook, website news, its website Grant Opportunities, in the *Community Connect* newsletter and *Weekly Connect* newspaper advertisement. Applicants were required to complete a simple, two-page application form, which allowed retrospective recovery of costs since 1 July 2021 or planned costs for facility upgrades to be more compliant with more stringent health standards imposed since the pandemic began.

Five applications were received:

Entity	Request	Proposed activity
Coonamble Childrens Services	\$20,000	Address hygiene issues: cleaning and wages; air-con; dishwasher; toilets and handbasins; upgraded storage.
Mobil Coonamble	\$15,000	Address hygiene issues: cost recovery for cleaning supplies; sanitiser stations; new flooring in kitchen and non-porous benchtops.
Rotary Club of Coonamble	\$27,539	Address hygiene issues: purchase of a customised Coffee van for open-air selling of coffee at various venues and easier sanitation of this facility compared to fixed facilities.

Entity	Request	Proposed activity
Gulargambone Pioneers Memorial Presbyterian Church	\$10,000	Address hygiene issues: upgrade kitchen and bathroom facilities at church hall; used by Connect Five and Barnardos to provide children's services.
Coonamble Meals on Wheels	\$3,960	Recover costs: for paid workers when elderly volunteers were not able to deliver due to concerns about exposure and their own health.
<b>TOTAL</b>	<b>\$76,499</b>	<b>(over-committed by \$1,214)</b>

Each of the entities, the people they serve and their proposed activities are within the scope of the funding guidelines.

As there was an anticipated overspend of \$1,214 if all the monies were allocated as requested, the largest request from the Rotary Club of Coonamble was reduced to \$26,325 so as not to exceed the funding available.

The grant was required to be spent by 28 February 2022 and to be acquitted by 31 March 2022.

### Communications

The most frequently visited pages of the past month have been Employment, Contacting Council, Calls for Supply, livestreaming Council's February meeting (222 people), Council Meetings and Road Conditions.

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).
- Paid classified advertising for current tenders, requests for quotations, expressions of interest and positions vacant.
- 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 February related to the Quambone water supply issue, road conditions, calls for supply/positions vacant and promotion of the Seniors Luncheon event.

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	17	40	208
Increase in number of followers	6	38	+421
Total number of followers	2,405	2,399	
Reach	16,557	10,016	

#### Tourism Promotion

@visitcoonamble social media pages continue to increase reach. Posts on the Visit Coonamble Facebook page reached over 12,256 people over the last month. Page likes and followers increased slightly. Overall, total page views increased by 20%.

The most popular post on Facebook was an image of Quambone's new town entrance signs.

This post reached 8,700 people and had 412 engagements which means 412 people either liked, shared, commented, clicked to read the entire caption or stayed on the post for longer than 10 seconds. 418 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 2.4% this month in terms of followers, with an increase of over 3000% in content interactions (likes, comments, shares, and saves). A total number of 869 accounts were reached, with only a half 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 767 people.

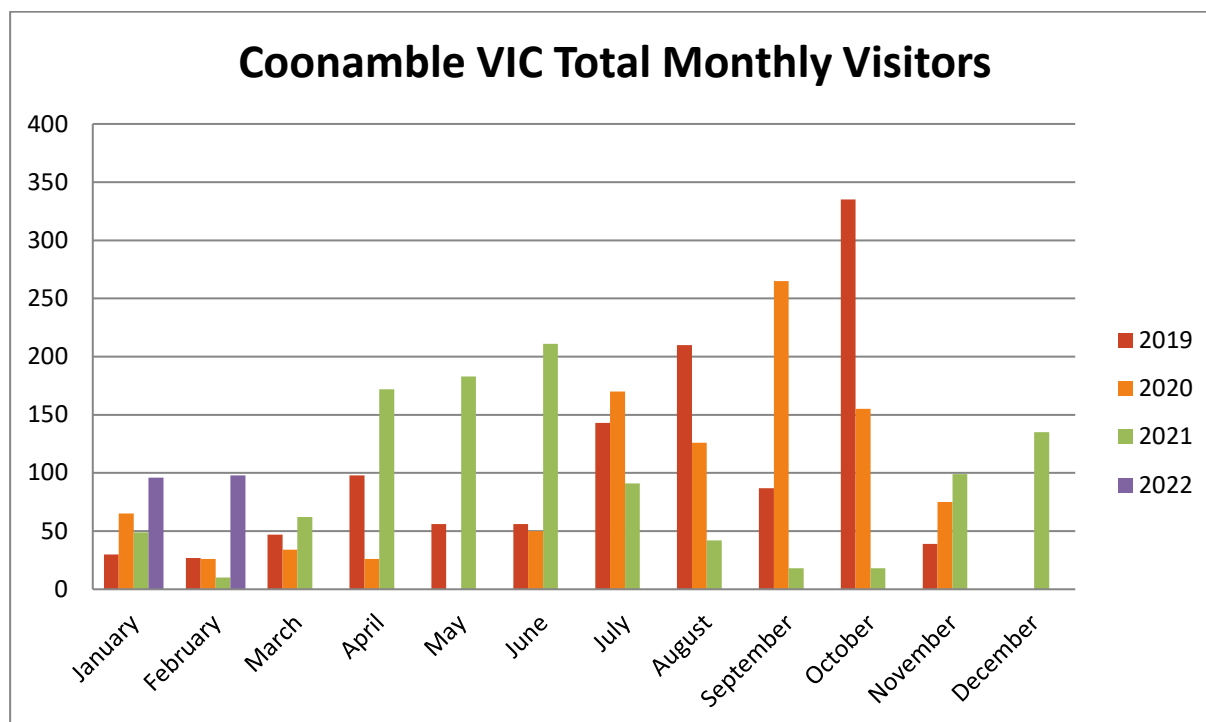
The most popular post on Instagram was the same as Facebook. This post reached 604 people.

During February, @visitcoonamble social channels continued publishing stories which have experienced a steady increase. There is an average of about 90 people reached per post over the three months (including content engagement such as polls).

#### Tourism Statistics

During February 2022, there were 98 visitors to the Information & Exhibition Centre, which is a small increase from the previous month but a significant increase of 880% in the same period last year.

Most of the visitors in this month were tourists and locals with families and children spending their school holidays in outback. Our Information & Exhibition Centre also welcomed a few new residents and their families in this month.



### Coonamble Museum Under the Bridge

During February, the Museum had six visitors. The Museum was open to the public by appointment only during the school holiday period. We opened the Museum for families who were interested in showing their extended family and children some local Coonamble history.

We are in the process of applying for the 'Cultural Heritage and Arts Regional Tourism' (CHART) grant.

Image: A local community member brought visiting family to see the Museum.



### Warrumbungle Hub Project

The collaborative marketing project with Warrumbungle and Gilgandra Shire Councils is progressing.

The production is nearing completion, with a few more final edits taking place. Warrumbungle, Gilgandra and Coonamble Shires are in the process of creating an interactive map that will be hosted on a website. This site will be the call to action at the end of the campaign which will assist in tracking engagement and be the steppingstone to the next phase once we have investigated budget requirements and research grant funding.

### Events

- Tour de OROC 2022 will be stopping in Coonamble for a lunch break on Tuesday, 22 March from 11:30am at the Coonamble Swimming Pool. Council will be providing lunch and is inviting community members and Councillors to attend to hear all about the cause they are raising money for.
- EAT STREET is in the initial planning stages, this is an event made possible by grant funding for The Festival of Place – Summer Night Fund, from the NSW Government. This event will be held on the main street of Coonamble, on Friday 8 April from 5:30pm. We have put a call out for any stall holders, both food and shopping.

#### **(a) Governance/Policy Implications**

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

**(d) Environmental Implications**

There are no environmental implications directly associated to this report.

**(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.**

## **10.6 WORKPLACE INJURY MANAGEMENT REPORT**

**File Number:** S-17

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

**Authoriser:** Hein Basson, General Manager

**Annexures:** Nil

### **PURPOSE**

The purpose of this report is to keep Council informed of significant Workers Compensation Insurance figures and trends. This report will be submitted on a quarterly basis.

### **BACKGROUND**

Workers Compensation claims affect the Council's budget through insurance premium fluctuations caused by premium impacting claims. By actively working to reduce Council's lost time worker's compensation injuries, staff are striving to reduce insurance premium amounts. This is mainly achieved through proactive claims management, facilitation of return to work programs and improvements in Work, Health and Safety strategies to reduce the likelihood of injuries in the first instance.

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

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

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

Worker's Compensation premiums are estimated 12 months in advance, based on expected performance and wage costs. The estimated amount of \$325,158 has been included in the budgetary considerations for 2021/22. If the Council's claims performance is different than expected, it could result in either a refund or additional costs.

### **COMMENTARY**

Due to an on-going open and active claim from 2019/20, costs for that year have increased and will continue to do so until the claim is closed. Overall, there is an increase in premium costs for 2020/21 and the projected 2021/22 year, due to an increase in premium impacting claims and associated wage costs that is used to calculate insurance premiums.

If the number of claims for the current financial year remain low, Council's Worker's Compensation insurance premiums should reduce considerably for the next three (3) years. Council will continue to work closely with StateCover Mutual and other providers to resolve claims and return employees to pre jury duties within the shortest possible timeframes.

The table below demonstrates Workers Compensation claims trends from the previous two (2) financial years against the current 2021/22 year to date figures to December 2021. All figures are GST exclusive.

Item	2019/2020	2020/2021	2021/22 YTD – Dec 2021
<b>Total Premium</b>	<b>\$241,450</b>	<b>\$301,392</b>	<b>\$325,158</b> (Estimate)
<b>Premium as a % of Gross Wages</b>	<b>3.2%</b>	<b>3.1%</b>	<b>4.0%</b> (Estimate)
YTD Claims (Premium Impacting)	6	7	2
YTD Claims (Non-Premium Impacting)	2	8	0
<b>YTD Total Claims</b>	<b>8</b>	<b>15</b>	<b>2</b>
YTD Time Lost Due to Injury (LTI Days)	585	155	37
Total Open Claims	2	1	2
Total Cost of All Premium Impacting Claims (paid to date)	\$133,714	\$96,052	\$16,066
Scheme Performance Rebates (0.3% of wages based on StateCover Mutual's financial performance)	\$24,872	\$0	\$23,623

**(a) Governance/Policy Implications**

There are no governance / policy implications arising from the report itself, however, it is expected that as a result of continuous improvement processes, Council's Work, Health and Safety policies and practices may be altered to reflect best practice in the coming years.

**(b) Legal Implications**

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

**(c) Social Implications**

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

**(d) Environmental Implications**

There are no environmental implications arising from this report.

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

There are no Asset Management Implications arising from this report.

**(f) Risk Implications**

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Control</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
Increase in claims, resulting in an increase in insurance premiums could impact negatively on Council's Budget.	Medium	All Workers Compensation claims are actively managed and resolved as quickly as possible.	Low	Yes
Workers Compensation Claim is not reported within the required time frame resulting in Council being responsible for claims excess.	Medium	All claims are to be lodged within 5 days after injury date.	Low	Yes

**CONCLUSION**

This report informs Council of Workers Compensation insurance premium trends over a three (3) year period, including the current financial year to December 2021.

Council continues to work closely with its insurer, StateCover Mutual, to manage Workers Compensation claims including continuously reviewing WHS obligations and recovery at work systems in order to improve outcomes for injured workers.

**RECOMMENDATION**

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

## 10.7 PAYMENT OF SUPERANNUATION TO COUNCILLORS

File Number: Councillor C-13

Author: Bruce Quarmby, Director of Corporate and Urban Services

Authoriser: Hein Basson, General Manager

Annexures: 1. Correspondence from LG NSW - Payments of Superannuation to councillors

### PURPOSE

The purpose of this report is to bring to Council's attention the legislative changes that will allow for Councils to make superannuation payments to councillors in NSW from 1 July 2022.

### BACKGROUND

Early in 2020 the Office of Local Government issued a discussion paper to seek the views of Councils and their local communities on whether councillors should receive superannuation payments. Consequently, at its April 2020 Council meeting Council considered the report and its contents and passed the following resolution.

#### RESOLUTION 2020/9

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

1. That Council, after having evaluated the information contained within the Councillor Superannuation Discussion Paper distributed by the NSW Office of Local Government (OLG), resolves to adopt Option 1, maintaining the status quo whereby Council will continue not to be obliged to make superannuation guarantee payments on behalf of the Mayor and Councillors AND FURTHER this resolution be included in a submission to the OLG.
2. That Council informs the local community about the discussion paper mentioned in paragraph one (1) above through its normal media outlets and encourages members of the community to make submissions to the OLG in this regard.

CARRIED

Recently, Council has received correspondence from the President of LG NSW, Cr Darriea Turley AM, drawing Council's attention to the changes contained within the *Local Government Amendment Act 2021 (NSW)* that will allow for Council's to make superannuation payments to Councillors in NSW from 1 July 2022. For Council's information a copy of this correspondence has been attached as an annexure to this report.

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

L1.4.4 Governance is open and transparent.

L1.4.5 Conduct all business in compliance with Local Government Act & Regulations.

#### (b) Financial Considerations

As of the 1<sup>st</sup> of July 2022 the superannuation guarantee will be set to be 10.50% of the salary/wage amount. Based on the current adopted Councillor fees, introducing a superannuation contribution payment to Councillors, would equate to an additional expenditure of \$12,832 being incurred by Council in the

2022/23 financial year. It is also noted that superannuation guarantee is scheduled to rise incrementally from 10.5% to 12% of the salary/wage by July 2025.

## **COMMENTARY**

Whilst Council has currently resolved not to make “superannuation contribution payments” on behalf of the Mayor and Councillors, given that since this resolution was originally passed by Council a general local government election has been held, it is appropriate for the newly elected Council to reconsider the matter.

Advocates for the payment of the superannuation contribution payment often site the following reasons as to why Mayors and Councillors should receive superannuation payments in additions to their fees:

- It will ensure that Mayors and Councillors are adequately remunerated for work they perform and the ongoing growth and in their roles and accountabilities.
- It will address a historic anomaly that has seen Mayors and Councillors denied the benefit of superannuation guarantee payments enjoyed by the broader workforce.
- It is hoped it will encourage more women to stand as candidates for elections to councils.

Council should note that the cost of paying the superannuation guarantee for Mayors and Councillors will need to be met by Council out of its own existing budget. In Coonamble Shire Council case, based on its current adopted Councillor and Mayoral fees, it would equate to \$12,832 per annum.

### **(a) Governance/Policy Implications**

For governance to remain transparent and open, Council is encouraged to inform the local community about the discussion paper and encourage members of the community to make submissions.

### **(b) Legal Implications**

The provisions contained within *Section 254B of the Local Government Act 1993* make allowance for the optional payment of superannuation contributions for Councillors from the 1 July 2022.

### **(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**

There are no economic/asset management implications arising from this report.

### **(f) Risk Implications**

There are no Risk Implications arising from this report.



## **CONCLUSION**

Currently, Council has resolved not to be make superannuation contribution payments to its Councillors. From the 1 July 2022, should Council wish to change its stance and take up the ability to pay the “superannuation contribution payment” to Councillors in addition to their annual fee, it can now resolve to do so in accordance with the provisions contained under section 254B of the Local Government Act 1993.

## **RECOMMENDATION**

**That Council notes the information contained in this report and considers whether it would like to participate in the Superannuation Scheme for Councillors in NSW.**

## Payments of Superannuation to Councillors

Dear Mr Basson,

I want to remind you of legislative changes that will allow for councils to make superannuation payments to councillors in NSW from 1 July 2022.

LGNSW is proud of its work in contributing to the *Local Government Amendment Act 2021 (NSW)*, which will soon allow councils to resolve at an open meeting to pay the "super guarantee charge" (SGC) to its councillors in addition to their annual fee.

It is LGNSW's long-held view that payments made to councillors in NSW do not fairly and adequately compensate them for the work they perform and the ongoing growth in their roles and accountabilities. While there is still a lot of work to be done, these changes represent a step in the right direction to fair pay and improving the diversity of those standing for civic office.

Council's attention is drawn to the new provisions that allow for superannuation payments to be made under section 254B of the *Local Government Act 1993 (NSW)* (**the Act**). From 1 July 2022, a council will have the option to decide whether to make a "superannuation contribution payment" (**SCP**) to its councillors provided that:

- the SCPs are limited to the SCG and are payable at the same intervals as a councillor's annual fee;
- **the council previously resolves at an open meeting to make SCPs to its councillors;**
- the councillor nominates a registered superannuation fund for receipt of the SCP before the end of the month to which the SCP relates; and
- the councillor has not agreed in writing to forgo or reduce the SCP.

The Act limits SCPs to the amount the council would have been required to contribute under the Commonwealth superannuation legislation as superannuation if the councillor were an employee of the council. However, the Act does not preclude councillors from salary sacrificing for the purpose of superannuation. This arrangement may still be entered into by council resolution, as was the case prior to the introduction of superannuation payments to councillors under section 254B of the Act.

LGNSW welcomes these new changes and members can be assured that we will continue to advocate strongly for improving councillor remuneration in NSW. For further information in respect of the SCP, council should contact LGNSW's Workplace Relations Unit at

[REDACTED]

Yours Sincerely,

**Cr Darriea Turley AM**  
President LGNSW

## **10.8 APPLICATIONS FOR FINANCIAL ASSISTANCE UNDER COUNCIL'S DONATIONS POLICY**

**File Number:** Donations - D7

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

**Authoriser:** Hein Basson, General Manager

**Annexures:** 1. Applications for Financial Assistance

### **PURPOSE**

The purpose of this report is for Council to consider the applications for financial assistance received from community organisations under Council's Donations Policy. Further it also seeks Council's guidance on the frequency to which it wishes to consider applications for financial assistance from community groups.

### **BACKGROUND**

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

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

At the conclusion of the first round of financial assistance application for the 2021/22 financial year, Council resolved to distribute \$20,190 of financial assistance amongst the applications received. The current round of funding closed on Friday 18 February 2022 with thirteen (13) applications received by Council – totalling a requested amount of \$74,700.

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

L1.4.4 Governance is open and transparent

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

An amount of \$75,000.00 has been included in the donations vote for the 2021/2022 financial year.

Following is a summary of the expenditure that Council has committed to fund from its 2021/22 donations vote. It should be noted that the following amount includes all pre-approved donation commitments, in line with Council's adopted donation policy, along with any further amounts that Council has resolved to fund from this vote during the 2021/22 financial year.

- Mayoral Donations Vote \$ 5,000.00
- Pre-Approved + Approved donations \$47,790.00

As Council can see the balance of funding that is available to be distributed based on the current budget allocation is \$22,210.00. The recommendation provided to Council by management takes into

consideration the current budgetary constraints, whilst trying to distribute the allocations equitably between the three main communities within the Coonamble Shire. Should Council wish to allocate funding in excess of its current budget allocation, it will be necessary to identify a funding source for this to occur.

## COMMENTARY

In accordance with Council's adopted Donation Policy at the time, Council staff recently invited applications for the second round of funding applications from Community groups. These funding applications were to be received by Council on Friday, 18 February 2022 at 4.30pm. A total of 13 applications were received by Council.

In accordance with Council resolution 2022/07, passed at its January 2022 Council meeting, it was resolved that the whole of Council would serve as the Donations Committee, with the frequency of the meetings to be determined later. As such, the applications received for the second round of financial assistance are now tabled for Council's consideration. Copies of the application forms received, have been attached as an annexure to this report.

A summary of the thirteen (13) applications received is as follows:

- **St Barnabas Anglican Parish of Coonamble** – seeking \$30,000 towards costs associated with the upgrading and preservation of the Anglican Church Hall, located in Namoi Street, Coonamble.

The Church has provided a detailed statement outlining the proposed project and its perceived benefits, along with its "Cash Book" reconciliation as at the 31/12/2021 as supporting documents.

- **St Barnabas Anglican Parish of Coonamble** – seeking \$3,000 towards the costs associated with Council rates for Lands owned by the parish within the Coonamble Shire local government area.

The Church has provided its copies of the annual Council Rates notices for each of the properties owned by the Church in the Coonamble Shire, along with its "Cash Book" reconciliation as at the 31/12/2021 as supporting documents. It is noted that a number of the accounts listed in the "Cash Book" reconciliation are administered by the Diocese and not at the local level.

- **Gulargambone Rural Transaction Centre Inc** – seeking \$2,500 towards the costs associated with Council rates and water charges.

The Gulargambone Rural Transaction Centre has provided copies of Council Rates and Quarterly Water Notices, along with its Income and Expenditure Statement for the 2020/21 financial year as supporting documents.

- **Gulargambone Pioneers Memorial Presbyterian Church** – seeking \$5,000 towards costs associated with the payment of Council rates and charges and maintenance of the Church and Hall grounds.

The Church has provided copies of its Bank Statements to 31 December 2021 as supporting documents.

- **Gulargambone Jockey Club** – seeking \$10,000 towards the cost to erect a permanent shade / protective structure over the club's Starting Barriers. The Starting Barriers were donated to the club.

The Gulargambone Jockey Club have provided copies of their 2020/21 Financial Statements, along with a half year Profit and Loss Statement for the current 2021/22 financial year, as supporting documents.

- **Coonamble Meals on Wheels** – seeking \$3,200 to partially funding a subsidised takeaway meal and home delivery service for the elderly. It is anticipated that program will provide on average an extra meal once a week.

The Coonamble Meals on Wheels have provided a copy of their 2020/21 Financial Statements as a supporting document.

- **Coonamble Country Women's Associated (Evening Branch)** – seeking \$5,000 towards planning / design costs associated with bringing the Coonamble CWA hall into line with current building regulations.

The Evening Branch has provided a detailed statement outlining the proposed project and its perceived benefits, along with a "Statement of Receipts and Payments" as supporting documents.

- **Coonamble Community Radio Inc** – seeking \$5,000 towards costs associated the servicing and fueling of a generator. The organisation was successful in securing grant funding to purchase the generator. The generator will ensure during blackout crises that emergency information can continue to be broadcast.

The Coonamble Community Radio Inc has provided the Committee's Report as at 30 June 2021, along with a copy of Council's annual Rates notice as supporting documents.

- **Quambone Resources Committee** – seeking \$2,000 towards operational costs at the Quambone Memorial Hall and Quambone Sportsground / Racecourse.

The Club has provided their “Financial Position” to 30 January 2022 as a supporting document.

- **Marthaguy Picnic Race Club** – seeking \$5,000 to help the organising committee offset the costs of hosting the event, whilst providing a free community luncheon for patrons attending the event.

The Club has provided their “Financial Position” to 31 December 2021 as a supporting document.

- **Quambone Polocrosse Carnival** – seeking \$2,000 to help the club offset the costs of hosting the event, including the purchases of prizes, ground hire fees and supplies.

The Club has provided their “Trial Balance” as a supporting document.

- **Coonamble Auto Club** – seeking \$500 to help the club offset the costs of hosting the annual car show. The application states that as the 2021 event was unable to be held due to COVID restrictions in force at the time, that this funding would be used in conjunction with the prior allocation of \$1,000 to increase the prize money on offer.

The Coonamble Auto Club has provided the acquittal for the 2021 funding allocation, as well as their cash book balance as supporting documents.

- **Coonamble Community Men’s Shed** – seeking \$1,500 towards ongoing operating cost at the shed. These costs include the replacement of timber damaged by water from flooded drains and ongoing electricity accounts.

The Club has provided their “Current Financial Position” as a supporting document.

Whilst the assessment of the funding applications received is indeed the primary focus of this report, it also provides management with the opportunity to seek guidance from Council on the intended frequency of future funding rounds to be offered under Council’s Donations Policy.

Currently, in accordance with Council’s adopted Donations Policy two (2) rounds of funding are sought from various community groups each financial year. This structured approach has been implemented to facilitate the following benefits:

- The advertising provisions contained in the policy actively encourage Community groups to apply for funding from Council.
- By calling for and considering applications for funding in a structured approach, it seeks to ensure that all applications are considered on merit in a fair and transparent manner.



- As part of the annual preparation of the Operational Plan and Budget, Council allocates its donations vote to be distributed throughout the upcoming financial year. By adhering to a structured approach to considering applications for financial assistance received, it seeks to mitigate some of the budgetary concerns that may arise due to the timing of which an application is received.
- The administration processes surrounding Council's donation process are streamlined.

Having acknowledged the benefits of the structured approach in Council's adopted Donation policy, some of the perceived negative aspects include.

- By limiting the number of funding rounds open to community groups, it does not allow community groups the flexibility to apply to council for assistance as the need arises.
- Given the timing and number of the funding rounds included at present in the adopted policy, and due to the competing priorities of committee members, volunteers are compromised to compile and submit an application in time.

To alleviate some of the above-mentioned negative aspects of the current policy, Council may wish to consider amending the policy by resolving to include an additional funding round to which applications for financial assistance will be called and considered. Alternatively, Council can resolve to amend the current policy by removing the funding rounds altogether and to have an open application process, where applications will be received and considered all year long. This last-mentioned option can unfortunately not be considered a structured approach that streamlines this administrative function. (Sentence added in by the GM.)

**(a) Governance/Policy Implications**

Sections 23 and 24 of the *Local Government Act 1993*.

**(b) Legal Implications**

No legal implications are associated with this report.

**(c) Social Implications**

No social implications are associated with this report.

**(d) Environmental Implications**

No environmental implications are associated with this report.

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

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

**(f) Risk Implications**

No risk implications are associated with this report.

## CONCLUSION

Thirteen (13) applications were received under the second round of the 2021/22 financial year funding in accordance with Council's Donations Policy and have been tabled for consideration by Council. In formulating the recommendation for Council, management have taken into consideration the current budgetary constraints, whilst

seeking to achieve an equitable distribution of assistance between the three major communities within the Coonamble Shire Council.

Following the passing of Council resolution 2022/07 and its implications regarding the frequency of meetings of the Donations Committee, guidance has also been sought from Council on its preference to how the “donations” process will work moving forward. A structured approach is favoured by management.

## **RECOMMENDATION**

- 1. That Council notes the report.**
- 2. That Council resolves to provide the following financial assistance:**

<b>(a) St Barnabas Anglican Parish</b>	<b>\$1,500.00</b>
<b>(b) Gulargambone Rural Transaction Centre</b>	<b>\$1,500.00</b>
<b>(c) Gulargambone Pioneers Memorial Presbyterian Church</b>	<b>\$1,500.00</b>
<b>(d) Gulargambone Jockey Club</b>	<b>\$5,000.00</b>
<b>(e) Coonamble Meals on Wheels</b>	<b>\$3,200.00</b>
<b>(f) Coonamble CWA (Evening Branch)</b>	<b>\$2,500.00</b>
<b>(g) Coonamble Community Radio Inc</b>	<b>\$1,500.00</b>
<b>(h) Quambone Resources Committee</b>	<b>\$1,000.00</b>
<b>(i) Marthaguy Picnic Race Club</b>	<b>\$3,000.00</b>
<b>(j) Quambone Polocrosse Club</b>	<b>\$2,000.00</b>
<b>(k) Coonamble Auto Club</b>	<b>\$ 500.00</b>
<b>(l) Coonamble Community Men’s Shed</b>	<b>\$1,500.00</b>
- 3. That Council notes that due to there being insufficient funds in the current donations vote that the amount sought by the Meals on Wheels be sourced from the Mayoral Donations allocation.**
- 4. That Council considers amending its current Donations policy to increase the number of times that Council will call for applications for financial assistance to three times per year, and that the effectiveness and efficiency of this change be revisited after a period of 12 months.**

# COONAMBLE SHIRE COUNCIL

## APPLICATION FORM FOR A COMMUNITY DONATION UNDER COONAMBLE SHIRE COUNCIL'S DONATION POLICY

CLOSING DATE: 4:30PM FRIDAY 18 FEBRUARY 2022

**Name of organisation:** St Barnabas Anglican Parish Coonamble  
**Address:** P.O. Box 84, COONAMBLE NSW 2829  
**Contact Phone:** [REDACTED]  
**President:** Lois Cain - Rectors Warden  
**Secretary:** Val mai Waterford  
**Treasurer:** Barbara James  
**ABN:** 614 049 607

Are you registered for GST? Yes ☒ No ☐

### Eligibility for Financial Assistance (please circle)

Is your organisation/community group:

Community based and not for-profit?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Based in, or affiliated with Coonamble's LGA?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Able to complete the project/activity within 12 months?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Have you received any previous grants from Council?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

In part

**Project (outline what your organisation is proposing do with the sought donation)**

Upgrading Anglican Church Hall Namoi St Coonamble as a facility for the purposes of offering new forms of Fellowship and Community Inclusion

at St Barnabas

Maintenance of A Community Treasure Building and Grounds which often attract interest from tourists passing through town.

COONAMBLE SHIRE COUNCIL	
FILE NO:	0-7
18 FEB 2022	
DOC NO:	99265
ASSIGNED:	Quarby
OPENED:	TY ACTION Y

Please see supportive documentation

**How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?**

Inclusion at St Barnabas is of course for all members of the community of all ages with no exclusion according to any judgements to that race, religion, gender etc.

The project will allow a safer use of the facility to provide fellowship and community inclusion, emotional and spiritual growth and mental health support.

**Amount sought: \$30 000.00**

**If you do not receive the full amount sought, will you still be able to complete your project / activity before 31 December 2022? If not, what will your plan be?**

The upgrade of building will be an ongoing project to achieve in its fullness as an end result but many good things happen over time and in their own time.

We have managed to keep afloat through 2021 with a small band of dedicated people refusing to give up. With Council's generous support we will continue to improve the physical needs and open up further spiritual resources which is in keeping with St Barnabas' purpose.

**If applicable, does this amount include the value of general-purpose rates?**

☒ Yes ☐ No (please tick appropriate box)

**If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.**

**Financial Statements:** Please include a copy of your organisations most recent financial statements.

**Sign and Date**

**Please return to:**

**By Post:**

The General Manager  
Coonamble Shire Council  
Post Office Box 249  
COONAMBLE NSW 2829

**By Fax:**

(02) 68 221 626

**By Email:**

council@coonambleshire.nsw.gov.au

**By Hand:**

80 Castlereagh Street, Coonamble

### **Gratitude for your previous support.**

Last year you supported us with funds to assist in the interim of the retirement of clergy and the impact that has had on the running of the Church and its maintenance. We have managed to continue providing services as usual within Covid requirements, which have also impacted on us as any other organisation.

### **The Purpose of the Application for 2022**

is to seek support for the overall plan to upgrade the condition of the Anglican Church Hall in Namoi Street, COONAMBLE NSW 2829. Of course we are aware that a total refurbishment is outside the current funding application but as a church the outcome is always to bring ministry to the community. In today's world this needs to be more than just providing Sunday Services, Funerals, Baptisms and Weddings.

By taking appropriate measured steps and being careful to put funds where they will be of long term benefit we engaged in discussion with Tony Meppem regarding structural upgrades of benefit.

We are looking to upgrading the exit doors, painting and further on needed works in the toilets. Some people have approached us wanting to support this venture with various degrees of voluntary help. This can only be done in stages and the support of council funding donation is appreciated.

### **How will the Community benefit?**

#### **Structure and Tourism**

The Church is heritage listed and has been upgraded recently and is currently looking rather grand and a beautiful asset as an Architectural Attraction for Coonamble. Often tourists notice it and stop to check it out. And they also get to feel the pain of witnessing its closest neighbour – the Anglican Hall.

This fine old building of once upon a time has housed hundreds of community members in memorable occasions. Great times. But age happens and degrades the structure and its usefulness over time.

#### **History**

The hall has many stories of a busy past life where people gathered together to support and enjoy one another's company and to share the gift of life – and any experience of the greatness of how that all comes about as well.

#### **Coonamble's People**

Uplifted by community spirit to give the old gent a deserved facelift our aim, once improvements allow, is to hold activities in the Hall of various kinds which will amongst other things offer:

- to support community need for an harmonious environment
- to provide connection oriented experiences supporting mental and spiritual wellbeing
- to provide a place where the togetherness that makes Coonamble such a great town can be fostered.
- to provide fellowship within a social framework.

#### **In Conclusion**

Mankind benefits from emotional, mental and spiritual support and connection. This is even more evident with the effects of isolation created through the Covid pandemic. Pride in our lives is important --our town and its history, appreciation and caring for its memory filled buildings, parks and artworks and bringing all those into present day connection.

How this impacts beyond our activity is proven to be valuable in a community.

### Financial Information

Attached are reports on all finances in the name of St Barnabas Anglican Parish of Coonamble. It can be noted that there are trust accounts held on our behalf which are administered by the Diocese Councils and the funds are only available to us upon application and approval which is variant upon the greater need of the diocese.

The General Account is the account from which we run the church through our Parish Council. Our Parish covers:

Carinda  
The Marra  
Quambone  
Gulargambone  
Coonamble



**APPLICATION FORM FOR A COMMUNITY DONATION UNDER  
COONAMBLE SHIRE COUNCIL'S DONATION POLICY****CLOSING DATE: 4:30PM – FRIDAY 18 FEBRUARY 2022**

**Name of organisation:** St Barnabas Anglican Parish of Coonamble  
**Address:** P.O. Box 84, COONAMBLE NSW 2829  
**Contact Phone:** [REDACTED]  
**President:** Lois Cain - Rectors Warden  
**Secretary:** Valmai Waterford  
**Treasurer:** Barbara James  
**ABN:** 614 049 607

Are you registered for GST? Yes ☒ No ☐

**Eligibility for Financial Assistance (please circle)**

Is your organisation/community group:

Community based and not-for-profit?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Based in, or affiliated with Coonamble's LGA?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Able to complete the project/activity within 12 months?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Have you received any previous grants from Council?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

**Project** (outline what your organisation is proposing do with the sought donation)

Application is for Council Rates for the Parish

COONAMBLE SHIRE COUNCIL	
FILE NO:	D-7
18 FEB 2022	
DOC NO:	99264
ASSIGNED:	Quarney
OPENED:	TL
ACTION: Y	

How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

Amount sought: \$3000.00

If you do not receive the full amount sought, will you still be able to complete your project / activity before 31 December 2022? If not, what will your plan be?

If applicable, does this amount include the value of general-purpose rates?

☒ Yes ☐ No (please tick appropriate box)

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

**Financial Statements:** Please include a copy of your organisations most recent financial statements.

**Sign and Date**

Barbara James treasurer 08/02/2022

(Chairperson or equivalent)

Please return to:

By Post:

The General Manager  
Coonamble Shire Council  
Post Office Box 249  
COONAMBLE NSW 2829

By Fax:

(02) 68 221 626

By Email:

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

By Hand:

80 Castlereagh Street, Coonamble

# COONAMBLE SHIRE COUNCIL

## APPLICATION FORM FOR A COMMUNITY DONATION UNDER COONAMBLE SHIRE COUNCIL'S DONATION POLICY

**CLOSING DATE: 4:30PM - FRIDAY 18 FEBRUARY 2022**

Name of organisation: GULARGAMBONE Rural TRANSACTION CENTRE INC.

Address: 37 Bowbelle Street Gulargambone 2828

Contact Phone: [REDACTED]

President/CHAIRMAN: MR GEOFF TAYLOR

Secretary: Ms. Ros Zell

Treasurer: Mr. Neil Anderson

ABN: 76 386 007 146

Are you registered for GST? Yes ☒ No ☐

### Eligibility for Financial Assistance (please circle)

Is your organisation/community group:

Community based and not-for-profit? Yes ☒ No ☐

Based in, or affiliated with Coonamble's LGA? Yes ☒ No ☐

Able to complete the project/activity within 12 months? Yes ☒ No ☐

Have you received any previous grants from Council? Yes ☐ No ☒

Project (outline what your organisation is proposing do with the sought donation)

This donation will assist our organisation to pay our annual general and water rates.

How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

Less financial stress will mean that our organisation will be able to improve and expand the services we offer to the people of the Balarganbane community and beyond.

Amount sought:

\$2,500

If you do not receive the full amount sought, will you still be able to complete your project / activity before 31 December 2022? If not, what will your plan be?

If applicable, does this amount include the value of general-purpose rates?

☒ Yes ☐ No (please tick appropriate box)

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

**Financial Statements:** Please include a copy of your organisations most recent financial statements.

**Sign and Date**

(Chairperson or equivalent)

Please return to:

By Post:

The General Manager  
Coonamble Shire Council  
Post Office Box 249  
COONAMBLE NSW 2829

By Fax:

(02) 68 221 626

By Email:

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

By Hand:

80 Castlereagh Street, Coonamble

PLEASE SEE ATTACHED :  
- General Rates Notice  
- Water Rates Notices  
- Financial Statement as at 30/06/20.



From: Lorna Doran-Spora <ldoranspora@icloud.com>

Date: 3/02/2022, 2:58 pm

To: castlereaghsheds@bigpond.com

Resized\_20220203\_115353.jpeg

**COONAMBLE**  
SHIRE COUNCIL

A.B.N 19 009 846 443  
80 Castlereagh Street  
COONAMBLE NSW 2829

Property located and described as:  
73 COONAMBLE STREET, COONAMBLE NSW 2829  
Lot 2 DP1060515

CEPENTE INC, QUILLACREANE, RURAL  
37 QUILLACREANE STREET  
COONAMBLE NSW 2829

Assessment No.: D0005-010000000-000  
Date of Issue: 27-01-2022  
Due Date: 28-02-2022  
Payment Reference: 10016172

Third Rates Instalment

Interest on Overdue Amount @ 27-01-2022  
343.75

RATES INSTALMENT NOTICE

This instalment notice is a reminder of an amount that has become due for the 3rd instalment due on 28th February 2022.  
If you are experiencing financial hardship, please refer an arrangement with Council to make periodic payments.

IF YOU CURRENTLY HAVE AN ARRANGEMENT WITH COUNCIL, NO ACTION IS NECESSARY RELEVANT TO THIS NOTICE.

ANY OUTSTANDING AMOUNTS WILL ATTRACT INTEREST CHARGES OF 0.05% PA CALCULATED ON A DAILY BASIS.

DEPOSIT PAYMENTS	DUE DATE	NET PAYMENT
27-01-2022	28-02-2022	343.75

Billier Code: 76521  
Ref: 10016172

John Ellison  
General Manager

Copy the conditions of meeting your rates and instalment notices are available.  
Make payments online or by mail. Please refer to the back of this notice for details.  
Regular to cover and instalment notice for rates, to view and download to view this notice and  
View notice board to view rates notice.

COONAMBLE SHIRE COUNCIL  
General Manager  
37 QUILLACREANE STREET  
COONAMBLE NSW 2829  
Phone: (02) 6827 1500  
Fax: (02) 6827 1626  
Email: council@coonamblenewswa.gov.au

Sent from my iPhone

Attachments:

Resized\_20220203\_115353.jpeg

420 KB

343.75 x 4

= \$1375 12 months  
General Rates



# COONAMBLE COUNCIL

443  
reet  
V 2829

All communications to be addressed to  
**THE GENERAL MANAGER**  
Post Office Box249  
COONAMBLE NSW 2829  
Telephone: (02) 68271900  
Fax: (02) 68221626  
Email: [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)

## FOURTH QUARTER - WATER NOTICE

FOR THE PERIOD  
31-03-2021 TO 30-06-2021

RE INC GULARGAMBONE RURAL  
URBAH STREET  
RGAMBONE NSW 2828

ASSESSMENT NO.: 02606-03000000-000  
DATE OF ISSUE: 28-06-2021  
DUE DATE: 28-07-2021  
PAYMENT REFERENCE: 20019170

Description  
ET, GULARGAMBONE NSW 2828

TYPE	OPENING		CLOSING		USAG
	DATE	READING	DATE	READING	
41 - GULARGAMBONE	01-06-2020	1374	21-06-2021	1634	26
					260.0
ption					67.0
umption					

TARIFF RATE	TOTAL TARIFF CHARGE
1.05	273.0
	273.0
	-202.6
water invoiced	0.0
	559.0
n) :-67.00KL x \$1.15/KL x 0.95 (Sewerage Discharge Factor) (\$770.00 Min Applied)	629.0

*\$629.55*  
Reliance Bank Ltd

26 JUL 2021

Gulargambone

*TW*

DEDUCT PAYMENTS SINCE	DUE DATE	DISCOUNT	NET PAY
27-06-2021	28-07-2021		62



# COONAMBLE SHIRE COUNCIL

N 19 499 848 443  
Castlereagh Street  
COONAMBLE NSW 2829

All communications to be addressed to  
**THE GENERAL MANAGER**

Post Office Box 249  
COONAMBLE NSW 2829  
Telephone: (02) 68271900  
Fax: (02) 68221626

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

## FIRST QUARTER - WATER NOTICE

FOR THE PERIOD  
01-07-2021 TO 30-09-2021

CENTRE INC GULARGAMBONE RURAL  
37 BOURBAH STREET  
GULARGAMBONE NSW 2828

ASSESSMENT NO.: 02606-03000000-000  
DATE OF ISSUE: 30-09-2021  
DUE DATE: 30-10-2021  
PAYMENT REFERENCE: 20019170

Location and Description  
BOURBAH STREET, GULARGAMBONE NSW 2828  
P1056815

NO.	TYPE	OPENING		CLOSING		USAGE
		DATE	READING	DATE	READING	
956	41 - GULARGAMBONE	21-06-2021	1634	01-09-2021	1724	90
Water Consumption						90.00
Usage Consumption						90.00
CONSUMPTION		TARIFF RATE		TOTAL TARIFF CHARGE		
90		1.10		99.00		
Water				99.00		
S. Sewer :-		90.00KL x \$1.73/KL x 0.95 (Sewerage Discharge Factor)		147.90		
Payable				246.90		

\$246.95  
Gulargambone  
30 NOV 2021  
Reliance Bank Ltd  
TN

DEDUCT PAYMENTS SINCE	DUE DATE	DISCOUNT	NET PAY
28-09-2021	30-10-2021		24

SINCE



# Income and Expenditure Statement

## GULARGAMBONE RURAL TRANSACTION CENTRE INCORPORATED

For the year ended 30 June 2021

	2021	2020
<b>Income</b>		
<b>Sales</b>		
Drink Sales	1,289	1,178
Giftware - Postcard Sales		495
Giftware - Sales	61,693	63,749
Post Office - Stamps & Envelope Sales	31,633	25,278
<b>Total Sales</b>	<b>94,615</b>	<b>90,700</b>
<b>Total Income</b>	<b>94,615</b>	<b>90,700</b>
<b>Cost of Sales</b>		
Opening Stock	40,839	36,528
Purchases	77,515	80,187
Closing Stock	(44,337)	(40,839)
<b>Total Cost of Sales</b>	<b>74,017</b>	<b>55,856</b>
<b>Gross Surplus</b>	<b>20,578</b>	<b>34,845</b>
<b>Other Income</b>		
<b>Interest Income</b>		
Interest Income - Reliance Credit Union	1,843	2,723
<b>Total Interest Income</b>	<b>1,843</b>	<b>2,723</b>
Post Office - Commissions	71,449	81,261
Post Office - Fax & Photocopying Income	537	532
Cashflow Boost	13,672	6,328
Centrelink Payments	15,204	12,664
Document Safe	54	100
Donations Received	10,150	750
Internet & Digital Camera	275	225
Jobkeeper	13,500	5,000
Library Services	20,602	25,752
Marquee, Hall & Room Hire		23
Other Income	708	(154)
Rates Commission	457	560
Reliance Credit Union & GreenSlip Commissions	20,751	19,662
Rental - Telstra box	646	637
<b>Total Other Income</b>	<b>168,947</b>	<b>157,063</b>
<b>Expenditure</b>		
Accountancy Fees	2,547	2,780
Administration Costs	154	449
Advertising	478	150
Bank Fees & Charges	54	70
Depreciation	2,450	2,444

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

# COONAMBLE SHIRE COUNCIL

## APPLICATION FORM FOR A COMMUNITY DONATION UNDER COONAMBLE SHIRE COUNCIL'S DONATION POLICY

**CLOSING DATE: 4:30PM – FRIDAY 18 FEBRUARY 2022**

Name of organisation: Gulargambone Pioneers Memorial Presbyterian Church

Address: 50 Munnell St Gulargambone

Contact  
Phone:

President: Mr Ian McCutcheon

Secretary: Mr Robert Donnetl

Treasurer: Mrs Roslyn Zell

ABN:

Are you registered for GST?

Yes

☐

No

☒

**Eligibility for Financial Assistance (please circle)**

Is your organisation/community group:

Community based and not-for-profit?

Yes

No

Based in, or affiliated with Coonamble's LGA?

Yes

No

Able to complete the project/activity within 12 months?

Yes

No

Have you received any previous grants from Council?

Yes

No

2019

**Project** (outline what your organisation is proposing do with the sought donation)

To assist in payment of Coonamble  
Shire Rates and up-keep of  
Church and hall grounds.

0-7

How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

The church is an historical building used for all members of the community for funerals, and worship. The hall is available for children's and other activities in a safe outside garden environment.

Amount sought:

\$5,000

If you do not receive the full amount sought, will you still be able to complete your project / activity before 31 December 2022? If not, what will your plan be?

As the amount sought is to be used for rates, and keeping church and hall grounds in good condition, yes it would be complete by December 2022.

If applicable, does this amount include the value of general-purpose rates?

☒ Yes ☐ No (please tick appropriate box)

water & garbage

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

**Financial Statements:** Please include a copy of your organisations most recent financial statements.

Sign and  
Date

[Redacted Signature]

Please return to:

By Post:

The General Manager  
Coonamble Shire Council  
Post Office Box 249  
COONAMBLE NSW 2829

By Fax:

(02) 68 221 626

By Email:

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

By Hand:

80 Castlereagh Street, Coonamble



### APPLICATION FORM FOR A COMMUNITY DONATION UNDER COONAMBLE SHIRE COUNCIL'S DONATION POLICY

**CLOSING DATE: 4:30PM - FRIDAY 18 FEBRUARY 2022**

Name of Organisation: Gulargambone Jockey Club Inc

Address: c/- Cordale Gulargambone

Contact Phone: [REDACTED]

President: Tom Gadsby

Secretary: Bek Mackay

Treasurer: Bek Mackay

ABN: 69 146 496 033

Are you registered for GST? Yes ☐ No ☒

#### Eligibility for Financial Assistance (please circle)

Is your organisation/community group:

Community based and not-for-profit? Yes ☒ No ☐

Based in, or affiliated with Coonamble's LGA? Yes ☒ No ☐

Able to complete the project/activity within 12 months? Yes ☒ No ☐

Have you received any previous grants from Council? Yes ☐ No ☒

Project (outline what your organisation is proposing do with the sought donation)

The club is in need of a permanent shade/protective structure to protect and cover the Starting Barriers that were kindly donated to the Club. This piece of equipment is an integral part of running a successful event.

COONAMBLE SHIRE COUNCIL

FILE NO. 18 FEB 2022

DOC NO. 99258

ASSIGNED [Signature]

OPENED TY ACTION Y

COONAMBLE SHIRE COUNCIL

FILE NO. D-7

18 FEB 2022

DOC NO. 99258

ASSIGNED [Signature]

OPENED TY ACTION Y



How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

The project will help keep the clubs asset in good working order, protected from the elements & weather. The Gulargambone Jockey Club runs once a year which draws jockey's, trainers and racegoers both in a social and competitive aspect from the adjoining shires and from further a field. The race day injects profit into the local economy by way of eg: fuel, grocery & bottleshop sales.

The community enjoys the day of socialising by attending local race day it gives opportunity to get 'dolled up' and it brings all the community together. The committee works hard to prepare for the event.

Amount sought: \$10,000.00

If you do not receive the full amount sought, will you still be able to complete your project / activity before 31 December 2022? If not, what will your plan be?

Unfortunately no, if we do not get the required funds to build the cover, the club will have to continue to apply for grants to fund the project.

If we are successful, construction would commence as soon as possible and be finished by the well before December timeline.

If applicable, does this amount include the value of general-purpose rates?

☐ Yes ☒ No (please tick appropriate box)

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

Financial Statements: Please include a copy of your organisations most recent financial statements.

Sign and Date



(or equivalent)

Please return to:

By Post:

The General Manager  
Coonamble Shire Council  
Post Office Box 249  
COONAMBLE NSW 2829

By Fax:

(02) 68 221 626

By Email:

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

By Hand:

80 Castlereagh Street, Coonamble





**APPLICATION FORM FOR A COMMUNITY DONATION UNDER  
COONAMBLE SHIRE COUNCIL'S DONATION POLICY**

**CLOSING DATE: 4:30PM - FRIDAY 18 FEBRUARY 2022**

Name of organisation: COONAMBLE MEALS ON WHEELS  
Address: 7/24 CASTLEREACH ST, COONAMBLE

Contact  
Phone: [REDACTED]

CO-ORDINATOR: JULIA TAYLOR  
President: CO-ORDINATOR  
Secretary: LORNA LEFEBVRE

Treasurer: HELEN RACKHAM

ABN: 65 45 3571178

Are you registered for GST?

Yes



No



Eligibility for Financial Assistance (please circle)

Is your organisation/community group:

Community based and not-for-profit?

Yes

No

Based in, or affiliated with Coonamble's LGA?

Yes

No

Able to complete the project/activity within 12 months?

Yes

No

Have you received any previous grants from Council?

Yes

No

Project (outline what your organisation is proposing do with the sought donation)

TO PARTIALLY FUND A SUBSIDISED TAKEAWAY  
MEAL & HOME DELIVERY SERVICE FOR THE  
ELDERLY THAT WOULD OTHERWISE NOT BE  
AVAILABLE

COONAMBLE SHIRE COUNCIL	
FILE NO:	<u>D-7</u>
- 9 FEB 2022	
DOC NO:	<u>99165</u>
ASSIGNED:	<u>Quinnby</u>
OPENED:	<u>TY</u> ACTION: <u>Y</u>

How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

IT WILL EMPLOY A DRIVER ONCE A WEEK FOR DURATION. PROVIDE ON AVERAGE AN EXTRA 70 MEALS A WEEK TO CHOSEN FOOD ESTABLISHMENT. ENABLE ON AVERAGE TO ELDERLY MEMBERS OF THE COMMUNITY A WEEK TO ENJOY A HOME DELIVERED HOT MEAL.

Amount sought:

\$3200

If you do not receive the full amount sought, will you still be able to complete your project / activity before 31 December 2022? If not, what will your plan be?

YES DEFINITELY! We will run the program for the length that the funding allows.

If applicable, does this amount include the value of general-purpose rates?

☐

Yes

☒

No (please tick appropriate box)

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

**Financial Statements:** Please include a copy of your organisations most recent financial statements.

Sign and Date

[Redacted Signature]

(Chairperson or equivalent)

Please return to:

By Post:

The General Manager  
Coonamble Shire Council  
Post Office Box 249  
COONAMBLE NSW 2829

By Fax:

(02) 68 221 626

By Email:

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

By Hand:

80 Castlereagh Street, Coonamble



**APPLICATION FORM FOR A COMMUNITY DONATION UNDER  
COONAMBLE SHIRE COUNCIL'S DONATION POLICY**

**CLOSING DATE: 4:30PM - FRIDAY 18 FEBRUARY 2022**

Name of

organisation: Coonamble Country Women's Association Evening BranchAddress: 93 Castlereagh St, Coonamble

Contact

Phone: Secretary - [REDACTED]President: Lenore GreenSecretary: Amanda ColwellTreasurer: Felicity KeadyABN: 82 318 909 926

Are you registered for GST?

Yes



No



Eligibility for Financial Assistance (please circle)

Is your organisation/community group:

Community based and not-for-profit?

Yes

No

Based in, or affiliated with Coonamble's LGA?

Yes

No

Able to complete the project/activity within 12 months?

Yes

No

Have you received any previous grants from Council?

Yes

No

Project (outline what your organisation is proposing do with the sought donation)

Please see attached sheet

COONAMBLE SHIRE COUNCIL	
FILE NO.	<u>D-7</u>
18 FEB 2022	
DOC NO.	<u>99261</u>
ASSIGNED	<u>Shirley by TLI</u>
OPENED	<u>ACTION Y</u>



How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

Please see attached sheet.

Amount sought: \$5,000.00

If you do not receive the full amount sought, will you still be able to complete your project / activity before 23 September 2022? If not, what will your plan be?

Please see attached sheet.

If applicable, does this amount include the value of general-purpose rates?

☐ Yes ☒ No (please tick appropriate box)

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

**Financial Statements:** Please include a copy of your organisations most recent financial statements.

Sign and Date

(person or equivalent)

14-8-22

Please return to:

By Post

The General Manager  
Coonamble Shire Council  
Post Office Box 249  
COONAMBLE NSW 2829

By Fax:

(02) 68 221 626

By Email:

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

By Hand:

80 Castereagh Street, Coonamble

Project (outline what your organisation is proposing to do with the sought donation)

- Our “big picture” project is to modernise, modify and renovate the CWA Hall, 93 Castlereagh Street Coonamble. There is a lot of work to be done to bring the hall into line with current building regulations, and our 35 members feel that engaging a professional designer/draftsperson as the first step will ultimately save time, money and frustration in the future
- Members of the branch wish to engage Pip Stalley of Elements Interiors and Construction of Dubbo ([www.elementsinteriorsandconstruction.com.au](http://www.elementsinteriorsandconstruction.com.au)) to draft and plan major renovations and modifications that are needed, and prioritise the work in a way to help us towards financial self-sufficiency. This is the particular starting “seed” project for which this Coonamble Shire Council donation is sought
- A colleague of Ms Stalley’s was responsible for the interior rearrangement of the previous RTC into the present Outback Arts Creative Arts Centre and we wish to start a similar venture, making decisions for the best spatial planning and infrastructure already in place to reduce unnecessary future spending. Her company does similar work in both the public and private sector across this region

How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

- The main target groups to benefit from this project are community groups and services, casual or permanent visiting professionals who have a need for a quiet, private, flexible, modern, convenient meeting place away from licensed premises, for either permanent regular bookings or one off occasions
- Several services in town have already approached us wanting to use the flat as a short term accommodation option for health workers, education officers etc. Unfortunately it is not in any condition to do so at the moment. There is a recognised lack of such accommodation available in Coonamble now. As soon as the flat is ready, it will provide a consistent income to help future work, paying utilities and regular bills etc
- When the Day branch amalgamated with us (the Evening branch) in June 2021, our membership has increased by over 30% in the last few months, from both town and country ladies, all new to CWA, and we all share an overwhelming desire to maintain the hall due to its historic value and unique social possibilities rather than selling it and adding another sad, empty building to the town, or have it unnecessarily demolished. We have undertaken to step up fundraising for the additional money that is needed to employ Ms Stalley, (approx. \$7,500 in total, separate to the anticipated 6 figure sum in the future to carry out the work, furnish the flat, fit out the kitchens and bathroom) and we feel it is achievable in smaller increments once the project is initiated. With this professional priority planning in place, we feel more confident of successful external State and Federal grants to undertake the considerable expense required for the restoration
- Using local trades people and suppliers for the project is very important to members as well as the Coonamble community, so they will also benefit. There is a lot of work to be done to bring the hall into line with current building regulations, and we feel that engaging a professional advisor in the first instance in this area will ultimately save much time, money and frustration in the future

PTO →

- CWA of NSW policy is if any money is donated locally, an equal or greater amount is provided to executive level for the continuing work of the Association across the State, which means that our bank balance is not really fully available for our Branch's use

If you do not receive the full amount sought, will you still be able to complete your project/activity before the 31<sup>st</sup> December 2022? If not, what will your plan be?

- We probably won't have it completed, but maybe have made a deferred start, if Ms Stalley is available later in the year. We will continue to fundraise locally and seek grants, donations, sponsorship etc where available; however delaying the engagement of a planner will continue to set back the time when the hall will become useful for those who have already shown considerable interest in using it, slowing down the process of becoming self-sustaining financially, creating ongoing costs for our branch and members. The sooner the hall can be paying for itself the better use of the money we raise on behalf of CWA to further its goals of advocating and lobbying for women, children and their communities for health, education and overcoming isolation, which the Association has been doing for 100 years



# COONAMBLE SHIRE COUNCIL

## APPLICATION FORM FOR A COMMUNITY DONATION UNDER COONAMBLE SHIRE COUNCIL'S DONATION POLICY

CLOSING DATE: 4:30PM – FRIDAY 18 FEBRUARY 2022

Name of organisation: Coonamble Community Radio Inc

Address: 30 Maule Street, COONAMBLE NSW 2829

Contact Phone: [REDACTED]

President: Felicity Keady

Secretary: Robyn Hull

Treasurer: Barbara James

ABN: 83 773 343 443

Are you registered for GST? Yes ☒ No ☐

### Eligibility for Financial Assistance (please circle)

Is your organisation/community group:

Community based and not-for-profit? Yes ☒ Yes ☐ No ☐

Based in, or affiliated with Coonamble's LGA? Yes ☒ Yes ☐ No ☐

Able to complete the project/activity within 12 months? Yes ☒ Yes ☐ No ☐

Have you received any previous grants from Council? Yes ☒ Yes ☐ No ☐

Project (outline what your organisation is proposing do with the sought donation)

To provide a greater level of reliability in broadcasting Coonamble Community Radio Inc has obtained a grant for a generator which will ensure during blackout crises that emergency information can continue to be broadcast. MTMFM seeks support to be able to ensure appropriate level of servicing and fueling said generator for 2022.

COONAMBLE SHIRE COUNCIL	
FILE NO:	<u>D-7</u>
18 FEB 2022	
DOC NO:	<u>99263</u>
ASSIGNED:	<u>Quarant</u>
OPENED:	<u>74</u> ACTION <u>Y</u>

Some further security measures to ensure vandalism is resistable is also on the agenda.

How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

The Coonamble Shire Community will be supported by a more reliable information sharing during emergency situations.

This supports the Coonamble Shire Council in particular to be able to broadcast during emergency situations that it has not been able to in the past.

Amount sought: \$5000.00

If you do not receive the full amount sought, will you still be able to complete your project / activity before 31 December 2022? If not, what will your plan be?

A small band of committee members are maintaining the system now and will continue vigilantly to provide this service to the community.

Council's support will help a great deal to lighten the responsibility for all by a few.

If applicable, does this amount include the value of general-purpose rates?

☒ Yes ☐ No (please tick appropriate box)

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

Financial Statements: Please include a copy of your organisations most recent financial statements.

Sign and Date: Barbara James / Treasurer 09/02/2022  
(Chairperson or equivalent)

Please return to: By Post: The General Manager  
Coonamble Shire Council  
Post Office Box 249  
COONAMBLE NSW 2829  
By Fax: (02) 68 221 626  
By Email: council@coonambleshire.nsw.gov.au  
By Hand: 80 Castlereagh Street, Coonamble

**COONAMBLE**  
SHIRE COUNCIL**APPLICATION FORM FOR A COMMUNITY DONATION UNDER  
COONAMBLE SHIRE COUNCIL'S DONATION POLICY****CLOSING DATE: 4:30PM – FRIDAY 18 FEBRUARY 2022****Name of organisation:** Quambone Resources Committee**Address:** PO Box 1, Quambone NSW 2831**Contact Phone:** [REDACTED]**President:** Leanne Delaney**Secretary:** Darius Smith**Treasurer:** Marg Garnsey**ABN:** 90 692 594 768**Are you registered for GST?** Yes ☐ No ☐**Eligibility for Financial Assistance (please circle)****Is your organisation/community group:**

Community based and not-for-profit?	Yes	No
Based in, or affiliated with Coonamble's LGA?	Yes	No
Able to complete the project/activity within 12 months?	Yes	No
Have you received any previous grants from Council?	Yes	No

**Project** (outline what your organisation is proposing do with the sought donation)

*Seeking funding for the costs of the Electricity at the Quambone War Memorial Hall & the Quambone Sportsground / Racecourse & the ongoing maintenance, cleaning & general presentation of the Quambone Hall.*

How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

*The Quambone War Memorial Hall & the Quambone Sportsground / Racecourse are Coonamble Shire Council owned facilities that are overseen by the Quambone Resources Committee. Having these facilities is essential for the overall wellbeing of the Residents of Quambone. The main target groups are the Quambone village residents & all members of the wider Quambone community.*

**Amount sought: \$ 2,000.00**

If you do not receive the full amount sought, will you still be able to complete your project / activity before **31 December 2022**? If not, what will your plan be?

*With the last two years of COVID - 19 affecting the fund raising opportunities for the Quambone Resources Committee coupled with the ongoing rises in electricity costs the financial capacity of the committee is being stretched. The QRC needs to have sufficient funds to be able to run community events when the opportunity arises in order to remain financially viable & thus be able to support the CSC in looking after these facilities.*

If applicable, does this amount include the value of general-purpose rates?

☐ Yes ☒ No (please tick appropriate box)

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

**Financial Statements:** Please include a copy of your organisations most recent financial statements.

**Sign and Date**

(valent)

Please return to:

By Post:

The General Manager  
Coonamble Shire Council  
Post Office Box 249  
**COONAMBLE NSW 2829**

By Fax:

(02) 68 221 626

By Email:

By Hand:

80 Castlereagh Street, Coonamble

For further information regarding the Donations Policy or the Application Process please contact Council on 02 68 271 900 or email [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)



**COONAMBLE**  
SHIRE COUNCIL**APPLICATION FORM FOR A COMMUNITY DONATION UNDER  
COONAMBLE SHIRE COUNCIL'S DONATION POLICY****CLOSING DATE: 4:30PM – FRIDAY 18 FEBRUARY 2022**

**Name of organisation:** Marthaguy Picnic Race Club

**Address:** PO Box 1, Quambone NSW 2831

**Contact Phone:** [REDACTED]

**President:** Doug Andrews

**Secretary:** Marg Garnsey

**Treasurer:** Marg Garnsey

**ABN:** 14 743 751 063

Are you registered for GST? Yes ☐ No ☐

**Eligibility for Financial Assistance (please circle)**

Is your organisation/community group:

Community based and not-for-profit?	Yes	No
Based in, or affiliated with Coonamble's LGA?	Yes	No
Able to complete the project/activity within 12 months?	Yes	No
Have you received any previous grants from Council?	Yes	No

**Project** (outline what your organisation is proposing do with the sought donation)

*To conduct the Annual Picnic Races held at the Quambone Sportsground / Racecourse. The funding will help the club offset all general expenditure in the running of this event & also to provide a free community luncheon for patrons on the day. This allows more families & locals to attend. Social gatherings are crucial to the survival of our smaller communities providing a much needed forum for an entertaining day family out at affordable cost in their own local environment.*

How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

*This event is attracting more & more visitors each year & it is an essential for the Quambone Community to be able to host this event. It helps generate tourism, provides interest in the village, provides a social outing that is affordable, helps both the Quambone Store & the Quambone Sundowner Hotel remain viable as both business benefit enormously. It also assists Coonamble Trainers to have another local event for their horses to participate in. Our target group is anyone interested in horse racing, fashions on the field, & attending a quality day out.*

**Amount sought** \$ 5,000.00

If you do not receive the full amount sought, will you still be able to complete your project / activity before **31 December 2022**? If not, what will your plan be?

*The Marthaguy Picnic Races will still be able to be run, however as we use some of the funding to provide a free community luncheon, this is probably one area that will need to be reassessed. Admission charges will also have to be increased & we will need additional support from the Coonamble Shire Council to maintain the Council managed sportsground, (which we do all year round). The track has to be constantly sprayed, cultivated & dragged to maintain a weed free dirt track in racing condition. The track is inspected 8 weeks before racing each year by WRA RacingNSW Stipendiary Stewards. The track & all facilities must be in tip top order at this time to passed fit to race.*

If applicable, does this amount include the value of general-purpose rates?

☐ Yes ☒ No (please tick appropriate box)

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

**Financial Statements:** Please include a copy of your organisations most recent financial statements.

**Sign and Date**

04-02-2022

(or equivalent)

Please return to:

**By Post:**

The General Manager  
Coonamble Shire Council  
Post Office Box 249  
**COONAMBLE NSW 2829**

**By Fax:**

(02) 68 221 626

**By Email:**

**By Hand:**

80 Castlereagh Street, Coonamble

For further information regarding the Donations Policy or the Application Process please contact Council on 02 68 271 900 or email [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)



**COONAMBLE**  
SHIRE COUNCIL**APPLICATION FORM FOR A COMMUNITY DONATION UNDER  
COONAMBLE SHIRE COUNCIL'S DONATION POLICY****CLOSING DATE: 4:30PM – FRIDAY 18 FEBRUARY 2022**

**Name of organisation:** Quambone Polocrosse Club

**Address:** PO Box 1, Quambone NSW 2831

**Contact Phone:** [REDACTED]

**President:** Simon Turnbull

**Secretary:** Katrina Walker

**Treasurer:** Marg Garnsey

**ABN:** 94 632 562 786

Are you registered for GST? Yes ☒ No ☐

**Eligibility for Financial Assistance (please circle)**

Is your organisation/community group:

Community based and not-for-profit?	<u>Yes</u>	No
Based in, or affiliated with Coonamble's LGA?	<u>Yes</u>	No
Able to complete the project/activity within 12 months?	<u>Yes</u>	No
Have you received any previous grants from Council?	<u>Yes</u>	No

**Project** (outline what your organisation is proposing do with the sought donation)

*To conduct the Annual Polocrosse Carnival held at the Quambone Sportsground /Racecourse. The funding will help the club offset all general expenditure in the running of this event, purchase of prizes, providing music for entertainment, assisting in the purchase of groceries for the Saturday Night Meal, ground hire etc.*

How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

*Quambone is a remote village without many social events each year. The Annual Polocrosse carnival is a unique event attracting spectators from across the Western Region & Hunter Valley areas. Both players & spectators need to travel to Quambone, fuel & groceries are purchased, accommodation used, camping supplies sourced as well as essentials from Chemists etc. Horse Feed & various other needs are also purchased. We have spectators camping on the grounds extending their stay to tour through the Macquarie Marshes & we do provide an exciting weekend of sport for the locals to watch & for our own local club members to play.*

**Amount sought: \$ 2,000.00**

If you do not receive the full amount sought, will you still be able to complete your project / activity before **31 December 2022**? If not, what will your plan be?

*The Quambone Polocrosse will endeavour to continue with the carnival however the amount of money that has been spent by the club to upgrade the facilities over the years (at no cost to the shire) needs to be considered. As our club also maintains the fields in playing condition without assistance, cleaning the facilities prior to the carnival & again after the carnival, mowing, whipper snipping, planting trees etc to be able to provide both a social & iconic sporting event for the community additional ongoing regular assistance may need to be allocated by the CSC for the continued maintenance of the grounds for all the clubs involved.*


If applicable, does this amount include the value of general-purpose rates?

☐ Yes ☒ No (please tick appropriate box)

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

**Financial Statements:** Please include a copy of your organisations most recent financial statements.

**Sign and Date**



04.02.2022

(equivalent)

Please return to:

**By Post:**

The General Manager  
Coonamble Shire Council  
Post Office Box 249  
**COONAMBLE NSW 2829**

**By Fax:**

(02) 68 221 626

**By Email:**

**By Hand:**

80 Castlereagh Street, Coonamble

For further information regarding the Donations Policy or the Application Process please contact Council on 02 68 271 900 or email [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)





**APPLICATION FORM FOR A COMMUNITY DONATION UNDER  
COONAMBLE SHIRE COUNCIL'S DONATION POLICY**

**CLOSING DATE: 4.30PM - FRIDAY 18 FEBRUARY 2022**

Name of organisation: COONAMBLE AUTO CLUB INC.

Address: 33 WINGAROO ST COONAMBLE 2819 - PETER LANE

Contact:

Phone:

President: STEPHEN LANE

Secretary: JOHN McMULLEN / PETER LANE

Treasurer: COLIN LANE

ABN: 127

Are you registered for GST?

Yes



No



**Eligibility for Financial Assistance (please circle)**

Is your organisation/community group:

Community based and not-for-profit?

Yes

No

Based in, or affiliated with Coonamble's LGA?

Yes

No

Able to complete the project/activity within 12 months?

Yes

No could pay

Have you received any previous grants from Council?

Yes

No

**Project** (outline what your organisation is proposing do with the sought donation)

We intend to use this funding to add to the previous which was used to be used due to covid restrictions with our 2001 Car Spray held at the Golf Club. We will increase the prize amount for each category.

COONAMBLE SHIRE COUNCIL	
FILE NO:	<u>D-7</u>
	<b>18 FEB 2022</b>
DOC NO:	<u>99259</u>
ASSIGNED:	<u>Quinn</u>
OPENED:	<u>11</u>

How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

The 2022 Car Show will help the Shire Business here as we purchase all the Prizes from local Shops. The Car Show also attracts people from surrounding Areas. Last Show there were 400 people through the gate.

Amount sought:

\$500-00

If you do not receive the full amount sought, will you still be able to complete your project / activity before 31 December 2022? If not, what will your plan be?

YES COULD PENDING

however I am very confident restrictions will be all lifted by then

If applicable, does this amount include the value of general-purpose rates?

N/A



Yes



No (please tick appropriate box)

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

✓ Financial Statements:

Please include a copy of your organisations most recent financial statements.

Sign and  
Date

[Redacted Signature]

Please return to:

By Post:

The General Manager  
Coonamble Shire Council  
Post Office Box 249  
COONAMBLE NSW 2829

By Fax:

(02) 68 221 626

By Email:

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

By Hand:

80 Castlereagh Street, Coonamble

# COONAMBLE SHIRE COUNCIL

## APPLICATION FORM FOR A COMMUNITY DONATION UNDER COONAMBLE SHIRE COUNCIL'S DONATION POLICY

CLOSING DATE: 4:30PM - FRIDAY 18 FEBRUARY 2022

Name of organisation: COONAMBLE COMMUNITY MENS SHED  
 Address: 32 YARRAW ST, COONAMBLE 2829  
 Contact Phone: [REDACTED]  
 President: RON CROCKER  
 Secretary: SHANE HORAN  
 Treasurer: SHANE HORAN  
 ABN: 74 063 562 358

Are you registered for GST? Yes ☒ No ☐

### Eligibility for Financial Assistance (please circle)

Is your organisation/community group:

Community based and not-for-profit? Yes ☒ No ☐

Based in, or affiliated with Coonamble's LGA? Yes ☒ No ☐

Able to complete the project/activity within 12 months? Yes ☒ No ☐

Have you received any previous grants from Council? Yes ☐ No ☐

Project (outline what your organisation is proposing do with the sought donation)

ASSIST WITH ELECTRICAL ACCOUNTS  
REPLACE TIMBER DAMAGED BY WATER FROM  
FLOODED DRAINS



How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

PROVIDES AN COMMUNITY SERVICES FOR  
OLDER & RETIRED MEMBERS OF SHIRE

Amount sought: \$1500.00

If you do not receive the full amount sought, will you still be able to complete your project / activity before 31 December 2022? If not, what will your plan be?

YES

If applicable, does this amount include the value of general-purpose rates?

☐ Yes ☒ No (please tick appropriate box)

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

Financial Statements: Please include a copy of your organisations most recent financial statements.

Sign and  
Date

(Chairperson or equivalent)

Please return to:

By Post:

The General Manager  
Coonamble Shire Council  
Post Office Box 249  
COONAMBLE NSW 2829

By Fax:

(02) 68 221 626

By Email:

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

By Hand:

80 Castlereagh Street, Coonamble

## 10.9 STATUS OF INVESTMENTS - FEBRUARY 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

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%		500,000
Commonwealth Bank	A1+	Online Saver Acc	0.10%		4,000,000
IMB - VRD	A2	Term Deposit - 18/04/2022	0.57%	91 Days	1,000,000
IMB - VRD	A2	Term Deposit - 04/08/2022	0.67%	91 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 - 08/08/2022	0.51%	182 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
<b>TOTAL</b>					<b>27,250,000</b>

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			20,296,073.12
Sewerage Investment Fund			2,623,027.67
Water Investment Fund			4,330,899.21
			\$ 27,250,000

Interest earned on Investments for 2021-2022 as at 28 February 2022

\$ 54,724

#### (a) Governance/Policy Implications

Monthly financial reporting ensures transparency of financial reporting to enable Councillors to make financially sustainable and accountable decisions.

#### (b) Legal Implications

All investments continue to be made in accordance with the requirements of the *Local Government Act 1993* and Council's Investment Policy.

#### (c) Social Implications

Council funds are used to provide services and infrastructure to the community and, as a result, well managed funds maximise the level of financial resources available to support the community.

#### (d) Environmental Implications

There are no environmental implications arising from this report.

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

Sound economic management includes maximising Council's return on investment, and this is achieved by closely monitoring investments in line with Council's Investment Policy.

#### (f) Risk Implications

Sound economic management includes maximising Council's return on investment, and this is achieved by closely monitoring all investments in line with Council's Investment Policy.

### CONCLUSION

Funds have been appropriately restricted to ensure all areas of Council can continue to operate in accordance with both the annual Operational Plan and the Long-Term Financial Plan. Further, all investments are continued to be made in accordance with the requirements of the *Local Government Act 1993* and Council's Investment Policy.

## RECOMMENDATION

That Council notes the list of investments as at 28 February 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.

## 10.10 RATES AND CHARGES COLLECTIONS - FEBRUARY 2022

**File Number:** Rates - General - R4

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

**Authoriser:** Hein Basson, General Manager

**Annexures:** Nil

### PURPOSE

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

	28 February 2022	28 February 2021
Rates and Charges	\$3,013,287.57	\$2,241,311.92
Water & Sewer Consumption	\$493,979.42	\$199,621.17
<b>Total</b>	<b>\$3,507,266.99</b>	<b>\$2,440,933.09</b>

### COMMENTARY

#### Rates and Charges

	28 February 2022	28 February 2021
Rates and charges in arrears as at 30 June 2021	\$905,674.57	\$904,997.89
Rates/charges levied & adjustments for 2021/2022	\$7,200,453.78	\$6,967,407.88
Pension Concession	(\$107,563.61)	(\$109,278.83)
Amounts collected as at 28 February 2022	(\$4,985,277.17)	(\$5,521,815.02)
<b>Total Rates and Charges to be Collected</b>	<b>\$3,013,287.57</b>	<b>\$2,241,311.92</b>

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 28 February 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 \$107,563.61; reducing the amount of income derived from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$48,403.62.

The rates and charges as at 28 February 2022 represents 37.17% of the total annual rates and charges levied and outstanding (compared with 28.47% on 28 February 2021).

### **Water and Sewer Consumption Charges**

	<b>28 February 2022</b>	<b>28 February 2021</b>
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	\$438,889.72	\$410,015.21
Amounts collected as at 28 February 2022	(\$346,235.53)	(\$609,418.10)
<b>Total Water &amp; Sewer Consumption Charges to be Collected</b>	<b>\$493,979.42</b>	<b>\$199,621.17</b>

The water and sewer consumption charges as at 28 February 2022 represents 58.79% of the total water consumption charges outstanding (compared to 24.67% on 28 February 2021). For Council's information, the main contributing factor to the variation between the two (2) ratios is that as previously reported the issuing of the second quarter of user pays water for the 2021/22 financial year was delayed until the beginning of February 2022.

#### **(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 28 February 2022 represent 37.17% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 28.47% on 28 February 2021). The water and sewer consumption charges as of 28 February 2022 represents 58.79% of the total water consumption charges outstanding from previous years (compared to 24.67% on 28 February 2021).

**RECOMMENDATION**

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

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

**File Number:** Reports - R6

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

**Authoriser:** Hein Basson, General Manager

**Annexures:** Nil

### **PURPOSE**

The purpose of this report is to provide information on works in progress within Council's Urban Services section for the month of February 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 works program continues to focus on the presentation of the open spaces in Coonamble, Gulargambone and Quambone.
- Due to the failure of turf that was laid late in December 2021, approximately 400sqm of turf was re-laid, by the contractor, over the releveled area surrounding the centre cricket pitch at the Coonamble Sportsground. These works were completed on 25 February 2022.
- At the time of writing this report, Council staff were in the process of topdressing the re-laid area and undertaking the required maintenance to ensure that the freshly laid turf will bind and grow. According to the information provided to Council this process will take approximately four (4) weeks to be successful.
- Taking into consideration the re-laid turf and the fact that the Coonamble Sportsground will be hosting the Classic Wallabies match on 23 April 2022, Council needs to take the appropriate steps to ensure the playing surface is in prime condition. One measure that has been implemented is that during the month of March any game which had been booked at the Coonamble

Sportsground have been relocated to the Gulargambone Sportsground. This will have the effect of limiting the traffic on the affected areas , whilst providing a window of opportunity to which the oval can be watered more effectively to promote growth.



*Figure 1 - Failed Turf at the Coonamble Sportsground prior to re-turfing*

#### **Vandalism:**

- Vandalism costs incurred by Council for the 2021 / 22 financial year to date amount to \$3,844.81.
- A number of minor incidents of vandalism to Council's recreational facilities have occurred during the month of February 2022.

#### **Pools:**

- During February 2022, the Coonamble Pool hosted several School Swimming Carnivals including the Public-School Zone Swimming Carnival. From these events positive feedback was received regarding the presentation of the facility.
- The Gulargambone Swimming Carnival originally planned for the 27 February 2022 was cancelled by the organising body.
- The 2021/22 regular swimming season will conclude on Friday, 1 April 2022.

#### **Buildings:**

- Ongoing minor maintenance continues as planned.
- At its February 2022 Council Meeting, concerns were raised about the proposed design for the construction of the new Coonamble SES Headquarters. Subsequently, meetings have been held between representatives from Roy Butlers Office, Council, the Local volunteers, and the SES to work through the issues that had been identified. The issues discussed focused on the layout, functionality, and future proofing of the proposed building in its current location, to the possible funding options that will be required to be identified. Following these meetings, Council and the

representatives from the SES, including the volunteers, have come to an agreement on the new desired plan for the facility.

- As a result of the agreed changes to the design of the Coonamble SES building, staff from Council and the SES are now working through the planning processes required to allow the construction of the facility to proceed. These processes include the drafting of plans for the redesigned facility, redetermination of the Development Application and subsequently providing this updated information to the shortlist of preferred tenders. For Council's information, the shortlist of preferred tenders will be drawn from the pool of tenders received on the original design, which closed on 8 February 2022.

**(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.**



## 10.12 DRAFT CONCEALED WATER LEAKS POLICY

**File Number:** Policies - P15

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

**Authoriser:** Hein Basson, General Manager

**Annexures:** 1. Draft Water Concealed Leak Policy  
2. Draft Water Concealed Leak Application Form

### PURPOSE

The purpose of this report is to provide Council with a draft Concealed Water Leaks Policy for consideration and adoption.

### BACKGROUND

At the September 2021 Meeting Council received a request for a reduction in Water and Sewer Usage Charges that had been billed to an assessment for the fourth quarter of the 2020/21 financial year. The ratepayer was able to provide Council with relevant support documentation to substantiate the following claims:

- That the bill for the period in question was unusually high due to a concealed leak occurring on the property.
- That the ratepayer took a proactive approach by engaging a qualified plumber to locate and repair the leak, at their own cost.

Following consideration of the report Council passed the following resolution.

### RESOLUTION 2021/208

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

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

**CARRIED**

As such, in accordance with the resolution Council staff have prepared the attached draft Concealed Water Leaks Policy for Council's consideration and endorsement.

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

L1.4.4 Governance is open and transparent.

#### (b) Financial Considerations

Once the draft policy is formally adopted by Council, should an application be received and assessed to meet the necessary criteria, Council will

apply the concealed leak allowance provisions contained within the policy. The application of the concealed leak allowances will reduce the level of income that Council would have expected to be received from the respective user charges.

## **COMMENTARY**

In formulating the draft Concealed Leaks Policy for Council's consideration, the focus has been to establish a framework for the General Manager, staff and public regarding the responsibilities of water consumption and the necessity of early detection of leaks. Further, the framework contained within the draft policy will ensure that all future requests for consideration under this policy would be treated in an equitable and consistent manner.

Should the draft policy in its current format be adopted by Council, it will allow management to receive, assess and action requests within the delegations of the policy. Further, it will remove the need to bring individual requests of this nature before Council for any consideration.

As the draft Concealed Leaks policy is a new Council Policy, Council is required to place the policy on public exhibition for 28 days and invite comment from the community.

### **(a) Governance/Policy Implications**

The draft policy, once adopted by Council, will become a policy of Council.

### **(b) Legal Implications**

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

### **(c) Social Implications**

Whilst the responsibility for concealed leaks on the customer side of the water meter are that of the property owner, the draft policy as attached, will act as a mechanism to aid customers who have incurred increased costs due specifically to concealed leaks. The reduction offered by the policy would serve costs as an act of good faith and to lessen the impact that such a user pay water account may have.

### **(d) Environmental Implications**

The draft Concealed Water Leaks Policy as attached, offers consumers an incentive to reduce the amount of water lost through concealed leaks when they occur.

### **(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 purpose of the draft Concealed Water leaks Policy is to provide a framework for the General Manager, staff and public regarding the responsibilities of water consumption and necessity of early detection of water leaks. Further, the framework contained within the draft policy will ensure that all future requests for consideration under this policy would be treated in an equitable and consistent manner.

## **RECOMMENDATION**

- 1. That Council places the draft Concealed Water Leaks Policy, as attached to the report as Annexure 1, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.**
- 2. That Council requests the Executive Leader Corporate and Sustainability to present a further report, together with all submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Concealed Water Leak Policy (with or without changes) at its May 2022 Ordinary Meeting.**
- 3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopts the Investment Policy without any changes as a policy of Council.**
- 4. That Council notes the information contained in the Concealed Leaks Application form, as attached to the report as Annexure 2.**

### **1. BACKGROUND**

Council in its role as a Water Supply Authority, provides potable water to the boundary of a property. Council relies on the income generated from access and user charges to fund the ongoing provision of Water and Sewerage Services within the Coonamble Shire Local Government Area.

### **2. PURPOSE**

The purpose of this policy is to provide a framework for the General Manager, staff and public regarding the responsibilities of water consumption and necessity of early detection of water leaks.

### **3. POLICY OBJECTIVE**

Council provides potable water to the boundary of a property; water that has subsequently passed through a meter service connection becomes the responsibility of that property owner. This policy is not intended to provide full compensation to customers for water and sewer usage charges as a consequence of an undetected water leak on their property. However, as an act of good faith and to promote sound water conservation practices, the policy provides Council with a means by which some assistance can be provided to customer who have incurred higher usage charges due to a concealed water leak occurring on their property.

For the purposes of this policy, a "concealed water leak" is defined as water escaping from a private water service that is hidden from view (usually below ground or under concrete). The interpretation of the customer being unaware of a leaking service and the leak being concealed from view is to be taken that there is no visible evidence of soaking or dampness. Damp walls, lush grass or damp soil does not constitute being concealed from view. Running toilets, leaking taps or unmonitored automated sprinkler systems (as examples only) are not considered concealed water leaks.

#### **4. LEGISLATION**

All applications under this policy are to be dealt with in accordance of the following legislation:

- *Local Government (General) regulation 2005.*
- *Local Government Act 1993.*
- *Australia Accounting Standards.*

#### **5. APPLICATION/SCOPE**

##### **DELEGATION OF AUTHORITY**

Authority for implementation of the Water and Sewer Usage Charges – Concealed Leaks Policy may be delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager can delegate the implementation and management of claims under this policy to the Manager of Finance and Procurement. The Manager of Finance and Procurement is authorised to assess and determine applications received under the terms of this policy.

#### **6. POLICY**

##### **6.1 PRUDENT PERSON STANDARD**

All applications received under this policy will be managed with the care, diligence, and skill that a prudent person would exercise.

##### **6.2 ETHICS AND CONFLICTS OF INTERST**

Officers shall refrain from personal activities that would conflict with the implementation and assessment of applications received under this policy. This policy requires officers to disclose any conflict of interest to the General Manager.

##### **6.3 ESSENTIAL ELIGIBILITY CRITERIA**

To be eligible for a concealed leak allowance, the following criteria must be met:

- The leak must be hidden beneath a concrete slab or in a cavity wall or otherwise underground where it effects are not readily visible.
- Leaks must be identified and repaired within a timely manner (30 days) of the bill issue date; the customer is responsible for any repairs.
- The customer must have engaged the services of a licenced plumber to repair the concealed leak.



- The concealed leak allowance is a concession and applies to all customer types and will be property based. Only one application will be accepted as a result of a concealed leak at the same property and by the same owner regardless of whether it is a related event or separate concealed leak within a 5-year period. If a customer moves to another property or owns more than one property, the allowance will be given once on each property within a 5-year period.
- Non-Residential properties, which incur a sewer usage charge will also be eligible for a leak allowance to be applied to the increased sewer usage charges resulting from a concealed leak. The allowance given for sewer usage will be in addition to any allowance given for water usage, but it will not be subject to a 5-year time limit.

#### **6.4 EXCLUSIONS**

Applications for a leak allowance will not be accepted when:

- The leak was found to be due to the neglect of obvious defects in the private water service.
- The leak was caused directly by way of accidental or wilful damage.
- The leak involves a leakage from an appliance, pump, hot water system, pressure release or float valves, solar panels or pool heaters, pool or pond lines, taps cisterns and other water fittings etc.
- The leak emanated from private water pipelines that are located outside the property boundary.
- The leak is the result of a second occurrence of a concealed leak at the same property and by the same owner within a 5-year period of a prior claim against this policy.
- The application does not contain the required documentation or meet the terms of a complying claim.

#### **6.5 APPLICATION PROCESS**

Customers who wish to access the allowance provisions available through this policy must provide sufficient information to Council for an assessment to be made.

Applicants should submit their application in writing and are requested to complete the approved form.

The application must be completed and returned to Council with the following supporting documentation which may include, but is not limited to:

- A copy of the invoice from the licenced plumber who carried out the repairs.
- A written report on the leak from the licensed plumber who completed the repairs, which provides Council with the following information.

- Confirmation that the leak was concealed from view and could not be located by visual inspection.
- The dates the leak was detected and repaired.
- The possible cause of the leak.
- Where the water was escaping.

Should the Manager of Finance and Procurement assess the application as being valid, the appropriate adjustments will only be made if all other water and sewerage charges have been paid in full or are up to date on their arrangement at the time the determination is made.

Should an application be declined by Council, the customer will be liable for all consumption of water that has passed through the meter.

#### **6.6 CONCEALED LEAK ALLOWANCE LIMITS.**

- The maximum concealed leak allowance that will be applied to water usage charges will be 50% of the difference between the usage of the affected account and the average consumption for the corresponding period for the past two (2) years, or from change of ownership if that occurred in the past year.
- The maximum concealed leak allowance that will be applied to sewer usage charges will be 100% of the difference between usage charges of the affected account above the statutory minimum access charge per quarter.

#### **6.10 REVIEW**

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

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

#### **6.10 IMPLEMENTATION / COMMUNICATION**

The Concealed Water Leaks Policy will be distributed and communicated to all relevant staff by the Executive Leader of Corporate and Sustainability.

## 7. DEFINITION

Term	Definition
Act	<i>Local Government Act 1993</i>
Concealed Leak	A Concealed leak is defined as water escaping from a private water service that is hidden from view and defined as occurring within pipeline breaks or connections in the ground, under slabs or within walls and is not clearly visible to the owner. (It does not involve leakage from an appliance, fixture, water pump, hot water system or the like). Lush grass or damp soil does not constitute being concealed from view.
Private Water Service	A Private Water Service relates to all water service pipes, including recycled water service pipes, fixtures and fittings on the customer's side of the meter (outlet side), or 1 metre inside the property boundary for unmetered properties (excluding separate fire services).
Customer	The customer is the owner/ratepayer of the property or an applicant on behalf of the owner who has previously given proof to Council of their agency agreement or power of attorney, etc.
General Manager	Refers to the statutory executive of the Council as defined in section 335 of the Act, including where on an Interim or Acting basis, and under any alternative titles.

<b>Title: Concealed Water Leak Policy</b>		
<b>Department: Corporate and Sustainability</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
V1 (Draft)	09 March 2022	B Quamby
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Executive Leader of Corporate and Sustainability will be responsible for the review of this policy.</p> <p><b>Review Date: 2025</b></p>		
<b>Amendments in the release:</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
<b>Annexure Attached:</b>		
<p><b>Hein Basson</b> <b>General Manager</b></p>		

**CONCEALED WATER LEAK APPLICATION FORM**

**Definition of a Concealed Leak & Criteria**

A "concealed water leak" is defined as water escaping from a private service that is hidden from view (usually below ground or under concrete). The interpretation of the customer being unaware of a leaking service and the leak being concealed from view is taken that there is no visible evidence of soaking or dampness.

To be eligible for a concealed leak allowance, the following criteria must be met:

- The leak meets the definition of a concealed leak.
- The leak must be identified and repaired within a timely manner (30 days) of the bill issue date.
- The customer must have engaged the services of a licenced plumber to repair the concealed leak.
- No previous allowance has been granted to the current owner/s of the property within the last five (5) years for water usage charges.
- The property must not be connected via a non-standard water service.

**APPLICANT DETAILS (must be property owner)**

<b>Salutation: (please tick)</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
<b>First Name:</b>				<b>Surname:</b>	
<b>Street Address:</b>					
<b>Suburb:</b>				<b>Postcode:</b>	
<b>Postal Address: (if different to street address)</b>					
<b>Suburb:</b>				<b>Postcode:</b>	
<b>Phone No:</b>				<b>Mobile:</b>	
<b>Email:</b>					

**PROPERTY DETAILS**

<b>Assessment Number:</b>			
<b>Street Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Lot No:</b>		<b>DP No</b>	

**SECTION 1: LEAKAGE DETAILS**

1	Where did the leakage occur? Underground: <input type="checkbox"/> Other (specify): <input type="text"/>
2	What caused the leakage? (for example corrosion, tree roots, ground movement etc) ..... .....
3	Date concealed leak was detected ...../...../.....
4.	Approximate age pipping .....



## COONAMBLE SHIRE COUNCIL

### CONCEALED WATER LEAK APPLICATION FORM

SECTION 2: REPAIR DETAILS	
1	Date repairs completed ...../...../.....
2	Did a registered plumber carry out the repairs      Yes <input type="checkbox"/> No <input type="checkbox"/>  Name of Plumber:.....Licence No:.....
3	Has the plumber who completed the repairs provided you with a written statement containing the following information. <ul style="list-style-type: none"> <li>Confirmation the leak was concealed from view and could not have been located by visual inspection.</li> <li>The dates that the leak was detected and repaired.</li> <li>The possible cause of the leak.</li> <li>Where the water was escaping.</li> </ul> <div style="text-align: right; margin-top: 10px;">                         Yes <input type="checkbox"/>      No <input type="checkbox"/> </div>

SECTION 3: SUPPORTING DOCUMENTATION	
Supporting Documentation attached	Yes / No
Copies of the Council issued Water and Sewer Usage charge Invoice for the period in which the application is being claimed.	
Copy of the invoice from the licenced plumber who carried out the repairs.	
A written statement from the licenced plumber who completed the repairs, which provides Council with the following information. <ul style="list-style-type: none"> <li>Confirmation the leak was concealed from view and could not have been located by visual inspection.</li> <li>The dates that the leak was detected and repaired.</li> <li>The possible cause of the leak.</li> <li>Where the water was escaping.</li> </ul>	

- Provision of the supporting documentation listed above, is required to constitute a valid application under this Policy.**

## COONAMBLE SHIRE COUNCIL

### CONCEALED WATER LEAK APPLICATION FORM

#### SECTION 4: DECLARATION

I hereby declare that the information provided above is true and correct.  
*(If you make a false statement in an application you may be guilty of an offence and fined up to \$2,200).*

Signature	Date      /      /
-----------	--------------------

#### SECTION 10: CHECKLIST FOR APPLICANTS

Council will accept this application sought is provided by you. Additional information that you may have that supports your application can be attached. Please ensure all sections are completed.

I have completed	Yes /No
Applicant Details	
Property Details	
Section 1 – Leakage Details	
Section 2 – Repair Details	
Section 3 – Supporting Documentation	
Section 4 – Declaration	

## 10.13 COMMUNITY STRATEGIC PLAN DEVELOPMENT

**File Number:** C8

**Author:** Noreen Vu, Executive Leader - Environment, Strategic Planning and Community

**Authoriser:** Hein Basson, General Manager

**Annexures:**

1. Community Engagement Plan for the 2022 Community Strategic Plan
2. Hardcopy CSP Survey (with background context)

### PURPOSE

The purpose of this report is to provide information to Council on the development of the new Community Strategic Plan, which needs to be finalised by 30 June 2022.

### BACKGROUND

NSW Councils are required to have a Community Strategic Plan (CSP) as part of their Integrated Planning and Reporting Requirement (IP&R). The CSP is the highest-level plan that a Council will prepare. The purpose of the CSP is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals. It guides all remaining strategies and plans and must be developed by Council with and on behalf of the community.

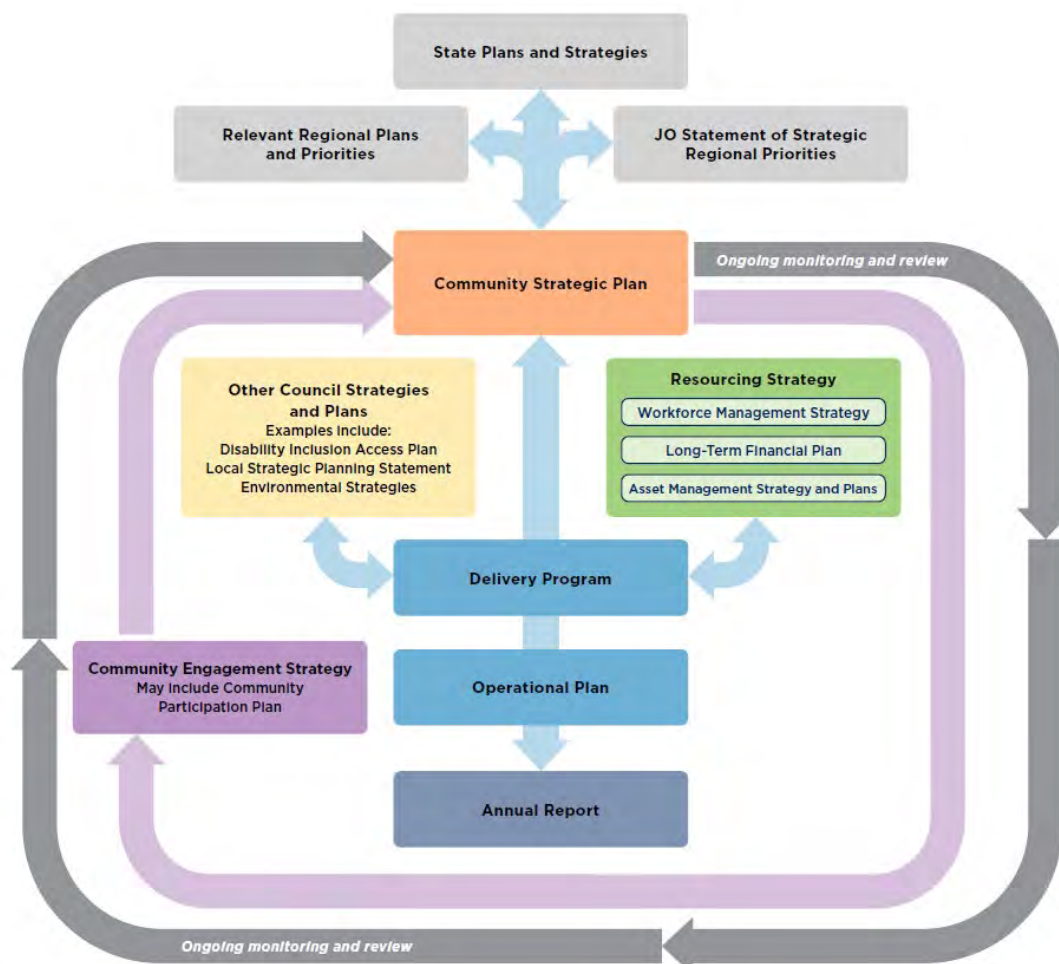


Figure 1: IP&R Framework

## **Integrated Planning and Reporting Framework**

The Integrated Planning and Reporting (IP&R) framework recognises that most communities broadly 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 main 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 is focused on developing the new Community Strategic Plan which will also lead to the development of the Delivery Program and ensuing Operational Plans.

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

There are no financial considerations arising from this report.

## **COMMENTARY**

The following is a summary of the requirements of section 402 of the *Local Government Act 1993* (the Act) regarding the Community Strategic Plan:

- Each local government area is to have a Community Strategic Plan that has been developed and endorsed by the council on behalf of its community.
- The Community Strategic Plan is to identify the main priorities and aspirations for the future of the local government area.
- The Community Strategic Plan must cover a minimum timeframe of 10 years.
- The Community Strategic Plan must establish strategic objectives together with strategies to achieve those objectives.
- The council must review the Community Strategic Plan before 30 June in the year following an ordinary election of council. The council may endorse the existing plan, or develop and endorse a new Community Strategic Plan, as appropriate, to ensure that the area has a Community Strategic Plan covering at least the next 10 years.

On 7 February 2022, a Councillor Workshop was presented with an overview of staff progress on developing a consultation process for the Community Strategic Plan and ideas put forward to begin the consultation and engagement process. Several ideas and thoughts discussed at the workshop were captured in Council's End of Term Report: State of the Shire (2021) which Council noted at its 11 January 2022 Extraordinary Meeting.

The Community Strategic Plan should be developed and delivered as a partnership between the Council, State Agencies, business and industry groups, community groups and individuals. It should address a broad range of issues that are relevant to the whole community.

Councils must also ensure that the Community Strategic Plan:

- Addresses civic leadership, social, environmental, and economic issues in an integrated manner.
- Is based on social justice principles of equity, access, participation, and rights.
- Is adequately informed by relevant information relating to civic leadership, social, environmental, and economic issues.
- Is developed having due regard to NSW Government's State Priorities and other relevant State and regional plans.

### **Community Engagement Plan for the 2022 Community Strategic Plan**

The draft Community Engagement Plan for the 2022 Community Strategic Plan was presented to Councillors at the 7 February 2022 workshop. Attached for Council's reference as Annexure 1 is the final plan. Changes include:

- Minor grammatical corrections
- Further information outlined in section 6 – Engagement Method and Tools. The type of information provided includes how information would be disseminated for the different stages/methods and tools of the project, what the different stages/methods and tools are and what they were trying to achieve. Dates of when people can expect this information to be disseminated have also been included.
- Further information on where drop-in chats could occur including the possibility of an engagement tent at the Classic Wallabies Out West Rugby Event on 23 April 2022.
- Information on the 'all of community mail out' on ways to keep everybody informed.

Community engagement and consultation, including communications and promotion of the consultation, will occur from 1 February to 15 March 2022 in a variety of formats.

As is required by the Act, the community will be provided with further opportunity for feedback into the draft CSP when it is placed on public exhibition for comment for 28 days, from 14 April to 12 May 2022.

The Community Engagement Plan considers a variety of ways to connect with people and acknowledges that we are a time poor society and provides ways to connect through different platforms.

### **Release of the Survey**

The online/hardcopy survey has been released with a soft launch on Monday 28 February 2022. To encourage people to participate in the survey, Coonamble Cash will be provided as an incentive for people to participate. The online survey will de-identify people, however, residents who wish to be part of the draw and participate



in the hardcopy survey, will have to provide their information, noting that it will not be disclosed any further. There will be Coonamble Cash of \$200 prizes for each postcode of 2829, 2828 and 2831. All participants will then go back into an overall Coonamble Cash prize of \$500. This means participants have a chance to win up to \$700 in total.

## What do you hope our community - looks and feels like in the future?

Take the survey to have your say on Council's new, 10-year  
Community Strategic Plan.

*Win up to \$700  
in Coonamble Cash*

by taking this survey:

[www.surveymonkey.com/r/haveyoursaycoonamblelga](https://www.surveymonkey.com/r/haveyoursaycoonamblelga)

Other ways to have your say:

- Grab a hard copy survey from Council and other locations around the area
- Participate in the online community forums in March
- Drop-in chats with Council in April

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A copy of the hardcopy survey, including the background information, is herewith attached as Annexure 2 for Council's reference.

Council's Executive Leader Environment, Strategic Planning and Community also attended a Far North West Joint Organisation Government Forum organised by Regional NSW on 18 February 2022. The agenda provided representatives from the various NSW Government agencies to provide a brief overview of what they do, what information they could provide Local Councils for the development of their community strategic plans and provided information on where collaboration could occur between local government and their agencies. Agencies who provided presentations included:

- Transport for NSW
- Ministry of Health
- Department of Education
- Department of Communities and Justice
- Department of Premier and Cabinet (Aboriginal Affairs)

- Department of Planning, Industry and Environment
- Department of Regional NSW.

### **What's next?**

The month of March 2022 will see several online forums that will be held based on function areas. Council's Executive team will be providing presentations where people can tune in from the comfort of their homes or work (depending on the time). To maximise coverage, it is intended that all sessions will be recorded and uploaded onto the Council website where community members can provide feedback.

Council will utilise a voting display to engage with general members of the community on ways to vote for certain topics or discussion points. Council staff will contact several businesses to set up the display so customers can provide votes through counters placed into glass jars so people can see what others have voted on. At time of drafting this report, this idea was still a work in progress.

#### **(a) Governance/Policy Implications**

The Community Strategic Plan is being developed in line with section 402 of the *Local Government Act 1993* (the Act), the Integrated Planning and Reporting Framework Guidelines (2021) and the Integrated Planning and Reporting Framework Handbook (2021).

#### **(b) Legal Implications**

Local Councils within the State of NSW have no option other than to comply with the IP&R requirements, as it is a legislative requirement.

#### **(c) Social Implications**

Once developed and adopted, the Community Strategic Plan will describe the community's vision and aspirations for a period of ten years.

#### **(d) Environmental Implications**

The potential environmental implications of the Community Strategic Plan could be positive for the LGA.

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

The potential economic implications of the Community Strategic Plan could be positive for the LGA.

**(f) Risk Implications**

If Council is being seen by the NSW Office of Local Government and the community as not complying with the provisions of the Act and the associated IP&R requirements, there is a risk for Council to suffer reputational damage and the possibility of other measures being implemented to ensure that Council fulfills its obligations.

**CONCLUSION**

Council will be provided a monthly report of the development of the Community Strategic Plan. The updates provided in this report deliver information to Council on the key activities for the month of February 2022.

**RECOMMENDATION**

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

# COONAMBLE

## SHIRE COUNCIL

### COMMUNITY ENGAGEMENT PLAN FOR THE 2022 COMMUNITY STRATEGIC PLAN





## **COMMUNITY ENGAGEMENT PLAN for the 2022 COMMUNITY STRATEGIC PLAN**

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## 1 PROJECT DESCRIPTION

Councils are required to have a Community Strategic Plan (CSP) as part of their Integrated Planning and Reporting Requirement (IP&R). The CSP is the highest-level plan that a council will prepare. The purpose of the CSP is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals. It guides all remaining strategies and plans and must be developed by council with and on behalf of the community.

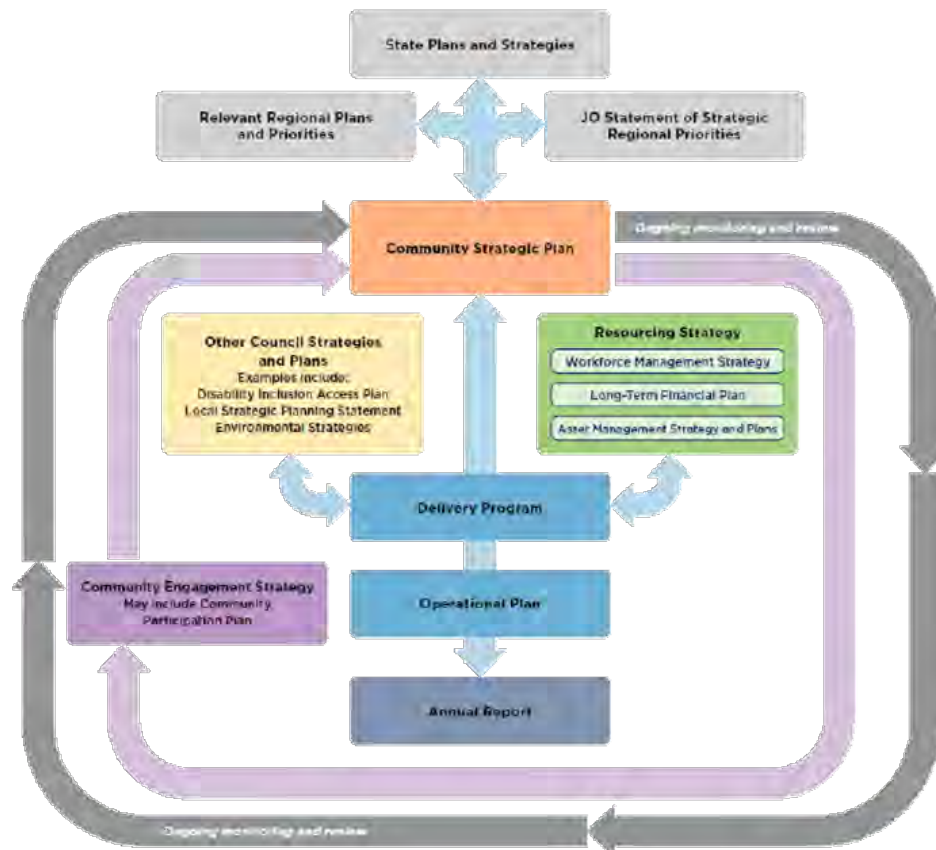


Figure 1: IP&R Framework

## 2 BACKGROUND

In accordance with Coonamble Shire Council's Community Engagement Policy 2021 an *"Engagement Plan should be developed for any individual project or process where community engagement will be undertaken"*. This includes the Community Strategic Plan, Council's highest-level plan.

The Community Engagement Plan for the 2022 Community Strategic Plan should be read in conjunction with Council's Community Engagement Policy 2021.



## 2.1 Local Government Act 1993

Following is a summary of the requirements of section 402 of the *Local Government Act 1993* (the Act) regarding the Community Strategic Plan:

- Each local government area is to have a Community Strategic Plan that has been developed and endorsed by the council on behalf of its community.
- The Community Strategic Plan is to identify the main priorities and aspirations for the future of the local government area.
- The Community Strategic Plan must cover a minimum timeframe of 10 years.
- The Community Strategic Plan must establish strategic objectives together with strategies to achieve those objectives.
- The council must review the Community Strategic Plan before 30 June in the year following an ordinary election of council. The council may endorse the existing plan, or develop and endorse a new Community Strategic Plan, as appropriate, to ensure that the area has a Community Strategic Plan covering at least the next 10 years.

## 2.2 General requirements of the Community Strategic Plan

The Community Strategic Plan should be developed and delivered as a partnership between the council, state agencies, business and industry groups, community groups and individuals. It should address a broad range of issues that are relevant to the whole community.

Councils must also ensure that the Community Strategic Plan:

- Addresses civic leadership, social, environmental, and economic issues in an integrated manner.
- Is based on social justice principles of equity, access, participation, and rights.
- Is adequately informed by relevant information relating to civic leadership, social, environmental, and economic issues.
- Is developed having due regard to NSW Government's State Priorities and other relevant state and regional plans.



June 2022

Figure 2: Current Coonamble Shire 2032 Community Strategic Plan

### 3 ENGAGEMENT PURPOSE AND SCOPE

#### 3.1 PURPOSE

The purpose of the Community Engagement Plan (CEP) is to ascertain and verify with the community and stakeholders:

1. Where are we now? (**Baseline**)
2. Where do we want to be in 10 years' time? (**Target**)
3. How will we get there? (**Strategy**)
4. How will we know we have arrived? (what **measure** and/or **indicator** will be used).

The objective of engagement for the Community Strategic Plan is to achieve quality consultation responses from a diverse cross section of our community, equal to or exceeding ten percent of our population (400 people). As part of the consultation process community and stakeholders will be provided with enough information to elicit informed and quality responses from the community in their chosen areas of interest including information which provides them with an understanding of the wider context in which decisions are being made.

*"Provide enough information that participants can make informed decisions, understanding the wider context in which the decisions are being made." IP&R Handbook.*

Council has in recent years increased and improved its communication and engagement with the community. Council's understanding of our community's real time aspirations, priorities and issues are consequently better understood. Some examples of Council's projects and operations which have enabled Council to maintain ongoing engagement with the community includes:

- Master planning consultation process including corporate and tourism branding consultation.
- Community Satisfaction Survey 2019.
- Coonamble bore bath consultation.
- Coonamble amenities block location and public art consultation.
- Coonamble main street upgrades consultation.
- Industry and community engagement through workshops on planning and development.
- End Of Term Report consultation.
- Public exhibition of Council's new and updated policies plans and procedures.
- Coonamble Shire Roads Committee.

Because of Council's real time understanding of the community's aspirations, priorities and issues Council has developed, with a reasonable level of confidence in its accuracy, a suite of draft CSP goals, strategies, and potential measures and indicators, which can be tested and verified with the community via the CSP consultation process.

The focus of consultation will be to:

1. Present the information which informed the development of the draft CSP goals and strategies including their context.
2. Test, verify and seek further input from the community on the draft goals and strategies.

Approaching the consultation process in this way will convey to the community that Council has acknowledged and taken onboard their previous responses and views, and it will also make the CSP consultation process less resource intensive for Council by not taking a 'blank canvas' approach to consultation which tries to be all things to all people and a resource intensive undertaking.

### 3.2 Negotiable items

The community will provide input into crucial elements of a CSP across specific theme and function areas which link into the quadruple bottom line (social, economic, environment and leadership). Consultation will specifically target input and responses from the community regarding:

1. Where are we now? (**Baseline**)
2. Where do we want to be in 10 years' time? (**Target**)
3. How will we get there? (**Strategy**)
4. How will we know we have arrived? (what **measure** and/or **indicator** will be used)

### 3.3 Providing structure to consultation to elicit quality responses

The consultation will be structured around the following theme and function areas:

#### Theme: Our People:

**Functions:** Community Services and Wellbeing, Arts and Culture, Recreation and Open Spaces

#### Theme: Our Economy:

**Functions:** Economic Development and Growth

#### Theme: Our Environment

**Functions:** Planning and Development, Sustainable Environment, Sustainable Waste.

#### Theme: Our Infrastructure

**Functions:** Assets and Essential Infrastructure

#### Theme: Our Leadership

**Functions:** Corporate Leadership, Community Leadership

By structuring consultation around theme and function areas this ensures all of Council's activities and services are integrated with community aspirations, and that each function area of Council has a clear understanding of the community's aspirations, issues, and priorities specific to their function area.

### 3.4 Non-negotiables in decision making

Council is required to meet certain standards and legislative requirements as per the Local Government Act and other relevant government acts. Council is commencing the process of working with an Audit, Risk and Improvement Committee which is mandated by the Office of Local Government to build capacity in relation to specific deficit and weakness areas across the organisation. These are areas which Council must deliver upon and develop relevant goals and strategies to improve internal systems and as such are non-negotiable and do not require community input.



## 4 TIMING

The consultation part of the CSP is only one step of many and there are many steps which need to occur to get to the end point of Council adopting a CSP by 30 June 2022.

Community engagement and consultation including communications and promotion of the consultation will occur from 1 February to 15 March 2022 in a variety of formats.

As is required by the Act, the community will be provided with further opportunity for feedback into the draft CSP when it is placed on public exhibition for comment for 28 days, from 14 April – 12 May 2022.

## 5 ENGAGEMENT STAKEHOLDER ANALYSIS

Stakeholders refer to any person or group of persons who have or feel they have an interest or can affect/be affected by an issue or decision. If stakeholders are not properly identified, the responses gathered from the community engagement process are likely to be flawed because the information gathered is from people who have little or no connection with the issue. The outcome of the engagement process or decisions based on it may be questionable and, in some instances, illegitimate. The following table has been taken from Council's Engagement Policy to explain the inform, consult, involve, collaborate, and empower approach.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<b>Goal</b>	One way communication to provide balanced and objective information to assist understanding about something that is going to happen or has already happened. To provide the public with balanced and objective information to assist in understanding the problem, alternatives, opportunities and/or solutions.	Two-way communication process aimed at obtaining feedback on ideas, alternatives and proposals to inform our decision making. To obtain public feedback on analysis, alternatives and/or decisions.	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered. To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	Working together to develop an understanding of all issues and interests to work out alternative and identify preferred collective solutions. To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To build the capacity of the community to lead their own plans for change. To place final decision making in the hands of the public.
<b>Promise to the public</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporating your advice and recommendations into the decision to the maximum extent possible.	We will implement what you decide.
<b>Role of community/stakeholders</b>	Listen	Contribute	Participate	Partner	Lead
<b>Examples of when this engagement level may be appropriate</b>	In the event of an emergency	Undertaking a survey on a playground redevelopment	Seeking input on initiatives and plans	Stakeholder led decision on developing community vision key questions	Building capacity skills of small business employee through skills-based training
<b>Possible methods</b>	Fact sheets, websites	Public comment, focus groups, surveys, public meetings	Workshops, deliberative polling	Citizen advisory committees, consensus building, participatory decision making	Citizen juries, ballots, delegated decision

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Community Engagement Policy July 2021

Figure 3: Spectrum from Council's Engagement Policy

For this reason, stakeholders will be identified for each of the individual theme and function areas to elicit the most informed responses possible.

Refer to the whole of community engagement processes in the next section.

Details on the engagement methods and consultation types are further explained following the table.





**Table 1: Targeted Stakeholder Engagement**

FUNCTIONS	TARGET GROUPS AND INDIVIDUALS	ENGAGEMENT TYPE	GENERAL (Whole of community)	CONSULTATION TYPE
	<b>Theme: Our People:</b>			
<b>Community Services and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Coonamble Interagency members</li> <li>• Gulargambone Community Enterprise Co-op</li> <li>• Local Aboriginal Lands Councils</li> </ul>	<ul style="list-style-type: none"> <li>• At regular meetings (aim: March 2022 or when convened)</li> <li>• Focused group discussions</li> <li>• Individual stakeholder interviews</li> </ul>	x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>
<b>Young people and youth</b>	<ul style="list-style-type: none"> <li>• After school programs attendees and families.</li> <li>• School holiday program attendees and families.</li> <li>• Youth Council members</li> <li>• Coonamble Public School and students</li> <li>• Coonamble High School and students</li> <li>• St Brigid's and students</li> <li>• Quambone Public School and students</li> <li>• Gulargambone Central School and students</li> <li>• Gulargambone Preschool and students</li> <li>• Coonamble and Gular Interagency members:               <ol style="list-style-type: none"> <li>1. Clontarf</li> <li>2. NASCAR</li> <li>3. Police</li> <li>4. RED.I</li> <li>5. MacKillop Family Services</li> <li>6. Coonamble Neighbourhood Ctr</li> <li>7. Mission Australia</li> <li>8. Murdi Parki</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Follow up surveys</li> <li>• Youth Council Workshops (Youth Week, April 2022)</li> <li>• SRCs and P&amp;C Committees</li> <li>• Focused group discussions</li> <li>• Individual stakeholder interviews</li> </ul>	x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>

FUNCTIONS	TARGET GROUPS AND INDIVIDUALS	ENGAGEMENT TYPE	GENERAL (Whole of community)	CONSULTATION TYPE
<b>Health</b>	<ul style="list-style-type: none"> <li>• CAHS</li> <li>• CMPHS</li> <li>• Castlereagh Medical Centre (Ochre)</li> <li>• Schools and preschools – allied health services level of need.</li> <li>• Bawrunga Aboriginal Medical Service (Gular)</li> <li>• Elephant In The Room</li> <li>• Medicare Local</li> <li>• Coonamble Dental Surgery</li> </ul>	<ul style="list-style-type: none"> <li>• Focused group discussions</li> <li>• Individual stakeholder interviews</li> </ul>	x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>
<b>Crime</b>	<ul style="list-style-type: none"> <li>• Police and their ACLO(s)</li> <li>• Coonamble DV Collective members</li> <li>• CAHS Social and Emotional Wellbeing team</li> <li>• Coonamble and Gular Interagency members;               <ol style="list-style-type: none"> <li>1. Clontarf</li> <li>2. NASCAR</li> <li>3. Police</li> <li>4. RED.I</li> <li>5. MacKillop Family Services</li> <li>6. Coonamble Neighbourhood Ctr</li> <li>7. Mission Australia</li> <li>8. Murdi Parki</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Focused group discussions</li> <li>• Individual stakeholder interviews</li> <li>• At regular meetings (aim March 2022 or when convened)</li> </ul>	x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>
<b>Emergency Management</b>	<ul style="list-style-type: none"> <li>• EMC (Emergency Management Committee members)               <ul style="list-style-type: none"> <li>- Including SES, RFS, LLS</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• At regular meetings (in March 2022 or when convened)</li> </ul>	x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>
<b>Animal Control</b>	North West Vets	<ul style="list-style-type: none"> <li>• Individual stakeholder interviews</li> </ul>	x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>

FUNCTIONS	TARGET GROUPS AND INDIVIDUALS	ENGAGEMENT TYPE	GENERAL (Whole of community)	CONSULTATION TYPE
<b>Arts and Culture</b>	<ul style="list-style-type: none"> <li>• Outback Arts</li> <li>• Gulargambone Community Enterprise Co-op</li> </ul>	<ul style="list-style-type: none"> <li>• Individual stakeholder interviews</li> <li>• At regular meetings, when convened</li> </ul>	x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>
<b>Recreation and Open Spaces</b>	<ul style="list-style-type: none"> <li>• Coonamble Sportsground user group</li> <li>• Coonamble Showground user group</li> <li>• Other Coonamble LGA sporting and rec groups (see David's email list)</li> </ul>	<ul style="list-style-type: none"> <li>• Individual stakeholder interviews</li> <li>• Focused group discussions</li> <li>• At regular meetings, when convened</li> </ul>	x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>
<b>Theme: Our Economy:</b>				
<b>Economic Development and Growth</b>	<ul style="list-style-type: none"> <li>• Coonamble Chamber of Commerce</li> <li>• Gulargambone Community Cooperative</li> <li>• Quambone Resources Committee</li> <li>• Business operators including tourism</li> </ul>	<ul style="list-style-type: none"> <li>• Individual stakeholder interviews</li> <li>• Focused group discussions</li> <li>• At regular meetings, when convened</li> </ul>	x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>
<b>Tourism</b>	<ul style="list-style-type: none"> <li>• As per above</li> <li>• Business operators including tourism</li> </ul>	<ul style="list-style-type: none"> <li>• Individual stakeholder interviews</li> <li>• Focused group discussions</li> <li>• At regular meetings, when convened</li> </ul>	x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>

FUNCTIONS	TARGET GROUPS AND INDIVIDUALS	ENGAGEMENT TYPE	GENERAL (Whole of community)	CONSULTATION TYPE
<b>Education</b>	<ul style="list-style-type: none"> <li>Coonamble Public School</li> <li>St Brigid's</li> <li>Coonamble High School</li> <li>Smart Kids</li> <li>Coonamble Children's Service</li> <li>Coonamble Community Preschool</li> <li>TAFE NSW</li> <li>Quambone Public School</li> <li>Gulargambone Central School</li> <li>Gulargambone Preschool</li> </ul>	<ul style="list-style-type: none"> <li>SRCs and P&amp;C Committees</li> <li>Focused group discussions</li> <li>Individual stakeholder interviews</li> </ul>	x	<ul style="list-style-type: none"> <li>Survey</li> <li>Drop in chats</li> </ul>
<b>Theme: Our Environment</b>				
<b>Planning and Development</b>	<ul style="list-style-type: none"> <li>State Government agencies (where required)</li> </ul>	<ul style="list-style-type: none"> <li>Individual stakeholder interviews</li> </ul>	x	<ul style="list-style-type: none"> <li>Survey</li> <li>Drop in chats</li> </ul>
<b>Sustainable Environment</b>	<ul style="list-style-type: none"> <li>LLS</li> <li>Landcare</li> <li>Macquarie County Council</li> </ul>	<ul style="list-style-type: none"> <li>Individual stakeholder interviews</li> </ul>	x	<ul style="list-style-type: none"> <li>Survey</li> <li>Drop in chats</li> </ul>
<b>Sustainable Waste</b>			x	<ul style="list-style-type: none"> <li>Survey</li> <li>Drop in chats</li> </ul>
<b>Theme: Our Infrastructure</b>				
<b>Assets and Essential Infrastructure (General)</b>			x	<ul style="list-style-type: none"> <li>Survey</li> <li>Drop in chats</li> </ul>
<b>Water</b>			x	<ul style="list-style-type: none"> <li>Survey</li> <li>Drop in chats</li> </ul>
<b>Sewerage</b>			x	<ul style="list-style-type: none"> <li>Survey</li> <li>Drop in chats</li> </ul>
<b>Roads</b>	<ul style="list-style-type: none"> <li>Roads Committee</li> </ul>		x	<ul style="list-style-type: none"> <li>Survey</li> <li>Drop in chats</li> </ul>

FUNCTIONS	TARGET GROUPS AND INDIVIDUALS	ENGAGEMENT TYPE	GENERAL (Whole of community)	CONSULTATION TYPE
<b>Saleyards</b>	<ul style="list-style-type: none"> <li>• Sale yard's users including Agents</li> <li>• Rural rate payers</li> </ul>		x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>
<b>Theme: Our Leadership</b>				
<b>Corporate Leadership</b>			x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>
<b>Community Leadership</b>			x	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Drop in chats</li> </ul>



## 6 ENGAGEMENT METHOD AND TOOLS

A summary of engagement and consultation methods to be used are:

1. Digital online survey accessible via the website, Facebook page and QR code.
2. Hardcopy survey provided at commonly visited locations across the LGA.
3. Digital online consultation forum with targeted theme and topics.
4. Focused group discussions, individual interviews or at regular committee/agency meetings
5. Drop in chats at Coonamble, Gulargambone, and Quambone.

To maximise participation from across the entire community there will be an emphasis early on, on the promotion and marketing of these methods to the whole of the community and identified target and hard to reach groups.

### 6.1 Keeping informed

In addition to Council's normal community engagement tools such as Community Connect (free monthly mailout) and Weekly Connect (Council's column in the Coonamble Times), Council will be distributing a simple flyer with a magnet where people will be reminded to stay in touch on this process by visiting Council's website or Facebook page.

For convenience a QR Code takes people to the main website, where information will continually be updated on the journey and development of the Community Strategic Plan.

It is intended that the magnets be sent out in the month of March 2022.

### 6.2 Online/hardcopy survey and forum

The primary method of engagement will be digital based. The digital based consultation via an online survey and forum will also be supported by more traditional community consultation methods including hard copy surveys and face-to-face community sessions.

The focus of the consultation for Coonamble LGA's CSP should, for the first time be on the on-line space or digital-first which will provide more people with a voice in the CSP consultation process, ultimately increasing participation rates. A digital-first approach also aligns with the 2016-2021 Councillors' identified priorities to improve governance standards including participation.

Community consultation is increasingly moving towards the on-line space, because no matter how well designed the off-line consultation process, inevitably it only reaches a small segment of the community. We are an increasingly time poor society, with increasingly busy schedules and much of the Coonamble LGA's community does not live in Coonamble, Quambone, or Gulargambone itself where face-to-face consultation has generally occurred in the past and which required our rural based residents to travel vast distances to attend consultation. It is also challenging to find consultation time and date which suits most. Covid-19 has added an extra layer of complexity to people's reluctance and practicality to gather and congregate for face-to-face consultation.

Testament to a digital-first approach is this testimonial from Sonia Gerken, Communications and Marketing Manager from regionally based NZ Council, Gore District Council.

*"The number of submissions we received digitally via the project page far exceeded the number handed in via written submissions. Which was a first for us," stated Sonia. "Ninety percent of our submissions were received via our project page."*

As outlined above in section “3.0 Engagement Purpose and Scope” the objective of engagement for the Community Strategic Plan is to achieve quality consultation responses from a diverse cross section of our community, equal to or exceeding ten percent of our population (400 people). As part of the consultation process community and stakeholders will be provided with enough information to elicit informed and quality responses from the community in their chosen areas of interest including information which provides them with an understanding of the wider context in which decisions are being made. Additionally, consultation participants will, wherever possible, be provided with the opportunity to only contribute/comment on their chosen areas/themes as opposed to all theme areas which will reduce the time required for people to participate and in turn increase participation levels and increase the quality of responses.

Section 9 provides a summary of the communication tools that will be utilised for the entire project. However, for interested stakeholders who would like to promote the survey and online forums, the following provides a summary of the form of media tools, dates, and further information for your dissemination.

**Table 2: Online/Hardcopy Survey promotion**

Form of Media	Comments and Information
Council's website	Home: <a href="https://www.coonambleshire.nsw.gov.au/council/integrated-planning-and-reporting">https://www.coonambleshire.nsw.gov.au/council/integrated-planning-and-reporting</a>
Survey Monkey	Website: <a href="http://www.surveymonkey.com/r/haveyoursaycoonamblelga">www.surveymonkey.com/r/haveyoursaycoonamblelga</a>
Newspaper advert and editorial	Coonamble Times to promote the survey. The aim is to have information in the editions of 23 February and 2 March 2022. However, there will also be additional promotion on this including through the Weekly Connect
Community Connect	A LGA mailout on Community Connect promoting the integrated planning and reporting work. Due to the tight timeframes of this project, a specific column regarding the survey is not achievable. However please note the LGA mailout on the IP&R work.
Council website notices	To promote a soft launch of the survey, notice will be posted on Council's website on 28 February 2022. However, there will be additional reminder notices.
Council Facebook	As above, but on Facebook.
Targeted engagement emails	As outlined in Targeted Stakeholder Engagement Table, stakeholders will be sent an email to stakeholders identifying their interest areas and encouraging them to participate in the survey from 28 February 2022.  In addition, assistance with obtaining access to hardcopy surveys will also be offered.  We encourage everyone to promote the survey.
Hardcopy surveys	Hardcopy surveys will be available in all of Council's customer service areas such as the front administration buildings, libraries, and Coonamble Exhibition Centre.  Supporting businesses who would also like to promote the survey are encouraged to contact Council to receive a copy.

The tight timeframe of this project means that Council staff will be aiming to run focused group discussions on the relevant function areas in the week of 21 March 2022. This allows people to opt into the relevant areas that they are interested in.



To encourage people to participate in the survey, Coonamble Cash will be provided as an incentive for people to participate. The online survey will de-identify people however residents who wish to participate in the hardcopy survey, will have to provide their information, noting that it will be disclosed any further. There will be Coonamble Cash of \$200 prizes for each postcode of 2829, 2828 and 2831. All participants will then go back into an overall Coonamble Cash prize of \$500. This means participants have a chance to win up to \$700 in total.

## What do you hope our community-looks and feels like in the future?

Take the survey to have your say on Council's new, 10-year  
Community Strategic Plan.

*Win up to \$700  
in Coonamble Cash*

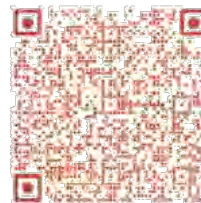
by taking this survey:

[www.surveymonkey.com/r/haveyoursaycoonamblelga](http://www.surveymonkey.com/r/haveyoursaycoonamblelga)

Other ways to have your say:

- Grab a hard copy survey from Council and other locations around the area
- Participate in the online community forums in March
- Drop-in chats with Council in April

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SHIRE COUNCIL



The online forums will be recorded and then uploaded onto Council's website to allow people flexibility to be engaged and be consulted in the times that suits them.

**Table 3: Online Forums**

Form of Media	Comments and Information
Council's website	Home: <a href="https://www.coonambleshire.nsw.gov.au/council/integrated-planning-and-reporting">https://www.coonambleshire.nsw.gov.au/council/integrated-planning-and-reporting</a>
Link to online platform	Website: To be created, however please visit Council's home for the integrated planning and reporting framework to keep updated.
Newspaper advert and editorial	Coonamble Times to promote the online forums. The aim is to have information in the editions of 9 March 2022. However, there will also be additional promotion on this including through the Weekly Connect.
Community Connect	A LGA mailout on Community Connect promoting the integrated planning and reporting work.

Form of Media	Comments and Information
	Information on the online forums is to be promoted through the March 2022 Community Connect. However, acknowledging due to the delays with postage, people may have
Council website notices	Notices will be posted on Council's website from 9 March 2022. This will include specific times for specific topics.  However, there will be additional reminder notices.
Council Facebook	As above, but on Facebook.
Targeted engagement emails	As outlined in Targeted Stakeholder Engagement Table, stakeholders will be sent an email to stakeholders identifying their interest areas and encouraging them to participate in the forums.  The email will also serve its purpose to remind people to complete the survey. It is aimed that this email will be sent out the week of 7 March 2022.
Online Forum platform	The platform will go live on the week of 22 March 2022.

### 6.3 Focused groups, interviews, and meetings

Every member of our community will have an opportunity to provide detailed comment through the online/hardcopy survey.

There will also be opportunities to speak with the relevant key stakeholders identified in Table 1 about the function relating to them. This includes through:

- focused group discussions if required,
- individual stakeholder interviews (which have been occurring along the journey of the development of the CSP and will continue), and
- tapping into existing committees and interagency meetings to provide information on the CSP and targeting our engagement on the functions that relate to them.

Section 9 provides a summary of the communication tools that will be utilised for the entire project. However, for interested stakeholders who would like to arrange a focused group discussion, interviews and/or meetings please contact Council's Executive Leader Environment, Strategic Planning and Community on the matter:

Noreen Vu - [Noreen.vu@coonambleshire.nsw.gov.au](mailto:Noreen.vu@coonambleshire.nsw.gov.au) – 02 6827 1900.

### 6.4 Drop in chats

To ensure that the entire community is engaged and consulted on the CSP, drop-in sessions at Coonamble, Gulargambone and Quambone are proposed. It is envisaged by the time the drop in chats occur, key stakeholders and the broader community would have engaged into the two areas above through the online/hardcopy surveys and forums and the focused groups, interviews, and meetings.

The drop in chats is focused on the public exhibition stage as Council's way to ensure that we have got it right and to ensure a wide participation.

Public exhibition is aimed 14 April to 12 May 2022. This date cannot be moved due to the requirement to have the CSP adopted by the 8 June 2022 Council meeting.

Drop in chats will be designed to ensure they are focused discussions and an educational and engagement tool for the general community. Drop in chats will occur outside of the April school holidays.

This will include engaging with members of our community at relevant locations:

- Coonamble:
  - Saturday 23 April 2022: Classic Wallabies Out West Rugby event, Coonamble Sportsground.
  - Wednesday 27 April 2022: Suggested locations include Castlereagh Street, at the front of Supa IGA or Khans, Commonwealth Bank.
- Gulargambone: Thursday 28 April 2022
  - Suggested locations include Café 2828, Gulargambone Library, or the Gulargambone Memorial Hall.
- Quambone: Friday 29 April 2022
  - Suggested locations include Quambone General Store, Quambone Primary School or Quambone Memorial Hall.

More dates will be included, as required.





### 6.5 Fun way to engage

Council will utilise a voting display to engage with general members of the community on ways to vote for certain topics or discussion points. Council staff will contact several businesses to set up the display so customers can provide votes through counters placed into glass jars so people can see what others have voted on.



Figure 4: Example of interacting voting system



Figure 5: Infographic of community engagement process

## **7 DATA COLLECTION AND ANALYSIS**

Data will be collated digitally via the online survey, and manually collated for the hard copy surveys.

Qualitative style data will be collated and analysed manually for the online forum and drop-in chats sessions.

A summary report of all consultation methods will be compiled for the theme/topic areas. Individual's will not be identified via the report and will remain anonymous.

The consultation responses will be stored on Council's secured G Drive.

## **8 EVALUATION PLANNING**

Evaluation will be based upon the volume of responses received (10% participation target), general community feedback and the quality of the responses received.

A summary report will be completed which evaluates the consultation's success or otherwise and interprets the consultation responses.

The results of the consultation will also be presented in the form of the Community Strategic Plan's goals and strategies and the draft will go on public exhibition for further community comment for 28 days.

## **9 COMMUNICATION**

To ensure maximum community awareness and participation in the consultation, the consultation process will be supported by a communication plan.

Communication and promotion of the consultation will be via Council's usual channels.

- Facebook
- Website
- Newspaper advert and editorial
- Community Connect newsletter
- Posters
- Flyer which includes the QR code to access the IP&R updates.

Follow up will be provided by the way of the draft Community Strategic Plan which will be on public exhibition for 28 days in April 2022.

## **10 COLLATERAL REQUIRED**

Collateral has been considered based on the four engagement methods to be used:

- Online survey: writing and launching of the digital online survey.
- Hardcopy survey: writing and distributing the hardcopy surveys across the LGA.
- Online forum sessions - develop a script/run sheet for the online consultation sessions based around targeted themes and topics.
- Focused group discussions, individual interviews or at regular committee/agency meetings.
- Drop in chats at Coonamble, Gulargambone, and Quambone.



These will be developed by the project lead, contractor – Community Strategic Project, Alanna McHugh, with the support and input from the General Manager, Executive Leaders and Managers. The marketing and communication function will be support by Council's Grant and Communication Officer.

## 11 ROLES AND RESPONSIBILITIES

Everyone in the community is welcomed to participate, engage, and consult on the Community Strategic Plan.

Chapter 9 of the Act clearly defines the roles and responsibilities of the governing body, mayors, councillors, and general managers in respect of the IP&R. The following infographic provides a brief overview of everyone's roles and responsibilities.



Figure 5: Roles and Responsibilities

## 12 KEY CONTACTS

Please reach out to us at Council to make sure that this will be the best Community Strategic Plan developed. We are here to assist with any enquiries. Please reach out!

All correspondence, emails and phone calls can also be sent to our administration team at:

Coonamble Shire Council  
80 Castlereagh Street  
Coonamble NSW 2829  
E: [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)  
Ph: (02) 6827 1900

Name	Position
Alanna McHugh	Community Strategic Plan Contractor
Hein Basson	General Manager
Noreen Vu	Executive Leader Environment, Strategic Planning and Community
Daniel Noble	Executive Leader Infrastructure
Bruce Quarmby	Executive Leader Corporate and Sustainability



## Welcome to the Community Strategic Plan community survey

Thank you for participating in our community's survey. Your feedback is important. We want to know what your future hopes and priorities are for our Coonamble LGA (Local Government Area) including Coonamble, Gulargambone and Quambone, in 10 years time.

Your responses will assist Council to prepare the new Community Strategic Plan. All Councils are required to have a Community Strategic Plan, a +10 year plan for our entire community, not just Council. For the first time in nine years Council is preparing an entirely new Community Strategic Plan. The goals and strategies identified in the Community Strategic Plan will guide the direction of Council's other key plans, the four year Delivery Program and the annual Operational Plan.

And congratulations, by simply completing this survey and providing your contact details at the end you will go into the draw to win up to \$700 in Coonamble Cash. There will be three winners of \$200 worth of Coonamble Cash - one from Coonamble, Quambone and Gulargambone, as well as an overall winner of \$500 worth of Coonamble Cash. Please return your completed survey by the 16th of March to the point which you collected it from or direct to Council at 80 Castlereagh st, Coonamble.

## REDUCING YOUR SURVEY COMPLETION TIME

We appreciate that participating in a survey regarding your community can be time consuming. For this reason we have structured this survey in a way which allows you to have input into as little or as many topics as you wish and have time for - depending on what topics impact and interest you.

Please select which topics you would like to have your say on by selecting or not selecting the relevant topics as you progress through the survey. We estimate that if you would only like to have your say on 1 or 2 of the topics your survey could take approximately 3-5 minutes. If you choose to have input into all of the topics please allow up to an hour.

## WHAT'S YOUR VISION FOR OUR COMMUNITY IN 10 YEARS TIME?

\* 1. What words in the below list represent what you hope our community and Coonamble LGA (Local Government Area) looks and feels like?

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Vibrant                   | <input type="checkbox"/> Ambitious |
| <input type="checkbox"/> Prosperous                | <input type="checkbox"/> Supported |
| <input type="checkbox"/> Cohesive (unified)        | <input type="checkbox"/> Safe      |
| <input type="checkbox"/> Connected                 | <input type="checkbox"/> Welcoming |
| <input type="checkbox"/> Sustainable               | <input type="checkbox"/> Proud     |
| <input type="checkbox"/> Make your own suggestion: |                                    |

## COMMUNITY SERVICES AND WELLBEING

\* 2. Would you like to have your say on COMMUNITY SERVICES INCLUDING YOUTH SERVICES, HEALTH SERVICES, AND COMMUNITY SAFETY INCLUDING CRIME, DOMESTIC ANIMAL CONTROL AND DISTASTER PREPAREDNESS?

☐ Yes

☐ No. Please proceed to Q16.

## COMMUNITY SERVICES AND WELLBEING

### BACKGROUND INFO

3. Our community is a vibrant one, supported by a network of services, organisations and community groups which enrich our lives and our community.

Population estimates by the Australian Bureau of Statistics (ABS) for the Coonamble LGA indicates that our population is steadily declining. Contrary to an overall population decline, population estimates by the ABS are indicating that we are in a 'baby boom' with an increase of 23 percent in the 0-4 years population between 2016 and 2019, and fertility rates are also increasing exponentially from 2.73 babies/female in 2016 to 3.54 babies/female in 2018. To put this in perspective Australia's fertility rate is 1.83 babies/female (2018).

According to the ABS (2016) people who identify as Aboriginal form a large proportion of our population with approximately 30 percent of the Coonamble LGA identifying as Aboriginal.

The Community Satisfaction Survey 2019 revealed that the community placed high importance on youth facilities and activities but had low satisfaction with these. Since the completion of the Community Satisfaction Survey in 2019 Council has undertaken an organisational restructure which has enhanced Council's focus on, and delivery of quality youth services. Since 2020, and following Council's organisational restructure and appointments into relevant roles, Council has enhanced the delivery of youth activities and engagement through:

- Sourced grant funding for the reestablishment of the Youth Council.
- The delivery of high quality and well attended revitalised school holiday programs.
- Continuing to fund and deliver the well-attended After School Programs in Gulargambone and Quambone.

Council continues to work towards enhancing youth related facilities which has included:

- The construction of the Coonamble Skate Bowl.
- Planning for MacDonald Park's Masterplan.
- The Gulargambone basketball court development.
- Council was successful in securing funding through the Stronger Communities Program to refurbish the Gulargambone Youth Centre which was completed in 2021.

The Coonamble Shire is supported by tailored and locally run and delivered programs for young people and some of these include:

- The Regional Enterprise Development Institute (REDI.E) delivers youth programs in Coonamble and operates the Coonamble Youth Centre.
- The Clontarf Academy and the National Aboriginal Sporting Chance Academy (NASCA) (formerly Girls' Academy) provide effective programs in the Coonamble Shire for young males and females respectively.
- Coonamble Neighbourhood Centre, Mission Australia, MacKillop Family Services, NSW Policing (One

Step Closer), NSW Health (First 2000 Days) and Rural Flying Doctor Service also operate programs for young people and their families.

Because of the number of agencies operating in the young people and youth spaces in the Coonamble LGA there is an acknowledgement from the Coonamble and Gulargambone Interagency members that there is a tendency for individual agencies to work in silos as opposed to collaboratively identifying issues and working together to address these. The service partners have identified the need to develop an overarching framework to reduce silo tendencies and collaboratively deliver services to young people in the Coonamble LGA.

\*\*Data from the 2021 ABS Census is not available.

More information on these topics can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

- ☐ Yes
- ☐ No

#### COMMUNITY SERVICES AND WELLBEING

\* 4. Does this goal reflect your aspiration for our community?

IN 10 YEARS TIME - "WE ARE A CONNECTED, COHESIVE AND VIBRANT COMMUNITY".

- ☐ Yes
- ☐ No. Why?

Comments

5. DO YOU BELIEVE WE ARE A CONNECTED, COHESIVE AND VIBRANT COMMUNITY?

No	Some what	Yes
		

If you answered "no" or "somewhat" please provide further comment.

6. What factors do you think could be holding our community back from being more connected, cohesive and vibrant? Please select from the list.

- ☐ Lack of opportunities for our community to come together across generations and/or cultures and/or interests.
- ☐ Lack of services and facilities for young people and youth.
- ☐ Lack of access to services for the elderly and/or disadvantaged and/or vulnerable and/or people with a disability.
- ☐ Lack of activities and/or events and/or things to do generally.
- ☐ Crime.
- ☐ Unsure.
- ☐ Other (please specify)

#### COMMUNITY SERVICES AND WELLBEING - HEALTH SERVICES

\* 7. HEALTH SERVICES. To assist with broadening your knowledge would you like to read some local background information on health (medical) services first?

- ☐ Yes
- ☐ No

#### COMMUNITY SERVICES AND WELLBEING - HEALTH SERVICES

##### BACKGROUND INFO

8. As part of the 2012's and 2017's Community Strategic Plans a strategy was identified to improve broad access to medical and specialist services.

In 2022, we know that there are still gaps in our access to health services locally which is impacting upon the health and health outcomes of our community. Council has for many years contributed to improving the community's access to health services through the provision of accommodation for doctors and dentists in our community, equating to \$30,000 in assistance each year. Our access to, and use of, telehealth services through virtual consults are increasing in number at the Coonamble Multipurpose Health Service (hospital) which is helping to close the geographical barrier to accessing specialist health services.

Our community has been well supported by multiple health services providers during the roll out of the COVID-19 vaccinations which has seen our LGA reach some of the highest vaccination rates in New South Wales.

We do though still have gaps in our health services locally which is impacting on many of us, our family and our friends. We therefore believe that the goal to be healthier by improving our access to health services locally would still be relevant. Greater and more strategic collaboration between key health stakeholders in our community and Council, could assist with procuring greater access to health services locally. Key health services gap are understood to exist in Paediatrics (childrens' health services) in general but specifically Paediatrics Occupational Therapy and Speech Therapy, along with adolescence mental health, physiotherapy and asthma education services. Compounding our need for greater Paediatrics health services is the "baby boom" in which our community finds itself in, with a rapid increase in 0-4 years population and our comparatively high fertility rate (babies born/female).

Sport and recreation opportunities will be explored in more detail in subsequent sections.

More information on this topic can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

- ☐ Yes  
☐ No

#### COMMUNITY SERVICES AND WELLBEING - HEALTH SERVICES

9. Does this goal reflect your aspiration for our community?

IN 10 YEARS TIME - "WE ARE HEALTHIER" (Because we have improved access to health (medical) services locally).

- ☐ Yes  
☐ No. Why?

Comments.



10. How would you rate your experience with accessing adequate health (medical) services in the Coonamble LGA?

Well below my expectations	Below my expectations	Meeting my expectations	Above my expectation	Well above my expectations
★	★	★	★	★

Comments

COMMUNITY SERVICES AND WELLBEING - COMMUNITY SAFETY

BACKGROUND INFO

11. The Community Strategic Plan in 2012 and 2017 identified the need to liaise with local police and State Government to increase police presence in the LGA. Through collaboration and joint advocacy between service providers, local Police, State Government and Council have achieved an increase in police presence in our community. Unfortunately, our crime statistics still indicate that crime is an ever-present issue in our community, with many crime rates remaining high and above state averages and/or are trending upwards. This data suggests that our community still needs more work to be done to reduce crime rates and ensure we feel safe.

We do have many great crime prevention initiatives and programs, support networks and services in our community which are helping to make us feel safer including the Coonamble Together Partnership Group, Coonamble DV Collective and their "Coonamble Speak Out" and White Ribbon events, drug and alcohol support programs administered by the Coonamble Aboriginal Health Service, and young people are supported by organisations such as NASCA (formerly Girls' Academy) and Clontarf with programs around drugs and alcohol, wellbeing matters, suicide prevention, exercise and mental health, and actions and consequences. Council has also increased the CCTV footprint around Coonamble.

The other component to feeling safer in our community is the control of domestic animals. Animal control and in particular control of stray domestic animals is an ongoing issue within and for our communities, and this was articulated by the community via the Community Satisfaction Survey 2019 with animal control receiving a high importance but low satisfaction rating. Council continues to work with the community to address issues relating to the control of stray domestic animals through the following programs; surrender of unwanted animals; for impounded animals, a rehoming program, or where rehoming is unachievable, euthanasia of these animals; subsidised desexing and microchipping program for eligible community members; correspondence and reminders to residents to microchip and register their companion animals; ongoing funding of a Regulatory Officer to administer these programs.

Council chairs and participates in a Local Emergency Management Committee (LEMC), attended by various Combat agencies and emergent management service providers such as NSW Police, NSW Fire and Rescue, NSW Rural Fire Service, NSW Ambulance, NSW SES, Resilience NSW, TfNSW and NSW Local Land Services to name a few. Council utilises the LEMC and other forums to maintain disaster preparedness and to plan for future disaster events, enable more effective disaster responsiveness and to facilitate more efficient disaster recovery

More information on these topics can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

☐ Yes

☐ No

COMMUNITY SAFETY AND WELLBEING - COMMUNITY SAFETY

12. Does this goal reflect your aspiration for our community?

IN 10 YEARS TIME - "WE FEEL SAFER".

- ☐ Yes
- ☐ No. Why?

Comments

13. Based upon your own experience do you feel safe in our LGA?

- ☐ No. Why?
- ☐ Somewhat. Why?
- ☐ Yes

Comment

14. Based upon your own experience how would you rate your satisfaction level with domestic animal control in our community?

Well below my expectations.

Below my expectations.

Meeting my expectations.

Above my expectations.

Well above my expectations.



Comment

15. Do you feel confident that our community is supported, prepared, and equipped to cope with a disaster (floods, fire and/or drought) should it occur?

- ☐ No. Why?
- ☐ Unsure
- ☐ Yes

Comment

## ARTS AND CULTURE

\* 16. Would you like to have your say on ARTS AND CULTURE including connection to culture, art and cultural initiatives, community events and library?

☐ Yes

☐ No. Please proceed to Q22.

## ARTS AND CULTURE

### BACKGROUND INFO

17. In 2012 and 2016 via the Community Strategic Plan's community consultation you told us that you wanted more opportunities to celebrate together and to increase the number of events including cultural events in our LGA. Council and the community are delivering an array of exciting and regular events on the calendar such as NAIDOC week, Pave The Way To Gular, Coonamble Ag Field Day, the Coonamble Show, Coonamble Rodeo and Campdraft, numerous horse racing events and new events have emerged including Cuisine on Castlereagh, a reinvigorated Christmas Street Party and Madame Flute. Council continues to support our events scene through their Tourism and Events Officer and Council actively promotes the community events through multiple communication and marketing platforms.

Artistic and creative organisations in our community provide us with an array of opportunities to develop our creative skills and to appreciate creative and cultural works by local and non-local artists. Council provides annual and ongoing substantial funding to Outback Arts. Council has a well established and attended school holiday program for families and young people which has an emphasis on creative, cultural and artistic workshops and activities.

Gulargambone, through the tireless efforts by its community have firmly established themselves on the tourism and artistic map, having revitalised itself through numerous art, mural and sculptural installations. Council secured funding for the installation of town entry signage and sculptures in Coonamble, Gulargambone and Quambone, which will be completed in early 2022. Other recent public art installations include the mural painting on the Coonamble water tower and new art work outside the Coonamble CBD toilet block.

In 2019, via the Community Satisfaction Survey commissioned by Council the community articulated that they highly valued the library service and have a high satisfaction with the service.

More information on this topic can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

☐ Yes

☐ No

## ARTS AND CULTURE

\* 18. Does this goal reflect your aspiration for our community?

IN 10 YEARS TIME - "OUR CONNECTION TO OUR CULTURE IS STRONGER THAN EVER".

☐ Yes

☐ No. Why?

Comments

\* 19. How would you rate your satisfaction level with the public art, and creative and artistic opportunities available in our community?

Well below my  
expectations.

Below my expectations.

Meeting my  
expectations.

Above my expectations.

Well above my  
expectations.



Comments

\* 20. How would you rate your satisfaction with the community events and array of events held in our community?

Well below my  
expectations.

Below my expectations.

Meeting my  
expectations.

Above my expectations.

Well above my  
expectations.



Comments

\* 21. How would you rate your satisfaction level with our library service?

Well below my  
expectations.

Below my expectations.

Meeting my  
expectations.

Above my expectations.

Well above my  
expectations.



Comments



## SPORT AND RECREATION

\* 22. Would you like to have your say on SPORTS AND RECREATION including recreational and sporting opportunities and facilities?

- ☐ Yes
- ☐ No. Please proceed to Q27.

## SPORT AND RECREATION

### BACKGROUND INFO

23. The Community Satisfaction Survey 2019 identified that the community viewed the Council pools, parks, reserves and playgrounds, and sporting grounds as having high importance and that they had high satisfaction with these facilities. Council continues to enhance the sport and recreational facilities across the Shire, which supports the coming together of our community and facilitates our capacity to attract and experience regional, state and nationally significant sporting events.

Projects delivered over the last five years and funded by either Council and/or with the support of State or Federal Government funding include but are not limited to: Coonamble Sportsground oval, cricket wicket, lighting, grandstand and irrigation upgrades; Gulargambone pool upgrade and splashpad; Coonamble Skate bowl construction; Coonamble Netball facility surface upgrade and lighting; Warrena Weir upgrades; multiple Coonamble Showground facilities upgrades; and Quambone park upgrades. Council continues to pursue funding for multiple projects across the LGA including: Quambone Pool renewal; MacDonald Park Masterplan to improve carparking, amenities, connectivity and beautification; Coonamble Sportsground canteen, change room and amenities upgrade; and increased pedestrian and cycle nodes and links throughout the LGA. Council funds a Grants Officer position (Grants and Communication Officer) to assist with identifying and securing future funding for Council and community lead sport and recreational projects and infrastructure.

With the rapid rise in participation by our female population in formerly male only sports, investment in appropriate facilities which equally accommodates females at our sporting facilities is an emerging need. In particular at the Coonamble Sportsground, which Council acknowledges and is pursuing Government funding for.

More information on this topic can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

- ☐ Yes
- ☐ No

## SPORT AND RECREATION

\* 24. Does this goal reflect your aspiration for our community.

IN 10 YEARS TIME - "WE WILL BE A COMMUNITY OF GOOD SPORTS" (Because of the sporting and recreational opportunities available in our LGA and because of the quality of our sporting and recreational facilities).

☐ Yes

☐ No. Why?

Comments.

\* 25. How would you rate your satisfaction level with the sporting and recreational opportunities available in our community?

Well below my expectations.

Below my expectations.

Meeting my expectations.

Above my expectations.

Well above my expectations.



Comments

\* 26. How would you rate your satisfaction levels with our recreation and sporting spaces across our LGA including playgrounds, parks, skate facilities, sporting facilities and pools?

Well below my expectations.

Below my expectations.

Meeting my expectations.

Above my expectations.

Well above my expectations.



Comments

## LOCAL ECONOMY

\* 27. Would you like to have your say on the LOCAL ECONOMY including education services (day cares, preschools, schools and tertiary)?

☐ Yes

☐ No. Please proceed to Q32.

## LOCAL ECONOMY

### BACKGROUND INFO

\* 28. The Community Satisfaction Survey 2019 which was commissioned by Council revealed that Council's Economic Development services and initiatives were of high importance, but that they had low satisfaction with these. Since this time Council has increased its focus on, and subsequent resourcing of, economic development including having a dedicated Economic Development function area appointed as part of its 2020 organisational restructure.

Council adopted an updated Economic Development Strategy 2021 which provides clear strategic direction to achieve economic development and growth across six theme areas over the next five to 10 years.

Council undertook extensive consultation with the community to develop a Masterplan for the entire Coonamble LGA. Projects identified as part of this process included the need to upgrade and beautify our towns' and villages' CBDs and a need to diversify our economy by increasing our focus on the tourism industry and creation of new tourism experiences including the proposed Coonamble Artesian Bore Bath facility.

Council has, with the support NSW Government funding, developed our tourism industry through the development of a new Visitor Information Centre, through the revitalisation and investment in the Coonamble Riverside Caravan Park, and development of new town entry signage and sculptures. The Coonamble Artesian Bore Bath facility has progressed to the business case stage.

Our LGA does continue to have a number of economic challenges including;

- We struggle to source an appropriately qualified workforce and as part of the larger 'Dubbo and Western NSW region' the region has the second highest increase in job vacancy rates in Australia (source Regional Australia Institute, April 21) with job vacancy rates almost tripling compared to the previous 12 months.
- Relative to the rest of Australia we have a high unemployment rate of nine percent (Census, 2016) with approximately 30 percent of Indigenous community unemployed (Census, 2016).
- Commercial building vacancy rates in our main streets which will be in part mitigated through ongoing investment in relevant elements of our Masterplans.

As part of the Community Strategic Plan Consultation in 2012 and 2016 two education related strategies were identified; to provide education that addresses the needs of the local population; provide appropriate and accessible education for our community. Population estimates by the ABS are indicating that we are in a 'baby boom' with an increase of 23 percent in the 0-4 years population between 2016 and 2019, and fertility rates are also increasing exponentially from 2.73 babies born/female in 2016 to 3.54 babies born/female in 2018. To put this in perspective Australia's fertility rate is 1.83 babies born/female (2018). This 'baby boom' in our community is further evident by the increasing demand experienced across the board at local early childhood education centres with many services at capacity with waiting lists. To have a normal functioning society it is essential that the education needs of our community from early childhood and beyond are understood and addressed.

More information on these topics can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

☐ Yes

☐ No

## LOCAL ECONOMY

\* 29. Does this goal reflect your aspiration for our community.

IN 10 YEARS TIME - "OUR ECONOMY WILL BE MORE SUSTAINABLE, PROSPEROUS AND DIVERSIFIED".

☐ Yes

☐ No. Why?

Comments.

\* 30. If you own or manage a local business what are the greatest challenges you face to sustain and/or grow your business?

☐ Workforce challenges - finding, employing and retaining adequate and suitably experienced/qualified staff.

☐ Competition for your product/service from outside our LGA including online retail.

☐ My own or my staffs' expertise and knowledge.

☐ No challenges.

☐ Supply chain issues.

☐ Not applicable to myself.

☐ COVID 19.

☐ Other (please specify)

\* 31. Are you and your family able to access within Coonamble LGA, education services/providers including schools, preschools and daycares which meet your needs and expectations?

- ☐ No. Why?
- ☐ Somewhat.
- ☐ Yes.
- ☐ Not applicable.

Comments

#### ROAD NETWORK

\* 32. Would you like to have your say on the ROAD NETWORK including the sealed and unsealed road network?

- ☐ Yes
- ☐ No. Please proceed to Q37.

#### ROAD NETWORK

#### BACKGROUND INFO



33. The Community Satisfaction Survey 2019 revealed that our sealed and unsealed road network had one of the biggest gaps between expectations and satisfaction levels, with a high level of importance but low satisfaction rating received for both. The community also expressed a low satisfaction level with storm water drainage. Council has and will continue to invest in improving storm water drainage within Coonamble. Conversely the survey revealed that bridges, culverts, and causeways were rated as having high importance and high satisfaction.

Council acknowledges the community satisfaction levels with our road network. There are a number of factors which contribute to the challenges associated with our road network include:

- The sheer size of our expansive road network relative to the overall size of Council's budget.
- Limited external funding opportunities.
- Competing Council priorities.
- Poor soil quality for road building purposes.
- Challenges for Council in securing an appropriately qualified and experienced workforce to deliver the road infrastructure program.

There is an acknowledgement within Council that a shift is required to ensure greater resourcing of our road infrastructure and to get out of the reactive operational and maintenance phases and become proactive in how we manage our assets.

In 2020, Council appointed a Roads Committee comprising of community members from across our Shire. The Roads Committee has increased the community's engagement in strategic and decision making processes regarding our rural road infrastructure, and provides new lines of communication and input between the community and Council. The Roads Committee also provides a forum for the community to communicate their frustrations as road users, and for Council to communicate the restrictions and limitations that Council is confronted with.

In 2019, Council secured \$23 million from the Commonwealth Government to upgrade the existing sealed section, and to seal an additional 25km section of the Tooraweenah Road. Council has now completed the design and all preliminary project documents for the project and recently appointed the Project Manager. Council expects that on ground works for the project will commence in the second half of 2022.

Council continues to explore and maximise external funding opportunities to support renewal of, and upgrades to, our road network.

More information on these topics can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

- ☐ Yes
- ☐ No

## ROAD NETWORK

\* 34. Does this goal reflect your aspiration for our community.

IN 10 YEARS TIME - "OUR ROAD NETWORK MAKES IT POSSIBLE FOR OUR ECONOMY, INDUSTRIES AND COMMUNITY TO PROSPER".

☐ Yes

☐ No. Why?

Comments

\* 35. How would you rate your satisfaction with our rural road network?

Well below my expectations.

Below my expectations.

Meeting my expectations.

Above my expectations.

Well above my expectations.

I don't use the rural road network.



Comments

\* 36. How would you rate your satisfaction with our towns' roads including road surface, kerb, guttering and storm water drainage?

Well below my expectations.

Below my expectations.

Meeting my expectations.

Above my expectations.

Well above my expectations.



Comments

## WATER - URBAN WATER SERVICES

\* 37. Would you like to have your say on URBAN (TOWN) WATER SERVICES including urban water infrastructure and services?

☐ Yes

☐ No. Please proceed to Q41.

## WATER - URBAN WATER SERVICES

### BACKGROUND INFO

38. The Community Satisfaction Survey 2019 revealed our community's high priority and high satisfaction rating in relation to water supply. The most recent drought of 2016 – 2020 and climate change has reiterated the importance of ensuring a reliable, sustainable, and safe water supply for our towns and villages, with many towns across New South Wales and Australia struggling to achieve safe and secure water supplies for their communities. As with all Council's in NSW, Coonamble Shire Council has recently developed a Drought Management Plan and an Integrated Water Cycle Management Strategy is in development. These strategic documents will enable Council to apply for grant funding as well as assist Council in its strategic management of its water and sewerage assets.

Council has a Water and Sewerage Management Plan 2017-2024, which guides Council's respective works program and budget allocation across Coonamble, Quambone and Gulargambone. Council continues to monitor water quality in line with the Australian Drinking Water Guidelines and to implement appropriate and proportionate actions to mitigate any arising issues with water quality. It is acknowledged that water pressure within the Coonamble township is an ongoing issue, but this is best mitigated in the short to medium term by education of, and changes to, water users' behaviour. All three towns are supplied by bore water. The age of Coonamble Shire's water infrastructure is an issue, and as such Council has committed to a Mains Replacement Program which continues to be rolled out on the ground. Council continues to appropriately allocate funding in its annual budget to prepare for replacement of water infrastructure, ensuring a sustainable water supply for our towns.

More information on these topics can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

- ☐ Yes  
☐ No

## WATER - URBAN WATER SERVICES

\* 39. Does this goal reflect your aspiration for our community.

IN 10 YEARS TIMES - "OUR URBAN WATER INFRASTRUCTURE AND SERVICES ARE FIT FOR OUR FUTURE AND OUR COMMUNITY".

- ☐ Yes  
☐ No. Why?

Comments

\* 40. How would you rate your satisfaction with our town water supply?

Well below my  
expectations.

Below my expectations.

Meeting my  
expectations.

Above my expectations.

Well above my  
expectations.



Comments

## SEWERAGE SERVICES

\* 41. Would you like to have your say on Council's SEWERAGE SERVICES?

☐ Yes

☐ No. Please proceed to Q45.

## SEWERAGE SERVICES

### BACKGROUND INFO

42. The Community Satisfaction Survey 2019 revealed that the community has a high priority and high satisfaction level with the sewerage service. Council's sewerage infrastructure program and budget allocation is guided by Council's Water and Sewerage Management Plan 2017- 2024. Similarly, to the water supply infrastructure, the sewerage infrastructure across Coonamble, Gulargambone and Quambone is nearing the end of its economic life, and in response to this Council continues to deliver its mains relining program. Council continues to investigate financial options for the renewal of our major sewerage assets.

Council's sewerage treatment plants at Coonamble and Gulargambone are subject to Environment Protection Licences which requires of Council to undertake regular testing and reporting to the community and the Department Environment, Climate Change and Water. The objective of the licence is to: (a) prevent as far as practicable sewage overflows and sewage treatment plant bypasses, (b) require proper and efficient management of the system to minimise harm to the environment and public health, (c) require practical measures to be taken to protect the environment and public health from sewage overflows and sewage treatment plant effluent.

More information on these topics can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

☐ Yes

☐ No

## SEWERAGE SERVICES

\* 43. Does this goal reflect your aspiration for our community.

IN 10 YEARS TIMES - "OUR SEWERAGE AND URBAN DRAINAGE INFRASTRUCTURE AND SERVICES ARE FIT FOR OUR FUTURE AND OUR COMMUNITY".

☐ Yes

☐ No. Why?

Comments

\* 44. How would you rate your satisfaction with our sewerage services?

Well below my  
expectations.

Below my expectations.

Meeting my  
expectations.

Above my expectations.

Well above my  
expectations.



Comments

## OTHER ASSETS AND ESSENTIAL INFRASTRUCTURE

\* 45. Would you like to have your say on OTHER ASSETS AND ESSENTIAL INFRASTRUCTURE including Coonamble Saleyards, rail freight, Council quarries and more?

☐ Yes

☐ No. Please proceed to Q49.

## OTHER ASSETS AND ESSENTIAL INFRASTRUCTURE

### BACKGROUND INFO



46. Council considers essential assets and infrastructure to include Council owned and operated assets such as: Coonamble Saleyards; quarries; Coonamble Airport; the footpath network; town commons; and cemeteries, and the non-Council owned or operated assets to include rail freight and telecommunications. Please note the road, water and sewerage infrastructure was covered in the previous questions, and waste services and facilities will be covered in the coming questions.

In regards to essential assets and infrastructure within our community Council continues to pursue the creation of greater opportunities for our community including: achieve sustainable extraction at Council's quarries; continuing to represent the interests of our community and economy in regards to rail freight for our agricultural commodities and the Inland Rail; and improving our footpath network through increased inspections and maintenance.

Our saleyards (Coonamble Regional Livestock Market) are a critical piece of infrastructure for our agricultural industry. Now that our community is benefiting from consecutive good seasons following successive years of drought, there is renewed demand from our community for regular livestock sales at the Coonamble Saleyards. The community communicated via the Community Satisfaction Survey 2019 that they had low satisfaction with Coonamble Saleyards. Given the timing of the Community Satisfaction Survey in 2019, whilst our community was enduring one of the worst droughts in history, it is unclear whether the satisfaction levels were related to the lack of sale activity occurring at the saleyards during the drought and/or satisfaction level with the facility itself and/or an alternative reason(s).

Since the recommencement of sales in late 2020, Council staff have delivered several reactive operation and maintenance services due to the lack of resourcing. However, in a period of almost 12 months, staff have gained on the job training and experience at the saleyards to the satisfaction of the Coonamble Associated Agents and buyers. Continued communication and meetings with the Coonamble Associated Agents and Council staff have been positive with both parties committing to signing a memorandum of understanding and joint operational protocol to be signed in early 2022.

More information on these topics can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

- ☐ Yes
- ☐ No

#### OTHER ASSETS AND ESSENTIAL INFRASTRUCTURE

\* 47. Does this goal reflect your aspiration for our community?

IN 10 YEARS TIME - "OUR ESSENTIAL ASSETS AND INFRASTRUCTURE MAKES IT POSSIBLE FOR OUR COMMUNITY AND ECONOMY TO PROSPER".






(Essential assets and infrastructure include but are not limited to rail freight, telecommunications, Coonamble Regional Livestock Market (Saleyards), Council quarries, Coonamble Airport, cemeteries, town commons)

- ☐ Yes
- ☐ No. Why?

Comments

48. How would you rate your satisfaction with our LGA's essential assets and infrastructure?

(Essential assets and infrastructure include but are not limited to rail freight, telecommunications, Coonamble Regional Livestock Market (Saleyards), Council quarries, Coonamble Airport, cemeteries, town commons).

Well below my expectations.	Below my expectations.	Meeting my expectations.	Above my expectations.	Well above my expectations.	N/A
					<input checked="" type="radio"/>

Comments

## PLANNING AND DEVELOPMENT

\* 49. Would you like to have your say on PLANNING AND DEVELOPMENT including residential land and housing availability and affordability, land use and natural disaster risk management through planning?

- ☐ Yes
- ☐ No. Please proceed to Q54.

## PLANNING AND DEVELOPMENT - BACKGROUND INFO

50. In 2020, the Coonamble Shire adopted the Local Strategic Planning Statement, a significant step for the future of land use in the LGA and planning for economic, social and environmental needs.

Council is aware of issues for our community to secure affordable and adequate land and housing options and the newly elected Council are seeking further input from the community on this issue. Currently, our LGA has a minimum rural land lot size of 1,000ha. A grant from the Department of Planning, Industry and Environment is currently looking at a project to reduce the minimum lot size and provide land use provisions to support housing development in the rural zoning.

Council's recently adopted the Floodplain Risk Management Study (2021) which is now publicly available. The new flood mapping and information will support Council and the community to make more informed decisions around land use planning and development.

Council is in the process of completing the fourth stage of upgrades to Coonamble's Levee, and these upgrades increase the protection of the township during flood events.

To improve community confidence in Council's strategic land use planning framework Council proposes to amend and/or create plans, policies and strategies which: strengthen the balance of competing land use interests; improve the availability of residential land and housing; minimises the risks to our community associated with land use including flooding events and bushfire.

More information on these topics can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

☐ Yes

☐ No

## PLANNING AND DEVELOPMENT

\* 51. Does this goal reflect your aspiration for our community?




IN 10 YEARS TIME - "OUR COMMUNITY HAS CONFIDENCE IN OUR STRATEGIC LAND USE PLANNING FRAMEWORK" (Because of changes made to our planning system and the new opportunities that these create).

☐ Yes

☐ No. Why?






Comments

52. How would you rate your experience with securing affordable and suitable residential land and/or housing?

Well below my expectations.	Below my expectations.	Meeting my expectations.	Above my expectations.	Well above my expectations.	N/A
					<input checked="" data-bbox="1243 349 1276 389" type="radio"/>

Comments

53. What degree of confidence do you have in Council's strategic land use planning framework, and in the balance between our land use interests and risk?

Very low degree of confidence.	Low level degree of confidence.	Sufficient degree of confidence.	High degree of confidence.	Very high degree of confidence.	I don't feel I have sufficient knowledge to make an informed response to this question.
					<input checked="" data-bbox="1243 887 1276 927" type="radio"/>

Comments

## LOCAL ENVIRONMENT

\* 54. Would you like to have your say on the LOCAL ENVIRONMENT?

- ☐ Yes
- ☐ No. Please proceed to Q58.

## LOCAL ENVIRONMENT

### BACKGROUND INFO

55. As the emphasis on environmental and climate issues and initiatives grows, Council is aware that the expectations of our community is shifting towards being a more environmentally sustainable community and that there is likely a desire to make a greater contribution to the bigger environmental picture.

The delivery of environmental management and outcomes within the Coonamble Shire is supported by the Coonamble-Castlereagh Landcare, and the Central West Local Land Services whose mission is to 'be a customer focused business that enables improved primary production and better management of natural resources.' The Central West Local Strategic Plan 2016-2021 lays out a strategy and priorities to be able to achieve a vision of a resilient community in a productive healthy landscapes.

In 2020, the NSW Government finalised the Macquarie – Castlereagh Long-Term Water Management Plan. The Plan identified water management strategies for maintaining and improving the long-term health of the Macquarie – Castlereagh riverine and floodplain catchments which will be utilised by water managers and advisory groups in decision making to achieve long-term ecological objectives.

Council is a participating Council and provides funding to the Castlereagh Macquarie County Council who provide weed management control in the Coonamble and our neighbouring Shires. There are also broader strategies in place including the BioSecurity Act 2015/Biosecurity Regulation 2017, Central West Regional Strategic Weed Management Plan 2017 – 2022 and various other resources developed by State Government to manage the control of weeds including the 'NSW WeedWise' app. Under the Biosecurity Act 2015 everyone has a legal obligation to manage identified priority weeds on land that they own or occupy.

Waste services and facilities are discussed separately in the subsequent and separate section on Sustainable Waste.

More information on these topics can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

- ☐ Yes  
☐ No

## LOCAL ENVIRONMENT

\* 56. Does this goal reflect your aspiration for our community?

IN 10 YEARS TIME - "WE ARE MORE SUSTAINABLE, AND WE CONTRIBUTE TO THE BIGGER ENVIRONMENTAL PICTURE".

- ☐ Yes  
☐ No. Why?

Comments

57. Do you think we are an environmentally sustainable LGA and that as a community we are doing our part for the environment?

- ☐ No. Why?
- ☐ Somewhat
- ☐ Yes
- ☐ Don't believe that this is a priority.

Comments

#### WASTE SERVICES AND INFRASTRUCTURE

\* 58. Would you like to have your say on WASTE SERVICES AND INFRASTRUCTURE including recycling?

- ☐ Yes
- ☐ No. Please proceed to Q62.

#### WASTE SERVICES AND INFRASTRUCTURE - BACKGROUND INFO.



59. The Community Satisfaction Survey 2019 revealed that the community rated waste management and recycling as having high importance but had low satisfaction with the service which indicates that as a community we are moving away from our target.

Council offers a kerbside garbage collection service which is delivered by a contractor in Coonamble and Gulargambone, and Council's operates the following facilities:

- Coonamble Landfill (Contracted services)
- Quambone Landfill (Unmanned)
- Gulargambone Transfer Station (Contracted services).

After investigations in 2017, Council assessed that unfortunately it is cost prohibitive for Council to participate in a recycling program which is, in part, associated with our distance to larger recycling centres. Council has continued to investigate other means for our community to participate in sustainable waste programs and measures including through its participation in the Netwaste Forum. Although recycling is cost prohibitive there are alternative ways for our community to achieve outcomes in sustainable waste including reducing household waste generation and landfill rates.

Council acknowledges that the customers' and community's expectation is for Council to implement recycling waste services. Given the potential cost implications on rate payers and Council's operational budget and given the unlikelihood of a subsidisation by the State Government, the community will need to evaluate their competing priorities. Ensuring that the community are informed and engaged on this matter is crucial.

The waste contract for the waste collection and management of the landfills is shortly expiring. The development and tendering of a new waste contract will provide an opportunity for Council to review and refine objectives and service provision with the intention of improving outcomes for the community and Council.

More information on these topics can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

- ☐ Yes
- ☐ No

## WASTE SERVICES AND INFRASTRUCTURE

\* 60. Does this goal reflect your aspiration for our community?

IN 10 YEARS TIME - "WE ARE WAGING A WAR ON OUR WASTE".

- ☐ Yes
- ☐ No. Why?

Comments

61. What is your level of satisfaction with waste services and facilities?

Well below my expectations.	Below my expectations.	Meeting my expectations.	Above my expectations.	Well above my expectations.	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

LEADERSHIP - COMMUNITY AND COUNCIL LEADERSHIP

\* 62. Would you like to have your say on COMMUNITY LEADERSHIP AND COUNCIL LEADERSHIP including satisfaction with Council's services and facilities?

- ☐ Yes
- ☐ No. Please proceed to Q70.

LEADERSHIP - COMMUNITY LEADERSHIP

BACKGROUND INFO

63. Council, with the support from the community continues to fund and deliver the Australia Day awards, to celebrate and recognise contributions made by our community members including in the area of leadership. The Coonamble Chamber of Commerce's annual Business Awards which is supported by funding and in-kind support from Council continues to celebrate and recognise achievements in business and our workforce.

The extensive number of community, services and sporting groups within our LGA provides our community members with a plethora of opportunities to become involved in enriching not only their own lives but also our community including through leadership roles within these community groups' volunteer committees.

Our community also has a focus on growing our young leaders through initiatives such as the Youth Council initiated and funded by Council and the State Government, a Council lead Youth Forum to be held in early 2022, and through various other youth initiatives within our community and the schools.

More information on these topics can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

- ☐ Yes
- ☐ No

#### LEADERSHIP - COMMUNITY LEADERSHIP

\* 64. Does this goal reflect your aspiration for our community?

IN 10 YEARS TIME - "OUR COMMUNITY IS SUPPORTED BY AND SUPPORTS LEADERSHIP WHICH ENRICHES AND EMPOWERS OUR PEOPLE AND OUR ORGANISATIONS".

☐ Yes

☐ No. Why?

Comments

#### LEADERSHIP - COUNCIL'S LEADERSHIP - BACKGROUND INFO.

65. During their term, the outgoing Council prioritised to enhance their governance processes including those relating to decisions making.

In June 2019, Council appointed a new General Manager and under the new General Managership priority policies were developed to ensure sound governance principles were established. Since June 2019 Council has adopted 36 new or revised policies and procedures. All of Council's adopted policies are available on Council's website at [www.coonambleshire.nsw.gov.au](http://www.coonambleshire.nsw.gov.au)

Under Mr Basson's new leadership he advocated for a changed culture within the elected body from one of being characterised by ad-hoc decision making to one that is more strategic focused, with the long-term and cumulative effects of decisions being taken into account by the decision maker. Similarly, starting work within the organisation to change the culture to one of "we can do" and "we care".

In 2019, Jetty Research was appointed by Council to conduct an impartial, external survey of the community's satisfaction with Council's service delivery. This report identified the "Top Two" priorities as (1) Roads and Economic & Tourism Development and (2) with Customer Service Excellence also shown to be in need of a particular focus going forward.

A now revised Organisational Structure will ensure Council is able to achieve effective and efficient future service delivery through scale and capacity. Under the new General Manager the organisation will be focused on becoming a learning organisation and one which has the capability within its Executive Management Team to have adequate strategic focus. However, Council's efforts to implement the revised structure has been hamstrung by a tight recruitment market (exacerbated by the uncertainty and insecurity that the Covid-19 pandemic has brought into the local government sector), as well as inadequate operational funding.

The Office of Local Government have an expectation for all Council's to have scale and capacity in order for individual local government authorities to be able to operate at minimum competency standards. Currently, the Coonamble Shire Council does not meet many of those standards, although the process of meeting compliance standards has been started. The mandatory Audit, Risk and Improvement Committees that need to be implemented by all NSW Councils by June 2022 will further assist Council in driving this process forward.

Council acknowledges the value of, and is committed to, engaging community in decision making processes through robust engagement processes and strategies. Council recognises that engagement leads to well-informed decisions at a strategic and operational level, achieves effective and transparent governance and is fundamental to inclusive, vibrant and thriving communities. Council adopted a revised Community Engagement Policy in 2021 to guide and improve engagement with the community for individual projects and processes.

More information on these topics can be found in Council's 2021 End Of Term Report.

Did you find this information useful?

☐ Yes

☐ No

#### LEADERSHIP - COUNCIL'S LEADERSHIP

\* 66. Does this goal reflect your aspiration for our community?

IN 10 YEARS TIME - "OUR COMMUNITY'S CONFIDENCE IN THE INTEGRITY OF COUNCIL'S DECISION MAKING HAS GROWN".

☐ Yes

☐ No. Why?

Comments

67. Do you feel that you have adequate opportunity to voice your opinion, ideas and feedback regarding Council matters?

☐ Definitely not. Why?

☐ Somewhat.

☐ Yes.

☐ Unsure.

Comments

68. How would you rate your overall satisfaction with Council's services and facilities?

Well below my  
expectations.

Below my expectations.

Meeting my  
expectations.

Above my expectations.

Well above my  
expectations.



Comments

69. How do you think Council could improve on its customer service?

## FINAL COMMENTS

70. It can be difficult to develop a survey which covers off on all hopes, priorities and issues for all people within our community so please provide any other comments and feedback that you have not had an opportunity to already voice in this survey.

71. Thank you for participating in this survey. If you wish to enter the draw please provide your contact details for your chance to win up to \$700 in Coonamble Cash. Your contact details will not be used for any other purpose including related to this survey. Your contact details will not be identifiable in conjunction with your survey responses.

**Name**

**ZIP/Postal Code**

**Phone Number**

Please return your completed survey by the 16th of March to the point which you collected it from or direct to Council at 80 Castlereagh st, Coonamble.



## 10.14 COMMUNITY SERVICE PROGRESS REPORT

**File Number:** C8

**Author:** Noreen Vu, Executive Leader - Environment, Strategic Planning and Community

**Authoriser:** Hein Basson, General Manager

**Annexures:** 1. 2021-22 Operational Plan Progress Update  
2. Youth Forum Workshop Guideline

### PURPOSE

The purpose of this report is to provide information on the activities within Council's Community Services section for the month of February 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. 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 some events for our community (Tourism and Events will also cover other events).

- **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 and reported back to Council shortly. 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/forum 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.

For the purposes of the development of the 2022 Community Strategic Plan, a separate report will be provided to Council.

#### **(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 of February 2022.

## **INTEGRATED PLANNING AND REPORTING FRAMEWORK**

### **Operational Plan Review**

At the beginning of each financial year, Council prepares an Operational Plan which outlines the actions Council will undertake to work towards achieving the outcomes in the four-year Delivery Program. With commencement of the 2020 Financial year, Council underwent a restructure. Council endorsed the new Operational Plan for the 2021-22 period at its June 2021 Council meeting.

The actions contained within in the 2021-22 Operational plan are linked with goals that have been identified within a framework of being strategic, measurable, achievable, realistic, and timely. Measures have been provided to assist in reporting progress which has not been done in the past. This initiative should be seen as "work in progress".

Under s. 404 of the *Local Government Act 1993*, the General Manager must ensure that regular progress reports are provided to the Council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every six months.

What is presented to Council in this report is a review of the Delivery Program 2017-2021 and commentary on actions and activities completed as part of the Operational Plan to 31 December 2021 and provide strategic updates going into 2022.

To date, of the 90 actions:

- 75 actions are progressing

- 10 are completed
- 5 are due not to start.

## **COMMUNITY SERVICES**

- **Interagency meetings**

Community Services staff continued to participate in the Coonamble Interagency, Gulargambone Interagency 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 as reported at the last Council meeting, a determination is likely to occur in early 2022. No TPG was conducted in the last month.

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.

- **Seniors Week Luncheon**

The free 2022 seniors' luncheon will be a space theme and is called "Outta this World". Invitations are currently printed, and ads in the Coonamble Times, advertised on the radio, facebook and Coonamble Shire Council website. The free event will have entertainment and prizes and provide an opportunity for seniors to socialise. Invitations have been provided for Councillors at the March meeting. All RSVP's are being managed by the front office. The event is being organised by the Coonamble Librarian.



## **LIBRARY**

- **Seniors Movies**

The Senior's Cinema is continuing monthly on the first Tuesday of the month with between 5-10 attendees each month at the Coonamble Library. Consultation with those attending on the type of movies they would like to see is held by the Librarian and their choices are considered and taken into consideration when purchasing movies. Tea, coffee and cake are offered before the movie starts.

- **Book Exchanges**

The last Gulargambone and Quambone exchanges of 2021 were postponed due to COVID. These exchanges have now been completed.

- **North West Library**

The Librarian and Councillor Churchill are to attend the North Western Library AGM in Nyngan on 2 March 2022.

- **Zone Meeting**

The Central West Zone meeting, of which Coonamble is a member, will meet via Microsoft Teams on 1 April 2022 and The Librarian, Councillor Churchill and Executive Leader - Environment, Strategic Planning and Community, Noreen Vu will attend.

- **Library Statistics (February)**

Service	Loans	New M/ships	Wi-Fi	Internet (hr)	Internet (ppl)	Kids Comp (children)	Junior Visits	Adult Visits
Coonamble	394	4	28	61.27	32	32	58	221
Gulargambone	36	0						

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

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
279	7	18	6	0

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

Senior Craft	Pre-School Visits	Housebound	Meetings	Seniors Cinema	Other
n/a	N/a	4	12	5	3

## **CHILDREN AND YOUTH SERVICES**

- **School Holiday Program**

With the help of RED.I.E, the holiday program for January 2022 has concluded with a total of 360 young people that have attended. Planning for the April school holidays (11<sup>th</sup> April – 25<sup>th</sup> April) has begun with ideas of a disco, craft such as lava lamp

making, Easter activities and another Aboriginal Art Workshop for youth in Gulargambone.

- **Free After School Activities**  
**(27<sup>th</sup> January – 24<sup>th</sup> February)**

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 basketball games, board games, play time, colouring in, painting, crafting, skipping ropes and hula hoops.

Schools have reopened for Term 1 and the After School Activities in both Gulargambone and Quambone have since resumed. So far into Term 1 (Currently Week Three) we have seen a total of 33 children attending both services.

	1	2	3
Quambone	-	8	7
Gulargambone	10	-	8

- **Youth Week 4 April 2022 to 14 April 2022**

Youth week is an opportunity for young people to express their ideas and views, act on issues that affect their lives, and create and enjoy activities and events.

This year's Youth Week theme is "It's up to 'you'th". The Coonamble Shire events are still being organised and there has been several ideas for Youth Week including events organised with NASCA and Clontarf where the youth will be involved with deciding what they would like to see happen. Two sporting events with community services in town is also on the agenda. A meeting will take place in the near future with other service partners including NASCA, Clontarf, REDIE, Mackillop Family Services, Interrelate and Coonamble Shire Council to discuss this program in more detail.

Back by popular demand will be the Big Screens movie event which is currently being organised by Council's Youth Officer.

- **2022 Youth Forum**

Council's Youth Council Forum was postponed due to the recent public health orders and will now coincide with Youth Week. The event is due to occur on Tuesday 5 April 2022 with keynote speaker Angry Anderson. Following Angry's keynote speech, participants will engage in a Youth Forum. The forum will be focused on consulting and engaging with youth on the notion of 'community'. For Council's reference, the Youth Guideline is attached as Annexure 2 to this report. Promotion of Angry Anderson visit will begin shortly. Both Gulargambone Central and Coonamble High Schools have been consulted on the forum. Council is intending to invite the Joblink participants, as well as other non-school aged youth, to attend the forum. The forum will be first of many.





## **2022 Youth Council**

Anyone from Year 7 to Year 12 ages are welcome to attend the Youth Council presentation delivered by:

### **Angry Anderson**

Join us for:

- Discussion
- Activities
- Free Lunch

**Come make a  
difference for  
'YOU'th in our  
community!**



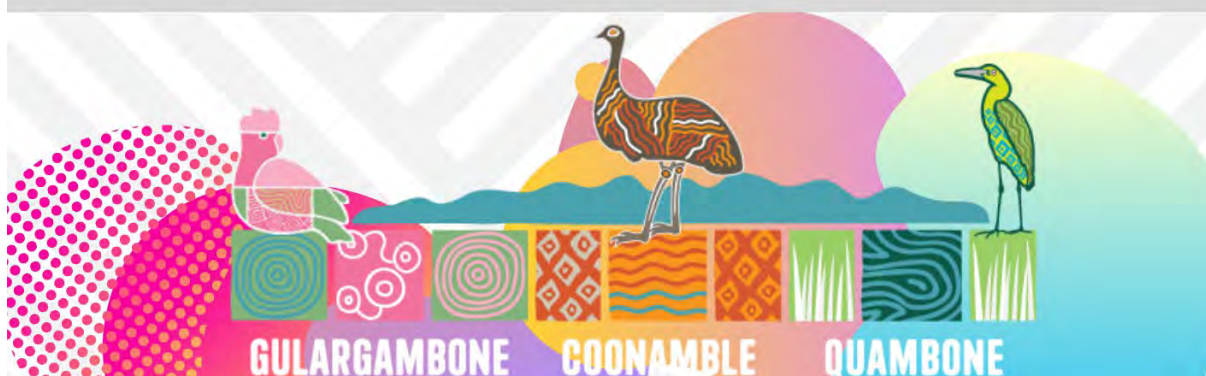
Coonamble Bowling Club

Tuesday 5th April 2022

Time: 9:45 to 12:00pm

Lunch provided

Enquiries and RSVP: [youthofficer@coonambleshire.nsw.gov.au](mailto:youthofficer@coonambleshire.nsw.gov.au)





**(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 February 2022.

**RECOMMENDATION**

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

# COONAMBLE

SHIRE COUNCIL

## DELIVERY PROGRAM AND OPERATIONAL PLAN 2021-22 PROGRESS UPDATE

**COONAMBLE**  
INFORMATION & EXHIBITION



### WHAT IS THE DELIVERY PROGRAM?

A council must have a program (its delivery program) detailing the principal activities to be undertaken by the council to implement the strategies established by the community strategic plan within the resources available under the

**DELIVERY PROGRAM PROGRESS  
UPDATE 2021-22**

**By Coonamble Shire Council**

COONAMBLE



# INTRODUCTION

## DELIVERY PROGRAM AND OPERATIONAL PLAN PROGRESS UPDATE



### STRUCTURE

- 1 - Overview
- 2 - Highlights
- 3 - Snapshot
- 4 - Review

## DELIVERY PROGRAM OVERVIEW

By Coonamble Shire Council

A council must have a program (its delivery program) detailing the principal activities to be undertaken by the council to implement the strategies established by the community strategic plan within the resources available under the resourcing strategy.

Coonamble Shire Council must establish a new delivery program after each ordinary election of councillors to cover the principal activities of the council for the 4-year period commencing on 1 July following the election.

The General Manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.



**COONAMBLE**

# INTRODUCTION: SNAPSHOT

DELIVERY PROGRAM AND OPERATIONAL PLAN  
PROGRESS UPDATE



## SNAPSHOT

By Coonamble Shire Council

Coonamble Shire Council adopted its first suite of documents within the Integrated Planning Framework in 2012. Overarching this suite of interrelated plans is the Community Strategic Plan 2032 which identifies the aspirations of the community.

Council's Delivery Program outlines activities that Council will undertake in order to deliver its part of the Coonamble Shire Strategic Plan. At the beginning of each year, Council prepares an Operational Plan which outlines the actions Council will undertake to work towards achieving the outcomes in the four-year Delivery Program.

Under s. 404 of the Local Government Act 1993, the General Manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every six months.

At the June 2021 meeting, Council adopted the 2021-22 Operational Plan which sees 90 actions that are strategic, measurable, achievable, realistic and timely.

## COONAMBLE



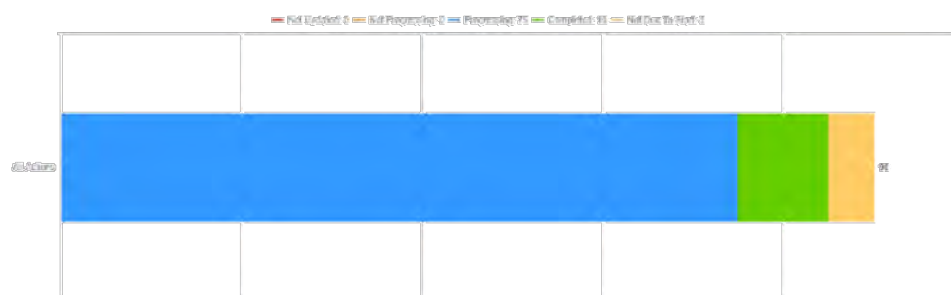
# INTRODUCTION: SNAPSHOT

DELIVERY PROGRAM AND OPERATIONAL PLAN  
REVIEW

## ACTION STATUS SNAPSHOT AS OF 31 DECEMBER 2021

By Coonamble Shire Council

Total Actions: 90



This report outlines the progress update of the Operational Plan from 1 July 2021 to 31 December 2021. Information also includes future updates to consider going into 2022.




COONAMBLE

## Our People

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


Leverage online technologies to improve virtual connections

**P1.1.1 Continue to improve the quality of Coonamble Shire Website.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Deliver real time, quality, refined, appropriate and current content and mediums via Council's digital communication platforms.	Economic Development & Growth	95%	A new website has been developed and populated, and continues to be updated. Regular and timely items of news and community notices are updated to the website and Council's social media channels.	

**Increase the representation of Aboriginal people in community roles including local Council**

**P1.2.1. Utilise Local Government Week to raise awareness of the role and function of Council**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P1.2.1. Utilise Local Government Week to raise awareness of the role and function of Council	Promote and encourage Councillor candidates from a diverse cross section of our community including the Aboriginal community.	Economic Development & Growth	100%	In the lead up to the 2021 Council elections, opportunities to nominate and information about being a Councillor was regularly and comprehensively communicated through Council's communication channels and stakeholder networks.	






**P1.2.2. Provide appropriate opportunities for Aboriginal people to participate in Council's community planning**


DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P1.2.2. Provide appropriate opportunities for Aboriginal people to participate in Council's community planning	Invite, encourage and promote opportunities for Aboriginal peoples' participation in Council's 21/22 engagement and consultation activities.	Noreen Vu	80%	Our First Nation's people have participated in Council's engagement and consultation activities. The most notable project this reporting period has been the Public Art and Town Entrances signs, involving our First Nation's peoples to lead and set the designs and art work. Council also participated in the NAIDOC Community Day steering committee and funded a number of activities, most notably the Welcome to Country and Smoking Ceremony.	

**Leverage the skills and knowledge in our community to promote social interaction and facilitate knowledge sharing**

**P1.3.3. Provide Community Development Workers to facilitate community building.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P1.3.3. Provide Community Development Workers to facilitate community building.	Build community capacity and connections through initiatives delivered by Council's youth, community and library officers.	Noreen Vu	90%	Community capacity building is occurring through Council's initiated youth and community events and through our day-to-day delivery of services such as the library and children and youth services. Council staff continue to participate and attend the various interagency meetings.	

***P1.3.4. Continue to consult residents with a focus on quality of life experience rather than sole satisfaction with Council services.***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P1.3.4. Continue to consult residents with a focus on quality of life experience rather than sole satisfaction with Council services.	Recognise quality of life consultation questions as part of the delivery of Council's projects and programs.	Noreen Vu	50%	Council has proactively exhibited all of its draft policies and promoting awareness of these policies through our communication channels. Prior to recommending the Council publicly exhibit the draft policies, environmental, social, economic and financial implications are considered by Council. Adoption of these policies goes through a similar analysis. Future community consultation in relation to the integrated reporting and planning framework will incorporate a large amount of quality of life consultation questions into 2022.	

***Develop and grow the community's sense of shared responsibility***


***Encourage an inclusive, active community where people look out for each other***

***P2.1.1. Utilise Safer by Design principles in public space planning***


DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P2.1.1. Utilise Safer by Design principles in public space planning	Deliver Safer by Design, and Crime Prevention through Environmental Design principles as part of Council's projects.	Bruce Quarmby	0%	As of 31 December 2021 - No public development has been carried out during the reporting period.	



**P2.1.2. Work with Police and communities to target crime "hot spots"**


DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P2.1.2. Work with Police and communities to target crime "hot spots"	Participate in community policing meetings and work with Police to target crime 'hot spots'.	Noreen Vu	80%	Council continues to participate in community police meetings such as the interagency meetings, TPG and the DV Collective. Council has also increased CCTV in certain areas. Council evening events during this reporting period also provided shuttle buses to disperse attendees and to get them home safely.	

**P2.1.4. Provide Crime Prevention information.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P2.1.4. Provide Crime Prevention information.	Ensure relevant crime prevention information is disseminated through Council's communication channels.	Noreen Vu	80%	Council's website continues to provide information. In addition the NSW Police and the Department of Planning, Industry and Environment also has information available on the internet.	

**Develop and grow the community's sense of shared responsibility**


**P2.2.1. Work with partners to develop programs that assist women and children to escape from family violence and men to address family violence**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P2.2.1. Work with partners to develop programs that assist women	Promote and support the initiatives of, the Coonamble Domestic Violence Collective	Noreen Vu	90%	Council continues to support the Coonamble DV Collective through attendance of meetings and other relevant	




DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
and children to escape from family violence and men to address family violence	Committee, and other relevant groups with a family and domestic violence focus.			groups and initiatives focused on reducing domestic violence.	

**P2.2.3. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P2.2.3. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community.	Support the work of, relevant agencies and groups to collectively minimise crime and anti-social behaviour in the community.	Noreen Vu	90%	Council continues to maintain support for the various interagency meetings focused on minimising crime and anti-social behaviour in the community. Council has also increased CCTV in certain areas. Council evening events during this reporting period also provided shuttle buses to disperse attendees and to get them home safely.	

**P2.2.4. Control straying animals.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P2.2.4. Control straying animals.	Ensure compliance with the relevant reporting requirements including Rehoming Organisations' Annual Report (31 Jul 21), Survey of seizures of	Noreen Vu	80%	To date, Council has complied with the required reporting within this reporting period. Council also ensures that all dog attack information is registered with the Office of Local Government through the Companion Animal Register. The Council is	



DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
	cats and dogs 19-20 lodgement due (13 Nov 21), Companion Animal Register reporting (monthly and ad hoc).			also provided a monthly Ranger's report in the Council business papers.	
P2.2.4. Control straying animals.	Promote and run an animal control awareness program in the management of domestic animals within the community.	Environmental Services	60%	Council has initiated a rehoming program for residents and promoting this in the community.	

### *A range of services supports our community to lead healthy Lifestyles*

#### **Support and promote healthy lifestyles**

##### ***P3.1.1. Advocate, support and raise awareness of programs that promote the physical and mental health and well-being of community members.***


DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P3.1.1. Advocate, support and raise awareness of programs that promote the physical and mental health and well-being of community members.	Pursue funding for, and development of, active and recreational spaces including an Active Travel Plan, Castlereagh River Activation Plan, exercise equipment, pathways and trails, pedestrian/cycling nodes in line with the Master Planning work.	Economic Development & Growth	80%	Funding has been secured for the installation of female changerooms and a walking loop at the Coonamble Sportsground. Future projects are to be prioritised.	



**P3.1.2. Inspection of Food premises.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P3.1.2. Inspection of Food premises.	Roll out to the community, Council's new Mobile Food Vending Vehicles Policy.	Noreen Vu	50%	Council adopted the Mobile Food Vending Vehicles Policy in July 2021. The policy is supported with a procedure. Due to the public health orders which stopped movement across the state, Council did not receive any applications to operate a vehicle during this reporting period.	
P3.1.2. Inspection of Food premises.	Engage and communicate with food outlets regarding food safety compliance.	Environmental Services	50%	Council adopted the Mobile Food Vending Vehicles Policy in July 2021 and provided opportunity to the Chamber of Commerce prior to its adoption. Council also has waived food inspection fees due to the mice plague and COVID-19 impacts to small businesses. Inspections will be carried out in 2022.	

**P3.1.3. Maintain and enhance age appropriate play areas that meet the needs of ages 0-5 and 6-12 years.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P3.1.3. Maintain and enhance age appropriate play areas that meet the needs of ages 0-5 and 6-12 years.	Create and enhance children and youth recreation spaces in line with Masterplans.	Bruce Quarmby	45%	As of 31 December 2021 - Council have been working alongside the consultants to finalise the MacDonald Park Masterplan. Pending a final review, it is anticipated the Masterplan will be tabled to Council's April 2022 Council meeting for consideration.	






### Improve access to medical and specialist services

#### *P3.2.1. Continue to advocate for appropriate medical services.*

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P3.2.1. Continue to advocate for appropriate medical services.	Continue to support medical and specialist services in the Shire and rural Australia more broadly, through the mechanisms and means available to Council.	Noreen Vu	90%	Council has continuously participated and advocated for medical and specialist services. This includes a submission to the Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW Inquiry and continuing to maintain those conversations following the Inquiry. Council staff maintain involvement with interagency meetings that continuously monitor and report on service gaps. Council was a lead service partner during the COVID-19 vaccination roll out and provider the regional isolation care packages during the stay-at-home orders.	

### Improve access to services for disengaged community members.

#### *P3.3.1. Support appropriate community development activities undertaken by a range of organisations and provide assistance with project development, governance, grant writing, community building and group facilitation.*

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P3.3.1. Support appropriate community development activities undertaken by a range of	Maintain support for groups, agencies and organisations within our communities who work with disengaged community members.	Noreen Vu	90%	Council continues to maintain support for the various interagency meetings. This includes participating in the meetings and providing the secretariat function to the Coonamble Interagency.	



DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
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organisations and provide assistance with project development, governance, grant writing, community building and group facilitation.

P3.3.1. Support appropriate community development activities undertaken by a range of organisations and provide assistance with project development, governance, grant writing, community building and group facilitation.

Provide support to the community by identifying relevant grants and supporting them through the application process.

Economic Development & Growth

100%

A monthly email newsletter containing information and instructions for relevant grant opportunities is sent to local interested community members, and Council's website is regularly updated with relevant information. Community groups and individuals are regularly supported to make submissions.



**P3.3.2. Build community capacity around inclusion of people from all cultural, social and ability groups.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
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P3.3.2. Build community capacity around inclusion of people

Council's programs and events continue to be inclusive of all individuals and

Noreen Vu

80%



All programs to date have been planned with inclusiveness through event management and planning. Shuttle bus



DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
from all cultural, social and ability groups.	segments of our communities, including minority and disadvantaged groups and individuals.			services have been provided for a number of council's events.	

### Increase the community's involvement in sporting activities

#### *P3.4.1. Ensure parks and gardens and sportsgrounds are maintained to an acceptable standard.*


DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P3.4.1. Ensure parks and gardens and sportsgrounds are maintained to an acceptable standard.	Progression and finalisation of, the Coonamble Sportsground redevelopment project including lighting	Bruce Quarmby	50%	As of 31 December 2021 - The installation of the sportsground lighting , including the power supply upgrade to the facility has been completed. Works have commenced on the replacement of the cricket pitch, along with upgrades to the existing playing field with completion of these works due in the later half of the 2021/22 financial year.	
P3.4.1. Ensure parks and gardens and sportsgrounds are maintained to an acceptable standard.	Continue to ensure that our sportsground, parks and gardens are maintained inline with our communities' expectations.	Bruce Quarmby	50%	As of 31 December 2021 - Council works programs are set to ensure the facilities are maintained to expected levels, within the relevant budgetary constraints.	



***Our community respects and encourages the diversity of culture, ability and ages of our population***


***Increase opportunities for our community to celebrate together***

***P4.1.1. Support activities that promote cultural awareness and diversity in ability and age.***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P4.1.1. Support activities that promote cultural awareness and diversity in ability and age.	Support and deliver community activities and programs which promote diversity and cultural awareness including NAIDOC week.	Noreen Vu	90%	Council sat on the steering committee for the NAIDOC Community Day and provided funding for the majority of activities. Council's workforce also undertook Cultural Awareness training. Council staff also participated in the "What's up with my Mob" training that was rolled out for service providers within the LGA. Council has also promoted Harmony Day through the Library.	

***Improve interaction across social cultural and age groups***

***P4.2.1. Provide strategic early intervention community development programs for children, young people and vulnerable community members.***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P4.2.1. Provide strategic early intervention community development programs for children, young people and vulnerable	Establish and mentor the Youth Council and support organisations and interagencies who deliver early intervention programs for children, young people and vulnerable community members. Deliver programs and	Noreen Vu	50%	Nominations for the Youth Council were open last year. However due to the public health orders were postponed to 2022 to deliver. Council has engaged early with the schools to come up with a format that will benefit all youth in the community to participate and this will be delivered into 2022-23.	






DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
community members.	activities to this target group.				

**P4.2.4. Implementation principles of multiculturalism across Council business.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P4.2.4. Implementation principles of multiculturalism across Council business.	Where Council undertakes community consultation, encourage participation from people from diverse backgrounds and implement engagement and communication strategies which achieve this.	Economic Development & Growth	0%	Council's Community Engagement Policy was adopted in July 2021. This policy includes communication strategies and provides guidance for planning individual consultations which will encourage participation from people from diverse backgrounds.	

**Promote role models who demonstrate community respect**

**P4.3.1. Provide Aboriginal Cultural Awareness training to all staff and Councillors.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P4.3.1. Provide Aboriginal Cultural Awareness training to all staff and Councillors.	Provide Aboriginal Cultural Awareness training to all staff and Councillors where required.	Amanda Nixon	50%	31 Dec 2021 - Training not required during reporting period, due to numbers of staff and timing of Council elections.	



### Promote more cultural events in the shire

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

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P4.4.1. Assist Coonamble Shire events with marketing and promotion.	Support the Shire's event providers by promoting their events via Council's various communication channels, and Council's tourism staff provide advice and guidance to event providers as requested.	Economic Development & Growth	100%	Events are regularly and consistently promoted via Council's communication channels including website, social media, community newsletter, direct email updates and media outreach. Council's tourism staff provide advice and guidance to event providers as requested and additionally, host local events that encourage the participation of community members and groups.	

#### P4.4.2. Provide opportunities for access to arts related activities.

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
P4.4.2. Provide opportunities for access to arts related activities.	Maintain Council's membership of Outback Arts, and support and promote Outback Art's initiatives and programs. Continue to deliver children and youth activities and programs with an arts focus.	Noreen Vu	90%	Council has maintained the membership to Outback Arts and supported and promoted their initiatives and programs. Council continues to deliver children and youth activities and programs with a strong arts focus. School holiday activities this reporting period has included several Aboriginal Art workshops with Bokhara Dream (Hayden Wood), tie dye, sand art, masquerade art etc.	





## Our Infrastructure


**Strong community connections: Our community connections support and facilitate our access to each other and our local services**

**Maintain local road maintenance and construction**

### ***11.1.1. Continue to implement rolling plant replacement program***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
11.1.1. Continue to implement rolling plant replacement program	Implement the Asset Management Plan by implementing its action of the Rolling Plant Replacement Program. Complete review of program and monitor data annually including the units and parts.	Bruce Quarmby	50%	As of 31 December 2021- A review of the plant replacement program has been undertaken in conjunction with Council's Infrastructure department. From this review the plant replacement program for 2021/22 has been amended , within budgetary constraints , to better reflect the current needs of the Council's planned works program and its fleet of plant.	

### ***11.1.2. Depot maintained and upgraded***


DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
11.1.2. Depot maintained and upgraded	Implement maintenance and upgrade schedules at the Depot which are in line with audit findings and recommendations.	Daniel Noble	50%	Works progressing.	




***11.1.3. Plant operated efficiently and economically***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
11.1.3. Plant operated efficiently and economically	Asset Management Plan includes analysis of plant efficiencies and effectiveness.	Daniel Noble	20%	Asset management plans in development. Analysis of plant efficiencies and effectiveness will be considered as part of plant replacement program.	

***11.1.4. RMS RMCC Contract continued on Castlereagh Highway (HW 18)***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
11.1.4. RMS RMCC Contract continued on Castlereagh Highway (HW 18)	Continue to deliver RMS RMCC Contract for the Castlereagh Hwy (HW 18) as directed.	Daniel Noble	50%	Council is compliant with our RMCC contract with respect to ordered works and routine works.	

***11.1.5. Routine maintenance, heavy patching and reseals continued under Regional Roads Block Grant contract***


DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
11.1.5. Routine maintenance, heavy patching and reseals continued under Regional Roads Block Grant contract	Under the Regional Road Block Grant, heavy patching and resealing programmed and completed.	Daniel Noble	50%	Works progressing.	




***11.1.6. Reconstruction of sealed regional roads under Regional Roads Repair Program continued.***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
11.1.6. Reconstruction of sealed regional roads under Regional Roads Repair Program continued.	Pursue funding in line with priority road infrastructure, and complete funded works.	Daniel Noble	50%	Council continues to pursue funding for priority road infrastructure however wet weather, resource availability and a backlog of funded works has constrained our ability to complete same. Staff are currently pursuing contract options and alternate delivery methods to clear the backlog.	

***11.1.7. Continue local roads reconstruction under Roads to Recovery Program***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
11.1.7. Continue local roads reconstruction under Roads to Recovery Program	For the reconstruction of local roads, Roads to Recovery Program works completed on time and on budget.	Daniel Noble	50%	Works progressing.	

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

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
11.1.8. Continue local sealed roads routine maintenance, heavy patching & resealing.	Council continues to investigate options to provide increased levels of funding for its local roads maintenance activities	Daniel Noble	50%	Asset management plans are in development to communicate the risk, consequences and cost of the level of service the community currently receive, against the risk, consequences and cost of the level of service the community desire. Other revenue options currently being	

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
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explored include efficiency savings through Council's fleet, possible increased revenue from Council's quarry as well as the pursuit of grant funding to complete asset renewals.

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

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
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11.1.9. Continue local unsealed roads routine maintenance, grading, reforming, re-rolling, causeway re-sheeting.

Progress the Tooraweenah Rd sealing project in line with project timeline and budget.

Daniel Noble

50%

The Delivery Road Project Proposal Report has been submitted and awaiting final confirmation of funding approval however this is inline with the project timeline and budget.



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

Local sealed and unsealed road network's (rural roads) maintenance is scheduled and completed in a timely manner and in accordance with adopted budget.

Daniel Noble

50%


Local sealed and unsealed road network maintenance is being scheduled and completed in 'as timely' a manner as is possible given the allocated budget and resource constraints.






## Minimise the effects of flooding on our infrastructure

### 11.2.1. Continue to invest in Levee management

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
11.2.1. Continue to invest in Levee management	Allocate funding and implement a works schedule for future upgrades and maintenance of the levee bank.	Daniel Noble	40%	Coonamble Levee audit has been completed and awaiting final report that will identify and prioritise issues. Once these are known, budget estimates can be prepared and report brought before Council.	

## Public transport that facilitates access to services and communities for remote residents

### 11.3.1. Support projects that aim to reduce transport disadvantage.

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
11.3.1. Support projects that aim to reduce transport disadvantage.	Utilise existing and seek further community transport grant funding to support the community's participation in community events and to facilitate access to services and communities.	Noreen Vu	70%	Council has utilised grant funding for evening events during this reporting period to provide shuttle buses to disperse attendees and to get them home safely. Council has also utilised the funding for day time activities to transport attendees from Gulargambone to participate in the school holiday program and the NAIDOC Community Day.	

### 11.3.2. Maintain Certification of Aerodrome to CASA Regulations

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
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DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
I1.3.2. Maintain Certification of Aerodrome to CASA Regulations	Maintenance and works completed in line with the Airport Management Plan.	Daniel Noble	50%	Nil non-conformities to date. Asset management plan in development.	


**- Cultural expression and enjoyment : Our community benefits from access to appropriate facilities**

**Increase the exhibition and production of more cultural events in the Shire**

**I2.1.1. Ensure Showground & Pavilion are well managed and assets maintained.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
I2.1.1. Ensure Showground & Pavilion are well managed and assets maintained.	Maintain and upgrade the showground asset through; community group sourced funding; Council's own budget; and grant funding. Update the Showground Management Plan to capture maintenance and upgrade needs/aspirations	Bruce Quarmby	40%	As of 31 December 2021 - Routine maintenance has been completed in line with Council's adopted budget. During the reporting period, no funding opportunities have been identified by Council staff as to be appropriate.	

**I2.1.5. Maintain/Improve parks to acceptable standards.**


DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
I2.1.5. Maintain/Improve	Review and update the Recreational Facilities Management Plan and	Bruce Quarmby	5%	As of 31 December 2021 - Due to competing organisational priorities the review and update of Council's	



DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
parks to acceptable standards.	include the identification of minimum service standards, future maintenance and capital expenditure requirements. Council to adopt this Plan to support the sourcing of grant funding for identified capital items.			Recreational Facilities Management plan has been delayed. The review will be completed as part of the 2022/23 Operational Plan preparation and adoption process.	

#### Maintain and improve the role of our community libraries


##### *12.2.1. Provide high quality library services that are responsive to community need.*

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
12.2.1. Provide high quality library services that are responsive to community need.	Develop and deliver a suite of new and existing library programs, initiatives and activities which boosts engagement with our library service, which responds to the needs of our diverse communities, and which have the potential to attract active, non and dormant members.	Noreen Vu	90%	The Coonamble Shire library service is a dynamic service that has adapted with technological advancement and still able to maintain community connection. This includes providing story time to pre-school aged students through to seniors arts and crafts and free movies with morning tea once a month. Seniors are also supported with Tech Savvy Seniors once a month. During the 2021 stay-at-home orders, staff were mobilised to prioritize the regional isolation care packages.	



**Share access to local facilities to fully realise the potential of local infrastructure**

***12.3.1. Continue to upgrade and maintain infrastructure that supports cultural recreational and leisure activities***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
12.3.1. Continue to upgrade and maintain infrastructure that supports cultural recreational and leisure activities	Review and develop Asset Management Plan to focus on planned maintenance rather than reactive maintenance with a focused maintenance schedule.	Bruce Quarmby	10%	As of 31 December 2021 - The Asset Management plans will be reviewed as part of the 2022/23 Operational Plan preparation process.	
12.3.1. Continue to upgrade and maintain infrastructure that supports cultural recreational and leisure activities	Progress the Weir Development project including toilet facilities and power source for lighting and watering.	Bruce Quarmby	50%	As of 31 December 2021 - Council staff have been working with the company that was selected to supply and install an remote CCTV, solar panels and onsite battery storage to finalise the necessary details to allow for installation of the device to occur.	

***Good health : Our community has safe and reliable access to our primary utilities***

**Deliver safe drinking water and sewerage services**


***13.1.1. Implement a mains replacement program based on Water Management Plan***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
13.1.1. Implement a mains replacement program based on	Works progressing however some regular suppliers are approaching the	Daniel Noble	50%	Works progressing.	




DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
Water Management Plan	tendering threshold of \$250k per reporting period (as set by the Local Government Act and Tendering Regulations). This means that some work which was intended to be completed via a request for quotation (RFQ) process, now need to be formal tenders which will cause some delays (approx. 3 months)				

***13.1.3. Ensure water assets are well maintained***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
13.1.3. Ensure water assets are well maintained	Deliver works program and progress mains replacement works in accordance with the Water and Sewerage Management Plan.	Daniel Noble	50%	Works progressing however some regular suppliers are approaching the tendering threshold of \$250k per reporting period (as set by the Local Government Act and Tendering Regulations). This means that some work which was intended to be completed via a request for quotation (RFQ) process, now need to be formal tenders which will cause some delays (approx. 3 months).	




**13.1.4. Implement a mains relining program based on Sewerage Management Plan**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
13.1.4. Implement a mains relining program based on Sewerage Management Plan	Deliver works program and allocate budget for mains relining and sewerage assets in accordance with the Water and Sewerage Management Plan, and complete 20/21 delayed works.	Daniel Noble	50%	Works progressing.	

**Improve community access to services**


**13.2.1. Liaise with RFS to provide operational and strategic fire protection in Coonamble**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
13.2.1. Liaise with RFS to provide operational and strategic fire protection in Coonamble	Deliver appropriate levels of support to local emergency and disaster planning and response bodies including the Local Emergency Management Committee (LEMC), Bush Fire Management Committee, RFS Cluster Councils and the SES.	Daniel Noble	50%	Council participates and fulfils its obligations with respect to the Local Emergency Management Committee (LEMC), Bush Fire Management Committee and the RFS Cluster Councils.	






**13.2.3. Manage town common**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
13.2.3. Manage town common	Develop Town Common Management and Operational Plan and implement a maintenance schedule.	Environmental Services	80%	The Coonamble Common Management Plan was endorsed by the Coonamble Commoners at the Annual General Meeting in September 2021. Ongoing maintenance to the site occurs on an as needs basis. The proposed boundary fencing construction will occur into 2022.	

**13.2.4. Implement recommendations contained in the Coonamble Shire Pedestrian Access and Mobility Plan (PAMP)**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
13.2.4. Implement recommendations contained in the Coonamble Shire Pedestrian Access and Mobility Plan (PAMP)	Ensure construction projects review Coonamble Shire Pedestrian Access and Mobility Plan 2015 to reflect current access and mobility limitations and update where necessary, and to support the appropriate and sufficient allocation of resources, budget and pursuit of external funding.	Daniel Noble	25%	Coonamble Shire PAMP requires updating so that it can be reliably utilised. A review of such has been submitted as a project for grant funding with the outcome not yet known. In the interim the existing PAMP will be used as much as is practicable.	



### Minimise our hard waste production and promote recycling

#### 13.3.1. Implementation Waste Management strategy recommendations.

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
13.3.1. Implementation Waste Management strategy recommendations.	Waste management is reviewed against the Waste Management Strategy recommendations and ensuring any changes are in alignment with Net Waste's support.	Noreen Vu	50%	Council has initiated a project plan for the development of a new Waste Management Strategy and undertaken a number of site inspections with waste experts to begin this process.	

### Maintain all public facilities to ensure safety and promote use

#### 13.4.1. Maintain/Improve Parks to acceptable standards

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
13.4.1. Maintain/Improve Parks to acceptable standards	Develop the Kerbside Service Level policy document which will identify service standards and support the future allocation of Council's resources.	Bruce Quarmby	5%	As of 31 December 2021 - A review of Council's kerbside maintenance program has commenced. Whilst the development of a formal policy outlining Kerbside service levels has been delayed due to competing operational demands, the policy is planned to be developed in the later half of the 2021/22 financial year.	


*Appropriate investment : Our community is looking to the future to improve and protect our access to resources*

Ensure long term management and protection of our community assets

**14.1.9. Prepare long term cash flow predictions for asset maintenance, rehabilitation and replacement.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
14.1.9. Prepare long term cash flow predictions for asset maintenance, rehabilitation and replacement.	Complete review of the Long Term Financial Plan (LTFP).	Bruce Quarmby	20%	As of 31 December 2021 - Works have commenced updating Council's Long Term Financial plan with the updated data from the recently completed 2020/21 financial statements. Once this information has been compiled the annual review of Council's Long Term Financial Plan will be carried out as part of the 2022/2023 Operational Plan preparation process.	

**14.1.10. Revalue assets at intervals in accordance with Australian Accounting Standards.**


DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
14.1.10. Revalue assets at intervals in accordance with Australian Accounting Standards.	Assessment of Fair Value of Council's Infrastructure, Property Plant and Equipment	Bruce Quarmby	30%	As of 31 December 2020 - Accounting standards no longer mandate intervals for the revaluation of Council Assets. Council has planned to conduct Desktop valuation updates for Buildings and Other Structures, along with the Transport Infrastructure Asset Classes prior to the 30/06/2022. A full revaluation of Council's Water and Sewer Assets is also planned to be carried out prior to the 30/06/2022.	




***I4.1.11. Review Council's Asset Management Policy.***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
I4.1.11. Review Council's Asset Management Policy.	Complete review of the Asset Management Policy and associated Plans.	Bruce Quarmby	15%	As of 31 December 2021- Council suite of Asset Management Policy and associated plans are to be reviewed as part of the 2022/23 Operation Plan preparation process.	


***I4.1.13. Ensure Quarry operation is financially viable.***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
I4.1.13. Ensure Quarry operation is financially viable.	Review Quarries' financial positions and performance and ensure their operations are profitable for Council.	Daniel Noble	50%	Quarry operational review currently underway with a closed report to be presented to Council in April 2022 (Closed due to the matter being commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the council).	

***I4.1.14. Maintain Quarry quality certification.***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
I4.1.14. Maintain Quarry quality certification.	To ensure quality, test Quarry products against certification and Quality Assurance standards (ISO).	Daniel Noble	50%	Quality testing is being completed inline with requirements.	

**14.1.17. Review viability of Saleyards.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
14.1.17. Review viability of Saleyards.	Undertake review of the Saleyard's sustainability and prepare an Asset Management Plan including a financial plan for the Saleyard facility.	Environmental Services	20%	Review of the saleyard continues to occur with Council passing the recent National Saleyards Quality Audit. Council has also updated its Pollution Incident Response Management Plan and started a maintenance register which will inform the development of the Asset Management Plan going into 2022.	



## Our Economy

**Support: We support our local economy without compromising on quality**

Re-establish and maintain a robust, well patronised Coonamble and Gulargambone main streets

**EC1.1.1. Continue to plan and implement Coonamble main street beautification and revitalisation projects.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
EC1.1.1. Continue to plan and implement Coonamble main street beautification and revitalisation projects.	Progress Coonamble's masterplan and continue to pursue Council budget and external funding sources to progressively implement the Masterplan particularly within the Coonamble CBD precinct (incl signage) and green infrastructure.	Economic Development & Growth	80%	Priority projects within the Coonamble Shire Masterplan have been progressed, in order to position Council to be able to strongly lobby for external funding, including the development of a plan for upgrades to the Coonamble CBD precinct.	

**EC1.1.2. Maintain main street and business area public spaces to a high standard**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
EC1.1.2. Maintain main street and business area public spaces to a high standard	Coonamble and Gulargambone's CBD public spaces, including cleanliness and landscaping, are well maintained.	Daniel Noble	50%	Routine maintenance conducted in accordance to levels of service	





**EC1.1.3. Lobby for Gulargambone main street beautification funding.**



DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
EC1.1.3. Lobby for Gulargambone main street beautification funding.	Pursue Council budget and external funding sources to progressively implement the Masterplan including the Gulargambone CBD precinct.	Economic Development & Growth	0%	Projects within the Gulargambone CBD were not identified as priorities during this quarter.	

**Reinvigorate the main street precinct in Gulargambone**


**EC1.2.3. Identify opportunities for new tourism product**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
EC1.2.3. Identify opportunities for new tourism product	Continue to pursue the development of the Coonamble bore bath project including project development, community consultation and funding opportunities.	Economic Development & Growth	65%	An application for the NSW Government Regional Tourism Activation Fund has been submitted with a business case and concept design. Further development of the business case has been undertaken in preparation for Council review in Q3.	
EC1.2.3. Identify opportunities for new tourism product	Finalise construction of the new Visitor Information Centre and commence operations.	Economic Development & Growth	100%	Construction, including internal exhibition & display, landscaping and civil works, of the new Coonamble Information & Exhibition Centre was completed and the Centre commenced operations in November 2021.	



DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
EC1.2.3. Identify opportunities for new tourism product	Rebuild the Caravan Park facility in partnership with the tenant/operator.	Economic Development & Growth	80%	Major improvements have been made to operations and the facility, including the completion of an additional cabin for accommodation. Further plans for developments and upgrades are underway.	
EC1.2.3. Identify opportunities for new tourism product	Grow and evolve our tourism industry by actioning the Coonamble Shire Council Destination Management Plan 2020 including broadening tourism product offering and strengthening the local tourism industry.	Economic Development & Growth	90%	Key Actions identified by the Coonamble Shire Council Destination Management Plan continues to be undertaken during the year in order to work towards achieving identified KPIs.	

**EC1.2.5. Develop existing visitor markets**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
EC1.2.5. Develop existing visitor markets	Tourism Marketing Strategy developed and implemented.	Economic Development & Growth	100%	Gulargambone is recognised by the Coonamble Shire Destination Management Plan as a destination for public art and a river walk, with associated key actions.	



***Growth & diversity : Our growing regional economy is diverse***

Identify and attract industry programs that will draw new industry to the Shire

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

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
EC2.1.1. Promote the Shire as a location for business development and investment	Through the implementation of relevant actions in the Coonamble Shire Economic Development Strategy 2021, position the Shire as a location of choice for business investment.	Economic Development & Growth	75%	The Manager Economic Development regularly provides developers with information and support to progress proposals for business investment in the LGA.	

***EC2.1.2. Support business initiatives that develop economic growth***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
EC2.1.2. Support business initiatives that develop economic growth	Prioritise and deliver relevant actions in the Coonamble Shire Economic Development Strategy which contribute to economic growth, new enterprises and skills attraction.	Economic Development & Growth	70%	Many actions identified by the Economic Development Strategy have been maintained as business as usual, and other actions have been progressed following prioritisation.	






**EC2.1.5. Support projects that enhance and promote local natural resources to encourage business and tourism.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
EC2.1.5. Support projects that enhance and promote local natural resources to encourage business and tourism.	In line with Council's relevant plans and policies, Economic Development and Tourism staff provide support where appropriate for projects that enhance and promote local natural resources to encourage business and tourism.	Economic Development & Growth	80%	Council staff regularly work with local operators and potential developers to provide information and support to encourage business and tourism. The establishment of the District Store at the new Coonamble Information & Exhibition Centre provides local artists and producers with a retail opportunity.	

**Local education : Our educational opportunities include support for our local economy**

**Leading organisations provide cadetships and graduate employment opportunities**

**EC3.1.1. Continue to provide the School to Work program, offering options for work experience and Traineeship/ Apprenticeship employment with Council.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
EC3.1.1. Continue to provide the School to Work program, offering options for work experience and Traineeship/ Apprenticeship employment with Council.	Provide opportunities for school-based traineeships, work experience and work crew projects under School to Work Program.	Amanda Nixon	50%	31 Dec 2021 - One new School based traineeship opportunity explored during period, with one existing school based traineeship reaching conclusion. One mature age traineeship also was recruited for during the period. One work experience placement commenced, which was suspended due to COVID restrictions however it is scheduled to recommence next year.	








## Our Environment

*Good environmental management: Our community values knowledge sharing and promotion of best practice environmental management*

Promote ecologically and environmentally sustainable land use and development

**EN1.1.2. Continue to review Local Environmental Plan.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
EN1.1.2. Continue to review Local Environmental Plan.	Prepare Coonamble Local Environmental Plan 2011 amendment	Environmental Services	50%	Council successfully received grant funding from the Department of Planning, Industry and Environment to conduct an amendment proposal. A consultant has been engaged and is currently in the process of finalising a draft for Council's consideration coming into 2022.	

**EN1.1.3. Ensure compliance with NSW Building Certification.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
EN1.1.3. Ensure compliance with NSW Building Certification.	Through the provision of adequate education, information and support from relevant Council officers work with our community to support their compliance with the NSW Building Certification.	Environmental Services	70%	Council continues to proactively engage with the community on building and planning compliance. Through the introduction of the NSW Planning Portal on 1 July 2021, Council provided awareness through advertisements in the local media and on social media. Council also conducted three workshops in relation to the portal. The website was updated through the NSW Planning Portal grant and provides applicants refined information	



DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
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however applicants can also get this information from the department's website. Council has issued a number of letters and development control orders in relation to illegal building works and other areas of the legislation requiring compliance.

***EN1.1.6. Ensure ongoing program of noxious weed and insect control through membership of Castlereagh - Macquarie County Council.***

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
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EN1.1.6. Ensure ongoing program of noxious weed and insect control through membership of Castlereagh - Macquarie County Council.

Achieve control of noxious weeds and insects by actively participating as a member of the Castlereagh - Macquarie County Council.

Bruce Quarmby

60%

As of 31 December 2021 - The annual financial contribution has been provided, with Council representatives continuing to attend the Castlereagh Macquarie Council meetings as required.




## Our Leadership

### *A community that is supported by active, respected leaders*


#### Encourage broader involvement in community activities

##### *L1.1.3. Encourage local involvement in regional business awards.*

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
L1.1.3. Encourage local involvement in regional business awards.	Council actively participates in, and support the delivery of, the biennial business awards.	Economic Development & Growth	100%	Council funded the 2021 Coonamble Business Awards, cross-promoted nomination and the event through Council-owned communication channels, provided representation of the judging panel and the Manager Economic Development & Growth co-hosted the successful event.	


#### Promote opportunities for leaders to learn the features of good leadership

##### *L1.2.1. Utilise Local Government Week to raise awareness of the role and function of Council.*

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
L1.2.1. Utilise Local Government Week to raise awareness of the role and function of Council.	Develop leadership within Council by identifying leadership training and skill development opportunities within relevant officers' training and development plans.	Amanda Nixon	50%	31 Dec 2021 - Council's Annual Training Plan 2021/22, which corporates individual training plans and leadership activities, was implemented during the period allowing for flexibility as required and on-going COVID restrictions. Specific leadership activities included Staff Supervision and WHS for Supervisors training.	




**L1.2.2. Encourage staff to develop leadership skills**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
L1.2.2. Encourage staff to develop leadership skills	Develop leadership within Council by identifying leadership training and skill development opportunities within relevant officers' training and development plans.	Amanda Nixon	100%	Duplicate action.	

**Encourage and promote a high level of leadership in the community**

**L1.4.2. Develop a Business Continuity Plan.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
L1.4.2. Develop a Business Continuity Plan.	Review of the Business Continuity Plan completed.	Bruce Quarmby	0%	AS of 31 December 2021 - A Desktop review of the Business Continuity plan is to be carried out prior to the 30/06/2022	



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

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
L1.4.3. Provide high quality customer service to the community.	Our efficient customer service systems and staff deliver closed loop with an aim to to achieve double loop customer service to our	Bruce Quarmby	20%	As of 31 December 2021 - Management to continue monitor and review Council's front line customer service with a view to implement improved processes to achieve double loop customer service. Further improvements in this area of service are	




DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
	community and stakeholders.			anticipated once the position of Co-Ordinator of Customer Service has been filled.	
L1.4.3. Provide high quality customer service to the community.	Implement new software systems (including records) to drive efficiencies within Council	Bruce Quarmby	0%	As of 31 December 2021 - No new software systems have been implemented , due primarily to vacancies in key positions within Council Organisational structure that will be required to be filled prior to the implementation of new systems.	


**L1.4.4. Governance is open and transparent.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
L1.4.4. Governance is open and transparent.	Complete and submit in a timely manner; Roads and Bridges Data return; ALGA's National Local Road Data System Return; Disaster Recovery funding reporting.	Daniel Noble	75%	Roads and Bridges Data return and ALGA's National Local Road Data System Return have been returned within applicable timeframes. Disaster recovery reporting, specifically the claim for the November 2021 event is still progressing.	
L1.4.4. Governance is open and transparent.	Improve governance within Council including; adherence to eight elements of good governance; no ad hoc/ on the go decision making; and 355 Committees.	Hein Basson	20%	General Local Government elections were held in December 2021, and the Coonamble Shire Council's elected representatives were increased from seven to nine Councillors, of whom four are "new" Councillors who have not served the previous term - acknowledging that the newly appointed Mayor had been a Councillor and Mayor before. The newly	




DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
L1.4.4. Governance is open and transparent.	Complete and submit in a timely manner; lodgement of Grants Commission General Data Return; audited financial statements; financial data returns; Valuer General requests; Public Interest Disclosure Report; Annual report of GIPA and PIDA; Low Cost Loan Initiative reporting.	Bruce Quarmby	75%	<p>elected Council is working its way through a process of induction and refresher training - with a firm commitment of being open and transparent in its decision making.</p> <p>As of 31 December 2021- All required statutory reporting / returns have been compiled and submitted in a timely manner. Some of the statutory reporting that has been completed and submitted include the Audited Financial Statements, Financial Data Return, Public Interest Disclosure report along with the annual reports for GIPA and PIDA.</p>	


**L1.4.6. Maintain consultation process with workforce.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
L1.4.6. Maintain consultation process with workforce.	Consultation with staff through various mechanisms and effective communications, staff remain well informed on relevant staffing matters.	Amanda Nixon	50%	31 Dec 2021 - Both Consultative Committee and WHS Committee meetings held regularly, in addition to frequent general information sessions held after Council meetings and on a departmental basis.	


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

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
L1.4.7. Ensure compliance with legislation for WH&S.	Business operations are compliant with the WHS Act 2011 and regulations and Council's WHS Management Plan.	Amanda Nixon	50%	31 Dec 2021 - Council operations are continuously monitored, with identified areas for improvement or rectifications responded to in a timely manner. WHS Management Plan actively reviewed by relevant staff and WHS Committee. Four known instances of non conformities with the WHS Act and regulations occurred in reporting period, with rectification works completed within stipulated timeframes.	

**L1.4.8. Review recruitment & retention strategies.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
L1.4.8. Review recruitment & retention strategies.	Review of recruitment and retention strategies completed, and implementation of the strategy to drive improvement in attraction and retention of staff.	Amanda Nixon	50%	31 Dec 2021 - Recruitment and retention data collated, with strategies monitored inline with current labour market. COVID-19 related labour shortages creating a highly competitive labour market continued to impact recruitment activities.	

**L1.4.11. Continue to progress workforce planning.**

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
L1.4.11. Continue to progress	Complete review of the Workforce Plan with	Amanda Nixon	0%	31 Dec 2021 - Complete review of Workforce Plan scheduled for next	

DP Action	Operational Plan Action	Responsible Officer	Progress	Comments	Traffic Lights
workforce planning.	actions relating to learning and development, recruitment and retention, inclusivity, leadership opportunities, mentorship and career path opportunities in alignment with annual workforce planning.			reporting period to support the integrated planning and reporting process, inline with revised timeframes created by the delay of Council elections.	









# **COONAMBLE SHIRE YOUTH COUNCIL WORKSHOPS**

**COMMUNITY, WELLBEING, CONNECTIVITY AND WORK READY**

# **GUIDELINE**

**OVERVIEW AND GUIDANCE DOCUMENT FOR POTENTIAL  
YOUTH PARTICIPANTS, THEIR SUPPORT NETWORK,  
INTERAGENCY AND BROADER COMMUNITY**



## **1 BACKGROUND**

The Coonamble Youth Council was established in the Shire in the early 2000s and operated for several years to 2017. Coonamble Shire Council (Council) was awarded a grant to re-establish the Coonamble Youth Council. In 2021, Council staff called for nominations for Youth Councillors and received five nominations. Due to the global pandemic (COVID-19), public health order restrictions and small number of nominations, we are putting onto the table an alternative Youth Council Workshop format to include all of the Youth in our community. This is a second guideline which focuses on four dynamic workshops over a 12 month period.

## **2 ACKNOWLEDGEMENT OF COUNTRY**

We wish to acknowledge the traditional custodians of the Kamilaroi and Weilwan people. The Youth Council including its members, advisors and supporters seek to acknowledge and respect the continuing culture and the contribution that the Kamilaroi and Weiwan people make to the life of this region.

## **3 INTRODUCTION**

Coonamble Local Government Area comprises 9,955 square kilometres in the central north-west of the State. It is bounded on one side by the Warrumbungle National Park, and on the other by the Western Plains and Macquarie Marshes. The area offers a combination of rich history and country living.

The Coonamble Shire (Shire) has two high schools, Coonamble High School and Gulargambone Central School. According to the 2016 Census (ABS, 2016), 25% of the Shire were children under the age of 19. Children aged between 10 to 14 years comprised of 6.7% of the Shire when compared to 6% average of other Australian cities. Youths between 15 to 19 comprised of 5.1% of the Shire when compared to 6.7% average of other Australian cities.

Youths in the area are supported by several service providers, organisations including sporting clubs and youth facilities. This includes the Coonamble Youth Centre operated by REDL.e and the Gulargambone Youth Centre operated by Council for the purposes of after school activities. Children and Youth services also operate in Quambone from the school and from the Quambone Memorial Hall.

## **4 PURPOSE OF THE YOUTH COUNCIL GUIDELINE**

The Youth Council Workshops Guideline ('Guideline') is to provide guidance in the establishment of the Youth Council in 2022 and provide direction for the group in its development. This Guideline provides everyone information on the four workshops, the strategic intent for the funding period, how the workshops will operate and any further information aimed at the participants' parents and carers, advisors and supporters and other key stakeholders such as interagency service providers, Council staff and the elected Coonamble Shire Council.



## **5 STRONGER COUNTRY COMMUNITIES FUND**

In January 2021, it was announced that Coonamble Shire Council had been successful in the Stronger Country Communities Fund (SCCF) receiving \$55,570.00 to establish a Youth Council which will include workshops and events.

The themes that the Youth Council will need to focus on include:

- Community
- Wellbeing
- Connectivity
- Work Ready.

The funding approves for high school aged students to sit on the Youth Council and includes events and programs for the broader community to participate in. The funding must be expended by July 2022, however due to the COVID-19 implications, it is likely that this funding will be granted an extension of 12 months.

Coonamble Shire Council staff will manage the funds.

## **6 THE WORKSHOPS**

The Coonamble Shire Youth Council is about gathering youth who are wanting to seek change in the community.

The Youth Council Workshops will:

- Discuss specific issues for youth in the community.
- Collaborate and brainstorm ideas and actions to face issues in the community for youth.
- Come together to develop and organise events and activities for youth and the broader community to partake in.

Four (4) workshops will be convened over a period of 12 months and the following provides an outline of the purpose of each workshop.

### **6.1 WORKSHOP ONE: COMMUNITY**

Council will officially relaunch the Coonamble Youth Council Workshop on Tuesday 5th April 2022 from 10:00am to 12:00pm where a free lunch will be included. Both high schools were contacted in late 2021 to arrange student attendance to the event which includes motivational speaker, Gary 'Angry' Anderson.



**Gary 'Angry' Anderson**

"Angry Anderson has done several things over the course of his life including singing/songwriting, acting, television presenter-reporter and youth advocacy. Angry speaks from his own experiences in life and aims to deliver a message of hope and encourage people to take action."





To encourage the youth in the community to come to our first Youth Council workshop on TUESDAY 5th APRIL 2022, we have motivational speaker, Gary 'Angry' Anderson coming to Coonamble to help encourage and inspire young people to make a difference in their community. The Youth Council Workshop is open to anyone living within the local government area.

At this first workshop, we are hoping to look at several topics including:

- What are we hoping to achieve?
- Why is the Youth Council important?
- What format do we go with?
  - Elected Youth Councillors (individual meetings with some community events) or an inclusive Youth Workshop?
- What are the issues for youth in our community?
- What are some ways we can take action for those issues?
- What is needed in the community for youth?
- Who do you want to see as a keynote speaker and why?

By looking at these topics, we can explore what the Youth participants feels is important to look at and work on/towards. We also get an idea of their opinions/thoughts/feelings on certain aspects of the community. Each youth workshop will have a main theme. With every workshop there will also be a main question or topic to explore.

### **Workshop One Details**

Location: Coonamble Bowling Club

Date: Tuesday 5th April

Time: Doors open at 9:45am for 10am start to 12pm

Catering: Lunch provided

RSVP: [youthofficer@coonambleshire.nsw.gov.au](mailto:youthofficer@coonambleshire.nsw.gov.au)

### **Draft Running Sheet**

TIME	ACTIVITY
9:00am	Council Staff arrive to set up
9:45am	Doors open
10:00am	MC will introduce Angry Anderson and provide a brief overview of the youth council
10:05am	Angry Anderson will start his speech
10:50am	Angry Anderson Q&A and Photo Opportunity
11:05am	MC gathers everyone's attention to begin workshop. MC begins to discuss the theme of the workshop 'Community'
11:10am	Workshop activity Anonymous thoughts and issues facilitated by MC at wrap up. What to take forward.
11:45am	MC concludes workshop – Lunch is to be brought out at this time



## **6.2 WORKSHOP 2: WELLBEING**

**DATE: TBC (JULY/AUGUST)**

A second Youth Council workshop is proposed if participants from the first workshop elect to have an all-inclusive workshop. The format will be like the first workshop and have a keynote speaker (45 minutes) and a facilitated hour workshop discussion on 'wellbeing' followed by lunch.

In the Youth Council's second workshop, we are aiming to explore the theme 'Wellbeing' as it is a crucial part of young peoples lives. Wellbeing can be mental, physical and emotional.

We hope to look at the services in town that support wellbeing, research wellbeing and/or mental health and seeking speakers or organisations that can effectively educate wellbeing through schools or through public speaking.

This workshop will be a brainstorming session of what's in our community, where and what the gaps in our community are and the issues and priorities of youth from a youth's perspective.

### **Main Questions:**

- What is wellbeing to you?
- What can we do to support wellbeing?
- What are the gaps in our community for wellbeing?
- What does a Coonamble Shire look like to you in 5 years time? In 10 years time?

### **Keynote Speaker:**

TBC. We will utilise the information from Workshop 1 to engage a keynote speaker and also provide a forward agenda at this workshop on potential speakers for Workshop 3 and 4.

### **The Takeaway:**

Council staff will be preparing Youth Action Plan, what do you want to see in it?





### **6.3 WORKSHOP 3: CONNECTIVITY**

**DATE: TBC (NOVEMBER/DECEMBER)**

A third Youth Council workshop is proposed if participants from the first workshop elect to have an all-inclusive workshop. The format will be like the first workshop and have a keynote speaker (45 minutes) and a facilitated hour workshop discussion on 'connectivity' followed by lunch.

Our target in the third Youth Council workshop is, to explore Connectivity. Through connectivity, we can connect with each other, our support networks, the services in our community, connect with people from other communities and connect globally using social media.

This workshop will be a brainstorming session on our connections and explore the connections we have as individuals, the connections we have as a group, the connections we have as a community.

#### **Main Questions:**

- Who do you connect with?
- Who can we connect with?
- Who would you like to connect with?
  - Other Youth Councils in other communities? Global connectivity?

#### **Keynote Speaker:**

TBC. We will utilise the information from Workshop 1 to engage a keynote speaker.

#### **The takeaway:**

The first draft Youth Action Plan will be tabled at this workshop for consideration of endorsement into the final workshop.



#### **6.4 WORKSHOP 4: WORK READY**

**DATE: TBC (FEBRUARY/MARCH)**

A fourth Youth Council workshop is proposed if participants from the first workshop elect to have an all-inclusive workshop. The format will be like the first workshop and have a keynote speaker (45 minutes) and a facilitated hour workshop discussion on 'work ready' followed by lunch.

Workshop four will explore the theme Work Ready. As young people, it is important to develop skills, knowledge, and experience to benefit them when they have finished their studies or go on to further education.

This workshop will be a brainstorming session on their own thoughts on being work ready, where are the gaps in our Shire and what would they like to see.

##### **Main Questions:**

- What gaps are there in our local area of being 'work ready'?
- What are some good programs you have heard about and wished we had access to in our local area?
- How can we gain skills, knowledge and experience?
- What is something that youth should be taught and gain skills in?
- What services can help with gaining skills, knowledge, and experience

##### **The takeaway:**

The final draft Youth Action Plan (with a facilitated summary from Workshop Four to be added into the Final adopted Youth Action Plan) will be discussed.

By the last workshop, attendees will be provided Certificates from the Coonamble Shire Council.





## **6.5 FURTHER WORKSHOPS**

After a 12 month period of workshops and the adoption of the Youth Action Plan for the Coonamble Shire, further workshops will be convened or participants may feel motivated to establish a regular Youth Council with elected members. How the future format will be resourced will need to be considered at that point in time.

## **7 ORGANISATION OF WORKSHOPS**

Over the 12 month period, there will be four key workshops that anyone from Year 7 to Year 12 ages can attend. This includes youth who may not be at school. All workshops will be organised by Coonamble Shire Council (Youth Officer).

### **7.1 NOTIFICATION OF WORKSHOPS**

Dates for workshops 2, 3 and 4 are to be confirmed. In the first instance, Council's Youth Officer will work with the key stakeholders, Coonamble High School and Gulargambone Central School to determine the best dates for the two hour events, noting that some flexibility may need to be applied in sourcing a keynote speaker.

Key stakeholders will receive the list of dates

Council's Youth Officer will liaise 4 to 6 weeks prior to the workshop with both key stakeholders and begin advertising the event.

### **7.2 WORKSHOP LOCATIONS**

The Youth Council Workshops will mainly be held at the Coonamble Bowling Club with the potential option for one workshop to be held in Gulargambone. Noting that participants from Gulargambone or other areas may require assistance in transportation. If a participant needs assistance in transportation, we encourage you to make contact with Council at your earliest convenience so we can arrange transport.

Youth from Gulargambone or Quambone or surrounding areas will have the opportunity to video conference into the workshop if they cannot attend in person however our preference is to have face to face contact.

### **7.3 MEETING TIME**

We are aiming to have the Youth Council workshops start from 10:00am and end at 12:00pm during school hours. Both Gulargambone Central School and Coonamble High School have been contacted to do a 'variation in routine' to suit these hours for the first workshop. Council's Youth Officer will work with the two schools to ensure that future workshops are notified in advance and organisation for attendance is planned well ahead of time.

Youth participants who will need to travel to the meeting should not be deterred by this as Council staff are here to accommodate an arrangement that best suits everyone. Therefore, this may include Council arranging transportation for them or arranging video conferencing for the workshops.



#### **7.4 CATERING**

The Youth Council workshops will be catered. Council staff will ensure that Youth Participants and others in attendance will be catered for. This will include a free lunch.

#### **7.5 BOOKING ORGANISATIONS (COUNCIL'S YOUTH OFFICER)**

Council's Youth Officer or other Council staff will organise the workshops. This will include:

1. Ensure all key stakeholders are provided a workshop schedule for 2022-23 following consultation with both schools on dates.
2. Book in keynote speakers following consultation with key stakeholders.
3. Communicate through social media, Weekly Connect and Community Connect on future workshops to engage with wider network.
4. Providing reminders of the workshop to key stakeholders.
5. Prepare for the workshop including:
  - a. Room bookings
  - b. Catering – food and drinks
  - c. Printing and supplying of agendas, papers and other items including pens to write with.
6. Minute taking and providing an action summary list.
7. Ensure that the action summary list is a live document and providing continuous data to be tabled back to the Youth Participants.

#### **7.6 PROPOSED EVENTS SCHEDULE 2022/2023**

The following is the proposed workshop schedule:

##### **2022**

##### **Workshop One**

5th April 2022

##### **Workshop Two**

July/August 2022

##### **Workshop Three**

December 2022/January 2023

##### **Workshop Four**

March/April 2023

Meetings after July 2023 may adopt a different format and will be subject to future funding, government grants, sponsorships, donations and fundraising etc.



## 8 THE YOUTH COUNCIL'S SUPPORT NETWORK

Coonamble Shire is lucky to be well supported by several service providers. Most of these organisations meet through the Coonamble or Gulargambone Interagency and the Together Partnership Group (TPG). The following provides an explanation of all the roles and responsibilities of the Youth Council's support network.

- The Council staff (namely the Youth Officer, Community Services Coordinator and Executive Leader Environment, Strategic Planning and Community) and elected Councillors will provide the administration and support for the workshops to take place. They will assist in facilitating the workshops. The Council staff will report the good work of the Youth Council to the TPG and other interagency meetings. The elected Council will provide mentorship and be a body to endorse policies put through by the Youth Council participants that affect our Shire. Key roles also include:

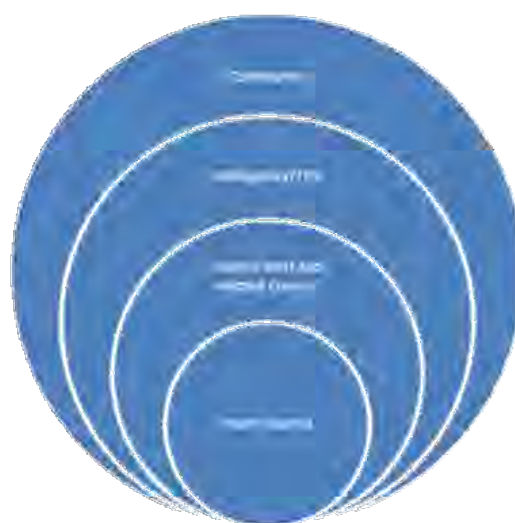
- o Elected Councillor Sponsors: Mayor, Cr Adam Cohen, Cr Terrence Lees and Cr Brian Sommerville

- o Executive Responsible Officer: Noreen Vu (Executive Leader Environment, Strategic Planning and Community)

- o Program Manager: Youth Officer

- o Secretariat: Youth Officer

- Interagency partners will be welcome to attend the workshops.
- The Interagency and TPG will be provided information from the Youth Council and use these concerns, suggestions, and priorities to help inform their services.
- The Youth Action Plan and summaries from the workshop will be circulated to interested parties.
- The community will support our Youth participants in supporting the Youth Council to be a place where they can provide their concerns and ideas. The community includes the individual member's own support network, the schools, service providers, sporting groups and other social support networks.





## **9 OPPORTUNITIES FOR SUBCOMMITTEES**

Depending on the interest in the Youth Council, subcommittees at both schools could be developed whereby Council staff and the Youth Council will meet with subcommittee members once every two months (or at a specified frequency to be determined by the group) at the school during a lunch hour. Other opportunities for engagement could also be at the Student Representative Committee (SRC) to avoid the burden of over meeting and welcoming subcommittee members not sitting on SRC. This detail will work through with both schools.

## **10 CONNECTIONS WITH THE PRIMARY SCHOOLS**

The Youth Council will be encouraged to think about Youth Action Plan and their ideas to be inclusive of the children in the primary schools. Youth Council participants and Council staff may also attend the schools to promote the Youth Council and its programs and connect with the primary school aged students.

## **11 YOUTH ACTION PLAN**

The Youth Action Plan is intended to be created and endorsed by the end of the 12 month period. The workshops are designed to draw out ideas, issues, suggestions and thoughts. The Youth Action Plan will provide a strategic framework to help guide Coonamble Shire Council, our service partners and the youth in our community to deliver the vision for our community.

## **12 KEY CONTACTS**

To contact the Youth Council or if you have any questions relating to the Youth Council, please provide all correspondence or phone calls to:

Youth Officer  
Coonamble Shire Council  
80 Castlereagh Street  
Coonamble NSW 2829  
Ph: (02) 6827 1900  
Mobile: 0437 303 824



## 10.15 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT

**File Number:** E5

**Author:** Noreen Vu, Executive Leader - Environment, Strategic Planning and Community

**Authoriser:** Hein Basson, General Manager

**Annexures:**

1. Draft Secretary Environmental Assessment Requirements - Black Hollow Quarry
2. Bucking Bull Request to Council dated 24 February 2022
3. Castlereagh Industries Request to Council dated 25 February 2022

### 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 and are also included. This report provides a summary of February 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. The majority of 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 continue for overgrown properties in Coonamble, Gulargambone and Quambone since the commencement of a fulltime Regulatory Officer in November 2021. Since the last reporting period, four new premises were added to the register leading to Council staff contacting the owner(s) of the current condition of the block.

Correspondence explains why owners must 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. Depending on the block, pigeons may also cause a health hazard issue. 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 and explains this regulatory process.

Of the 45 premises inspected to date, eight have complied with the instructions and other owners have contacted Council staff on the matter. Notice of Intentions to issue an Order under the *Local Government Act 1993*, has been sent to 14 premises following inspection and lack of action.

##### 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, including one matter that will be considered in a confidential report to Council. 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, unless issued in the event of an emergency.

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.

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 undergo 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.

The following table summarises the regulatory and compliance activities undertaken in February 2022.

Table of Orders Issued		
Date issued	Address	Status
<b>Orders to Stop Demolition Order (EP&amp;A Act)</b>		
23/02/2022	Castlereagh Highway, Coonamble	Order issued; site being monitored.
<b>Orders to Premises Safe and Health Condition (LG Act)</b>		
8/12/2021	Zoccoli Street, Coonamble	Stage 1 completed. Extension granted on Stage 2.
21/2/2022	Coonamble Street, Gulargambone	In progress
21/2/2022	Coonamble St, Gulargambone	In progress
21/2/2022	Coonamble Street, Gulargambone	In progress
21/2/2022	Coonamble Street, Gulargambone	In progress
24/2/2022	Wingadee Street, Coonamble	In progress
24/2/2022	Wingadee Street, Coonamble	In progress
24/2/2022	Wingadee Street, Coonamble	In progress
24/2/3033	Barton Street, Coonamble	In progress
<b>Compliance Orders (EP&amp;A Act)</b>		
22/12/2021	Tooraweenah Road, Mount Tenandra	In progress – Extension granted

### **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. Engagement with other Councils and other state government agencies has continued to voice the frustrations of the NSW Planning Portal and its lack of useability. Everyone is reminded that the issues with the NSW Planning Portal is also faced internally by staff and Council staff can understand users' frustration to the planning portal. However, noting that to date, many issues relate to applicants failing to meet the 'completeness check' due to lack of documentation such as signed development consent forms, proper plans or other mandated documents that are not related to the Planning Portal. These issues normally relate to applicants not engaging suitably qualified persons such as a drafts person or a town planner to provide engineering plans, site plans and a statement of environmental effects. It has been past practice to accept incomplete applications, and this can no longer occur.

Of the 61 applications received by Council (including four currently accepted by Council to process), 23 have been returned to customers because of not passing the completeness check with full documentation. Noting that the completeness check is visible in the NSW Planning Portal and a mandated process that is monitored by the NSW Government. Council staff cannot accept these applications for processing due to this level of surveillance. Furthermore, Council staff cannot lodge applications on behalf of applicants and then go on to determine the application because of the clear conflict of interest that will arise.

### **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 February 2022.

Application Number	Description of Works	Address of Proposed Works	Approved Date
<b>FEBRUARY 2022</b>			
DA002/2022	Alterations and additions to existing shop	Lot 1 DP 961887, 40 Castlereagh Street, Coonamble	1/2/2022
LA001/2022	Operate mobile food vending stall and vehicles on council land	Coonamble Showgrounds	17/2/2022

## **Black Hollow Quarry – Secretary’s Environmental Assessment Requirement**

Council received notification from the Department of Planning, Industry and Environment (DPIE) on 8 February 2022 regarding the Draft Secretary’s Environmental Assessment (EAR) for the proposed Black Hollow Quarry development. The proposed development is to:

<b>Proposal</b>	Establish a hard rock quarry with a material extraction rate of 490,000 tonnes per year over a period of 5 years. A maximum of 2,450,000 tonnes of product material would be extracted to service the Inland Rail Project and associated road upgrades.
<b>Location</b>	2015 Goorianawa Road, Black Hollow NSW 2828 (Lot 14 DP754216, Lot 57 DP754246, Lot 2 DP218818)

The Secretary’s EAR is prepared section 4.12(8) of the *Environmental Planning and Assessment Act 1979* and Schedule 2 of the *Environmental Planning and Assessment Regulation*, whereby the Secretary must consult with other government agencies and provide specific general requirements that an applicant must consider before preparing an Environmental Impact Statement.

The proposed development will be considered an integrated development and will be considered by the Western Region Joint Planning Panel into the future. The draft EAR 1640 is provided to Council for information. Council has been requested to provide a response which is currently being prepared. The key issues provided in the Draft EAR generally covers Council staff’s concerns, however noting that upon return of the correspondence, specific reference will be made to consideration of accumulative impacts of two approved quarries in the area on the environment, in particular the road network. It is expected that a development application will be lodged in the future for this development.

### **Ranger’s Report**

The Ranger’s report has not been provided in this month’s report due to staff leave. Council should be aware that an investigation is currently underway regarding one of the rehoming organisations that partner with Coonamble Shire Council. This investigation is currently being undertaken by a Victorian council, and as such, pending the outcome of this investigation, Council has opted to cease all rehoming activities with this organisation for now. Depending on the number of animals impounded, this could lead to a period where animals will need to be euthanised to avoid overcrowding.

Council should also be aware that the Coonamble Pound was broken into on 24 February 2022 with one dog stolen. The NSW Police are currently investigating the matter. There was minimal damage to the pound, with one cage vandalized to release the dog.

## **Strategic Land Use Planning**

### **Employment Zone Reform**

The Department of Planning, Industry and Environment (DPIE) are currently consulting with Councils regarding employment zones. The reform of employment zones aims to support long-term economic recovery and job creation and encourage increased productivity in NSW. The existing Business (B) and Industrial (IN) zones will be replaced with five new employment zones and three supporting zones under the Standard Instrument (Local Environmental Plans) Order 2006. For Coonamble Shire, this means the following changes to our Coonamble Local Environmental Plan 2011:

<b>Current Coonamble Local Environmental Plan 2011 Zones</b>	<b>Proposed change</b>
B2 Local Centre	E1 Local Centre
B6 Enterprise Corridor	E3 Productivity Support
IN1 General Industrial	E4 General Industrial

When the Coonamble Local Environmental Plan 2011 was gazetted in 2011, several zones were considered “closed zones”. A closed zone is one where the diversity of land uses is more restrictive and our analysis of the current LEP has determined that this was a limiting factor. This was mainly due to not having a Strategic Planner or consultancy deal with the gazettal at that point in time. The employment reform is providing “open zones” where a broad variety of land uses can be considered in the employment zones. For our shire, the changes are considered quite minimal except for the open zone approach. This means developments can have a more diverse range of employment generating uses within these employment zones but will still be subject to a merit-based assessment. This does not mean that any type of conflicting development can occur in these zonings as they still list prohibited uses.

### **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. A working draft of the Long Term Plan of Management for the Coonamble Waste Facility has been received by Council staff and will be reported on at the next Council Meeting regarding the next steps required.

### **Community Recycling Centre**

Last month, Council was provided information on the yet-to-be commissioned Community Recycling Centre (CRC). CRCs 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 Contractor was instructed on 13 January 2022 to clean up the CRC to allow Cleanaway to come and collect the cages to allow for the CRC to be opened to the public. Conversations continue with the Contractor with some work being carried out in February 2022. The EPA has requested that the facility be established by March 2022. This date may not be achievable due to the slow progress and the EPA have been informed, however, it may not deter further sanctions in the area.

### Return and Earn

At the 9 February 2022 Council meeting, Council resolved that:

#### **Resolution 2022/20**

Moved: Cr Tim Horan

Seconded: Cr Karen Churchill

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

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanouh, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**Carried 9/0**

The existing operators of the Coonamble Return and Earn were contacted on the matter. A letter was received from the Bucking Bull Hotel (attached as Annexure 2) on 24 February 2022 regarding the matter, which opposes the idea of discussions with any potential operators regarding the Return and Earn.

On 25 February 2022, Castlereagh Industries was contacted regarding the Council resolution to gauge their interest in the Return and Earn Expansion. An email response is also attached as Annexure 3 for Council's consideration.

Due to the sensitivity of the matter, staff are now seeking Council's direction on where to take this matter.

The Environment and Strategic Planning Progress Report provides a summary of the information since the last meeting for the month of February 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 several 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**

- 1. That Council notes the contents of this report.**
- 2. That Council considers the contents of the letters received from both the Bucking Bull Hotel and Castlereagh Industries regarding the potential expansion of the Return and Earn program and provides direction to staff as to how to best progress this matter.**



# DRAFT - Planning Secretary's Environmental Assessment Requirements

Section 4.12(8) of the *Environmental Planning and Assessment Act 1979* and Schedule 2 of the *Environmental Planning and Assessment Regulation 2000*.

## Designated Development

<b>EAR Number</b>	EAR 1640
<b>Proposal</b>	Establish a hard rock quarry with a material extraction rate of 490,000 tonnes per year over a period of 5 years. A maximum of 2,450,000 tonnes of product material would be extracted to service the Inland Rail Project and associated road upgrades.
<b>Location</b>	2015 Goorianawa Road, Black Hollow NSW 2828 (Lot 14 DP754216, Lot 57 DP754246, Lot 2 DP218818)
<b>Applicant</b>	Black Hollow Quarry
<b>Date of Issue</b>	08/02/2022
<b>Date of Expiry</b>	08/02/2024
<b>General Requirements</b>	<p>The Environmental Impact Statement (EIS) for the development must comply with the requirements in Clauses 6 and 7 of Schedule 2 of the <i>Environmental Planning and Assessment Regulation 2000</i>.</p> <p>In particular, the EIS must include:</p> <ul style="list-style-type: none"> <li>• an executive summary;</li> <li>• a comprehensive description of the development, including: <ul style="list-style-type: none"> <li>- a detailed site description and history of any previous quarrying on the site, including a current survey plan;</li> <li>- identification of the resource, including the amount, type, composition;</li> <li>- the layout of the proposed works and components (including any existing infrastructure that would be used for the development);</li> <li>- an assessment of the potential impacts of the development, as well as any cumulative impacts, including the measures that would be used to minimise, manage or offset these impacts;</li> <li>- a detailed rehabilitation plan for the site;</li> <li>- any likely interactions between the development and any existing/approved developments and land uses in the area, paying particular attention to potential land use conflicts with nearby residential development;</li> <li>- a list of any other approvals that must be obtained before the development may commence;</li> <li>- the permissibility of the development, including identification of the land use zoning of the site;</li> <li>- identification of sensitive receivers likely to be affected by the development using clear maps/plans, including key landform areas, such as conservation areas and waterways;</li> </ul> </li> <li>• a conclusion justifying why the development should be approved, taking into consideration: <ul style="list-style-type: none"> <li>- alternatives;</li> <li>- the suitability of the site;</li> <li>- the biophysical, economic and social impacts of the project, having regard to the principles of ecologically sustainable development; and</li> <li>- whether the project is consistent with the objects of the Environmental Planning and Assessment Act 1979; and</li> </ul> </li> <li>• a signed declaration from the author of the EIS, certifying that the information contained within the document is neither false nor misleading.</li> </ul>
<b>Consultation</b>	<p>In preparing the EIS for the development, you should consult with relevant local, State or Commonwealth Government authorities, infrastructure and service providers and any surrounding landowners that may be impacted by the development.</p> <p>The EIS must describe the consultation that was carried out, identify the issues raised during this consultation, and explain how these issues have been addressed in the EIS.</p>
<b>Key Issues</b>	The EIS must assess the potential impacts of the proposal at all stages of the development, including the establishment, operation and decommissioning of the development.

The EIS must address the following specific issues:

- **Noise** – including a quantitative assessment of potential:
  - construction and operational noise and off-site transport noise impacts of the development in accordance with the *Interim Construction Noise Guideline, NSW Noise Policy for Industry and NSW Road Noise Policy* respectively;
  - reasonable and feasible mitigation measures to minimise noise emissions; and
  - monitoring and management measures;
- **Blasting & Vibration** –
  - proposed hours, frequency, methods and impacts; and
  - an assessment of the likely blasting and vibration impacts of the development, having regard to the relevant ANZECC guidelines and paying particular attention to impacts on people, buildings, livestock, infrastructure and significant natural features;
- **Air** – including an assessment of the likely air quality impacts of the development in accordance with the *Approved Methods for the Modelling and Assessment of Air Pollutants in NSW*. The assessment is to give particular attention to potential dust impacts on any nearby private receivers due to construction activities, the operation of the quarry and/or road haulage;
- **Water** – including:
  - a detailed site water balance and an assessment of any water licensing requirements or other approvals required under the *Water Act 1912* and/or *Water Management Act 2000*, including a description of the measures proposed to ensure the development can operate in accordance with the requirements of any relevant Water Sharing Plan or water source embargo
  - an assessment of potential impacts on the quality and quantity of existing surface and ground water resources, including a detailed assessment of proposed water discharge quantities and quality against receiving water quality and flow objectives; and
  - a detailed description of the proposed water management system, water monitoring program and other measures to mitigate surface and groundwater impacts;
- **Biodiversity** – including:
  - accurate predictions of any vegetation clearing on site;
  - a detailed assessment of the potential biodiversity impacts of the development, paying particular attention to threatened species, populations and ecological communities and groundwater dependent ecosystems undertaken in accordance with Sections 7.2 and 7.7 of the *Biodiversity Conservation Act 2016*; and
  - a detailed description of the proposed measures to maintain or improve the biodiversity values of the site in the medium to long term, as relevant.
- **Heritage** – including:
  - an assessment of the potential impacts on Aboriginal heritage (cultural and archaeological), including evidence of appropriate consultation with relevant Aboriginal communities/parties and documentation of the views of these stakeholders regarding the likely impact of the development on their cultural heritage; and
  - identification of Historic heritage in the vicinity of the development and an assessment of the likelihood and significance of impacts on heritage items, having regard to the relevant policies and guidelines listed in Attachment 1;
- **Traffic & Transport** – including:
  - accurate predictions of the road traffic generated by the construction and operation of the development, including a description of the types of vehicles likely to be used for transportation of quarry products;
  - an assessment of potential traffic impacts on the capacity, condition, safety and efficiency of the local and State road networks, detailing the nature of the traffic generated, transport routes, traffic volumes and potential impacts on local and regional roads;
  - a description of the measures that would be implemented to maintain and/or improve the capacity, efficiency and safety of the road network (particularly the proposed transport routes) over the life of the development;
  - evidence of any consultation with relevant roads authorities, regarding the establishment of agreed contributions towards road upgrades or maintenance; and
  - a description of access roads, specifically in relation to nearby Crown roads and fire trails;
- **Land Resources** – including an assessment of:
  - potential impacts on soils and land capability (including potential erosion and land contamination) and the proposed mitigation, management and remedial measures (as appropriate); and
  - an assessment of activities that could cause erosion or sedimentation issues, and the proposed measures to prevent or control these impacts;
- **Waste** – including estimates of the quantity and nature of the waste streams that would be generated or received by the development and any measures that would be implemented to minimise, manage or dispose of these waste streams;
- **Hazards** – including an assessment of the likely risks to public safety, paying particular attention to potential bushfire risks and the transport, storage, handling and use of any hazardous or dangerous goods;

	<ul style="list-style-type: none"> <li>• <b>Visual</b> – including an assessment of the likely visual impacts of the development on private landowners in the vicinity of the development and key vantage points in the public domain, including with respect to any new landforms;</li> <li>• <b>Social &amp; Economic</b> – an assessment of the likely social and economic impacts of the development, including consideration of both the significance of the resource and the costs and benefits of the project; and</li> <li>• <b>Rehabilitation</b> – including: <ul style="list-style-type: none"> <li>- a detailed description of the proposed rehabilitation measures that would be undertaken throughout the development and during quarry closure;</li> <li>- a detailed rehabilitation strategy, including justification for the proposed final landform and consideration of the objectives of any relevant strategic land use plans or policies; and</li> <li>- potential impacts on landforms (topography), paying particular attention to the long-term geotechnical stability of any new landforms (such as overburden dumps, bunds etc); and</li> <li>-</li> </ul> </li> </ul>
<b>Environmental Planning Instruments</b>	<p>The EIS must take into account all relevant State Government environmental planning instruments, guidelines, policies, and plans. While not exhaustive, Attachment 1 contains a list of some of the environmental planning instruments, guidelines, policies and plans that may be relevant to the environmental assessment of this development.</p> <p>During the preparation of the EIS you must also consult the Department's EIS Guideline – Extractive Industries – Quarries. This guideline is available at <a href="http://www.planning.nsw.gov.au/~media/Files/DPE/Guidelines/extractive-industries-quarries-eis-guideline-1996-10.ashx">http://www.planning.nsw.gov.au/~media/Files/DPE/Guidelines/extractive-industries-quarries-eis-guideline-1996-10.ashx</a>.</p> <p>In addition, the EIS must assess the development against the <i>Coonamble Local Environmental Plan 2011</i> and any relevant development control plans/strategies.</p>

## ATTACHMENT 1

The following guidelines may assist in the preparation of the Environmental Impact Statement. This list is not exhaustive and not all of these guidelines may be relevant to your proposal.

Many of these documents can be found on the following websites:

<http://www.planning.nsw.gov.au>

<http://www.bookshop.nsw.gov.au>

<http://www.publications.gov.au>

### Environmental Planning Instruments, Policies, Guidelines & Plans

#### Environmental Planning Instruments - General

State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007

State Environmental Planning Policy (State and Regional Development) 2011

State Environmental Planning Policy (Infrastructure) 2007

Coonamble Local Environmental Plan 2011

#### Risk Assessment

AS/NZS 4360:2004 Risk Management (Standards Australia)

HB 203: 203:2006 Environmental Risk Management – Principles & Process (Standards Australia)

#### Land

State Environmental Planning Policy No. 55 – Remediation of Land

Agricultural Land Classification (DPI)

Rural Land Capability Mapping (OEH)

Soil and Landscape Issues in Environmental Impact Assessment (NOW)

Australian and New Zealand Guidelines for the Assessment and Management of Contaminated Sites (ANZECC)

Guidelines for Consultants Reporting on Contaminated Sites (EPA)

Agricultural Issues for Extractive Industry Development (DPI)

#### Water

NSW Aquifer Interference Policy 2012 (NOW)

NSW State Groundwater Policy Framework Document (NOW)

NSW State Groundwater Quality Protection Policy (NOW)

NSW State Groundwater Quantity Management Policy (NOW)

Australian Groundwater Modelling Guidelines 2012 (Commonwealth)

National Water Quality Management Strategy Guidelines for Groundwater Protection in Australia (ARMCANZ/ANZECC)

Guidelines for the Assessment & Management of Groundwater Contamination (EPA)

NSW State Rivers and Estuary Policy (NOW)

NSW Government Water Quality and River Flow Objectives (EPA)

Using the ANZECC Guideline and Water Quality Objectives in NSW (EPA)

National Water Quality Management Strategy: Australian Guidelines for Fresh and Marine Water Quality (ANZECC/ARMCANZ)

National Water Quality Management Strategy: Australian Guidelines for Water Quality Monitoring and Reporting (ANZECC/ARMCANZ)

#### Surface Water

Approved Methods for the Sampling and Analysis of Water Pollutants in NSW (EPA)

Managing Urban Stormwater: Soils & Construction (Landcom) and associated Volume 2E: Mines and Quarries (DECC)

Managing Urban Stormwater: Treatment Techniques (EPA)

Managing Urban Stormwater: Source Control (EPA)

Technical Guidelines: Bunding & Spill Management (EPA)

A Rehabilitation Manual for Australian Streams (LWRRDC and CRCCH)

NSW Guidelines for Controlled Activities (NOW)

#### Flooding

Floodplain Development Manual (OEH)

Floodplain Risk Management Guideline (OEH)

#### Biodiversity

Biodiversity Assessment Method (OEH 2017)

	Guidance and Criteria to assist a decision maker to determine a serious and irreversible impact (OEH 2017)
	Ancillary rules: Biodiversity conservation actions
	Ancillary rules: Reasonable steps to seek like-for-like biodiversity credits for the purpose of applying variation rules
	NSW Guide to Surveying Threatened Plants (OEH 2016)
	Threatened Species Survey and Assessment Guidelines: Field Survey Methods for Fauna – Amphibians (DECC 2009)
	Threatened Biodiversity Survey and Assessment: Guidelines for Developments and Activities – Working Draft (DEC 2004)
	Threatened Species Assessment Guideline – The Assessment of Significance (DECC 2007)
	OEH principles for the use of biodiversity offsets in NSW
	NSW State Groundwater Dependent Ecosystem Policy (NOW)
<b>Heritage</b>	
	The Burra Charter (The Australia ICOMOS charter for places of cultural significance)
	Guide to investigation, assessing and reporting on Aboriginal cultural heritage in NSW (OEH) 2011
	Aboriginal Cultural Heritage Consultation Requirements for Proponents (OEH)
	Code of Practice for Archaeological Investigation of Aboriginal Objects in NSW (OEH)
	Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW (OEH)
	NSW Heritage Manual (OEH)
	Statements of Heritage Impact (OEH)
<b>Noise</b>	
	NSW Noise Policy for Industry (EPA)
	Interim Construction Noise Guideline (EPA)
	NSW Road Noise Policy (EPA)
<b>Air</b>	
	Protection of the Environment Operations (Clean Air) Regulation 2002
	Approved Methods for the Modelling and Assessment of Air Pollutants in NSW (EPA)
	Approved Methods for the Sampling and Analysis of Air Pollutants in NSW (EPA)
	Assessment and Management of Odour from Stationary Sources in NSW (DEC)
	National Greenhouse Accounts Factors (Commonwealth)
<b>Transport</b>	
	Guide to Traffic Generating Development (RTA)
	Road Design Guide (RMS) & relevant Austroads Standards
<b>Hazards</b>	
	State Environmental Planning Policy No. 33 – Hazardous and Offensive Development
	Hazardous and Offensive Development Application Guidelines – Applying SEPP 33
	Hazardous Industry Planning Advisory Paper No. 6 – Guidelines for Hazard Analysis
	Planning for Bushfire Protection 2019 (RFS)
<b>Resource</b>	
	Australasian Code for Reporting of Exploration Results, Mineral Resources and Ore Reserves 2012 (JORC)
<b>Waste</b>	
	Waste Classification Guidelines (EPA)
	Environmental Guidelines: Assessment, Classification and Management of Liquid and Non-Liquid Wastes 1999 (EPA)
<b>Rehabilitation</b>	
	Mine Rehabilitation – Leading Practice Sustainable Development Program for the Mining Industry (Commonwealth)
	Mine Closure and Completion – Leading Practice Sustainable Development Program for the Mining Industry (Commonwealth)
	Strategic Framework for Mine Closure (ANZMEC-MCA)



**ATTACHMENT 2**

**AGENCIES' CORRESPONDENCE**

DRAFT



## THE BUCKING BULL HOTEL

24 Tooloon St, Coonamble, NSW, 2829

02 6877 7706

buckingbullhotel.com

The Mayor and General Manager,  
Coonamble Shire Council  
80 Castlereagh Street,  
Coonamble - NSW - 2829

Dear Sirs,

I write to you in regards to the meeting held on 9 February 2022 and particularly in reference to the Mayoral Minute regarding Return and Earn.

I had previously asked for a meeting with the Mayor which was held on 27th January. We discussed the possibility of Council helping to expand Return and Earn which is a wonderful Government initiative that has seen our town embrace it. We had hoped that Council could provide an area in town for 6 containers to be placed, allowing the opportunity for Return and Earn to be open more regularly.

At no time did we ask the Mayor or Council to offer to anyone any form of expression of interest to take over the operation of Return and Earn.

My husband received a phone call from Noreen Vu on Tuesday to let us know that she was going to put out an expression of interest to the community to find someone to take over Return and Earn.

We explained to Noreen that the resolution was incorrect and she suggested this letter be written to clarify what we had asked for and what the error in the resolution was.

We want to make it clear that we DO NOT want Return and Earn taken over; all we asked for was some help from Council.

The resolution put forward was incorrect and we insist on it being changed.

Jennifer Richardson  
Owner and Manager - The Bucking Bull Hotel, Coonamble

## Noreen Vu

---

**From:** John Lewis <John.Lewis@vinnies.org.au>  
**Sent:** Friday, 25 February 2022 1:28 PM  
**To:** Noreen Vu; Mayor  
**Cc:** Hein Basson; Terina Stibbard; Mitchell Saddler; Gemma Jordan  
**Subject:** RE: Return and Earn Expansion

Noreen,

Castlereagh Industries has and continues to be interested in return and earn within Coonamble, we could add to the availability as we would be able to operate weekdays which would add to the service offered on the weekends by the existing operators. The system from my understanding is a pay back via an eftpos facility where it puts the money into the account of the person who is returning so there also wouldn't be the issue of "the money running out" that the current operators suffer from regularly

For any further information please feel free to call me

Regards,

John

John Lewis | Operations Manager  
Castlereagh Industries | Coonamble



**St Vincent de Paul Society**  
*good works*

m 0488 221 354

[john.lewis@vinnies.org.au](mailto:john.lewis@vinnies.org.au) | [www.vinnies.org.au/](http://www.vinnies.org.au/)

106 Castlereagh St, Coonamble NSW 2829



We acknowledge Aboriginal and Torres Strait Islander peoples, as the Traditional Custodians of this land, with deep respect. May Elders, past and present, be blessed and honoured. May we join together and build a future based on compassion, justice, hope, faith, and reconciliation.

**Important Disclaimers and Warning:** The contents of this email and its attachments are confidential and intended solely for the original recipients to whom they are addressed. This message expresses the views of the author and not necessarily the St Vincent de Paul Society State Council of NSW. If you are not the intended recipient please delete without copying or forwarding and inform the sender that you received it in error.

---

**From:** Noreen Vu <Noreen.Vu@coonambleshire.nsw.gov.au>  
**Sent:** Friday, 25 February 2022 11:04 AM  
**To:** John Lewis <John.Lewis@vinnies.org.au>

Cc: Hein Basson <gm@coonambleshire.nsw.gov.au>

Subject: Return and Earn Expansion

Hi John

Thank you for speaking with me earlier. As discussed with you at the February 2022 Council meeting, council resolved that we were to consult with any potential operators about expansion of the program. I have been instructed to contact you directly because Castlereagh Industries had had interest in the past regarding the program.

As you indicated to me on the phone that there is still interest there, may I suggest you write a formal letter to Council acknowledging the Council resolution below and your continued interest in the matter so we can report back to Council please.

If you would like your correspondence to be considered by the next Council meeting on 10 March 2022, can you kindly have something in writing back to us by Monday afternoon please? If not it can be considered at a later council meeting date.

Please make contact with me if you have any further questions.

Ordinary Council Meeting Minutes

9 February 2022

**CARRIED 9/0**

**RESOLUTION 2022/20**

Moved: Cr Tim Horan

Seconded: Cr Karen Churchill

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

In Favour: Crs Tim Horan, Karen Churchill, Ahmad Karanough, Bill Fisher, Pat Cullen, Adam Cohen, Terence Lees, Brian Sommerville and Barbara Deans

Against: Nil

**CARRIED 9/0**

Many thanks,

**COONAMBLE**  
SHIRE COUNCIL

Noreen Vu  
Executive Leader - Environment, Strategic Planning and Community

Telephone: 02 6827 1900 Mobile : 0418 513 674

Email: [Noreen.Vu@coonambleshire.nsw.gov.au](mailto:Noreen.Vu@coonambleshire.nsw.gov.au)

80 Castlereagh Street, Coonamble, NSW 2829

PO Box 249, Coonamble, NSW 2829

 [www.coonambleshire.nsw.gov.au](http://www.coonambleshire.nsw.gov.au)

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## **10.16 SALEYARDS REPORT- FEBRUARY 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 February 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 several 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**

There were two sales during this period on, 4 February which saw 882 head of cattle and 16 February which saw 1,090 head of cattle.

An issue occurred following the 16 February 2022 sale, whereby one of the transportation companies failed to close the back door, leading to six head of cattle escaping from the saleyards. The cattle moved down Railway Street and the Regulatory Officer was called out to deal with the issue. After some time, five cattle were able to be rounded up and taken back to the saleyards. The sixth beast caused several issues which resulted in injury and had to be euthanised. Due to the impact of the call out, the operational Regulatory function was put to “on call only” for a period of 24 hours, to allow the officer time to rest.

Call outs associated with the Saleyards has occurred twice in the last 12 months, whereby wandering cattle have had to be rounded up by the Regulatory Officer, leading to operational impacts the following day due to the need to rest.



**SALES****CATTLE: From 01.02.2022 to 28.02.2022**

Date	Type	Scale	Amount (\$)	VA	Amount (\$)	Total Cattle/ Sheep	Total Amount (\$)
4/02/2022	Invoice	882	1,844.18			882	6,934.82
16/02/2022	Invoice	1,090	2,279.09			1,092	8,575.55

**SALEYARDS ACCOUNT 01/07/2020 - 28/02/2022****Saleyard Operations:**

Income	72,146.04
Expenditure	67,231.44
Income	4,914.60

**Truck wash:**

Income	25,668.34
Expenditure	28,577.44
Deficit	-2,909.10

**Summary:**

Income	97,814.38
Expenditure	95,808.88
Income	2,005.50

**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. Noting that the Annual Return was sent back to Council for amendment and was submitted this month after consultation with the EPA.

**(e) Social Implications**

There are no social implications arising from this report, however, noting that the incident that occurred following the sale could have negative social implications due to how the events unfolded.

**(f) Environmental Implications**

There are no environmental implications arising from this report.

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

Works are generally scheduled in accordance with Council's adopted Operational Plan and Budget to ensure Council's assets are maintained to an appropriate standard within budget limitations. This asset needs some major maintenance works but has been running at a financial deficit for years. More favourable seasonal conditions means that this asset is currently being used on a more frequent basis, but there are risks for Council involved with knowingly using an asset that does not comply with all legislative and other industry standards. Although a difficult situation to address, Council will have to objectively consider all facts surrounding the saleyards, and the most appropriate way forward with responsibly managing this facility into the future.

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.**

## 10.17 DRAFT REGULATORY AND ENFORCEMENT POLICY

**File Number:** C3

**Author:** Noreen Vu, Executive Leader - Environment, Strategic Planning and Community

**Authoriser:** Hein Basson, General Manager

**Annexures:** 1. Draft Regulatory and Enforcement Policy 2022

### PURPOSE

The purpose of this report is to present the draft Regulatory and Enforcement Policy for public exhibition.

### BACKGROUND

Council has a statutory obligation as a regulatory authority under different legislation and regulation including, but not limited to, the structural safety of buildings and public areas, the effective control of pollution (including noise, water, air, and visual pollution), ensuring the safety of public roads and other public spaces, unhealthy conditions of premises, and compliance with development approvals and permits.

Council's regulatory responsibilities are applicable to *actual unlawful activity* as well as *a failure to act* (to be compliant with certain requirements).

The Regulatory and Enforcement Policy ('the Policy') is designed to provide a framework that is a plain English guide for the community, the Council and Council staff in relation to Council's regulatory and enforcement functions that are consistent and without bias.

The Policy is a local supplement to the provisions of the relevant Acts and Regulations including:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- *Protection of the Environment Operations Act 1997*
- *Protection of the Environment Operations (General) Regulation 2021*
- *Protection of the Environment Operations (Clean Air) Regulation 2021*
- *Protection of the Environment Operations (Noise Control)*
- *Companion Animals Act 1998*
- *Companion Animals Regulation 2000*
- *Food Act 2003*
- *Food Regulation 2000.*

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

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

L1.4.4. Governance is open and transparent.

L1.4.5. Review Council policies.

EN1.1.1. Enforcement of environmental regulations.

**(b) Financial Considerations**

There are no financial considerations attached to this report.

**COMMENTARY**

In developing the Draft Regulatory and Enforcement ('the Policy'), Council has considered the guidance from other NSW Councils with similar policies, and provided clarity and direction for the Council, Council staff, community, and individuals in the way Council staff will deal with investigation and enforcement complaints about actual unlawful activities.

The drafting of this Policy was carried out after analysis of how Council lacks policy guidance in the handling of regulatory and enforcement. The way staff currently conduct investigations and respond to these matters are generally in line with the draft Policy, however, by having a framework ensures transparency and accountability for all involved. The following provides a summary of key elements in the policy.

**The Regulatory and Enforcement Policy Objective**

The objectives of this draft Policy are to:

- Enable the Council to acknowledge its functions and obligations under the *Local Government Act 1993* to ensure that its regulatory powers are carried out in a consistent manner and without bias.
- Ensure Council's statutory obligations and duty of care in regulatory and enforcement functions.
- Provide information including clear reporting lines for all internal and external stakeholders and interested parties about Council's position on regulatory and enforcement matters in the local government area.
- Outline matters and methods to be considered at the different stages of the enforcement processes from the receipt of complaint and investigation of reports of alleging unlawful activity, through to what enforcement option(s) Council will choose and whether to commence criminal or civil proceedings.
- Foster prompt, consistent and effective action by Council in response of actual unlawful activity whilst ensuring the principles of natural justice are respected.

**Commitment on organisational and individual approach**

The draft Policy provides commitment and requirements of the organisational approach in dealing with complaints and reports on unlawful activity and the individual's approach in treatment to all relevant parties. It confirms upfront the need to record reports alleging unlawful activity to be entered into Council's record management system and actioned in a timely manner.

**Roles and delegations**

The draft Policy outlines the roles and delegations of the elected Council, Council staff and the community. Everyone has a role to play in regulatory and enforcement actions and the information provided clearly defines these roles.

### **Providing regulatory and enforcement principles**

The draft Policy summarises what the regulatory and enforcement principles are and explains how Council will act on these principles including:

- Accountable and transparent.
- Consistent.
- Proportional.
- Timely.

### **Guidance on responding to customer requests**

The draft Policy sets out requirements on how to respond to customer requests and outlines how Council will deal with reports for alleging unlawful activity. People who make a report can see what Council expects from them in terms of information, treating Council staff with courtesy and respect and cooperating in the investigation.

The draft Policy also provides references to important documents such as the NSW Ombudsman *Managing unreasonable conduct by a complainant* (2021) and other reference agencies for all staff managing complaints to refer on.

Information on how Council will manage anonymous complaints is detailed, acknowledging that anonymous complaints can be incredibly hard to investigate without ability to seek further clarification or additional information. Confidentiality cannot in some instances be maintained and the circumstances of when Council may disclose information is outlined in the draft Policy.

### **Guidance on unlawful activity outside of business hours**

Unlawful activity can occur outside business hours. Council may receive reports about matters such as offensive noise and failure to comply with limitations on hours of operation during nights and weekends.

Due to resourcing and operational capability restraints on Council, investigations into alleged unlawful activity outside business hours will be assessed based on risk of *harm to health, welfare, safety, property or the environment* or it is otherwise in the public interest to take such action.

### **Neighbour disputes**

Neighbourhood disputes can occur and seek Council's involvement. The draft Policy outlines guidance to all involved on where to refer civil matters.

### **How we will investigate alleged unlawful activity**

Under the draft Policy, investigating alleged unlawful activity provides guidance on circumstances where an investigation will be undertaken following the preliminary assessment. The matrix provides clear guidance. Under the draft Policy, matters that require further legal or technical advice, provides an avenue to obtain independent professional advice.

### **Seeking legal advice**

In the circumstances where legal action may be required to commence criminal or civil proceedings, the draft Policy outlines the parameters to consider.



## **How we will finalise enforcement action**

In finalising enforcement action, the level of risk and the enforcement option that matches that level of risk is provided in a matrix to assist everyone involved. A very low risk could lead to Council taking no action based on a lack of evidence through to a high risk relating to the issuing of a penalty infringement notice. In very high (and rare) situations, legal proceedings could commence. The draft Policy includes information and guidance on the issuing of penalty infringement notices.

## **Taking legal action**

The draft Policy outlines parameters of when to consider taking legal action.

## **Summary**

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

However, in the event of Council not receiving any submissions during the public exhibition period, it formally adopts the Regulatory and Enforcement Policy without any changes as a policy of Council.

### **(a) Governance/Policy Implications**

Once adopted by Council, the Regulatory and Enforcement Policy will become a policy of Council.

### **(b) Legal Implications**

There are no direct legal implications arising from this report, other than those which have already been addressed above. The Policy is a local supplement to the provisions of the following, including but not limited to:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- *Protection of the Environment Operations Act 1997*
- *Protection of the Environment Operations (General) Regulation 2021*
- *Protection of the Environment Operations (Clean Air) Regulation 2021*
- *Protection of the Environment Operations (Noise Control)*
- *Companion Animals Act 1998*
- *Companion Animals Regulation 2000*
- *Food Act 2003*
- *Food Regulation 2000.*

### **(c) Social Implications**

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

**(d) Environmental Implications**

There are no direct social implications arising from this report.

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

There are no direct economic implications arising from this report.

**(f) Risk Implications**

There are no risks arising from this report.

**CONCLUSION**

Council's draft Regulatory and Enforcement Policy has been drafted and is now proposed for public exhibition.

**RECOMMENDATION**

1. That Council places the draft Regulatory and Enforcement Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.
2. That Council requests the Executive Leader Environment, Strategic Planning and Community to present a further report, together with all submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Regulatory and Enforcement Policy (with or without changes) at its May 2022 Ordinary Council Meeting.
3. That Council, in the event of it not receiving any submissions during the public exhibition period, formally adopts the Regulatory and Enforcement Policy without any changes as a policy of Council.

## 1 BACKGROUND

Council has statutory obligations as a regulatory authority under different legislation and regulations including but not limited to the structural safety of buildings and public areas, the effective control of pollution (including noise, water, air, and visual pollution), ensuring the safety of public roads and other public spaces, unhealthy conditions of premises, and compliance with development approvals and permits.

Council's regulatory responsibilities are applicable to *actual unlawful activity* as well as a *failure to act* (to be compliant with certain requirements). The Policy sets out the local requirements for Coonamble Shire Council and must be read in conjunction with other documents mentioned in this Policy.

## 2 PURPOSE

The Regulatory and Enforcement Policy ('the Policy') is designed to provide a framework that is a plain English guide for the community, the Council and Council staff in relation to Council's regulatory and enforcement functions that are consistent and without bias.

## 3 POLICY OBJECTIVE

The objectives of this Policy are to:

- Enable the Council to acknowledge its functions and obligations under the *Local Government Act 1993* to ensure that its regulatory powers are carried in a consistent manner and without bias.
- Ensure Council's statutory obligations and duty of care in regulatory and enforcement functions.
- Provide information including clear reporting lines for all internal and external stakeholders and interested parties about Council's position on regulatory and enforcement matters in the local government area.
- Outline matters and methods to be considered at the different stages of the enforcement processes from the receipt of complaint and investigation of reports of alleging unlawful activity, through to what enforcement option(s) Council will choose and whether to commence criminal or civil proceedings.
- Foster prompt, consistent and effective action by Council in response of actual unlawful activity whilst ensuring the principles of natural justice are respected.

#### **4 LEGISLATION**

The following legislation and regulations documents are related, either directly, or indirectly to the Policy:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- *Protection of the Environment Operations Act 1997*
- *Protection of the Environment Operations (General) Regulation 2021*
- *Protection of the Environment Operations (Clean Air) Regulation 2021*
- *Protection of the Environment Operations (Noise Control)*
- *Companion Animals Act 1998*
- *Companion Animals Regulation 2000*
- *Food Act 2003*
- *Food Regulation 2000*
- *Impounding Act 1993.*

#### **5 APPLICATION/SCOPE**

The Policy applies to the investigation and enforcement of complaints about unlawful activity or failure to comply with the terms or conditions of approvals and orders under the applicable legislation within the Coonamble Shire Local Government Area.

The Policy is directed at the regulation of development activity, the Policy is also applicable to, but not limited to:

- pollution control,
- regulation of parking,
- control over animals,
- unauthorised development including buildings,
- non-compliance with development consent conditions,
- food safety,
- public health and safety issues,
- tree(s) removal and land clearing,
- fire safety,
- water and sewer,
- environmental health,
- septic systems,
- noxious weeds.

The scope of the Policy is to provide structure for consistency and transparency in decision making, and to facilitate a proportional approach to compliance and enforcement.

## **6 POLICY**

### **6.1 ORGANISATIONAL APPROACH**

Coonamble Shire Council is committed to:

1. Preventing or minimising harm to health, welfare, safety, property or the environment.
2. Improving the safety and amenity of residents and visitors to the area.
3. The collective good, the welfare of the community or the public interest.
4. Promoting social policies (e.g., to preserve or protect the environment).
5. Managing risks.
6. Upholding social order.
7. Meeting the expectations of the community.
8. Encouraging the reporting of possible unlawful activity from the community.
9. Making the regulated community aware of their legal obligations and how to comply.

### **6.2 INDIVIDUAL APPROACH**

Council staff are required to:

1. Treat all relevant parties with courtesy and respect.
2. Communicate with all relevant parties and provide feedback on the progress of an investigation and any reasons for delay without compromising the integrity of the investigation.
3. Make full and proper records in relation to the assessment and investigation of reports alleging unlawful activity, including reasons for any decisions.
4. Inform all relevant parties of reason for decisions.
5. Provide as much information as possible to all relevant parties about the outcomes of investigations to show that adequate and appropriate action was undertaken and/or is proposed to be undertaken.
6. Provide information to all relevant parties about any avenues to seek an internal or external review of a decision.

Reports alleging unlawful activity are to be entered into Council's record management system and actioned in a timely manner.

Only Council staff with appropriate delegations from the General Manager can undertake investigations or compliance and enforcement action in relation to this policy.



### 6.3 ROLES AND DELEGATIONS

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

Delegations conferred on staff to initiate various levels of enforcement action are set out in the relevant Council Officers delegations.

POSITION	ROLES AND DELEGATIONS
<b>The Elected Council</b>	To be informed of Council staff recommendations and evidence provided where it requires reporting to Council for information. It should be noted that for all offences requiring the instigation of legal proceedings at the level of or above that of a district court jurisdiction, the matter shall be reported to Council, for action. All Land and Environment Court legal proceedings are required to be presented to Council, for action.
<b>General Manager</b>	The General Manager is responsible for the overall control and implementation of the Policy. Under the relevant acts and regulations, the General Manager is delegated as Council's Authorised Officer to enact enforcement and compliance.
<b>Executive Leader Environment, Strategic Planning and Community</b>	The Executive Leader is responsible for the management and implementation of the Policy. Under the relevant acts and regulations, the Executive Leader is delegated as Council's Authorised Officer to enact enforcement and compliance. The Executive Leader may also carry out the investigatory officer's role.
<b>Manager Building and Compliance</b>	To enforce this policy and to ensure that the Compliance Support Officer and / or Regulatory Officer has the training and required support to carry out public education relating to this policy. In the event of an incident and depending on the staffing resources at the time, act as the investigating officer.
<b>Compliance Support Officer</b>	The Compliance Support Officer is responsible for liaising with senior management during enforcement of this policy and to educate the public on the details of this policy and the Act. In the event of an incident and depending on the staffing resources at the time, act as the investigating officer.
<b>Regulatory Officer</b>	The Regulatory Officer (Ranger) is responsible for liaising with senior management during enforcement of this policy and to educate the public on the details of this policy and the Act. In the event of an incident and depending on the staffing resources at the time, act as the investigating officer.

POSITION	ROLES AND DELEGATIONS
General Public	The general public must act in accordance with this policy and abide by any determination made as a result of this policy.

#### 6.4 REGULATORY AND ENFORCEMENT PRINCIPLES

The following are the principles that underpin Council actions including:

PRINCIPLE	COUNCIL'S ACTIONS
<b>Accountable and transparent</b>	<ul style="list-style-type: none"> <li>• Acting in the best interest of protecting community health/safety and/or the environment.</li> <li>• Acting consistently, fairly, and impartially and without bias or unlawful discrimination.</li> <li>• Preventing discrimination based on race, religion, sex, national origin, political associations, or other personal reason/s.</li> <li>• Ensuring the proposed enforcement action is in keeping with the relative severity of the offence/s.</li> <li>• Ensuring enforcement action is taken against the right person for the correct offence.</li> <li>• Ensuring that any actual or potential conflict of interest situations are managed in a fair, consistent, and impartial manner.</li> <li>• Advising individuals, people, and organisations subject to enforcement action of any avenues available to them to seek an internal or external review of a decision.</li> </ul>
<b>Consistent</b>	<ul style="list-style-type: none"> <li>• Ensuring all compliance and enforcement action is implemented consistently.</li> <li>• Encouraging reports about possible unlawful activity by acting reasonably in response to the circumstances and facts of each matter or case.</li> </ul>
<b>Proportional</b>	<ul style="list-style-type: none"> <li>• Ensuring the level of enforcement action is proportionate to the level of risk and seriousness of the breach.</li> <li>• Make cost-effective decisions about enforcement action.</li> <li>• Action is taken to address harm and deter future unlawful activity.</li> </ul>
<b>Timely</b>	<ul style="list-style-type: none"> <li>• Ensuring timely responses to reports alleging unlawful activity including decision making responses.</li> </ul>

## **6.5 RESPONSIBILITIES**

Efforts will be made to ensure that all Customer Service Requests about alleged unlawful activity are actioned within a reasonable amount of time for resolving the category of request as indicated in the Customer Service Request system.

All Council staff who deal with reports alleging unlawful activity are responsible for implementing this policy. Council staff are also responsible for ensuring that any other possible unlawful activity identified because of an inspection, proactive enforcement or other activity is brought to the attention of the appropriate business unit of Council.

All reports alleging unlawful activity are to be entered into Council's records management system and actioned in a timely manner by the appropriate business unit.

Only Council staff with appropriate delegations from the General Manager can undertake investigations or compliance and enforcement action in relation to this policy.

## **6.6 RESPONDING TO CUSTOMER REQUESTS**

### **6.6.1 HOW COUNCIL DEALS WITH REPORTS ALLEGING UNLAWFUL ACTIVITY?**

Council will record and assess every report alleging unlawful activity. Council will respond to every such report unless the person raising the matter has indicated they do not wish to receive a response about Council's handling of the matter, or the report is anonymous. Responses to customers may include phone calls, meetings, email, or written correspondence.

Not all reports will be investigated. A preliminary assessment of all matters will be made to determine the priority for a response, and whether investigation or other action is required. Noting that other actions may be referred to other state government agencies.

Investigations of an alleged unlawful activity can take a significant amount of time to completely, particularly where the issues are complex and where Council resources are scarce. Wherever possible, Council staff will provide feedback on the progress to the individual who has lodged the complaint.

There will also be instances where referral from other state agencies such as the NSW EPA may be referred to Council as the Appropriate Regulatory Authority.

### **6.6.2 WHAT COUNCIL REQUIRES IN THE REPORTING?**

Council expects that people who report allegations of unlawful activity will cooperate and act in good faith in respect of any investigations conducted by Council. This includes:

1. Providing a clear description of the problem and issue and where relevant, the resolution being sought,
2. Giving all available and relevant information to Council, including any new information about the alleged activity that may become known to the person following the making of their report,
3. Not giving any information that is intentionally misleading or wrong,
4. Cooperating with Council's inquiries and giving timely responses to questions and requests for information,
5. Treating Council's staff with courtesy and respect,
6. Allowing the investigation to be completed without prematurely taking the matter to other agencies unless referred to by Council, and
7. Ensuring that the complaint is not trivial, frivolous, or vexatious.

Council may need to set limits or conditions on the continuation of the investigation or may need to restrict any further communications with the individual if these expectations are not met.

Any unreasonable conduct will be dealt with in accordance with the principles of the NSW Ombudsman *Managing unreasonable conduct by a complainant* (2021).

#### **6.6.3 WHAT PARTIES CAN EXPECT FROM COUNCIL STAFF?**

Council's approach and staff's approach is listed at section 6.1 and 6.2

#### **6.6.4 CONFIDENTIALITY OF PEOPLE WHO REPORT ALLEGATIONS OF UNLAWFUL ACTIVITY AND ANONYMOUS REPORTING**

In some instances, Council may have to disclose information that identifies individuals who have reported the allegations of unlawful activity in the following circumstances:

- The disclosure is necessary to investigate the matter.
- Their identity has already been disclosed to the subject of their report directly or in a publicly available document.
- The individual was consulted following receipt of a *Government Information (Public Access) Act 2009* application and did not object to the disclosure.
- The individual consents in writing to their identity being disclosed.
- The disclosure is required to comply with principles of procedural fairness.
- The matter proceeds to court.

Council will take all concerns an individual may have about their physical safety and wellbeing because of making a report. However, this may limit Council's ability to investigate the matter.

Anonymous reports will be recorded and preliminary assessed for further investigation. However, as it is not possible to seek clarification or additional information about a matter, it may be more difficult to evaluate the allegations and therefore these reports are less likely to warrant investigation.



### 6.6.5 UNLAWFUL ACTIVITY OUTSIDE BUSINESS HOURS

Unlawful activity can occur outside business hours. Council may receive reports about matters such as offensive noise and failure to comply with limitations on hours of operation during nights and weekends.

Due to resourcing and operational capability restraints on Council, investigations into alleged unlawful activity outside business hours will be assessed based on risk of *harm to health, welfare, safety, property or the environment* or it is otherwise in the public interest to take such action.

### 6.6.6 NEIGHBOUR DISPUTES

Council will at times receive reports from parties involved in neighbour disputes seeking Council's involvement. When a dispute between two neighbours is a civil matter, Council will often have no authority to resolve the issue in dispute. Some reports raise several matters, some of which will require Council's involvement and some of which will be personal to the parties.

Council staff will thoroughly assess such reports to determine whether there is evidence of any possible unlawful activity requiring action by Council. Care will be taken to explain which aspects of a report Council can deal with and which cannot be dealt with and why. Where possible, individuals will be provided with information about how to resolve neighbourhood disputes including referral information resources such as Law Access NSW and Community Justice Centres.

### 6.7 INVESTIGATING ALLEGED UNLAWFUL ACTIVITY

Not all reports alleging unlawful activity will warrant investigation. A preliminary assessment of all matters will be made to determine whether further investigation or other action is required. Council will prioritise matters based on risk to public safety, human health, and environment.

If there is insufficient information in the report to undertake a preliminary assessment, further information may need to be sought from the person who made the report, or an inspection undertaken.

The following provides a matrix of investigations and actions will be undertaken following the preliminary assessment.

Circumstances	Matrix
Where no action will be taken	<ul style="list-style-type: none"><li>Council does not have jurisdiction to investigate or is not the appropriate authority to act on the issues raised. Where there is another appropriate authority or course of action, Council may bring the matter to the attention of the authority or provide information and contact details to the individual. For example, NSW WorkCover for workplace safety matters, the NSW</li></ul>



Circumstances	Matrix
	<p>Environment Protection Authority for possible environmental offences, Community Justice Centres NSW for personal disputes and NSW Police for criminal matters.</p> <ul style="list-style-type: none"> <li>• The report relates substantially to a matter previously determined by Council and no new or compelling information is presented which would cause Council to change its earlier decision.</li> <li>• The allegations relate to a lawful activity (e.g., where there is an existing approval, or the activity is permissible without Council approval or consent being required).</li> <li>• The report is not supported with evidence or appears to have no substance.</li> <li>• The relevant manager, executive or the general manager determines that investigation or other action would have an unreasonable impact on resources and/or is unlikely to achieve an outcome sufficient to justify the expenditure of resources.</li> </ul>
<p><b>Relevant factors guiding decisions as to whether to act on</b></p>	<p>When Council decides to investigate further, Council staff will consider a range of factors to making a determination including:</p> <ul style="list-style-type: none"> <li>• The activity is having a significant detrimental effect on the environment, or it constitutes a risk to public safety.</li> <li>• The report is premature as it relates to some unfinished aspect of work that is still in progress.</li> <li>• The activity or work is permissible with or without permission and if had prior approval, all conditions of consent are being complied with.</li> <li>• Much time has elapsed since the events the subject of the report took place.</li> <li>• Another body is a more appropriate agency to investigate and deal with the matter.</li> <li>• It appears there is a pattern of conduct or evidence of a possible widespread problem.</li> <li>• The person or organisation reported has been the subject of previous reports.</li> <li>• The report raises matters of special significance in terms of the Council's existing priorities.</li> <li>• There are significant resource implications in relation to an investigation and any subsequent enforcement action.</li> <li>• Whether the complaint is trivial, frivolous or vexatious.</li> <li>• It is in the public interest to investigate the report.</li> </ul>

Circumstances	Matrix
	Council staff are not limited in their use of discretion by these considerations and may decide to investigate based on these and other factors.
<b>Analysis of factors</b>	<p>Upon review of the relevant factors, Council staff will use the following to determine the unlawful activity:</p> <ul style="list-style-type: none"> <li>• determine the cause of the incident, and/or</li> <li>• determine if there has been a contravention of law, policy, or standards, and/or</li> <li>• gather evidence to the required standard to support any required enforcement action, and or</li> <li>• determine any necessary action to mitigate the possibility of reoccurrence of similar incidents.</li> </ul> <p>Any decision not to investigate an allegation of unlawful activity will be recorded and the reasons for that decision clearly stated.</p>
<b>Taking enforcement action</b>	<p>When deciding whether to take enforcement action in relation to a confirmed case of unlawful activity, Council will consider the full circumstances and facts of the matter and the public interest. The following common considerations will assist Council staff in determining the most appropriate response in the public interest:</p> <p><u>Consideration about the alleged offence and impact</u></p> <ul style="list-style-type: none"> <li>• The nature, extent, and severity of the unlawful activity, including whether the activity is continuing.</li> <li>• The harm or potential harm to the environment or public health, safety or amenity caused by the unlawful activity.</li> <li>• The seriousness of the breach, including whether the breach is merely technical or trivial in nature.</li> <li>• The time period that has lapsed since the date of the unlawful activity.</li> </ul> <p><u>Considerations about the alleged offence</u></p> <ul style="list-style-type: none"> <li>• Any prior warnings, instructions, advice that was issued to the person or organisation reported or previous enforcement action taken against them.</li> <li>• Whether the offence was committed with intent.</li> <li>• Whether the person or organisation reported has been proactive in the resolution of the matter and assisted.</li> <li>• With any Council requirements and instructions.</li> <li>• Any mitigating or aggravating circumstances demonstrated by the alleged offender.</li> </ul>

Circumstances	Matrix
	<ul style="list-style-type: none"> <li>Any circumstances of hardship affecting the person or organisation reported.</li> </ul> <p><u>Consideration about the impact of any enforcement action</u></p> <ul style="list-style-type: none"> <li>Any prior warnings, instructions, advice that was issued to the person or organisation reported.</li> <li>Previous enforcement action taken against them.</li> <li>Whether the person or organisation reported has been proactive in the resolution of the matter and assisted.</li> <li>With any Council requirements and instructions.</li> <li>Any mitigating or aggravating circumstances demonstrated by the alleged offender.</li> <li>Any circumstances of hardship affecting the person or organisation reported.</li> </ul> <p><u>Considerations about the potential remedy</u></p> <ul style="list-style-type: none"> <li>Whether the breach can be easily remedied.</li> <li>Whether it is likely consent would have been given for the activity if it had been sought.</li> <li>Whether there is a draft planning instrument on exhibition that would make the unauthorised use legal.</li> </ul> <p>Refer to the following sections on how to deal with enforcement action.</p>

## 6.8 LEGAL OR TECHNICAL ISSUES

Where legal and/or technical issues are in question, Council staff will consider whether legal advice or professional advice from duly qualified staff or other experts should be obtained and considered. Council may require a person subject to possible enforcement action to obtain professional advice in relation to the issues of concern to Council for assessment as to whether further action is required.

## 6.9 FINALISATION OF ENFORCEMENT ACTION

Prior to taking enforcement action, Council staff will consider the above considerations and principles outlined in this policy as well as the evidence gathered during their investigation. Enforcement action will not be taken purely as a response to the conduct of an individual such as persistent demands or threats.

Council staff are required to maintain records about critical thinking and decision-making processes in relation to reports alleging unlawful activity any enforcement action. Records must be maintained on interactions with relevant parties.



Council staff will take steps to ensure that any enforcement action is taken against the correct person or organisation. Where there are multiple possible parties to an alleged unlawful activity, it will generally not be appropriate to take enforcement action against every person who may be liable for the alleged unlawful activity. In such circumstances, Council staff will be guided by legal advice in determining the appropriate persons to pursue.

#### **6.9.1 OPTIONS FOR DEALING WITH CONFIRMED CASUES OF UNLAWFUL ACTIVITY**

Council will try to use the quickest and most informal option to deal with unlawful activity wherever possible unless there is little likelihood of compliance with such options. Council staff will use discretion to determine the most appropriate response to confirmed cases of unlawful activity and may take more than one approach.

The following enforcement options to be considered by Council are ordered to reflect an escalation in response that is proportionate to the level of risk, the seriousness of the confirmed breach or the need for a deterrent.

<b>Level of Risk</b>	<b>Enforcement Options</b>
Very low	<ul style="list-style-type: none"> <li>• Take no action based on a lack of evidence or some other appropriate reason.</li> <li>• Provision of information/advice on how to be compliant.</li> </ul>
Low	<ul style="list-style-type: none"> <li>• Negotiating with the person to obtain voluntary undertakings or an agreement to address.</li> <li>• The issues of concern issuing a warning or a formal caution.</li> </ul>
Medium	<ul style="list-style-type: none"> <li>• Issuing a letter requiring work to be done or activity to cease in lieu of more formal action.</li> <li>• Issuing a notice of intention to serve an order or notice under relevant legislation, and then serving an order or notice if appropriate.</li> </ul>
High	<ul style="list-style-type: none"> <li>• Issuing a penalty infringement notice.</li> <li>• Carrying out the works specified in an order at the cost of the person served with the order.</li> </ul>
Very high	<ul style="list-style-type: none"> <li>• Seeking an injunction through the courts to prevent future or continuing unlawful activity.</li> <li>• Commence legal proceedings for an offence against the relevant Act or Regulation.</li> </ul>

#### **6.9.2 FOLLOW UP ON ENFORCEMENT ACTION**

All enforcement action will be reviewed and monitored to ensure compliance with any undertakings given by the subject of enforcement action or advice, directions or orders issued by Council. Reports alleging continuing unlawful activity will be assessed and

further action taken if necessary. If the unlawful activity has ceased or the work has been rectified, the matter will be resubmitted for follow up action to ensure compliance outcomes are met. Should initial enforcement action be found to have been ineffective, Council staff will consider other enforcement options.

### **6.9.3 PENALTY INFRINGEMENT NOTICES**

Penalty infringement notices are a way of imposing a fine on a person who an authorised officer believes is guilty of an offence without commencing criminal proceedings against them. Generally, penalty infringement notices are appropriate where:

- The facts appear incontrovertible,
- The imposition of the penalty is likely to provide a practical and viable deterrent; and
- There are no aggravating factors.

Authorised officers can and are required to issue penalty notices in accordance with their statutory responsibilities and delegations.

Penalty infringement notices are not appropriate where the breach is on-going or where the prescribed penalty is not adequate to address the severity of the offence. For example, repeated issuing of penalty infringement notices is not appropriate where there have been ongoing instances of unauthorised activity such as ongoing non-compliance with conditions of consent. Where possible, Council staff should also consider whether it is appropriate to issue a formal caution as an alternative to issuing a penalty infringement notice. Any cautions should follow the Attorney General's 'Guidelines under the Fines Act'.

Following an investigation of a complaint and assessment of the circumstances, the authorised officer who issues a penalty infringement notice should do so where they are satisfied that there is sufficient evidence to establish that the offence was committed.

In the circumstances where it is proposed to issue a penalty infringement notice on the basis of information provided only by a complainant (i.e., a person who is not a Council staff member) the evidence must include a statutory declaration signed by the witness and confirmation that the witness is prepared to give evidence in court if necessary. An example can include witness to a dog attack that Council staff did not witness.

Regarding the above, wherever possible, objective evidence should be included to demonstrate the offence, this includes photographs or video recordings. Council staff should be particularly cautious when issuing penalty infringement notices based only on evidenced by provided by a complainant, in such circumstances the matter should be referred to the Council's lawyer for advice.



## **6.10 TAKING LEGAL ACTION**

The Council and its delegated staff will be guided by legal advice in deciding whether to commence criminal or civil proceedings and will consider the following:

- Whether there is sufficient evidence to establish a case to the required standard of proof,
- Whether there is a reasonable prospect of success before a court,
- Whether the public interest warrants legal action being pursued, and
- Time within which to commence proceedings.

### **6.10.1 WHETHER THERE IS SUFFICIENT EVIDENCE TO ESTABLISH A CASE TO THE REQUIRED STANDARD OF PROOF**

Council considers the decision to take legal action a serious matter, and as such will only initiate and continue proceedings once it has been established that there is admissible, substantial, and reliable evidence to the required standard of proof.

The basic requirement of any criminal prosecution is that the available evidence establishes a prima facie case. The prosecutor is required to prove the elements of the offence beyond reasonable doubt.

In civil enforcement proceedings, Council will require sufficient evidence to satisfy the court that an actual or threatened breach has occurred on the balance of probabilities.

### **6.10.2 WHETHER THERE IS A REASONABLE PROSPECT OF SUCCESS BEFORE A COURT**

Given the expense of legal action Council will not take legal action unless there is a reasonable prospect of success before a court. In making this assessment, Council staff will consider the availability, competence and credibility of witnesses, the admissibility of the evidence, all possible defences, and any other factors which could affect the likelihood of a successful outcome.

### **6.10.3 WHETHER THE PUBLIC INTEREST REQUIRES LEGAL ACTION TO BE PURSUED**

The principal consideration in deciding whether to commence legal proceedings is whether to do so is in the public interest. In making this determination, the same factors to be considered when taking enforcement action apply.

The following considerations relate more specifically to the decision to commence legal proceedings and will assist Council and its delegated staff in making this determination:

- The availability of any alternatives to legal action,
- Whether an urgent resolution is required (court proceedings may take some time),
- The possible length and expense of court proceedings,
- Any possible counter-productive outcomes of prosecution,

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- What the effective sentencing options are available to the court in the event of conviction,
- Whether the proceedings or the consequences of any resulting conviction would be unduly harsh or oppressive.

#### **6.10.4 TIME WITHIN WHICH TO COMMENCE PROCEEDINGS**

Council staff must be aware of legislative time limits in which enforcement proceedings must be commenced. Sometimes legal action will be statute barred despite good evidence that unlawful activity has occurred.

#### **6.11 VARIATION AND REVIEW**

The Regulatory and Enforcement Policy shall be reviewed every three (3) years to ensure that it meets the requirements of legislation and the needs of Council, or earlier if deemed necessary. Council reserves the right to vary or revoke the policy at its discretion.

#### **6.12 IMPLEMENTATION/COMMUNICATION/DISTRIBUTION**

The Regulatory and Enforcement Policy will be distributed and communicated to all relevant staff by the Executive Leader Environment, Strategic Planning and Community.

All staff will be informed of the Policy through Council's noticeboards and at other relevant staff meetings.

## 7 DEFINITION

For the purpose of this policy, the following definitions apply:

TERM	MEANING
<b>Authorised Officer</b>	Staff member of the Council authorised under legislation and by internal delegations to carry out compliance action on behalf of the Council.
<b>Complaint</b>	<p>A complaint is an expression of dissatisfaction made about Council services, staff, or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required. For the purposes of this policy, a complaint does not include:</p> <ul style="list-style-type: none"><li>• A report alleging unlawful activity (see definition below).</li><li>• A request for information about a Council policy or procedure.</li><li>• A request for an explanation of actions taken by Council.</li><li>• A request for internal review of a Council decision.</li></ul>
<b>Enforcement</b>	Actions taken in response to serious or deliberate contraventions of laws.
<b>Regulation</b>	Using a variety of tools and strategies to influence and change behaviour to achieve the objectives of an Act, Regulation or other statutory instrument administered by Council.
<b>Report alleging unlawful activity</b>	An expression of concern or a request for service in relation to alleged unlawful activity, where a response or resolution is explicitly or implicitly expected or legally required.
<b>Unlawful activity</b>	<p>Any activity or work that has been or is being carried out:</p> <ul style="list-style-type: none"><li>• Contrary to the terms and conditions of a development consent, approval, permit or licence.</li><li>• Contrary to an environmental planning instrument that regulates the activities or work that can be carried out on particular land.</li><li>• Contrary to a legislative provision regulating a particular activity or work.</li><li>• Without a required development consent, approval, permit or licence.</li><li>• Contrary to legislation in relation to which the Council is the appropriate regulatory authority.</li><li>• Includes any activity, place or structure which is a risk to public health and safety but excludes any parking or traffic offences, which are dealt with in accordance with the Australian Road Rules.</li></ul>

<b>Title: Draft Enforcement and Regulatory Policy</b>		
<b>Department: Environment, Strategic Planning and Community</b>		
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<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
<b>Annexure Attached:</b>		
<b>Hein Basson</b> <b>General Manager</b>		

## **10.18 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**

- I1.1 Maintain local road maintenance and construction.
- I3.1 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 has been repaired and is currently working out of the '5 ways' pit.
- Requests for quotations (RFQ's) have closed for the replacement of three (3) tipper trucks and trailers and three (3) multi tyred rollers. Council has received 4 x offers for the trucks and 5 x offers for the rollers. A closed report will be brought before the April 2022 Ordinary Meeting of Council.
- The RFQ for the Preferred Supplier Panel for Plant and Equipment has also closed with 12 x offers received. The RFQ for the Provision of Road Stabilising has also closed. Closed reports will be brought before the April 2022 Ordinary Meeting of Council.
- Council's rotary mixer (pulvi) has broken down and is currently under repair. The mixer was working on the State Highway undertaking Ordered Works and as a result a mixer has been hired. Councillors should note that this will effect the potential profit to be made on this project and highlights the importance of this piece of Council's fleet.

#### **(b) Airport:**

- Business as usual, maintenance ongoing

#### **(c) Water & Sewer:**



- Staff availability has been putting considerably strain on the Water and Sewer Department, with general maintenance and repair work being limited to responding to leaks.
- This has meant additional work and overtime being required to maintain and operate Council's water treatment plant and sewerage treatment plant.
- Staff are currently trying to recruit vacant roles whilst also investigating other options to maintain this critical service.
- A critical failure occurred in Quambone resulting in a boil water alert being issued. In brief a pressure regulator failed in the chlorine dosing equipment which was repaired once, but failed again afterwards. This resulted in several days where the Quambone reticulation did not receive adequate disinfection. During routine chemical sampling the issue was identified with staff consulting with NSW Health, and the boil water alert being raised. At the date of preparing this report the alert was still in place, however, water quality had returned to within acceptable standards (Australian Drinking Water Guidelines).
- An After-Action Review will be completed in consultation with the Department of Environment (DPE) and NSW Health with several recommendations expected to be received.
- These recommendations will be prioritised and brought before Council for consideration in future operational plans.

**(d) Quarry:**

- The quarry has been operating to capacity with tonnes crushed to date being over 62,000 tonnes (73% of EPL with 77% of year remaining).
- Ground Works Plus have commenced the Operational Review with a site visit undertaken on the 22<sup>nd</sup> and 23<sup>rd</sup> of February 2022. This report is expected to be available for Council in April 2022 which will help set the future direction for the Quarry.
- A Terms of Reference for the Quarry Committee has been drafted and will be presented to Council along with Operational Review for consideration (expected at the April Meeting).

**(e) Levee Upgrade:**

- Easement acquisition on all affected properties is ongoing with approximately eight agreements outstanding. Public Works is continuing to follow up with these owners.
- The 2022-23 Floodplain Management Program Grant has opened and is expected to close 7 April 2022. Stage 5 of the Coonamble Levee Upgrade has been earmarked for submission into this program and staff are working on an application for this project. Stage 5 includes the Coonamble Levee adjacent Council's Administration Office and the Sir Edward Hallstrom Bridge.

**(f) State Highway:**

- Heavy patching is ongoing in preparation for resealing in March (weather permitting).

**Routine Activities**

- Routine activities, including pothole and edge break repairs, sign maintenance, rest area maintenance, litter collection, removal of debris, vegetation control and routine inspections have been completed on the Castlereagh Highway.

**(g) Urban, Local and Regional Roads:**

**Routine Activities**

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

**Bertram Street**

- Still awaiting contractor availability. Works may need to be deferred until 2022/23.

**Tooraweenah Road**

- Western Project Services (WPS) have been engaged as the Delivery Project Manager for the Tooraweenah Road Upgrade. Project information and contract documentation has been forwarded to WPS with a start-up meeting to be scheduled in March 2022.
- The Deputy Prime Minister has signed the funding approval brief and the instrument for the Tooraweenah Road Upgrade project which essentially means the project has achieved its final approval.
- The project will now progress to construction readiness through the preparation of tender schedules and contract documentation to enable the project to be tendered. At this preliminary stage there is expected to be at least two (2) construction contracts, one (1) to upgrade and seal the unsealed section of Tooraweenah Road, and one (1) to rehabilitate and seal the existing section of Tooraweenah Road.
- Adequate gravel quantities will be a challenge for the project and assistance with same has been included into the scope of Ground Work Plus currently performing the Quarry Operational Review.

**Warren Road (Intersection with Hwy)**

- Awaiting confirmation from TfNSW 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.

**Warren Road**

- Awaiting confirmation from TfNSW on 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.

**Natural Disaster Relief and Recovery Arrangements (Flood Damage)**

- **AGRN898** – Feb 2020 Storm and Flood event - Upper Limit Approved of \$1,788,678.84.
  - Physical Works to be completed by 30 June 2022. Staff to seek an extension given the tight delivery timeframe by the 30<sup>th</sup> of March 2022. Works have commenced.

- **AGRN960** – March 2021 Storm and Flood event – Upper Limit Approved of \$1,862,085.27.
  - Physical Works to be completed by 30 June 2023. Expression of interest to complete under contract.
- **AGRN987** – Nov/Dec 2021 Storm and Flood event – Emergent Works Ongoing – To be completed 1 March 2022. Claim to be submitted 1 June 2022 - Estimate \$1,300,000.

#### **Local Roads and Community Infrastructure Funding**

- Project schedule submitted and awaiting acceptance from Department Infrastructure to commence works.

#### **Fixing Local Roads**

- Fixing Local Roads – Round 2 – Works have commenced on 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.

- Fixing Local Roads - Round 3 – RFQ underway for installation of Council procured culvert pipes on SR86 Carinda Road Ch: 55.656 – 61.950km in line with Council's resolution adopted at its June 2021 Meeting. \$2,265,840 is allocated towards this project.

#### **(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.**

## **10.19 TOOLOON STREET SCHOOL CROSSING - REQUEST FOR BUDGET ALLOCATION**

**File Number:** C6-10

**Author:** Daniel Noble-Executive Leader - Infrastructure

**Authoriser:** Hein Basson, General Manager

**Annexures:** Nil

### **PURPOSE**

The purpose of this report is to seek Council's endorsement to allocate \$45,000 to the Tooloon Street School Crossing Project.

### **EXECUTIVE SUMMARY**

Council through the jointly funded State and Federal Government School Zone Infrastructure Sub Program Round 2, was successful in receiving \$45,000 towards installing a school crossing on Tooloon Street, adjacent the St Brigid's Catholic Primary School.

Staff procured a design which was presented to the Local Traffic Advisory Committee (LTAC) in December 2021, and a request for quotation (RFQ) was undertaken which closed on the 17<sup>th</sup> of December 2021.

Council received only one (1) offer at that time and the offer exceeded the grant funded budget. Council Officers decided to run the RFQ a second time, seeking offers on separable portions as well as the total scope. This RFQ closed on the 25<sup>th</sup> of February 2022 and Council received no new offers.

The School Zone Infrastructure Sub Program Round 2 requires all physical works to be completed by 29<sup>th</sup> April 2022.

Given the project has been opened for quotations twice, and only one offer has been received, it is Council's Officers recommendation that a further \$45,000 be allocated towards the project to enable it to be completed this financial year.

### **BACKGROUND**

At the 5<sup>th</sup> of August 2020 Local Traffic Advisory Committee (LTAC) the Committee resolved for Council to prepare a proposal to seek funding to install kerb extensions at the existing St Brigid's Catholic Primary School crossing, and to review and rationalise signage onsite.

This was in response to concerns raised by the school's Principal following a 'near-miss' incident that same year.

Council applied for funding through the Infrastructure Sub Program Round 2 and was advised on the 13<sup>th</sup> of October 2021 that the funding had been successful.

The Round 2 funding allocated \$45,000 towards completing the project, with the scope to install a school crossing, median refuge, kerb ramp and blisters, signs and road markings.



Council procured a design that was reviewed by TfNSW and the LTAC. The design was found to be in accordance with all the applicable Australian Standards and Best Practice recommendations.

Officers have since requested quotations twice and received only one (1) offer to complete the work. The offer supplied is in excess of the allocated budget for the project and in the absence of additional funding the project cannot proceed.

Staff have commenced discussions with TfNSW for an extension to complete the project as well as the possibility of additional funding. Given the time these variation requests can take it is the Officers recommendation that loan funding be allocated to complete the project. If additional grant funding is successful, the funded loans will not be used. (Comment – General Manager: Council can also fund this additional amount from its Urban Roads Reserve, and if it is successful with further grant funding, this amount can be credited to this reserve fund again.)

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

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

**(b) Financial Considerations**

This report asks for the allocation of \$45,000 towards the capital acquisition of a school crossing, median refuge, kerb ramp and blisters, signs and road markings on Tooloon Street. Whilst this amount is above typical unit rates to complete the work, it is the opinion of the Officer that the pricing is reflective of a saturated construction market, our regional location and the small nature of the project i.e. Establishment costs are high relative to the work to be delivered.

The Urban Street reserve currently has a positive balance of \$95,000.

**COMMENTARY**

The work was originally scheduled for the summer school holidays to reduce the disruption to traffic. As this timeframe was missed while the project was requoted, the works would now be proposed to be completed the week before the Easter school holidays (in the event an extension is not forthcoming). Whilst this will create some disruption, this is unavoidable to achieve the completion date of 29 April 2022.

**(a) Governance/Policy Implications**

Council recognises that infrastructure assets are important to the local community and are fundamental to Council's overall service delivery.

**(b) Legal Implications**

There are no legal implications associated with the project.

**(c) Social Implications**

The matter of student safety was raised by the St Brigid's Catholic Primary School and supported by the Local Traffic Advisory Committee (LTAC). If the project were not completed at this point, there would be negative

social implications and possible reputational issues for failing to deliver the project.

**(d) Environmental Implications**

There are no environmental implications associated with the project.

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

The school crossing and associated infrastructure will be an addition to Council's asset portfolio however TfNSW's support demonstrates the need for these new assets, as does anecdotal evidence provided by the school's executive and community members generally.

**(f) Risk Implications**

A 'near miss' incident has been reported in 2020 and almost two years later little has changed to improve this situation. The new school crossing concept is expected to improve the roadside environment adjacent the St Brigid's Catholic Primary School as well better delineate bus parking and the 'stop and drop' improving pedestrian safety.

**CONCLUSION**

Staff will continue to seek an extension of time and additional funding from TfNSW, however, given the constrained timeframe for delivery and the risk that remains for pedestrians and students, it is recommended that Council allocate \$45,000 to the Tooloon Street School Crossing Project, and for this amount to be funded from Council's Urban Street Reserve fund.

**RECOMMENDATION**

**That Council allocates an additional \$45,000 to the Tooloon Street School Crossing Project, and for this budgetary amount to be funded from Council's Urban Street Reserve Fund – noting that staff will continue to pursue the possibility to also fund this additional amount sought to complete this important project through a grant.**

## **10.20 CORRESPONDENCE**

**File Number:** C20

**Author:** Hein Basson-General Manager

**Authoriser:** Hein Basson, General Manager

**Annexures:**

1. EPA Letter
2. Letter from the Bucking Bull Hotel
3. Tooraweenah Road Upgrade Funding Signed
4. Artesian Bathing Experience Grant Funding Application Outcome

### **CORRESPONDENCE**

1. A letter has been received from the EPA regarding the dumping of soil from the recent work that had been done at the Roadhouse Service Station at the southern entrance to Coonamble.

The Executive Leader Environment, Strategic Planning and Community will be able to provide more information on this subject matter at the Council Meeting.

2. A letter has been received from the Bucking Bull Hotel regarding the Return and Earn Scheme.

There has been some confusion about the intent of the Council resolution adopted at the last Council Meeting, which has been addressed. Please also see the monthly progress report of the Executive Leader Environment, Strategic Planning and Community for an update on the Return and Earn scheme.

3. Confirmation of the funding for the Tooraweenah Road has been received by way of an instrument signed by the Deputy Prime Minister – which is a relief.
4. Letter confirming that Council was unsuccessful in its grant funding application for the Artesian Bathing Experience.

### **RECOMMENDATION**

**That the correspondence listed in the body of the report be noted.**



DOC22/108713-3

General Manager  
Coonamble Shire Council  
Email: [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)

Attention: Noreen Vu & Robert Tosh

16 February 2022

Dear Mr Basson

**Alleged Unlawful Waste Activity – Referral to Coonamble Shire Council**

The Environment Protection Authority (EPA) has received a complaint about the alleged unlawful disposal of waste on land referred to as the 'Old Common' at Quambone Road, Coonamble.

The details of the complaint are:

Activity: Excavated material from a service station site at 121 Castlereagh Street, Coonamble transported to and deposited at "the Old Common" at Quambone Road, Coonamble.

Date/s occurring: On and around 23 August 2021

Following discussions between EPA officer Isabella Rambaldini and Council officers Noreen Vu and Robert Tosh, it is understood that Council has undertaken some preliminary investigations into the matter and that it does not appear that the reported activities would constitute a Scheduled Activity under the *Protection of the Environment Operations Act 1997* (the POEO Act). On this basis we consider that Coonamble Shire Council is the Appropriate Regulatory Authority (ARA) for the matter under the POEO Act and are referring it to you, accordingly.

If further investigations find that the EPA is the ARA, you can refer the issue back to the EPA by calling Environment Line on 131 555, or you may wish to advise the EPA that Council will continue to act under section 212C of the POEO Act. We will then confirm whether the EPA has any further involvement.

If you have any questions about this matter, please contact Isabella Rambaldini on (02) 6883 5358 or via email at [EPA.Westopsregional@epa.nsw.gov.au](mailto:EPA.Westopsregional@epa.nsw.gov.au)

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nick Feneley', written over a faint, stylized graphic of a landscape or a signature line.

**NICK FENELEY**  
Unit Head  
Regulatory Operations Regional

Phone 131 555

TTY 133 677

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NSW 2830 Australia

NSW 2830 Australia



## THE BUCKING BULL HOTEL

24 Tooloon St, Coonamble, NSW, 2829

02 6877 7706

buckingbullhotel.com

The Mayor and General Manager,  
Coonamble Shire Council  
80 Castlereagh Street,  
Coonamble - NSW - 2829

Dear Sirs,

I write to you in regards to the meeting held on 9 February 2022 and particularly in reference to the Mayoral Minute regarding Return and Earn.

I had previously asked for a meeting with the Mayor which was held on 27th January. We discussed the possibility of Council helping to expand Return and Earn which is a wonderful Government initiative that has seen our town embrace it. We had hoped that Council could provide an area in town for 6 containers to be placed, allowing the opportunity for Return and Earn to be open more regularly.

At no time did we ask the Mayor or Council to offer to anyone any form of expression of interest to take over the operation of Return and Earn.

My husband received a phone call from Noreen Vu on Tuesday to let us know that she was going to put out an expression of interest to the community to find someone to take over Return and Earn.

We explained to Noreen that the resolution was incorrect and she suggested this letter be written to clarify what we had asked for and what the error in the resolution was.

We want to make it clear that we DO NOT want Return and Earn taken over; all we asked for was some help from Council.

The resolution put forward was incorrect and we insist on it being changed.

Jennifer Richardson  
Owner and Manager - The Bucking Bull Hotel, Coonamble



**National Land Transport Act 2014**  
**Investment Project**  
**Variation of Project Under Part 3 Section 15**  
**Variation Instrument No. NPT345846**

I, BARNABY JOYCE, Minister for Infrastructure, Transport and Regional Development vary the project approval instrument for the project identified below, under section 15 of the *National Land Transport Act 2014*.

Variation is to increase the maximum funding amount that the Australian Government may contribute from \$350,000 to \$22,612,000.

Vary the project description to read:

The project will deliver upgrade along 56.8 kilometres of Tooraweenah Road. Upgrades include road sealing, road rehabilitation, widening, culvert upgrades and flood immunity.

  
 BARNABY JOYCE

18.3.23

**Project Details**

<b>Project Number</b>	104832-19NSW-RSI
<b>Project Name</b>	Tooraweenah Road Upgrade
<b>Sub-Program</b>	Infrastructure Investment
<b>Project Description</b>	The project will deliver upgrade along 56.8 kilometres of Tooraweenah Road. Upgrades include road sealing, road rehabilitation, widening, culvert upgrades and flood immunity.
<b>Maximum Funding Amount that the Commonwealth may Contribute</b>	\$22,612,000
<b>Eligible Funding Recipient</b>	TRANSPORT FOR NSW

**Superseded Project Details as Approved on 15/01/2021**

<b>Instrument Number</b>	NPT341076
<b>Project Name</b>	Tooraweenah Road Upgrade
<b>Sub-Programme</b>	Infrastructure Investment
<b>Project Description</b>	The project covers approximately 56.8 kilometres of Tooraweenah Road. The project is expected to upgrade 31.4 kilometres of sealed road and sealing 25.4 kilometres of unsealed road.
<b>Maximum Funding Amount that the Commonwealth may Contribute</b>	\$350,000
<b>Eligible Funding Recipient</b>	TRANSPORT FOR NSW



Pip Goldsmith  
Coonamble Shire Council  
Castlereagh St  
Coonamble NSW 2829  
Australia

Dear Ms Goldsmith,

**Regional Tourism Activation Fund – RTAF - 022 – The Coonamble Artesian Bathing Experience, revitalising the Great Artesian Drive through northern outback NSW**

Thank you for taking the time and effort to apply for the Regional Tourism Activation Fund. I regret to inform you that your application was unsuccessful.

We understand applications require significant resources to develop and we appreciate the effort you have made to submit your detailed application.

The Department would like to offer you a meaningful feedback session and where appropriate, support in identifying future funding opportunities. If you would like feedback, please visit our [online booking page](#) to make an appointment. If you are unable to make an online booking or require other assistance, please send an email to [tourism.programs@regional.nsw.gov.au](mailto:tourism.programs@regional.nsw.gov.au)

You can also get in contact with your local Business Development Manager, Angela Shephard at [angela.shephard@regional.nsw.gov.au](mailto:angela.shephard@regional.nsw.gov.au) to discuss any other NSW Government opportunities for your project.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Wills'.

**Stephen Wills**  
Executive Director, Regional Programs  
Regional Development and Programs  
Department of Regional NSW

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

Nil

## **12 CONFIDENTIAL MATTERS**

### **RECOMMENDATION**

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

#### **12.1 Closed (Public Excluded) Council Meeting of the Coonamble Shire Council - 9 February 2022**

#### **12.2 UNLAWFUL DEMOLITION OF BARRY JACKSON PAVILION - COONAMBLE SHOWGROUND**

This matter is considered to be confidential under Section 10A(2) - e of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, prejudice the maintenance of law.

#### **12.3 Review of Staff Exits Report**

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

## **13 CONCLUSION OF THE MEETING**