



BUSINESS PAPER

Ordinary Council Meeting Wednesday, 15 June 2022

Date: Wednesday, 15 June 2022

Time: 9.00 am

**Location: Shire Chamber
Coonamble**

**Bruce Quarmby
Acting General Manager**

Notice is hereby given that an Ordinary Meeting of Council will be held in the Shire Chamber, Coonamble on Wednesday, 15 June 2022 at 9.00 am.

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1 OPENING MEETING

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 COMMUNITY CONSULTATION

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

5 DEPUTATION/DELEGATIONS

6 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 11 May 2022 be confirmed as a correct record of the proceedings of the meeting.



MINUTES

**Ordinary Council Meeting
Wednesday, 11 May 2022**

**MINUTES OF COONAMBLE SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SHIRE CHAMBER, COONAMBLE
ON WEDNESDAY, 11 MAY 2022 AT 9.00 AM**

PRESENT: Mayor Tim Horan, Cr Adam Cohen, Cr Pat Cullen, Cr Barbara Deans, Cr Bill Fisher, Cr Ahmad Karanouh, Cr Terence Lees, Cr Brian Sommerville

IN ATTENDANCE: Bruce Quarmby (Acting General Manager), Daniel Noble (Executive Leader Infrastructure), Noreen Vu (Executive Leader - Environment, Strategic Planning & Community), Deborah Tatton (Finance & Procurement Manager), David Levick (Acting Economic Development and Growth Manager)

1 OPENING MEETING

The Mayor opened the meeting at 9.05 am, advising the attendees of the following:

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 COMMUNITY CONSULTATION

1. Mr David Chadwick

Mr Chadwick spoke on the possibility of expanding the Coonamble Feedlot in the near future. He provided information and approximate costings for the prospect of an expansion to the feedlot. Mr Chadwick extended an invitation to Councillors to visit the Coonamble Feedlot to develop a better understanding of the operations.

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

APOLOGY

RESOLUTION 2022/78

Moved: Mayor Tim Horan

Seconded: Cr Bill Fisher

That the apology from Cr Churchill be noted and approved.

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

5 DEPUTATION/DELEGATIONS

Nil

6 CONFIRMATION OF MINUTES

RESOLUTION 2022/79

Moved: Cr Brian Sommerville

Seconded: Cr Barbara Deans

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 13 April 2022 be confirmed as a correct record of the proceedings of the meeting.

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

7 DISCLOSURES OF CONFLICTS OF INTEREST

Cr Barbara Deans declared a conflict of interest with item 10.15 Tooraweenah Road Upgrade – Monthly Status Update, as her property and place of residence is on the Tooraweenah Road. She indicated that she will remain in the room and participate in the discussion on the item.

8 MAYORAL MINUTE**MAYORAL MINUTE****RESOLUTION 2022/80**

Moved: Cr Bill Fisher

Seconded: Cr Adam Cohen

That Cr Karanouh and Cr Lees be the nominated members to serve on the Quarry Management Committee, noting the Mayor is a member of all Council Committees.

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 2022/81

Moved: Cr Terence Lees

Seconded: Cr Pat Cullen

That Council write a letter to Murranmina Health Service regarding the proposed closure of their Coonamble office.

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 2022/82

Moved: Mayor Tim Horan

Seconded: Cr Terence Lees

That Council makes formal approach to the Minister for Police and the Local State Member to have Coonamble reclassified as a “special remote” location as a matter of urgency.

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 2022/83

Moved: Mayor Tim Horan
 Seconded: Cr Ahmad Karanouh

That a report be brought to a future meeting detailing the requirements of upgrades, extensions and renovations to meet the current demand on the organization, together with sources of funding. The report is also to consider the possibility of relocating the Library and the RMS into the CBD precinct.

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 2022/84

Moved: Cr Barbara Deans
 Seconded: Cr Pat Cullen

That Council contacts NSW Ambulance Service to seek assurance that the appropriate measures have been put in place to ensure the continued delivery of services during the upcoming rain event forecast for this area.

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

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 2022/85

Moved: Cr Ahmad Karanouh
 Seconded: Cr Terence Lees

That Council notes the information in this report.

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

10.2 COUNCIL RESOLUTIONS UPDATE

RESOLUTION 2022/86

Moved: Cr Ahmad Karanouh

Seconded: Cr Barbara Deans

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

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

10.3 UPDATED COUNCILLORS EXPENSES AND FACILITIES POLICY

RESOLUTION 2022/87

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

- 1. That Council notes the information in this report.**
- 2. That, Council resolves to amend clauses 10.1 and 10.3 of its current adopted Councillor Expenses and Facilities Policy to incorporate the provision of a leaseback agreement of a Council vehicle to the Mayor.**

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

10.4 CORRESPONDENCE

RESOLUTION 2022/88

Moved: Cr Ahmad Karanouh

Seconded: Cr Terence Lees

That the correspondence listed in the body of the report be noted.

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

10.5 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT**RESOLUTION 2022/89**

Moved: Cr Bill Fisher

Seconded: Cr Terence Lees

1. That Council note the contents of this report.
2. That Council adopt, in principle, the Coonamble Artesian Bathing Experience: Feasibility, Business Case and Concept Design, as presented.
3. That Council continue to progress with the acquisition of land at the currently identified site (next to the racecourse) for the Coonamble Artesian Bathing Experience. Further that Council does not commit any more funding towards the Artesian Bathing Experience until the Native Title on the land is extinguished and Council has successfully acquired the land.
4. That Council agree, in principle, that development of any Coonamble Artesian Bathing Experience must be of sufficient scale that:
 - (i) it generates sufficient operational revenue to fund its own ongoing operational costs, and
 - (ii) it meet the objectives of the Economic Development Strategy 2021.
5. That the Coonamble CBD Precinct Upgrade Concept Design be adopted.
6. That detailed design drawings and costings be prepared for the short-term developments proposed in the Coonamble CBD Precinct Upgrade Concept Design. Further that once the detailed designs and costings are completed, they will be tabled for Council for further consideration and endorsement.
7. That further community consultation be held to develop a short-list of suitable shade tree species for street planting as part of the Coonamble CBD Precinct Upgrade Concept Design.

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

10.6 COMMUNITY SERVICE PROGRESS REPORT**RESOLUTION 2022/90**

Moved: Cr Ahmad Karanouh

Seconded: Cr Terence Lees

That Council notes the information contained in this report.

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

At 10.30am Council paused the meeting for morning tea and to conduct the Naturalisation Ceremony of Mr T Jacobs and Fr Pius. The meeting recommenced at 11.00am.

10.7 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**RESOLUTION 2022/91**

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

That Council notes the contents of this report.

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

10.8 PROPOSED PROCESS TO AMEND THE COONAMBLE LOCAL ENVIRONMENTAL PLAN 2011**RESOLUTION 2022/92**

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

- 1. That Council notes the contents of this report.**
- 2. That Council endorses the Planning Proposal as attached at Annexure A that aims to undertake several housekeeping amendments to the Coonamble Local Environmental Plan 2011 to proceed to the next stage.**
- 3. That Council's Planning Staff finalise the Planning Proposal under delegation and forward it to the Department of Planning and Environment for Gateway Determination.**

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

10.9 UPDATE ON PUBLIC CONSULTATION ON COMMUNITY STRATEGIC PLAN**RESOLUTION 2022/93**

Moved: Cr Terence Lees

Seconded: Cr Bill Fisher

That Council notes the information contained in this report.

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

10.10 SALEYARDS REPORT- 30 APRIL 2022**RESOLUTION 2022/94**

Moved: Cr Terence Lees

Seconded: Cr Pat Cullen

That Council notes the information provided in this report.

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

10.11 ADOPTION OF AUDIT, RISK AND IMPROVEMENT COMMITTEE FRAMEWORK**RESOLUTION 2022/95**

Moved: Cr Ahmad Karanouh

Seconded: Cr Barbara Deans

That Council:

- 1. Adopt the attached draft Audit, Risk and Improvement Terms of Reference.**
- 2. Adopt the attached draft Internal Audit Charter.**
- 3. Appoint a Cr Ahmad Karanouh as Non-voting Councillor Member of the Audit, Risk and Improvement Committee for the Council term, concluding at the next ordinary Local Government elections (OPTIONAL).**
- 4. Invite Expressions of Interest for one (1) Independent Prequalified Voting Joint Chair for both the Coonamble and Gilgandra Audit, Risk and Improvement Committees.**
- 5. Following the conclusion of the Expression of Interest process a report on the preferred Joint Chair will be presented to Council for endorsement.**

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

10.12 QUARTERLY WORKPLACE INJURY MANAGEMENT REPORT**RESOLUTION 2022/96**

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

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

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

10.13 URBAN SERVICES - WORKS IN PROGRESS**RESOLUTION 2022/97**

Moved: Cr Adam Cohen

Seconded: Cr Terence Lees

That Council notes the information in this report.

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**10.14 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS****RESOLUTION 2022/98**

Moved: Cr Terence Lees

Seconded: Cr Barbara Deans

That Council notes the information in this report.

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**10.15 TOORANWEENAH ROAD UPGRADE - MONTHLY STATUS UPDATE****RESOLUTION 2022/99**

Moved: Cr Terence Lees

Seconded: Cr Ahmad Karanouh

That the information be received and noted.

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

10.16 NOMINATION TO BE APPOINTED TO THE ROADS COMMITTEE**RESOLUTION 2022/100**

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

That Council resolves to approve Mr Cameron Halfpenny, Mr Ken Waterford and Mr Neil Fester nominations to the Roads Committee.In Favour: Crs Tim Horan, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian SommervilleAgainst: Nil**CARRIED 8/0****10.17 COONAMBLE FLOOD LEVY - EASEMENTS****RESOLUTION 2022/101**

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

That Council delegates the Acting General Manager and then the General Manager to apply Council's Common Seal to the Transfer Granting Easement documentation for the Coonamble Levee for:**Lot 41 & 42 DP229965****Lot 80 DP114964****Lot 2 DP668047****Lot 4 DP999368****Lot 1 DP918937 & Lot 1 SEC 42 DP758282****Lot 6 SEC 1 DP758282****Then any further transfer granting easements lodged with Council for the finalisation of Stage 4 of the Coonamble Levee upgrade.**In Favour: Crs Tim Horan, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian SommervilleAgainst: Nil**CARRIED 8/0**

10.18 RATES AND CHARGES COLLECTIONS - APRIL 2022**RESOLUTION 2022/102**

Moved: Cr Terence Lees

Seconded: Cr Ahmad Karanouh

That Council notes the information provided in the report.

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**10.19 STATUS OF INVESTMENTS - 30 APRIL 2022****RESOLUTION 2022/103**

Moved: Cr Terence Lees

Seconded: Cr Brian Sommerville

That Council notes the list of investments as at 30 April 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, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

CARRIED 8/0**10.20 QUARTERLY BUDGET REVIEW - MARCH 2022****RESOLUTION 2022/104**

Moved: Cr Ahmad Karanouh

Seconded: Cr Barbara Deans

- 1. That Council approves the variations to votes as listed in the budget review documents distributed under separate cover.**
- 2. That Council notes, in the opinion of the Responsible Accounting Officer based on the information as presented in the March 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 March 2022.**

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

11 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS

Nil

12 CONFIDENTIAL MATTERS**RESOLUTION 2022/105**

Moved: Cr Terence Lees

Seconded: Cr Pat Cullen

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

12.1 Closed (Public Excluded) Council Meeting of the Coonamble Shire Council - 13 April 2022**12.2 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.

12.3 Expression of interest to purchase Council-owned land

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

12.4 RFQ02.022 Construction of Coonamble SES Headquarters

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.

12.5 Information Report on Penalty Infringement Issued to 40 Castlereagh Street, Coonamble

This matter is considered to be confidential under Section 10A(2) - a, d(i), e, f, g and 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 personnel matters concerning particular individuals (other than councillors), 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, prejudice the maintenance of law, details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property, advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and alleged contraventions of any code of conduct requirements applicable under section 440.

12.6 Information Report on Planning History of Lot 3 DP 854199, 1023 Conimbia Street, Coonamble

This matter is considered to be confidential under Section 10A(2) - a, d(i) and 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

personnel matters concerning particular individuals (other than councillors), commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, prejudice the maintenance of law.

CARRIED

12.1 CLOSED (PUBLIC EXCLUDED) COUNCIL MEETING OF THE COONAMBLE SHIRE COUNCIL - 13 APRIL 2022

RESOLUTION 2022/106

Moved: Cr Terence Lees

Seconded: Cr Pat Cullen

That the minutes of the Closed (Public Excluded) Council Meeting of the Coonamble Shire Council held on Wednesday, 13 April 2022 be confirmed as a correct record of the proceedings of the meeting.

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 CONFIDENTIAL: REQUEST FOR LETTER OF SUPPORT FROM COUNCIL

RESOLUTION 2022/107

Moved: Cr Bill Fisher

Seconded: Cr Terence Lees

- 1. That Council notes the information contained within this report.**
- 2. That whilst Council encourages growth and development within its local government area, Council notes that under the current provisions of the adopted LEP (Local Environment Plan) that proposed development is not permitted on lots 119 and 120 of DP754227.**
- 3. The Acting General Manager contacts the proponent and advise that due to the constraints of the current LEP the Council is unable to provide in principle-support letter for the purchase of the land. Further the Acting General Manager is to liaise with the proponent on possible alternate sites for the proposed development to occur.**

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

12.3 EXPRESSION OF INTEREST TO PURCHASE COUNCIL-OWNED LAND**RESOLUTION 2022/108**

Moved: Cr Adam Cohen

Seconded: Cr Terence Lees

1. That Council notes the information contained within this report.
2. That whilst Council encourages growth and development within its local government area, Council notes that under the current provisions of the adopted LEP (Local Environment Plan) that proposed development is not permitted on lots 119 and 120 of DP754227.
3. The Acting General Manager contacts the proponent and advise of that under the constraints of the current LEP the Council is unable to provide in principle-support letter for the purchase of the land. Further the Acting General Manager is to liaise with the proponent on possible alternate sites.

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

12.4 RFQ02.022 CONSTRUCTION OF COONAMBLE SES HEADQUARTERS**RESOLUTION 2022/109**

Moved: Cr Ahmad Karanouh

Seconded: Cr Adam Cohen

That Council awards the tender for the engagement of the head contractor for the construction of the new SES facility to Willis Brandt for an amount of value of \$839,721 (inclusive of GST), in accordance with the detailed tender documentation received from this tenderer addressing the project briefing and specifications and assessment criteria.

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

The Mayor requested report 12.5 in the Business Papter (Information Report on Penalty Infringement Issued to 40 Castlereagh Street, Coonamble) be moved to last topic of discussion.

**12.5 INFORMATION REPORT ON PLANNING HISTORY OF LOT 3 DP 854199,
1023 CONIMBIA STREET, COONAMBLE****RESOLUTION 2022/110**

Moved: Cr Terence Lees
Seconded: Cr Brian Sommerville

That Council notes the contents of this report.

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

**12.6 INFORMATION REPORT ON PENALTY INFRINGEMENT ISSUED TO 40
CASTLEREAGH STREET, COONAMBLE**

At this point Cr Sommerville declared an interest and in accordance with the adopted Code of Meeting Practice he leaves the room and did not participate in discussion or decision.

RESOLUTION 2022/111

Moved: Cr Ahmad Karanouh
Seconded: Cr Pat Cullen

- 1. That Council notes the contents of this report.**
- 2. That the Acting General Manager based on legal advice received that Council proposes that owner of 40 Castlereagh Street be given the opportunity to enter a commercial agreement as he was the Individual 'controlling mind' of the unlawful works as opposed to a Corporation fine. Should the owner refuse this offer, then the penalty infringement notice will remain in place.**

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 2022/112

Moved: Cr Bill Fisher
Seconded: Cr Terence Lees

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

RESOLUTION 2022/113

Moved: Cr Bill Fisher
Seconded: Cr Terence Lees

That Council adopts in Open Council the Resolutions passed in Closed Council (Resolutions 2022/106 to 2022/112).

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

13 CONCLUSION OF THE MEETING

The Meeting closed at 2pm.

The minutes of this meeting were confirmed at the Council held on 15 June 2022.

.....
CHAIRPERSON

7 DISCLOSURES OF CONFLICTS OF INTEREST

8 MAYORAL MINUTE

MAYORAL MINUTE

File Number: M3
Author: Tim Horan-Mayor
Authoriser: Tim Horan, Mayor
Annexures: Nil

MAYORAL MINUTE

Councillors

I submit below my Mayoral Report for the month of June 2022:

1. *Organisational Review*

The *Local Government Act 1993 Section 333* provides that a Council must review, and may re determine, the organisation structure within 12 months of the ordinary election of the Council. We have been together as a Council for around six months now and I think it is an opportune time to commence the review of our structure to ensure that we have the capacity to deliver to our community on our Delivery Program and various operational plans.

Recommendation:

That an appropriate organisational review of Council's structure be undertaken in order for Council to consider the structure within our first 12 months of office. As such Council requests that the Acting General Manager makes the necessary arrangements to have the review completed and tabled for Council's consideration within the legislated time frame.

2. *Monthly Activities:*

I have represented Council in my role as Mayor at the following functions, meetings and events since the last meeting and I list them for Council's information:

a) **Waste2Art**

On 12 May 2022 I attended the Waste2Art Exhibition at the Outback Arts Centre in Coonamble. It never ceases to amaze me the number of ever-so creative people we have in our local community. Due to weather conditions on the night, there was not a huge crowd, however the quality of work was outstanding. I commend all who contributed and congratulate the winners of each category. It seems that each year younger people are getting involved which is great. Thanks, and congratulations to Council's Librarian, Raquel Pickering, for her efforts in organizing this event.

b) **Variety Bash – Quambone**

On 16 May 2022 I travelled to Quambone Public School, following an invitation to attend the luncheon for participants in the Variety Bash. Deputy Mayor Karen and Crs Lees and Sommerville were also in attendance. There were over 300 people in attendance, and it was certainly an exciting event for the Quambone community.

The Children's Charity which organises the Variety Bash is to be congratulated on the wonderful work it does right across rural NSW. It was so pleasing to see Quambone included on its route this year and receive a donation from the Bash. I

commend the school on being proactive with its healthy eating program and the donated funds will assist in furthering this great initiative.

c) Meeting of Quambone Resources Committee

In company with Crs Sommerville and Lees, I attended the meeting of the Quambone Resources Committee held in the Memorial Hall on Wednesday evening 18 May. Minutes of the meeting, including recommendations, appear elsewhere in this business paper. I understand some of the issues raised have already been dealt with.

d) Meeting with Scott Barrett MLC

Council received advice on Monday 23 May from the Office of Scott Barrett that he would be in the Coonamble Shire on Wednesday 25 May, as he had taken over the duties that Sam Faraway had in the Barwon Electorate before Sam became a Minister. All Councillors were invited, and we met Scott at the Shire Office for an informal chat and cuppa. Apparently, the purpose of the visit was to attend the Coonamble Health Service to discuss health issues.

e) National Sorry Day – Coonamble

On Thursday 26 May 2022 I attended the National Sorry Day “*A time of reflection for the Stolen Generation*”, hosted by the Coonamble Local Aboriginal Land Council. The Opening Ceremony and Flag Raising was followed by morning tea and “yarning”, followed by Guest Speakers. At the conclusion of formalities, we enjoyed a barbeque lunch.

f) Meeting to Select Short List – General Manager’s Position

On Friday 27 May 2022 Councillors attended a meeting in the Shire Chamber, with Crs Churchill and Cohen attending remotely, along with the Mr Peter Evans, from LG Management Solutions. Cr Lees was unable to attend due to work commitments out of town, however he tendered his comments and preferences which were presented at the meeting.

g) Rural Health Forum & Country Mayors’ Association Meeting

As Council is aware these meetings were held on 26 and 27 May 2022, but due to our scheduled meeting with Peter Evans I decided to submit a late apology. Feedback has been received from both meetings and I submit the following:

- I. Rural Health Forum – to consider the recommendations of the Legislative Council report into *Health outcomes and access to health and hospital services in rural, regional and remote New South Wales*.
- II. Country Mayors’ Association of NSW – Meeting. I want to briefly touch on some issues discussed:
 - a. *President of ALGA – Cr Linda Scott* – advised ALGA has secured commitments for fair funding of Federal Assistance Grants, the Commonwealth Government will match the \$500million Coalition extension to the \$2.15billion Local Roads and Community Infrastructure Program and invest a further \$250million; it will provide \$200million for disaster mitigation funding which will be based on application; will provide \$400million for mobile phone coverage in rural and regional areas and to return Local

Government to the National Cabinet. She pointed out that ALGA's advocacy priorities are a climate change partnership, affordable housing partnership and circular economy waste innovation and reduction.

b) Health Forum:

RESOLVED

1. That following the Country Mayors Health Forum, Country Mayors write to the Premier and Opposition leader thanking them for their representation at the forum through the Minister for Regional Health the Hon Bronnie Taylor MLC and the Shadow Minister for Health Ryan Park and recognise their bipartisan commitment to agreeing to address the rural and regional health issue across regional NSW

2. That Country Mayors seek commitment from the Premier and the leader of the Opposition to implement the recommendations of the Legislative Council Inquiry into the Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote New South Wales

3. That the Country Mayors Executive Committee develop a further set of targeted health related priorities to advocate to both State and Federal Governments to address (Bega Valley Shire Council / Gunnedah Shire Council)

c) The Hon Kevin Anderson MP, Minister for Lands and Water, Minister for Hospitality and Racing

Inviting Councils to contact his office if there is frustration in cutting through the red tape. Saying there are 233 Safe and Secure water projects being undertaken and pointing out the State has gone from running out of water to a plentiful supply – thus, causing different challenging issues. Advising the Crown Reserve Improvement Fund has an additional \$7million; there is \$29million available for improvements to racetracks and \$72million for showground maintenance upgrades.

h) Coonamble Show Society – Young Woman Competition

On Sunday 29 May 2022 I attended the Bowling Club at 2.40 pm to participate in the judging panel for the Coonamble Young Woman Competition hosted by the Show Society. There were two sections – a junior and senior category and of the six nominations, there were three in each. It's always a hard task to select a winner when each of the applicants excel. Congratulations to each of the young ladies, in particular the youngest nominee who is only 14 years old. I congratulate them all and commend them on their confidence, outlook and general knowledge.

i) Coonamble Show

I attended the Show on Wednesday and represented Council at the opening of the new Poultry Pavilion and Cattle Yard improvements and the extended section of the Pavilion. These improvements are a credit to the Show Society and tradesmen – they have enhanced the appearance of the ground and are much more practical for users.

Congratulations

Firstly, I would like to congratulate the Coonamble Show Society for the work its members have done 'behind the scenes' in presenting the 2022 annual show. Thank you too to all volunteers who give their time to community events such as this – without them a lot of events would not survive!

Although the weather was not completely 'on side', it was wonderful to witness the number of people enjoying both the Tuesday evening session and the Wednesday program.

I think it is important for Council to continue to make application for a public holiday on the second day, giving everyone the opportunity to see first-hand the produce and arts and craft contributed by locals. The caliber of stock exhibited at our local show is second to none and is a credit to our district.

Secondly, my personal thanks and commendation to Council staff – the presentation of the showground was beyond expectation. I know it's a difficult task to maintain an area the size of the showground, but I don't think anyone would be disappointed with the condition of the venue this year. Well-done and thank you to all staff involved – actions speak louder than words!

Conclusion

I submit to you my Mayoral Report and recommend it be received and noted.

Tim Horan

MAYOR

RECOMMENDATION

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 COUNCIL RESOLUTIONS UPDATE

File Number: C17; C20

Author: Marina Colwell-Executive Support Officer

Authoriser: Bruce Quarmby, Acting General Manager

Annexures: 1. Resolutions Update June 2022

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/Action Required/Update | Responsible Officer | Status |
|----------|------|----------------|-------------------------------|---------------------|--------|
| | | | | | |

RECOMMENDATION

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

COUNCIL RESOLUTIONS UPDATE

| Item No. | Meeting Date | Resolution No. | Matter/ Action Required/Update | Responsible Officer | Status |
|----------|--------------|----------------|---|--|---|
| 1. | 11.1.22 | 2022/11 | Priority Items to be Pursued IP&R – CSP & DP by 30.6.22 - Progress report included with the March Meeting Business Paper. | ELESPC (Noreen) | To be adopted at the June Meeting |
| 2. | 11.1.22 | 2022/11 | Induction & Refresher Training – within 6 months 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. | AGM (Bruce) | |
| 3. | 11.1.22 | 2022/11 | Additional training for Mayor – within 6 months - Not yet addressed | AGM (Bruce) | |
| 4. | 11.1.22 | 2022/11 | Review & Adoption of Approvals & Order Policies –within 12 months | Manex (Executive Management Team) | Progressing |
| 5. | 11.1.22 | 2022/11 | Review of Organisation Structure – within 12 months - On hold until the appointment of new GM | AGM (Bruce) | |
| 6. | 11.1.22 | 2022/11 | Code of Meeting Practice – within 12 months - Draft Code considered at March Meeting. To be amended and presented to Council for adoption. | AGM (Bruce) | Draft amended awaiting clarification from OLG |
| 7. | 11.1.22 | 2022/11 | Review of Delegations – within 12 months | AGM (Bruce) | No progress |
| 8. | 11.1.22 | 2022/11 | Review of Code of Conduct – within 12 months | AGM/MPRI (Bruce/Amanda) | No progress |
| 9. | 9.2.22 | 2022/21 | Youth Services in LGA Determine current services, coordination and possible duplication and gaps analysis - Ongoing. Youth Forum on 5 April 2022 heard from the Youth on current gaps, needs and wants. | ELESPC (Noreen) | Ongoing |
| 10. | 9.2.22 | 2022/22 | Councillor Workshop on Masterplan Explain and relay info about Masterplan to Councillors – within 3 months - Due to Council workshops being held following the April and May Council meetings this workshop has been postponed until the June Council meeting. | GM/Casual MED&G | Ongoing |
| 11. | 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) | Ongoing |
| 12. | 9.2.22 | 2022/27 | Brief has been done for a Plan of Management to be developed for this important Crown Reserve. | AGM (Bruce) | Plan of Management underway- |

| | | | | | Report to June Meeting |
|-----|--------|---------|--|-------------------------|--|
| 13. | 9.2.22 | 2022/28 | Investigations have started and are progressing – with the aim to present a report to Council at its June Meeting. To be presented in conjunction with the Quarry Operational Review at the June Meeting. | ELI (Daniel) | |
| 14. | 9.2.22 | 2022/29 | LEP Amendments Availability of suitable residential land – including small rural blocks, larger rural subdivisions, restrictions on acreage size in RU1 zoning - LEP Amendment for housekeeping amendments tabled at 13 May 2022 meeting. | ELESPC (Noreen) | Ongoing |
| 15. | 9.2.22 | 2022/30 | CDEP-like community employment and training program Discussions with Federal MP and other stakeholders - 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. | Mayor/GM (Tim/Hein) | |
| 16. | 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 - Council has engaged with Northwest Vets. MOU to be drafted to begin with new financial year. | ELESPC (Noreen) | Ongoing |
| 17. | 9.2.22 | 2022/32 | Improved maintenance at Gulargambone and Quambone cemeteries - Investigate improved maintenance – report to be prepared | ELCS (Bruce) | Ongoing |
| 18. | 9.2.22 | 2022/37 | Membership of Country Mayors Ass Mayor to attend next two meetings, after which membership will be reconsidered | Mayor (Tim) | To be considered |
| 19. | 9.2.22 | 2022/43 | Concept Design for Main Street Upgrade Concept plans to be put on public exhibition – further report | Project Manager (David) | In process. |
| 20. | 9.2.22 | 2022/44 | Compulsory Acquisition of land – Bore Baths Legal processes to be followed - Informal notice of a pending rescission motion was given to the GM, and the legal processes have not been pursued yet. | Casual MED&G (Pip) | Ongoing |
| 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) | Works have been scoped. TfNSW are seeking funds in 2022/23 Road Safety Program. Awaiting |

| | | | | | |
|-----|---------|----------|--|-----------------------------------|--|
| | | | | | outcome of Budget pitch. |
| 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 - Feedback has been received and will be tabled for Council's consideration at the May Council meeting. | ELCS (Bruce) MED&G (David) | Completed – notification of planning constraints to be provided to the proponent |
| 23. | 9.3.22 | 2022/44 | Council investigates options to better manage maintenance of the streets, lanes and public areas within the whole Shire - Will commence when Manager Urban Services appointed. | ELI (Daniel) | Manager of Urban Services commences 20 June 22. |
| 24. | 9.3.22 | 2022/53 | Report be prepared for Council's consideration - available Council owned or controlled land as well as information on the Native Title status of the land adjoining the Coonamble Jockey Club. 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 | MEDG (David) | Ongoing |
| 25. | 13.4.22 | 2022/59 | Council amends its current Donations Policy to four times per year. The amended policy will be presented for consideration and adoption at the June Ordinary Meeting | AGM (Bruce) AMFP (Deb.T) | |
| 26. | 13.4.22 | 2022/105 | DRAFT COMMUNITY STRATEGIC PLAN, DELIVERY PROGRAM AND OPERATIONAL PLAN Council places the draft Community Strategic Plan, draft Delivery Program and Draft Operational Plan, as attached to the report, on public exhibition for a minimum period of 28 days for the purpose of inviting submissions from the community. Report to June Council Ordinary Meeting | ELESPC (Noreen) | To be adopted at the June Meeting |
| 27. | 13.4.22 | 2022/106 | Rural Roads Reconstruction Program Report is to identify not only the recommended budgetary allocation but also to include the various funding methods available to Council to fund the proposed works | ELI (Daniel) | Strategic Asset Management Plan in development To be presented to the July |

| | | | | | |
|-----|----------|----------|--|----------------------------|------------------------------|
| | | | | | meeting and Roads Committee. |
| 28. | 13.4.22 | 2022/109 | SALEYARDS REPORT- 31 MARCH 2022 Undertakes a request for quotation to provide a design and construct communal kitchen space | ELESPC (Noreen) | Ongoing |
| 29. | 11.05.22 | 2022/82 | Reclassification as "Special Remote" Letter to be sent to the Minister for Police and the Local State Member requesting reclassification | AGM (Bruce) | |
| 30. | 11.05.22 | 2022/83 | Renovations/possible relocation of RMS & Library Report to Council detailing the requirements of upgrades, extensions and renovations to meet the current demand of the organisation. Along with the possibility of relocating the RMS and Library to the CBD | AGM (Bruce) & AEDO (David) | |

10.2 STATUS REPORT REGARDING COUNCILLOR ENQUIRIES

File Number: R6
Author: Marina Colwell, Executive Support Officer
Authoriser: Bruce Quarmby, Acting 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 March 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 March 2022 is documented above.

RECOMMENDATION

That Council notes the information in this report.

10.3 CORRESPONDENCE

File Number: C20

Author: Marina Colwell-Executive Support Officer

Authoriser: Bruce Quarmby, Acting General Manager

Annexures:

1. **Circular 22-12 - Amendments to Employment Contract for General Managers**
2. **Circular 22-13 Councillor and general manager financial management responsibilities - Information sessions.**
3. **Circular 22-14 - Determination of the Local Government Remuneration Tribunal.**
4. **Circular 22-15 - Release of IPC Guideline 1 Returns of Interest.**
5. **Circular 22-16 - Increases to companion animal fees for 2022/23**
6. **Correspondence received from the Westen NSW PHN - 26/05/2022**

CORRESPONDENCE

1. Office of Local Government Circulars Received:

- 1.1 Circular 22-12 - Amendments to the standard Contract of Employment for General Managers.
- 1.2 Circular 22-13 – Councillor and general manager financial management responsibilities – Information sessions.
- 1.3 Circular 22-14 – Determination of the Local Government Remuneration Tribunal.
- 1.4 Circular 22-15 – Release of IPC Guideline 1 Return of Interest.
- 1.5 Circular 22-16 – Increase to companion animal fees for 2022/23.

2. A letter from the Western NSW Primary Health Network (WNSW PHN), dated the 26 May 2022 to the Mayor, regarding the proposed future of the Marrabinya Program.

Commentary by Acting General Manager – As Circular 22-14 requires a resolution of Council a separate report addressing this circular has been included in the June business paper for Council's consideration

RECOMMENDATION

That the correspondence listed in the body of the report be noted.



| | |
|-----------------------------|---|
| Circular Details | 22-12 /16 May 2022/ A812271 |
| Previous Circular | N/A |
| Who should read this | Councillors / General Managers / Human Resources Staff |
| Contact | Mr Doug Friend, Council Governance Team / 02 4428 4201 / doug.friend@olg.nsw.gov.au |
| Action required | Information / Response to OLG |

Proposed amendments to the standard contract of employment for general managers

What's new or changing

- As a result of its investigation of the former Canterbury City Council, the Independent Commission Against Corruption (ICAC) recommended that the Department of Planning and Environment conduct a review into the "no fault" termination provision in the standard contract of employment for general managers.
- In response to ICAC's recommendation, the Office of Local Government (OLG) has undertaken a review of the standard contract of employment for general managers in consultation with the parties to the *Local Government (State) Award*, (Local Government NSW, the United Services Union, the Development and Environmental Professionals' Association and the Local Government Engineers Association of NSW).
- OLG is consulting with councils on the proposed amendments to the standard contract arising from that review before they are approved by the "departmental chief executive" under section 338 of the *Local Government Act 1993* (the Act).

What this will mean for your council

- Under section 338 of the Act, general managers must be employed under performance-based contracts of terms between 12 months and 5 years based on a standard contract approved by the departmental chief executive of OLG.
- Once approved by the departmental chief executive, the amended standard contract will not alter existing employment contracts between councils and their general managers.
- However, where a council renews the employment contract of its general manager or appoints a new general manager, they must be employed under the approved standard contracts as amended.

Key points

- Submissions on the proposed amended standard contract may be made by email to olg@olg.nsw.gov.au.

Office of Local Government
 5 O'Keefe Avenue NOWRA NSW 2541
 Locked Bag 3015 NOWRA NSW 2541
 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
 E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

- Submissions should be labelled 'Standard Contract of Employment for General Managers' and marked to the attention of OLG's Council Governance Team.
- Submissions should be made before 14 June 2022.

Where to go for further information

- The proposed amended standard contract is available [here](#) .The proposed amendments are highlighted in the contract.
- Information about the proposed amendments to the standard contract is set out in the attachment to this circular.
- For further information please contact Doug Friend of OLG's Council Governance Team on (02) 4428 4201 or by email at olg@olg.nsw.gov.au.

Melanie Hawyes

Deputy Secretary, Crown Lands and Local Government

Office of Local Government
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ATTACHMENT

What changes are being made to the standard contract of employment for general managers to ensure greater security of employment?

As a result of its investigation of the former Canterbury City Council, ICAC recommended that the Department of Planning and Environment conduct a review into the "no fault" termination provision in the standard contract of employment for general managers. ICAC recommended that the review should canvass options such as requiring a two-thirds majority vote of a council, an absolute majority vote or the availability of mediation.

The Government does not support the first two of these options.

A good working relationship between the governing bodies of councils and their general managers is essential to councils being able to exercise their functions effectively. Experience has repeatedly demonstrated that where, for whatever reason, general managers lose the support and confidence of a majority of councillors, the council can become dysfunctional. Councils cannot focus on serving their communities if councillors and the general manager are at war with each other. General managers also cannot hope to perform effectively in their role in circumstances where they have lost the confidence and the support of a majority of councillors. Councils therefore need to have the flexibility to terminate the employment relationship with the general manager with appropriate compensation, where that relationship breaks down.

A key focus of the proposed amendments to the standard contract of employment for general managers is to strengthen access to mediation under the contract to manage and address conflict in the relationship when it arises and to ensure more rigour in decisions by councils to terminate the employment of the general manager.

These amendments include the following:

- Before terminating a general manager's employment for poor performance, the council must have first conducted a performance review, concluded that the general manager's performance falls short of the performance criteria or the terms of their performance agreement, and afforded the general manager a reasonable opportunity to utilise dispute resolution.
- Where a council intends to terminate the employment of its general manager utilising the 'no fault' termination provision (clause 10.3.1(e)), if either party requests it and both parties agree, they may participate in mediation in relation to the proposed decision to terminate. If the council does not agree to participate in mediation, it must give the general manager reasons for its decision where the general manager requests it.
- Councils and general managers may agree on a mediator when the contract is made.
- Where a council terminates the general manager's employment under the "no fault" termination provision (clause 10.3.1(e)), the council must give the

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- general manager reasons for its decision to terminate their employment where the general manager requests it.
- Serious and persistent breaches of the council's code of conduct by the general manager constitute grounds for summary dismissal.

What changes are being made to the standard contract of employment for general managers relating to their remuneration?

The following amendments are proposed to the provisions of the contract relating to general managers' remuneration:

- Clause 8.4 of the contract has been amended to clarify that a discretionary performance-based pay increase only applies for one year unless the council determines that it is to apply for the balance of the contract.
- Clause 8.4 also allows for the payment of a retention allowance on one occasion during the term of the contract. This accrues on an annual, pro-rata basis for the remainder of the term of the contract and is to be paid to the general manager at the end of the contract period.

What other changes are being made to the standard contract of employment for general managers?

Other changes include:

- Definitions and other provisions have been updated to reflect legislative and administrative changes made since the previous standard contract was approved.
- A new provision has been included (clause 5.5) empowering the departmental chief executive of OLG to approve an extension of the timeframes prescribed under clause 5 for the renewal of the contract in exceptional or unforeseen circumstances.
- Minor amendments have been made to the functions of the general manager's duties prescribed under clause 6 to reflect legislative changes and to place an obligation on general managers to ensure a safe workplace and to facilitate compliance with the *Work Health and Safety Act 2011*.
- A new provision (clause 7.12) has been included that confirms that the performance agreement, action plan and any associated records that contain information about the work performance or conduct of the general manager are to remain confidential unless otherwise agreed to by the general manager or required by law.
- The service of notice provisions, (clause 18), have been updated to allow service by email.

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| | |
|-----------------------------|---|
| Circular Details | 22-13/19 May 2022 / A813903 |
| Previous Circular | 21-21 / 6 August 2021 / A773025 |
| Who should read this | Councillors / General Managers / All council staff |
| Contact | Policy Team / (02) 4428 4100 / code@olg.nsw.gov.au |
| Action required | Information |

Councillor and general manager financial management responsibilities – Information sessions

What’s new or changing

- Between 5 – 8 March 2022, the Office of Local Government (OLG) delivered information sessions to councillors and general managers on their responsibilities in relation to the financial management of councils.
- The general manager recording is available on [OLG’s Council Portal](#) and on OLG’s [YouTube channel](#)
- A recording of the councillor training session is available on [OLG’s Council Portal](#).
- Further, OLG has also developed an in-depth walk through of the Code of Accounting Practice and Financial Reporting, including the primary statements and disclosure notes. This recording is available on [OLG’s Council Portal](#) and on OLG’s [YouTube channel](#).
- These most recent recordings are in addition to, and supplement, the 1-hour information session about the fundamental aspects of accounting and financial reporting released by OLG in August 2021.
- The fundamental aspects of accounting and financial reporting recording is available on [OLG’s Council Portal](#) and on OLG’s [YouTube channel](#).
- OLG encourages councils to widely circulate these recordings to councillors, general managers and staff.

What this will mean for your council

- Councils manage significant finances on behalf of their communities.
- Many staff and all general managers and councillors play a key role in council financial decision making and it is vital decision makers hold an adequate level of financial literacy.
- To support this, OLG has developed various information sessions on accounting and financial reporting and financial management responsibilities.
- These information sessions are delivered via an audio recording and PowerPoint presentation.
- The information sessions add to OLG’s growing suite of financial and accounting resources.

Office of Local Government
 5 O’Keefe Avenue NOWRA NSW 2541
 Locked Bag 3015 NOWRA NSW 2541
 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
 E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

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Where to go for further information

- The recordings are available on [OLG's Council Portal](#) and on OLG's [YouTube channel](#).
- Further financial guidance for councils is also available on [OLG's website](#) and [OLG's Council Portal](#).

Melanie Hawyes**Deputy Secretary Crown Lands and Local Government**

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| | |
|-----------------------------|---|
| Circular Details | Circular No 22-14/ 22 May 2022 / A817449 |
| Previous Circular | 21-06 – 2021/22 Determination of the Local Government Remuneration Tribunal |
| Who should read this | Councillors / General Managers |
| Contact | Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au |
| Action required | Council to Implement |

2022/23 Determination of the Local Government Remuneration Tribunal

What’s new or changing

- The Local Government Remuneration Tribunal has determined an increase of 2% to mayoral and councillor fees for the 2022-23 financial year, with effect from 1 July 2022.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every three years under section 239 of the *Local Government Act 1993*. The Tribunal last undertook a significant review of the categories as part of its 2020 determination and will next review these categories in 2023.
- The Tribunal found that the allocation of councils into the current categories continued to be appropriate having regard to the 2020 review, the current category model and criteria and the evidence put forward in the submissions received.

What this will mean for your council

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2022 based on the Tribunal’s determination for the 2022-23 financial year.

Key points

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

Where to go for further information

- The Tribunal’s report and determination is available [here](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



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Deputy Secretary, Crown Lands and Local Government

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| | |
|-----------------------------|--|
| Circular Details | Circular No 22-15 / 23 May 2022 / A815881 |
| Previous Circular | 19 – 21 Release of IPC Guideline 1 Returns of Interest |
| Who should read this | Councillors / General Managers / Council Governance Staff |
| Contact | Council Governance / olg@olg.nsw.gov.au / (02) 4428 4100 |
| Action required | Information |

Guidance for councils on the publication of disclosure of interest returns

What’s new or changing

- The Information and Privacy Commission (IPC) has developed a video animation which provides guidance to councils on the requirement to publish disclosure of interest returns on their websites. The video is available [here](#).
- Councils should review how they currently publish disclosure of interest returns on their websites by applying the principles set out in the video animation.

What this will mean for your council

- The IPC’s video has been developed to complement the compliance report it published last year following an audit of councils’ compliance with the requirement to publish councillors’ and designated persons’ disclosure of interest returns on their websites in accordance with the *Government Information (Public Access) Act 2009* (the GIPA Act).
- The report makes several recommendations for councils to implement to promote openness and transparency in relation to disclosure of interest returns and a policy framework for managing their publication.
- The IPC’s compliance report is available [here](#).

Key points

- Section 6 of the GIPA Act provides for the mandatory proactive release by NSW public sector agencies (including councils) of open access information. The GIPA Act provides that open access information must be made publicly available free of charge on a website maintained by the agency.
- Councillors’ and designated persons’ disclosure of interest returns are prescribed as open access information for local government under Schedule 1 to the *Government Information (Public Access) Regulation 2018*.
- The IPC has issued *Information Access Guideline 1 - For Local Councils on the disclosure of information (returns disclosing the interest of councillors and designated persons)* under sections 12(3) and 14(3) of the GIPA Act to assist councils to determine the public interest considerations for and against disclosure of information contained in disclosure of interest returns when publishing them on their websites. Guideline 1 is available [here](#).

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Where to go for further information

- The IPC's video is available [here](#).
- The IPC's report on councils' compliance with the requirement to publish councillors' and designated persons' disclosure of interest returns on their websites is available [here](#).
- The IPC's Guideline 1 is available [here](#). Further information on open access information requirements for local government is available [here](#).
- For more information on these requirements contact the IPC at 1800 472 679 or by email to jpcinfo@ipc.nsw.gov.au.
- The Office of Local Government (OLG) has issued guidance on the completion of disclosure of interest returns which is available [here](#).
- For more information on these requirements, contact OLG's Council Governance Team by telephone on 4428 4100 or by email to olg@olg.nsw.gov.au.

Melanie Hawyes

Deputy Secretary, Crown Lands and Local Government

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| | |
|-----------------------------|--|
| Circular Details | 22-16 / 2 June 2022 / A821940 |
| Previous Circular | 21-15 |
| Who should read this | Councillors / General Managers / Council finance staff / Companion Animal Enforcement and Administration Officers |
| Contact | Program Delivery Team – (02) 4428 4100 or 1300 134 460 pets@olg.nsw.gov.au |
| Action required | Council to Implement |

Increases to companion animal fees for 2022/23

What's new or changing

- All registration and annual permit fees have been adjusted for 2022/23.
- The 2022-23 registration and permit fees effective from 1 July 2022 are prescribed below:

| Registration Category | New fee amount |
|--|----------------|
| Dog – Desexed (by relevant age) | \$69 |
| Dog – Desexed (by relevant age eligible pensioner) | \$29 |
| Dog – Desexed (sold by pound/shelter) | \$0 |
| Dog – Not Desexed or Desexed (after relevant age) | \$234 |
| Dog – Not Desexed (not recommended) | \$69 |
| Dog – Not Desexed (recognised breeder) | \$69 |
| Dog – Working | \$0 |
| Dog – Service of the State | \$0 |
| Assistance Animal | \$0 |
| Cat – Desexed or Not Desexed | \$59 |
| Cat – Eligible Pensioner | \$29 |
| Cat – Desexed (sold by pound/shelter) | \$0 |
| Cat – Not Desexed (not recommended) | \$59 |
| Cat – Not Desexed (recognised breeder) | \$59 |
| Registration late fee | \$19 |
| Annual permit category | New fee amount |
| Cat not desexed by four months of age | \$85 |
| Dangerous dog | \$206 |
| Restricted dog | \$206 |
| Permit late fee | \$19 |

- Councils must continue to register eligible pound/shelter animals through the NSW Companion Animals Register. Free registration for these animals does not mean that registration is not required. The established process of 'flagging' an animal as being purchased from an eligible pound/shelter is required to validate a free registration.

- When processing a registration for an eligible pensioner whose pet has been recommended by a vet to not undergo desexing (either temporarily or permanently), select the new "not desexed (not recommended – pensioner)" category. This will allow the eligible pensioner to claim the discounted registration.

Key points

- The *Companion Animals Regulation 2018* has been amended so that
 - cl.18(2)(a) sets the baseline registration fee for a dog at \$69; and
 - cl.18(2)(c) has been removed and replaced by a new clause under section 18(4) to prescribe that no registration fee is payable for a companion animal that is desexed and sold to the owner by a rehoming organisation.
- Clause 18(2)(b) is unchanged in that the registration fee for a cat would remain at \$10 less than the registration fee for a dog (\$69). However, to avoid doubt, a new clause prescribed as 18(6C) sets out the registration fee for a dog and cat at \$69 and \$59. The amounts include the CPI adjustment.
- The CPI adjusted registration fee for pensioners, the additional fee for a non-desexed dog, late fee and permit fees remain as per the notice (as outlined in the table above).
- The NSW Pet Registry will be updated to include the new fees for online registration and permit payments made by pet owners from 1 July 2022.
- Both the old and new fee structures will be maintained on the Companion Animals Register to allow councils to correct registration details for existing records and catch up on data entry backlogs (i.e. where fees have been receipted before 1 July 2022 but not entered on the Register).

Where to go for further information

- A list of registration categories, current fees and the new fees for 2022/23 is provided on the Office of Local Government's (OLG) website at www.olg.nsw.gov.au/public/dogs-cats/nsw-pet-registry/microchipping-and-registration.
- Information relating to the processing of registration fees is available in *Companion Animals Guideline 1 – Registration Agents*, available on OLG's website at www.olg.nsw.gov.au/councils/responsible-pet-ownership/nsw-pet-registry/the-cat-and-dog-register.



Ally Dench
Executive Director
Local Government



An Australian Government Initiative

26 May 2022

Cr Tim Horan
Mayor
Coonamble Shire Council
80 Castlereagh Street
Coonamble, NSW 2829

By email only: tim.horan@coonambleshire.nsw.gov.au

Dear Cr Horan,

Re: Integrated Team Care Program

Thank you for your correspondence of May 17, 2022, regarding the Marrabinya program and for your representation and concern for the health of your residents.

Indeed, the Marrabinya program operates as part of the existing Integrated Team Care (ITC) program provided by WNSW PHN, which is funded by the Australian Government.

To ensure that the ITC Program operates in alignment with the National Guidelines, a consultation process was undertaken from July 2021 to February 2022 to seek stakeholder and community feedback, insights, and ideas regarding the program. An external consultant supported us by conducting consultations with key stakeholders.

This consultation has contributed to the program model design that ensure services offered are based on specific community requirements, and all AMSs within the WNSW PHN region will be offered a direct contract to manage the delivery of service directly to their patients but will also have the option to contract other organisations to deliver the service on their behalf. This will ensure services for local people will be provided locally by the program.

In addition to this, WNSW PHN will be seeking providers across the region's two Regional Assembly boundaries (Murdi Paaki and Three Rivers) to also deliver this program to local patients. Tenders will be welcomed from all Aboriginal Health Organisations, including Maari Ma Health Aboriginal Corporation that operates the Marrabinya program.

We recognise and respect that the Marrabinya program has provided a very valuable service over many years. This new ITC model is in response to findings from the recent consultation process that found an opportunity for localised approaches to service delivery, and the reintroduction of care coordination as part of the program for patients.



The tender process is expected to be underway by the end of June 2022, with successful tenders expected to be announced in August 2022.

The new Integrated Team Care Program will then be fully transitioned into operation from the current services and be effective as of January 1, 2023, and awarded contracts will be in place until June 30, 2024.

The Marrabinya program's full funding has been extended until the end of December 2022 to ensure no disruption of services for patients and to allow for an effective and structured transition into the new program model.

Again, I thank you for contacting directly with your concerns.

If you have any further questions, please don't hesitate in contacting Anna Blackie, Portfolio Lead Chronic Disease on 1300 699 167 or via email at anna.blackie@wnswphn.org.au. I look forward to working with you and the Coonamble Shire Council to make this program, and others, a success for your residents.

Yours Sincerely,



Andrew Coe
Chief Executive Officer



10.4 REVIEW OF SOCIAL MEDIA POLICY

File Number: P15

Author: David Levick-Acting Manager Economic Development and Growth

Authoriser: Bruce Quarmby, Acting General Manager

Annexures: 1. Draft Social Media Policy (under separate cover)

PURPOSE

The purpose of this report is to provide Council with a reviewed Social Media Policy for consideration, incorporating the more extensive provisions of the Office of Local Government's Model Social Media Policy for NSW Local Governments.

BACKGROUND

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

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

The Policy is structured to clearly inform Councillors, members of staff, contractors, volunteers, those undertaking work experience with Council, delegates of Coonamble Shire Council and residents and ratepayers of the procedures and processes related to the appropriate use of social media.

The last formal review and adoption of Council's Social Media Policy occurred in 2021, pending the release of the Model Social Media Policy from the Office of Local Government. The draft Social Media Policy is attached for Council's consideration.

(a) Relevance to Integrated Planning and Reporting Framework

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

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

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

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

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

L1.4.4 Governance is open and transparent.

L1.4.5 Review of Council policies.

(b) Financial Considerations

There are no financial considerations related to this report.

COMMENTARY

This draft Social Media Policy has been developed from the Office of Local Government's Model Social Media Policy 2022, Coonamble Shire Council's previous Social Media Policies and current practice.

Social media has become an important tool in government and political discourse at the local level. In the context of NSW local government, social media has two primary functions:

- (a) it is used by Councils to interact and share information with their communities in a more widely accessible format and with greater immediacy.
- (b) it enables Councillors to promote their achievements and address their constituents directly about community issues and events in ways that either complement or bypass traditional news and print media.

However, Councils and Councillors are not immune from the challenges associated with social media, which can pose a significant risk both in a legal sense, and in terms of a Council's ability to operate in a unified and coordinated way. It is, therefore, vital that Councils have the right policy settings in place so that both Councils and Councillors can realise the full benefits of social media while mitigating risk.

Council currently maintains profiles on Facebook for Coonamble Shire Council, Coonamble Library, Gulargambone Youth Centre and Visit Coonamble (Council's tourism promotion profile name); on Instagram for Visit Coonamble; and on LinkedIn for Council's recruitment purposes.

(a) Governance/Policy Implications

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

(b) Legal Implications

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

(c) Social Implications

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

(d) Environmental Implications

There are no environmental implications directly associated to this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

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

CONCLUSION

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

RECOMMENDATION

- 1. That Council place the draft Social Media Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.**
- 2. That Council request the Acting Manager, Economic Development and Growth, to present a further report, together with all submissions received, to Council at the conclusion of the public exhibition and submission period for Council's further consideration and adoption of the Social Media Policy (with or without changes) at its July 2022 Ordinary Meeting.**
- 3. That, in the event of no submissions being received within the prescribed number of days, Council formally adopt the Social Media Policy, without any changes, as a policy of Council.**
- 4. That Council note the information contained in the 'House Rules', as appended to the draft Social Media Policy.**

10.5 COUNCILLOR FEES 2022/23 - LOCAL GOVERNMENT REMUNERATION

File Number: Councillors C-13

Author: Bruce Quarmby, Acting General Manager

Authoriser: Bruce Quarmby, Acting General Manager

Annexures:

1. **Circular 22-14 - Determination of the Local Government Remuneration Tribunal**
2. **Local Government Remuneration Tribunal Annual Report and Determination 2022 (under separate cover)**

PURPOSE

The purpose of this report is to inform Council of the determination of the Local Government Remuneration Tribunal regarding Councillor and Mayoral fees for 2022/23, in order for Council to adopt the fees for the 2022 / 23 financial year.

BACKGROUND

Under Section 241 of the *Local Government Act 1993*, the Local Government Remuneration Tribunal is to report to the Minister for Local Government by 1 May each year as to its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Council has since received advice that Local Government Remuneration Tribunal, has determined an increase of two percent (2%) to the Mayoral and Councillor fees for the 2022/23 financial year, with an effective date of 1 July 2022.

For Council's reference a copy of the determination and the circular advising Council of the determination has been attached as annexures to this report.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4 Governance is open and transparent.

(b) Financial Considerations

When preparing the 2022/23 Operational Plan, Councillor and Mayoral fees were budgeted to allow for both the two percent (2%) increase.

COMMENTARY

The Tribunal has determined that there will be a two percent (2%) increase in the setting of the minimum or maximum Mayoral and Councillor fees for the 2022/23 financial year. The following table outlines the determination from the Tribunal.

| Category | | Councillor/Member Annual Fee (\$) effective 1 July 2022 | | Mayor/Chairperson Additional Fee* (\$) effective 1 July 2022 | |
|---|-------------------------|---|---------|--|---------|
| | | Minimum | Maximum | Minimum | Maximum |
| General Purpose Councils - Metropolitan | Principal CBD | 28,750 | 42,170 | 175,930 | 231,500 |
| | Major CBD | 19,180 | 35,520 | 40,740 | 114,770 |
| | Metropolitan Large | 19,180 | 31,640 | 40,740 | 92,180 |
| | Metropolitan Medium | 14,380 | 26,840 | 30,550 | 71,300 |
| | Metropolitan Small | 9,560 | 21,100 | 20,370 | 46,010 |
| General Purpose Councils - Non-Metropolitan | Major Regional City | 19,180 | 33,330 | 40,740 | 103,840 |
| | Major Strategic Area | 19,180 | 33,330 | 40,740 | 103,840 |
| | Regional Strategic Area | 19,180 | 31,640 | 40,740 | 92,180 |
| | Regional Centre | 14,380 | 25,310 | 29,920 | 62,510 |
| | Regional Rural | 9,560 | 21,100 | 20,370 | 46,040 |
| | Rural | 9,560 | 12,650 | 10,180 | 27,600 |
| County Councils | Water | 1,900 | 10,550 | 4,080 | 17,330 |
| | Other | 1,900 | 6,300 | 4,080 | 11,510 |

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

Council currently pays Councillors an annual fee of \$10,888 and the Mayor an additional annual fee of \$20,661. These fees, as currently adopted, sit within the mid to upper range of fees payable for the Rural Council category, of which Coonamble Shire Council is currently classified.

A 2.0 % increase in these fees, as budgeted for in the 2022/23 Operational Plan, would increase the fees to the following amounts:

- Councillor annual fee of \$11,106.
- Mayoral annual fee of \$21,074, noting the payment of this fee is additional to the Councillor fee.

The increased fees as outlined above will remain in the approved range of fees for the Rural Council category, in which Coonamble Shire Council is currently classified.

(a) Governance/Policy Implications

Aside from the 2019/20 financial year it has been Council's practise in the past to adopt the increase in fees payable as recommended by the Tribunal. In doing so, it has maintained the payment of fees at a midpoint level within the Rural category.

Comment Acting General Manager: Councillors are expected to adhere to sound governance principles, exercise due diligence and care in their decision-making, digest significant amounts of information in order to make informed decisions and absorb considerable community pressure at times. It would be reasonable and appropriate for Councillors to take these factors into consideration when considering and adopting its fees for 2022/23.

(b) Legal Implications

A Council cannot fix a fee higher than the maximum amount determined by the Tribunal. If a Council does not fix a fee, the Council must pay the minimum fee determined by the Tribunal.

(c) Social Implications

There are no social implications directly attached to this report.

(d) Environmental Implications

There are no environmental implications directly attached to this report.

(e) Economic/Asset Management Implications

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

(f) Risk Implications

There are no risk implications directly attached to this report.

CONCLUSION

Aside from the 2019/20 financial year, it has been Council's practise in the past to adopt the increase in fees payable as recommended by the Tribunal. In doing so, it has maintained the payment of fees at a midpoint level within the Rural Council category. Council is not at liberty to set fees outside the Tribunal's determination.

Councillors are expected to adhere to sound governance principles, exercise due diligence and care in their decision-making, digest significant amounts of information in order to make informed decisions and absorb considerable community pressure at times. It is suggested that it would be appropriate for Councillors to take these factors into consideration when considering and adopting its fees for 2022/23.

RECOMMENDATION

That Council increases Councillor fees for the 2022/23 financial year by 2.0%, with effect from 1 July 2022, noting that the fees will be as follows:

- **Mayor: \$11,106 plus \$21,074 = \$32,180 per annum.**
- **Councillor: \$11,106 each per annum.**



| | |
|-----------------------------|---|
| Circular Details | Circular No 22-14/ 22 May 2022 / A817449 |
| Previous Circular | 21-06 – 2021/22 Determination of the Local Government Remuneration Tribunal |
| Who should read this | Councillors / General Managers |
| Contact | Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au |
| Action required | Council to Implement |

2022/23 Determination of the Local Government Remuneration Tribunal

What’s new or changing

- The Local Government Remuneration Tribunal has determined an increase of 2% to mayoral and councillor fees for the 2022-23 financial year, with effect from 1 July 2022.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every three years under section 239 of the *Local Government Act 1993*. The Tribunal last undertook a significant review of the categories as part of its 2020 determination and will next review these categories in 2023.
- The Tribunal found that the allocation of councils into the current categories continued to be appropriate having regard to the 2020 review, the current category model and criteria and the evidence put forward in the submissions received.

What this will mean for your council

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2022 based on the Tribunal’s determination for the 2022-23 financial year.

Key points

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

Where to go for further information

- The Tribunal’s report and determination is available [here](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



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Deputy Secretary, Crown Lands and Local Government

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Strengthening local government

10.6 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT**File Number: D5****Author: David Levick-Acting Manager Economic Development and Growth****Authoriser: Bruce Quarmby, Acting 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 or are funded through grant monies.

COMMENTARYGrants

Overview

| Status | This Month | Last Month | Year to Date |
|-------------------------------------|-------------------|-------------------|---------------------|
| Grant-funded projects completed | 1 | 3 | 14 |
| Grants to be acquitted | 5 | 8 | |
| Grants in progress | 15 | 17 | |
| Grant submissions awaiting decision | 5 | 5 | |
| Successful grant applications | 1 | 0 | 10 |

Detailed Status

| Grants completed and awaiting acquittal | Responsibility | Comment |
|---|----------------|---------|
| Coonamble Community Recycling Centre | ESM&C | |
| School Holiday Break Program | ESM&C | |
| Eat Street | ED&G | |
| Public Art at town entrances | ED&G | |
| Tooloon Street Pedestrian Crossing | INF | |

| Grants in progress | Responsibility | Comment |
|---|----------------|--|
| Coonamble Sports Ground Upgrades | C&S | Nearing completion. |
| Solar Power installation at Warrena Weir | C&S | Awaiting parts. |
| Quambone Park Toilet (LRCI 20-21) | C&S | Awaiting survey work for the DA |
| Gulargambone Youth Centre external upgrades | ESM&C | Final stages underway. |
| Restore Trooper Stables at Museum | ESM&C | Awaiting DA submission. |
| Riverside Caravan Park roadworks | ED&G | Ongoing |
| 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. |
| Museum Under the Bridge (storage) | ED&G | Purchasing underway. |
| Museum Under the Bridge (signage) | ED&G | Quotation stage. |
| Women's Change Rooms at Sportsground | ED&G | Design stage. |
| Walking Loop around Sportsground | ED&G | Design stage. |

Quambone Resources Committee facilitated a grant application under the Crown Reserves Improvement Fund, requesting funding of about \$168,000 for new exclusion fencing to be installed at Quambone Racecourse/Sportsground, along with the installation of a disability toilet and the reforming and re-sheeting of the roadway. A decision on this grant will be announced in November 2022.

Communications

The most frequently visited pages of the past month have been Road Conditions (603 visits), Employment (477 visits), Contacting Council (421 visits), Council meetings (373) livestreaming Council's March meeting (209 people) and the Visit Coonamble pages (209 visits).

Council continues to maintain its communication with the community through:

- 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.
- 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 May related to the notice of potential minor flooding of the Castlereagh River (with a reach to 1634 people) and notice that water meter readings were being taken (reaching 1000 people), with a further 10 posts attracting more than 500 hits.

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.

With a current following of just over 2,400 people on Facebook and a lessening in the rate of new followers each month, this would suggest we have potentially saturated our reach within our potential social media audience of people 14+ years of age. In the past 11 months (since July 2021), the number of followers has grown by 20%.

Social Media (Facebook) Summary

| Measure | This Month | Last Month | Year to Date |
|---------------------------------|------------|------------|--------------|
| Number of posts | 26 | 8 | 292 |
| Increase in number of followers | 14 | 30 | +513 |
| Total number of followers | 2,447 | 2,433 | |
| Reach | 5,225 | 16,557 | |

Tourism Promotion

@visitcoonamble social media pages continue to increase reach. Posts on the Visit Coonamble Facebook page reached over 8000 people over the last month. Page likes and followers increased by 68 people.

The most popular post on Facebook was then *Ultimate June Long Weekend Giveaway*.

This post reached 5200 people and had 255 engagements which means 255 people either liked, shared, commented, clicked to read the entire caption or stayed on the post for longer than 10 seconds. 373 people clicked on the post.

The audience on the Visit Coonamble Instagram page increased by 91 followers this month, with an increase of over 65% in content interactions (likes, comments, shares, and saves). A total number of 8,951 accounts were reached, with less than a quarter of that amount being followers – meaning that a much broader audience can see our posts regardless of follower size. The number of people following the Visit Coonamble Instagram is 903 people.

The most popular post on Instagram was images of people with horses advertising the Coonamble Rodeo & Campdraft. This post reached 953 people.

During March, @visitcoonamble social channels continued publishing stories which have experienced a steady increase. There is an average of about 200 people reached per post over the last month (including content engagement such as polls). Along with stories there were a few Reels posted on Instagram, which had a reach of over 3000 people per post.

The town maps (below) have been redesigned and ordered for delivery in time for the June long weekend. These will be distributed to local accommodation suppliers and available at the Information & Exhibition Centre and Two Eight Two Eight.

Visit Coonamble Town Maps

COONAMBLE

Map not to scale

| MAP LEGEND | |
|-----------------------|----------------|
| State Hwy | Library |
| Regional Road | Museum |
| Local Road (sealed) | Post Office |
| Local Road (unsealed) | Police Station |
| Subroad | Hospital |
| Waterbody | Fire Station |
| Wastebody | Funeral Home |
| | Art Gallery |
| | Supermarket |
| | State Park |

1. Justice Club 6. Shop 11. Tennis Courts 16. Public Show Room

2. Bowling Club 7. Veterinary 12. St. Bridget's School 17. High School

3. Showground 8. Post Office 13. Primary School 18. St. Paul's School

4. Public Hall & Theatre 9. Public Hall & Theatre 14. Town Hall & Courthouse 19. The School

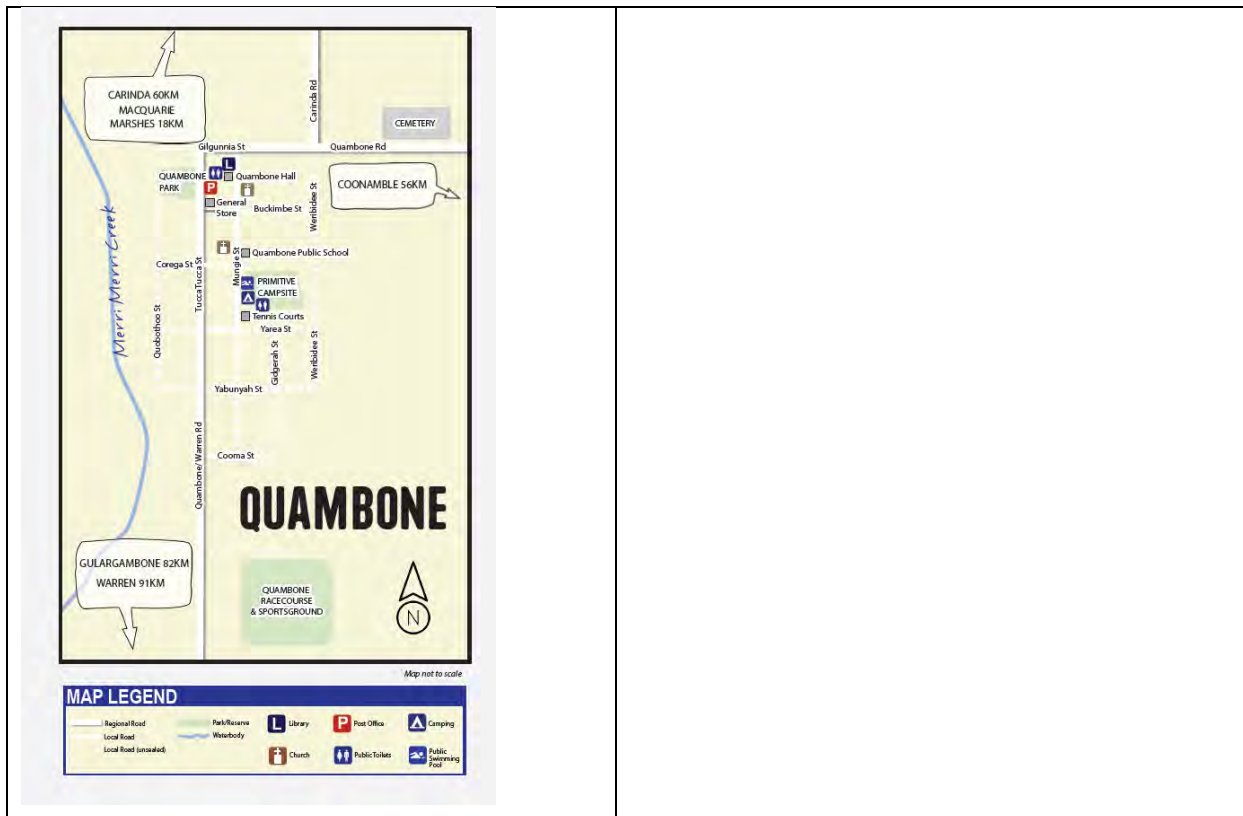
5. Council Office 10. Bowling Club 15. Police Station & Court House 20. Old Courthouse

Coonamble Information & Exhibition Centre
02 6827 1823 | www.visitcoonamble.com.au | @visitcoonamble

GULARGAMBONE

Map not to scale

| MAP LEGEND | |
|-----------------------|----------------------|
| State Hwy | Post Office |
| Regional Road | Church |
| Local Road (sealed) | Public Swimming Pool |
| Local Road (unsealed) | Information Centre |
| Waterbody | Library |
| Wastebody | Hospital |
| | Fire Station |
| | Funeral Home |
| | Supermarket |



Tourism Statistics

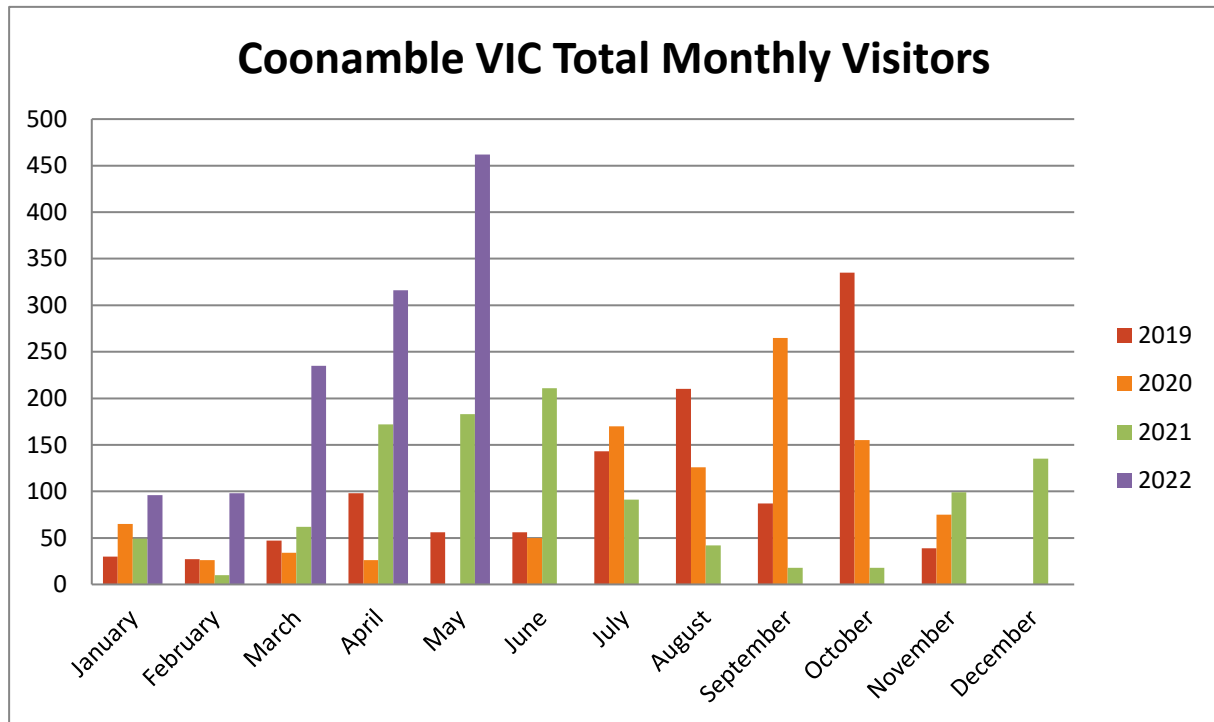
During May 2022, the Information and Exhibition Centre welcomed more visitors than ever before, with 462 people entering the centre, which included four tour buses.

A factor contributing to this increase was the installation at the kerbside entrance to the Smith Park carpark of three banner flags promoting the Information Centre being open.

The District Store continues to sell products by local artists, with visitors being directed to the individual suppliers for a wider range of goods to purchase as souvenirs.

The ‘School Bus’ sculpture, by Brian Campbell, continues to prove a significant attraction, with many visitors coming into the centre and commenting on the craftsmanship involved.

The centre has recently installed an EFTPOS machine, which should increase sales of District Store and the centre’s own souvenir merchandise.



Museum Under the Bridge

During May, the Museum welcomed 47 visitors.

Two (2) tour busses booked to view the Museum, including the Coonabarabran Seniors Group, who enjoyed exploring the Museum, followed by morning tea in the garden.

A grant application for \$3,000 for new Museum signage was successful. Another small grant is being used to enhance storage practices at the museum.



Events

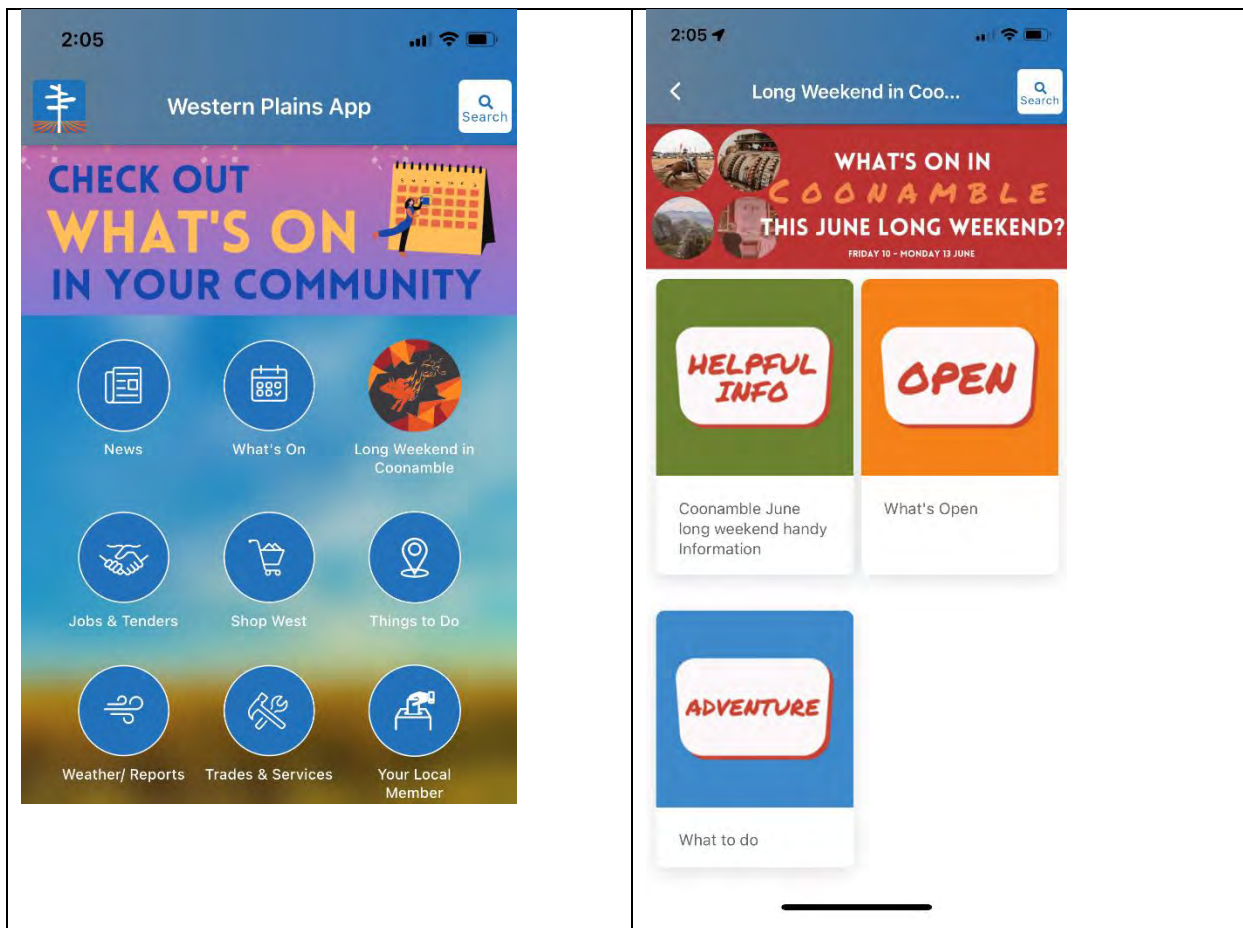
- COONAMBLE RODEO & CAMPDRAFT
 - the Tourism & Events officer met with the Rodeo & Campdraft Committee to discuss working with them on a joint social media giveaway. The giveaway launched on Tuesday 17 May and as this report was produced a week into the campaign the @visitcoonamble IG account had gained 52 new followers & FB gained 41 followers with over 600 entries into the competition. The prizes were generously donated by many sponsors including the rodeo committee themselves.

- To help with the promotion of the event, @visitcoonamble has collaborated with @visitdubbo to draw more interest to the event and help people plan day trips from Dubbo and surrounds for the Coonamble Rodeo & Campdraft. @visitdubbo have almost 3000 followers and has extended our reach enormously.
- We also engaged with the Western Plains App to create a *Long Weekend in Coonamble* button which went live Tuesday 24 May, that is visible to their almost 5000 subscribers to the app. Businesses in Coonamble, Gulargambone & Quambone were contacted to have their opening hours displayed within this button, including day trips and things to do and see around the Shire as well as places to stay and important information, including the Rodeo & Campdraft.
- The RV friendly site will be relocated from the Showground during the event to the Coonamble Sports Ground for the duration of the weekend.
- The Information & Exhibition Centre will be open over the weekend with the following times – Friday 8:30am – 5:00pm, Saturday 10:00am-3:00pm, Sunday 10:00am-3:00pm & Monday 10:00am-3:00pm.

@visitcoonamble & @coonamblerodeocampdraft Long Weekend Giveaway



Western Plains App – long weekend button



(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. Development of the Coonamble CBD and an Artesian Bathing Experience are initiatives to meet objectives of the Coonamble Shire Masterplan 2020 and the Economic Development Strategy 2021.

(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.

RECOMMENDATIONS

- 1. That Council note the contents of this report.**

10.7 RATES AND CHARGES COLLECTIONS - MAY 2022**File Number: Rates - General - R4****Author: Deborah Tatton, Finance and Procurement Manager****Authoriser: Bruce Quarmby, Acting 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 May 2022.

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

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

(b) Financial Considerations

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

| | 31 May 2022 | 31 May 2021 |
|---------------------------|-----------------------|-----------------------|
| Rates and Charges | \$1,528,816.94 | \$1,089,841.88 |
| Water & Sewer Consumption | \$392,342.86 | \$234,472.58 |
| Total | \$1,921,159.80 | \$1,324,314.46 |

COMMENTARY**Rates and Charges**

| | 31 May 2022 | 31 May 2021 |
|--|-----------------------|-----------------------|
| Rates and charges in arrears as at 30 June 2021 | \$905,674.57 | \$904,997.89 |
| Rates/charges levied & adjustments for 2021/2022 | \$7,212,652.86 | \$6,976,382.98 |
| Pension Concession | (\$107,988.61) | (\$109,278.83) |
| Amounts collected as at 30 April 2022 | (\$6,481,521.88) | (\$6,682,260.16) |
| Total Rates and Charges to be Collected | \$1,528,816.94 | \$1,089,841.88 |

The amount levied for rates and charges for 2021/22 includes the current year's annual rates and charges and any interest added since the date the rates notices were issued. The amount received as at 31 May 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 \$107,988.61; reducing the amount of income derived from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$48,594.87.

The rates and charges as at 31 May 2022 represents 18.83% of the total annual rates and charges levied and outstanding (compared with 13.83% on 31 May 2021).

Water and Sewer Consumption Charges

| | 31 May 2022 | 31 May 2021 |
|--|---------------------|---------------------|
| Water & Sewer Consumption Charges and arrears as at 30 June 2021 | \$401,325.23 | \$399,024.06 |
| Water & Sewer Consumption charges & adjustments 2021/22 year to date | \$651,331.79 | \$693,047.78 |
| Amounts collected as at 30 April 2022 | (\$660,314.16) | (\$857,599.26) |
| Total Water & Sewer Consumption Charges to be Collected | \$392,342.86 | \$234,472.58 |

The water and sewer consumption charges as at 31 May 2022 represents 37.27% of the total water consumption charges outstanding (compared to 21.47% on 31 May 2021). The main contributing factor to the variation between the respective outstanding percentage variation between the two financial years, is attributed to the delayed finalisation of the 3rd levy for used pays water in the 2021/22 Financial year.

(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. Further debt collection strategies are being implemented to follow up on outstanding debt between now and the end of June to reduce the amount of charges to be collected.

CONCLUSION

The rates and charges as at 31 May 2022 represent 18.83% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 13.83% on 31 May 2021). The water and sewer consumption charges as of 31 May 2022 represents 37.27% of the total water consumption charges outstanding from previous years (compared to 21.47% on 31 May 2021).

RECOMMENDATION

That Council notes the information provided in the report.

10.8 REVIEW OF PROCUREMENT POLICY AND DRAFT LOCAL PREFERENCE PURCHASING POLICY**File Number: Policies - P15****Author: Deborah Tatton, Finance and Procurement Manager****Authoriser: Bruce Quarmby, Acting General Manager****Annexures:**

1. **Sustainable Procurement and Contracts Policy - DRAFT (under separate cover)**
2. **Local Preference Purchasing Policy - DRAFT (under separate cover)**

PURPOSE

The purpose of this report is to provide Council with a reviewed Procurement Policy for consideration and adoption, and further to seek Council's approval to place the newly formatted draft Local Preference Purchasing Policy on public exhibition for 28 days to invite comments / submissions from the community.

BACKGROUND

For Council's information, a review has recently been undertaken of the entire Procurement Framework that has been in operation within Council. The focus of the review has been to simplify processes and policies, reduce risk whilst seeking to ensure the procurement practices of Council reflect a value for money and probity-driven service. To assist Council staff in completing this review, Council has engaged the services of ArcBlue to assess the current Procurement Policy and Procedures and templates within Council and to recommend improvements and efficiencies to the framework. ArcBlue have over 20 years' experience in the Local Government sector and have designed a range of programs including templates and training to assist Council to deliver sustainable, value for money outcomes through their procurement.

As part of the proposed implementation of the attached draft policies ArcBlue will be conducting a Councillor workshop on these policies following the conclusion of the June 2022 Council meeting.

(a) Relevance to Integrated Planning and Reporting Framework

L1.4.4 Governance is open and transparent.

L1.4.5 Review Council policies.

(b) Financial Considerations

Engaging the services of ArcBlue allows objective feedback for the current Procurement Framework at Council. This feedback will become the starting point to improve engagement with stakeholders and ensure legislative requirements are being upheld. Improving the internal processes and policies will allow for clarity when applying discounts to suppliers and ensure Council's decision when selecting a supplier covers not just value for money considerations but also environmental, social and sustainability practices.

Further, Council has submitted an application for LGP Procurement Grant. If successful, this grant will be used to support the ongoing development of the Procurement Framework at Council and provide training to staff.

The Annual report will provide details of all discounts exceeding \$5,000 to provide transparency of discounts applied.

COMMENTARY**PROCUREMENT POLICY**

The first step of the review has been to examine the current Procurement Policy. The current policy was found to be in-depth and included more procedural details, which in turn made it a lengthy document and difficult to read and understand.

In seeking to address this issue, ArcBlue provided Council with a standard Sustainable Procurement and Contracts Policy as part of their service. This Policy is assessed on a regular basis to ensure that all legislation is adhered to, and best practice is followed for the Local Government industry. Many Local Government Councils around New South Wales are adopting this Policy. The Policy provides an overview of the Council Procurement and Contract Framework and Principles that must be followed by all Council officers and representatives when purchasing goods and services and managing associated contracts.

The Policy focuses on outcomes instead of processes and aims to balance compliance with flexibility that delivers value for money, aligns with business needs, improves service delivery, and supports a competitive local economy. The major points of changes from our current policy include:

- Buying Thresholds – these have been adjusted to be in line with industry standards
- Sustainable Procurement inclusion – ensuring purchasing decisions are based on sound principles that maximise the benefit to the environment, society and meets community expectations
- Procedural commentary has been removed and will be shown in separate documents. This allows the policy to be user friendly, whilst allowing procedural changes to be made as required without the need to reassess the entire policy.

As the draft policy has undergone a significant review and to promote open and transparent governance, it would be prudent for Council to place the policy on public exhibition for 28 days and invite comment from the community.

By proposing to adopt the new draft Sustainable Procurement and Contract Policy, management has taken into consideration Council commitment to helping to build the local economy and has formulated for Council's consideration a draft Local Preference Purchasing Policy.

DRAFT LOCAL PREFERENCE PURCHASING POLICY

The Coonamble Shire Community strategic plan outlines Council's commitment to the local economy with the following statement/ goal

Coonamble Shire Council are focussed on helping to build the local economy and are committed to grow the reputation as an LGA of choice to live, work and invest.

In recognition of this commitment by Council, it is proposed that Council consider implementing a separate Policy focused on how it will support and encourage local business.

The draft Local Preference Purchasing Policy will identify the importance of local suppliers within the Coonamble Shire Council Local Government Area and the pivotal part they play in growing our local economy. The Policy recognises that "overall value-for-money" is about broader economic benefits to the area and not just the lowest price.

By implementing this Policy, the Council acknowledges that economic benefits flow to all local businesses where Council maximises opportunities for local suppliers to compete for Council's business on the basis of value-for-money. This Policy will identify the suppliers who will be eligible for discounts and allowances throughout the quotation and tender process.

For Local suppliers who respond to Council's Procurement Requests, Council will assess their response as if their total net cost bid was reduced by 10%. Therefore, when assessing the quote a 10% evaluation allowance will be applied.

For non-local suppliers who respond to Council's Procurement Requests if at least 25% of the net cost of their response or tender includes or is attributable to local content, Council will assess such response as if the total net cost attributable to local content were reduced by 10%. With discounts limited to a maximum of \$15,000.

To be eligible for either discount, suppliers must specifically detail and explain in their response to Council's Procurement Request the particular facts upon which they rely to establish their eligibility for the discount and must provide any evidence of such eligibility as reasonably required by the Council.

In the event that:

- the net costs bid by a local supplier and a non-local supplier are equal (after calculating any applicable discounts in accordance with this policy)
- both suppliers otherwise meet the criteria and requirements of the Procurement Request; and
- each supplier (and its goods and/or services) is otherwise regarded as being "equal", taking into account the non-price value-for-money considerations set out above,

Preference will be given to the local supplier.

To avoid doubt, normal processes of assessment of non-price considerations still apply, and this policy does not require that the lowest cost tender is necessarily successful. The purpose of this policy is to give preference to local suppliers (compared to non-local suppliers) where all else is equal.

As this is a new policy, the policy will be placed on public exhibition for 28 days and invite comment from the community.

(a) Governance/Policy Implications

Once adopted by Council, the revised Sustainable Procurement and Contracts Policy and the draft Local Preference Purchasing Policy will become policies of Council.

(b) Legal Implications

The procurement of goods and services by Council must comply with the provisions of the *Local Government Act 1993 (Section 55)* and the *Local Government (General) Regulation 2005 (Clauses 177 and 178)*.

(c) Social Implications

The revised Sustainable Procurement and Contracts Policy and the draft Local Preference Purchasing Policy Council's takes into consideration social implications.

(d) Environmental Implications

The revised Sustainable Procurement and Contracts Policy seeks to promote sustainable purchasing through the elimination of unnecessary inefficiency, waste, and expenditure.

(e) Economic/Asset Management Implications

The objective of the Local Preference Purchasing Policy is to achieve the best value for money in its procurement of goods and services, where possible giving preference to local suppliers, and non-local suppliers using local content, to support the Council's economic development.

(f) Risk Implications

Through the implementation of the control measures included in the draft Procurement Policy, Council is seeking to reduce / minimise its exposure to risks associated with its procurement processes.

CONCLUSION

Council's Procurement Policy has been reviewed and amended to become the Sustainable Procurement and Contracts Policy. This will ensure compliance with both legislative and operational requirements. The amendments to the policy have been designed to address both the shortcomings identified by ArcBlue Consultants and Council staff.

The objective of the Local Preference Purchasing Policy is to achieve the best value for money in its procurement of goods and services, where possible giving preference to local suppliers, and non-local suppliers using local content, to support the Council's economic development.

There is a clear duty of care to spend public funds responsibly, and in a way that protects, nurtures, and grows the environment and the economy and supports local businesses (including SMEs and minority owned), jobs and guards against modern slavery or any other unethical practices. Council will embrace its responsibility to not only ensure the environmental, social, and economic sustainability of our community at a local level, but to also contribute to the overall health of the planet.

RECOMMENDATION

- 1. That Council notes the information in this report.**
- 2. That Council places the draft Sustainable Procurement and Contracts Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.**
- 3. That Council places the draft Local Preference Purchasing Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.**
- 4. That, in the event of any submissions being received, that the Manager of Finance and Procurement 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 both draft Sustainable Procurement and Contracts Policy and the draft Local Preference Purchasing Policy (with or without changes) at its August 2022 Ordinary Meeting due to the compliance of the 28 day exhibition period the policy cannot be presented at the July 2022 Ordinary Meeting**
- 5. That, in the event of no submissions being received within the prescribed 28 days, Council formally adopts both draft Sustainable Procurement and Contracts Policy and the draft Local Preference Purchasing Policy without any changes as policies of Council.**

10.9 STATUS OF INVESTMENTS - 31 MAY 2022**File Number: Investments General - I5****Author: Saiful Islam, Finance Assistant****Authoriser: Bruce Quarmby, Acting General Manager****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.

INVESTMENTS REPORT TO COUNCIL - 31 May 2022

| Financial Institution | Invest Rating S&Ps | Investment Type/Maturity Date | Current Rate | Term | Amount (\$) |
|-----------------------------|--------------------|-------------------------------|--------------|----------|-------------------|
| Commonwealth Bank | A1+ | Term Deposit - 12/12/2022 | 2.30% | 210 Days | 3,000,000 |
| Commonwealth Bank | A1+ | Term Deposit - 22/08/2022 | 0.50% | 180 Days | 1,000,000 |
| Commonwealth Bank | A1+ | Term Deposit - 31/08/22 | 1.47% | 120 Days | 500,000 |
| Commonwealth Bank | A1+ | Term Deposit - 27/07/2022 | 1.27% | 90 Days | 1,000,000 |
| Commonwealth Bank | A1+ | Term Deposit - 7/11/2022 | 2.24% | 182 Days | 2,000,000 |
| Commonwealth Bank | A1+ | Term Deposit - 07/09/2022 | 1.77% | 121 Days | 1,500,000 |
| Commonwealth Bank | A1+ | Term Deposit - 19/09/2022 | 1.78% | 119 Days | 1,000,000 |
| Commonwealth Bank | A1+ | Online Saver Acc | 0.20% | | 1,500,000 |
| IMB - VRD | A2 | Term Deposit - 20/07/2022 | 0.89% | 93 Days | 1,000,000 |
| IMB - VRD | A2 | Term Deposit - 04/08/2022 | 0.67% | 91 Days | 1,000,000 |
| Bank of Queensland | A2 | Term Deposit - 28/11/2022 | 2.40% | 192 Days | 1,000,000 |
| Bank of Queensland | A2 | Term Deposit - 20/02/2023 | 2.80% | 276 Days | 1,000,000 |
| National Australia Bank | A1+ | Term Deposit - 08/08/2022 | 0.51% | 182 Days | 1,000,000 |
| National Australia Bank | A1+ | Term Deposit - 07/07/2022 | 0.75% | 90 Days | 500,000 |
| National Australia Bank | A1+ | Term Deposit - 27/07/2022 | 0.65% | 120 Days | 1,500,000 |
| National Australia Bank | A1+ | Term Deposit - 04/10/2022 | 1.10% | 183 Days | 1,500,000 |
| Westpac Banking Corporation | A1+ | Term Deposit - 10/03/2023 | 1.08% | 365 Days | 1,500,000 |
| Westpac Banking Corporation | A1+ | Term Deposit - 21/03/2023 | 1.20% | 365 Days | 1,000,000 |
| Westpac Banking Corporation | A1+ | Term Deposit - 23/09/2022 | 0.87% | 184 Days | 2,000,000 |
| Westpac Banking Corporation | A1+ | Term Deposit - 26/09/2022 | 0.98% | 185 Days | 2,000,000 |
| Westpac Banking Corporation | A1+ | Term Deposit - 04/10/2022 | 1.03% | 186 Days | 1,000,000 |
| Westpac Banking Corporation | A1+ | Term Deposit - 16/11/2022 | 2.15% | 184 Days | 2,000,000 |
| Westpac Banking Corporation | A1+ | Term Deposit - 19/12/2022 | 2.16% | 216 Days | 2,000,000 |
| Reliance C/U | Unrated | Term Deposit - 18/11/2022 | 0.40% | 184 Days | 250,000 |
| TOTAL | | | | | 31,750,000 |

| Financial Institution | Invest Rating S&Ps | % of Investment | Max per Investment Policy | Amount (\$) |
|-------------------------|--------------------|-----------------|---------------------------|---------------|
| Commonwealth Bank | A1+ | 36% | 40% | 11,500,000 |
| National Australia Bank | A1+ | 14% | 40% | 4,500,000 |
| Westpac Banking Corp | A1+ | 36% | 40% | 11,500,000 |
| IMB | A2 | 6% | 15% | 2,000,000 |
| BOQ | A2 | 6% | 15% | 2,000,000 |
| Reliance C/U | Unrated | 1% | 10% | 250,000 |
| | | | | \$ 31,750,000 |

| Rating | % of Investment | Policy | Amount |
|--------------------------|-----------------|--------|---------------|
| A1+ | 87% | 100% | 27,500,000 |
| A1 | 0% | 80% | - |
| A2 | 42% | 60% | 4,000,000 |
| Unrated | 1% | 30% | 250,000 |
| | | | \$ 31,750,000 |
| General Fund Investments | | | 24,673,307.01 |
| Sewerage Investment Fund | | | 2,638,136.75 |
| Water Investment Fund | | | 4,438,556.24 |
| | | | \$ 31,750,000 |

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

\$ 105,095

COMMENTARY

(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 31 May 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 SALEYARDS REPORT- 31 MAY 2022

- File Number:** S1
- Author:** Saiful Islam, Finance Assistant
- Authoriser:** Noreen Vu, Executive Leader - Environment, Strategic Planning and Community
- Annexures:**
1. Saleyard Report May 2022
 2. 30 May 2022 Saleyard Management Committee Minutes
 3. 2022 Signed Memorandum of Understanding between Coonamble Shire Council and the Coonamble Associated Agents
 4. 2022 Signed Joint Operating Protocol between Coonamble Shire Council and the Coonamble Associated Agents

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 May 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.

Saleyards Activities

The sale for 25 May 2022 was cancelled due to wet weather. Annexure 1 contains the Saleyard Monthly financial report.

Saleyard Management Committee

The Saleyard Management Committee met on 30 May 2022. The minutes to this meeting are attached (Annexure 2). In addition are the signed executed Memorandum of Understanding (MOU) between Coonamble Shire Council and the Coonamble Associated Agents (Annexure 3). The MOU is also supported with the Joint Operating Protocol (Annexure 4). Council staff would like to thank the Coonamble Associated Agents for their continued operation on executing this agreement and working more collaboratively into the future.

Council will note that at the 13 April 2022 Council Meeting, the idea of a communal kitchen and seating space was flagged with Council over the proposal to re-establish the canteen at the saleyards. This was discussed in detail at the Saleyard

Management Committee. Attendees were supportive of establishing a space that people could congregate and supported the idea of facilities that could allow the making of tea and coffee and some light refreshments being provided in the fridge.

Council staff will now seek quotes for a design and comeback to Council on the costings of the proposed project.

SALES

CATTLE: From 01.05.2022 to 31.05.2022

| Date | Type | Scale | Amount (\$) | VA | Amount (\$) | Total Cattle/ Sheep | Total Amount (\$) |
|------------|---------|-------|-------------|----|-------------|---------------------|-------------------|
| 25/05/2022 | Invoice | | - | | | | Cancelled |
| | | | | | | | |

SALEYARDS ACCOUNT 01/07/2021 - 31/05/2022

Saleyard Operations:

| | |
|----------------|------------------|
| Income | 83,458.00 |
| Expenditure | 89,764.52 |
| Deficit | -6,306.52 |

Truck wash:

| | |
|----------------|------------------|
| Income | 31,572.24 |
| Expenditure | 41,440.52 |
| Deficit | -9,868.28 |

Summary:

| | |
|----------------|-------------------|
| Income | 115,030.24 |
| Expenditure | 131,205.04 |
| Deficit | -16,174.80 |

Truck Wash

There is no further information to provide Council on the truck wash operations.

(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 was served a Show Cause Letter for EPA Licence 10694 on 12 April 2022. The monitoring data is now on Council’s website and Council staff have been speaking with the EPA. The EPA is likely to visit the site on 8 June 2022.

(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

- 1) That Council notes the information provided in this report.**
- 2) That the Acting General Manager arranges Council staff to undertake a request for quotation to provide a design and construct communal kitchen space at the Coonamble Regional Livestock Market to understand the costs associated with the concept.**
- 3) That Council staff confirms the budget shortfall for the project, noting the \$20,000 set aside for the canteen to be utilised as part of this project and provide costings to Council for agreement on its expenditure.**

ScreenName: Safeyards - Council report
 Data: General Ledger Data
 Filter: All
 Calendar: YTD for May 2021-22

Last Refreshed: Jun 03,
 Hide Zero: Off

| Account | Annual Amended Budget | Jul MTH Actuals | Aug MTH Actuals | Sep MTH Actuals | Oct MTH Actuals | Nov MTH Actuals | Dec MTH Actuals | Jan MTH Actuals | Feb MTH Actuals | Mar MTH Actuals | Apr MTH Actuals | May MTH Actuals | Jun MTH Actuals | YTD Actuals |
|---|-----------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| 5700-0002 - SALEYARDS | | | | | | | | | | | | | | |
| 05 - Revenue | | | | | | | | | | | | | | |
| 5700-1150 - Safeyards Fees & Charges - Casual | (4,000) | .00 | 0 | 0 | 0 | 0 | -843 | 0 | -997 | 0 | 0 | 0 | 0 | (1,840.37) |
| 5700-1152 - Safeyards Fees & Charges - Sale | (75,000) | -5,509.28 | 0 | -22,600 | -21,062 | -5,755 | 0 | 0 | -16,860 | -5,538 | -5,774 | 0 | 0 | (81,817.93) |
| 5700-1496 - Grnns - Safeyards Safety Upgrade | 0 | .00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | .00 |
| 05 - Revenue Total | (79,000) | -5,509.28 | 0 | -22,500 | -21,062 | -5,755 | -643 | 0 | -16,877 | -5,538 | -5,774 | 0 | 0 | (83,458.00) |
| 06 - Expenditure | | | | | | | | | | | | | | |
| 5700-2246 - Safeyards Insurances | 6,943 | 3,322.50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,322.50 |
| 5700-2256 - Safeyards Electricity Charges | 9,800 | -21.88 | 0 | 0 | 2,409 | 462 | 572 | 888 | 257 | 437 | 1,231 | 160 | 0 | 6,384.11 |
| 5700-2260 - Safeyards Telephone Expenses | 1,000 | 89.00 | 52 | 54 | 52 | 0 | -2 | 170 | 57 | 2 | 106 | 0 | 0 | 541.15 |
| 5700-2270 - Safeyards Rates & Charges | 11,000 | 5,049.40 | 202 | 247 | 10 | 0 | 0 | 0 | 1,542 | 62 | 1,508 | 60 | 0 | 8,879.60 |
| 5700-2330 - Safeyards Operating Expenses | 12,500 | 309.11 | 1,337 | 0 | 1,010 | 1,479 | 2,171 | 399 | 0 | 1,079 | 560 | 5 | 0 | 8,556.16 |
| 5700-2335 - Safeyards Operating Expenses No GST | 7,500 | -7.04 | 572 | 229 | 0 | 1,622 | 640 | 0 | 0 | 2,319 | 0 | 697 | 0 | 6,071.79 |
| 5700-2340 - Safeyards Maintenance Expenses | 70,000 | 249.53 | 12,787 | 9,285 | 4,899 | 7,474 | 980 | 247 | 3,349 | 3,019 | 1,357 | 1,006 | 0 | 46,222.99 |
| 5700-2925 - Safeyards Buildings Depreciation | 22,737 | .00 | 0 | 2,815 | 0 | 0 | 2,704 | 0 | 0 | 2,845 | 0 | 0 | 0 | 8,163.83 |
| 5700-2930 - Safeyards Facilities Depreciation | 6,543 | .00 | 0 | 660 | 0 | 0 | 686 | 0 | 0 | 671 | 0 | 0 | 0 | 2,042.52 |
| 06 - Expenditure Total | 149,017 | 8,942.64 | 14,950 | 13,316 | 8,180 | 11,037 | 7,731 | 1,684 | 5,205 | 11,134 | 4,768 | 2,818 | 0 | 89,764.52 |
| 5700-0002 - SALEYARDS Total | 70,017 | 3,433.36 | 14,950 | -9,184 | -12,882 | 5,282 | 7,088 | 1,684 | -11,472 | 5,596 | -1,006 | 2,818 | 0 | 6,305.52 |
| 5750-0002 - TRUCKWASH | | | | | | | | | | | | | | |
| 05 - Revenue | | | | | | | | | | | | | | |
| 5750-1150 - Truck Wash User Fees | (30,500) | -4,734.38 | -5,956 | 0 | -5,858 | -3,472 | -45 | -4,789 | -813 | -2,745 | 0 | -3,159 | 0 | (31,572.24) |
| 05 - Revenue Total | (30,500) | -4,734.38 | -5,956 | 0 | -5,858 | -3,472 | -45 | -4,789 | -813 | -2,745 | 0 | -3,159 | 0 | (31,572.24) |
| 06 - Expenditure | | | | | | | | | | | | | | |
| 5750-2246 - Truckwash Insurance | 120 | 60.67 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 60.67 |
| 5750-2256 - Truck Wash Electricity Charges | 4,200 | -7.55 | 91 | 90 | 790 | 85 | 94 | 715 | 82 | 76 | 497 | 106 | 0 | 2,898.84 |
| 5750-2260 - Truck Wash Telephone Expenses | 0 | .00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | .00 |
| 5750-2270 - Truckwash Rates & User Charges | 15,000 | .00 | 0 | 2,523 | 141 | 0 | 0 | 0 | 4,177 | 167 | 3,718 | 149 | 0 | 11,871.93 |
| 5750-2340 - Truck Wash Mntce & Repairs | 15,000 | 117.40 | 7,464 | 655 | 1,496 | 4,096 | 2,846 | 208 | 211 | 167 | 1,036 | 0 | 0 | 19,155.94 |
| 5750-2930 - Depn - Other Structures | 9,839 | .00 | 0 | 2,800 | 0 | 0 | 2,800 | 0 | 0 | 2,543 | 0 | 0 | 0 | 7,743.28 |
| 06 - Expenditure Total | 45,119 | 170.52 | 7,545 | 6,895 | 2,417 | 5,001 | 5,540 | 921 | 4,470 | 2,895 | 5,251 | 255 | 0 | 41,440.52 |
| 5750-0002 - TRUCKWASH Total | 14,619 | -4,563.86 | 1,589 | 6,895 | -3,441 | 1,609 | 5,495 | -3,868 | 3,657 | 150 | 5,251 | -2,904 | 0 | 9,668.28 |
| Total | 84,636 | -1,130.50 | 16,539 | -2,289 | -16,323 | 6,891 | 12,583 | -2,184 | -7,815 | 5,746 | 4,245 | -86 | 0 | 16,174.80 |



MINUTES OF SALEYARDS COMMITTEE MEETING

Held at Coonamble Council Chambers on the 30th of May 2022 at 10.00am.

Meeting opened at 10.05 with a welcome to all from Noreen Vu from Coonamble Shire Council.

Present: Noreen Vu – Executive Leader, Environment, Strategic Planning & Community

Bruce Quarmby – Acting General Manager, Executive Leader Corporate & Sustainability

Steve Colwell – Halcroft and Bennett

David Thompson – Halcroft and Bennett

Barbara Deans – Councillor for Coonamble Shire Council

Patrick Cullen – Councillor for Coonamble Shire Council

Peter O'Connor – AJF Brien & Co.

Ricky Looten – AJF Brien & Co.

Teala Stephens – Compliance & Support Officer

Apologies: Robert Tosh – Regulatory Officer

Declarations: Cr Barbara Deans declared that Mr Ricky Looten is Cr Barbara Deans' son-in-law.

Noreen Vu – Opened discussions informing the committee of her resignation from Coonamble Shire Council, reassuring the committee that the plan of Council is to continue these meetings twice a year, and still to aim to hold one meeting per year at the sale yard.

Memorandum of Understanding & Joint Operation Protocol:

Noreen Vu – Reported to the committee that these two documents have been circulated to the committee members for final comment on tracked changes – if no objections then aim to sign them off today.

Committee in agreement.

EPA Update:

Noreen Vu – EPA had been in contact with Council as Council had been non-compliant with data uploading, this was a miscommunication within the EPA as Noreen had been analysing data to ensure accuracy and this has now been uploaded in line with EPA's requirements.

The EPA are planning a visit to Coonamble on June 8th 2022 to review all license locations in the Shire, including the Saleyards, this will involve testing of the effluent drainage and disposal system at multiple points. It was stated that the EPA were not the lead agency to assess animal welfare.



Proposed EPA visit falls on a sale day – committee in agreeance to go ahead with sale as planned.

Sales agents identified that it might be pertinent to address mud in the “Cockatoo Ring” as a matter of priority prior to EPA visit.

Ricky Looten – for maintenance requests could a white board be placed in the office for all agents to note maintenance needed when they notice it

- **Action 1:** Council to organise a whiteboard for the Saleyard office for maintenance requests / date / requesting person to write on.
- **Action 2:** Council to investigate logistics of mud clean out and gravel to be laid at “Cockatoo Ring” lead up to yards prior to next sale/EPA visit.

Canteen:

Noreen Vu – budget for renovations \$20k suggested a common room type make over rather than a renovation for an industrial kitchen that would be needed to meet regulatory food handling requirements. Suggested continued use of fridges already present, ordering in of catered sandwiches etc., and a coffee pod machine and tea making purchases.

Sales agents – all agreed the biggest priority is to remove as many people as possible from the scale room as that room needs to be quiet and free of distraction. As such in agreeance as to the proposed renovation to be for a common room space for tea, coffee & light refreshments as well as comfortable chairs and tables for balancing of books and other paperwork. Happy to use tables in existence in the space.

- **Action 3:** quotes need to be gained for this refurbishment.

Sheep Yards:

Patrick Cullen – asked the question of whether the sheep yards will ever be used again?

This was discussed and further investigation on establishing a viable service again will require strategic planning and input.

Committee thanked Noreen for all her hard work and involvement with the Saleyard Committee.

Meeting closed at 10.45 am.



MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereafter "Memorandum" or "MOU") is dated

30 May 2022

BETWEEN

Coonamble Shire Council

ABN:

of the following address:

80 Castlereagh Street, Coonamble, NSW

AND

Coonamble Associated Agents Pty Ltd

of the following address:

C/o Post Office Box 437 Coonamble NSW 2829

(referred to herein as "Parties" or individually as "Party")

This Memorandum is contemplated by s. 355(b) of the *Local Government Act 1993*

FOR

The Saleyards Management Committee



BACKGROUND

1. The Coonamble Saleyard located at 79 Railway Street, Coonamble is an important part of the Coonamble Shire's rich agricultural economy. The facility is owned by Coonamble Shire Council with operation and maintenance carried out by Council staff prior to the sale and Council staff providing some operational services during a sale.
2. The relationship between Coonamble Associated Agents and Coonamble Shire Council is one that has evolved over time given the recent years of drought and a changing sale market. The competing priorities that Council must manage and its function under the *Local Government Act 1993*, has seen a significant scale back of resources which has been in contravention to certain expectations of those utilizing the Saleyards.
3. In moving forward, and acknowledging the challenges faced by both parties, the Parties are interested in working together in connection with the Purpose which is described in this Memorandum.
4. This Memorandum sets out the initial relationship between the Parties as well as the respective rights and responsibilities of each Party.

PURPOSE

5. Coonamble Shire Council and the Coonamble Associated Agents are committed to maintaining a positive and cooperative working relationship.
6. The Parties are committed, where practicable to work collaboratively to deliver a productive and safe Coonamble Regional Livestock Market Saleyards (hereafter "Saleyards").

NON-BINDING MEMORANDUM

7. As part of the parties' mutual commitment, Coonamble Shire Council and Coonamble Associated Agents will act in accordance with the spirit and intent of this MOU, even though neither party intends it to be legally binding.
8. Both parties acknowledge that the MoU does not diminish either party's ability to make independent policy decisions.

GOALS AND OBJECTIVES

9. Each party agrees to reach out and engage with the other party in raising any ideas and issues in a respectful manner.
10. Both parties work towards continual improvement and working towards alignment in planning and regulatory compliance of the Saleyards.
11. Both parties agree to provide a forum for cooperation and resource sharing.
12. Each party understands that the memorandum is focused on the communication and the

COONAMBLE
SHIRE COUNCIL

relationship management between both parties and does not preclude the need to follow and comply with any work, health and safety legislation, environmental management legislation and saleyards management plan actions.

13. Each party acknowledges that the Coonamble Regional Livestock Market is a licenced facility under the *Protection of the Environment Operations Act 1997* for a Scheduled Activity of Livestock Intensive Activities (EPA Licence 10694) and commits to operating within the conditions of the licence.

SCOPE

14. This MoU applies to the Coonamble Saleyards located at 79 Railway Street, Coonamble.

REPORTING

15. Council is responsible for reporting on the evaluation of the effectiveness and adherence to the agreement with an annual statement to be provided by the month of June of each financial year to both parties.
16. The annual statement will provide an overview of the Council budget, but this is shared as information only and does not give the Coonamble Associated Agents delegation for the expenditure.

FUNDING

17. The Memorandum is not a commitment of funding from Council.

FEES AND CHARGES

18. Both parties acknowledge that the MoU does not diminish either party's ability to make independent decisions based on fees and charges.

DURATION

19. This Memorandum is effective for five (5) years from the date it is signed. This MOU is at-will and may be modified by mutual consent of authorised officials from the contact party information. This MOU will remain in effect until modified or terminated by one of the parties by mutual consent. In the absence of mutual agreement by the authorized officials from the contact list, this MOU shall end after five (5) years.

RELATIONSHIP WITH OTHER DOCUMENTS

20. Notwithstanding the need to comply with relevant legislation and regulation, both parties agree to comply with the **Coonamble Saleyards Operating Protocol**. This joint operating protocol is like a standard operating protocol and steps out procedures for the purposes of quality control and quality assurance for the two parties working in a co-located environment.
21. The Coonamble Saleyards Operating Protocol should be read in conjunction with this memorandum.

COONAMBLE
SHIRE COUNCIL

CONTACT INFORMATION

| | |
|------------------------------|---|
| Party Name: | Mr Steve Colwell |
| Party Representative: | Chair of the Coonamble Associated Agents Pty Ltd* |
| Address: | C/o Halcroft and Bennett 77 Castlereagh Street Coonamble NSW 2829 |
| Telephone: | 0428 480 117 |
| Email: | gular@halcroftandbennett.net.au |

*Note the position of Chair of the Coonamble Saleyards Agent is the authorised official able to modify the MOU by mutual consent on behalf of the Coonamble Saleyards Agent


| | |
|------------------------------|--|
| Party Name: | Bruce Quarmby |
| Party Representative: | Ag General Manager Coonamble Shire Council |
| Address: | Coonamble Shire Council 80 Castlereagh Street Coonamble NSW 2829 |
| Telephone: | (02) 6827 1900 |
| Email: | council@coonambleshire.nsw.gov.au |


 Date: _____
(Party signature)

 Date: _____
(Witness signature)

Peter O'Connor
Chair of the Coonamble Saleyards Agents

[name]
Member of Coonamble Saleyards Agents

 Date: _____
(Party signature)
Bruce Quarmby
Ag General Manager
Coonamble Shire Council

 Date: _____
(Witness signature)
Noreen Vu
Executive Leader Environment, Strategic
Planning and Community
Coonamble Shire Council



VERSION CONTROL

| | | |
|---|-----------------------|--|
| Title: Memorandum of Understanding Between Coonamble Shire Council and Coonamble Associated Agents | | |
| Department: Environmental Services | | |
| Version | Date | Author |
| 0.1 | 14 May 2021 | Executive Leader Environment, Strategic Planning and Community |
| 0.2 | 22 June 2021 | Executive Leader Environment, Strategic Planning and Community |
| 0.3 | 19 May 2022 | Executive Leader Environment, Strategic Planning and Community |
| 1.0 | 30 May 2022 | Signed by both parties |
| This MoU may be amended or revoked at any time and must be reviewed every 12 months since its adoption. The Executive Leader of Environment, Strategic Planning and Community will be responsible for the review. Review of this MoU will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines. | | |
| Review Date: | | |
| Amendments in the release: Additions and changes to reflect current operating environment | | |
| Section Title | Section Number | Amendment History |
| | | |
| Annexure Attached: | | |
| | | |
| Bruce Quarmby A/g General Manager | | |



COONAMBLE SALEYARD JOINT
OPERATING PROTOCOL

COONAMBLE SALEYARDS JOINT OPERATING PROTOCOL

COONAMBLE
SHIRE COUNCIL

PARTIES:

BETWEEN

Coonamble Shire Council
of the following address:

80 Castlereagh Street, Coonamble, NSW

AND

Coonamble Associated Agents Pty Ltd
of the following address:

C/o Post Office Box 437 Coonamble NSW 2829

(referred to herein as "Parties" or individually as "Party")

ITEM 1. Representatives

Coonamble Shire Council

Bruce Quarmby
A/g General Manager
Coonamble Shire Council

Coonamble Associated Agents

Steve Colwell
Chair Coonamble Associated Agents Group

DATE OF THIS OPERATING PROTOCOL

S. J. Colwell Date: _____
(Party signature)

[Signature] Date: _____
(Witness signature)

Steve Colwell
Chair of the Coonamble Associated Agents

[name]
Member of Coonamble Associated Agents

[Signature] Date: _____
(Party signature)
Bruce Quarmby
A/g General Manager
Coonamble Shire Council

[Signature] Date: _____
(Witness signature)
Noreen Vu
Executive Leader Environment, Strategic
Planning and Community
Coonamble Shire Council

| | | | | | |
|-------------------|-----------------------------------|---------------------------------|--------------------------------|---------------------------------|----------|
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1. OVERVIEW

1.1 BACKGROUND

1. Coonamble Shire Council and the Coonamble Associated Agents entered a **Memorandum of Understanding** on [insert date].
2. The Coonamble Saleyards located at 79 Railway Street, Coonamble also identified as Lot 4 DP 812409 is an important part of the Coonamble Shire's rich agricultural economy. The facility is owned by Coonamble Shire Council with operation and maintenance carried out by Council staff prior to the sale and Council staff providing some operational services during a sale.
3. The relationship between Coonamble Associated Agents and Coonamble Shire Council is one that has evolved over time given the recent years of drought and a changing sale market. The competing priorities that Council must manage and its function under the *Local Government Act 1993*, has seen a significant scale back of resources which has been in contravention to certain expectations of those utilizing the Saleyards.
4. In moving forward, and acknowledging the challenges faced by both parties, the Parties are interested in working together in connection with the Purpose and Goals and Objectives outlined in the Memorandum.
5. The **Coonamble Saleyards Joint Operating Protocol** ("the Operating Protocol") outlines the operational procedures required for both parties to operate responsibly. The Operating Protocol is centered on providing process on the working relationship between both parties and providing the right avenues on managing expectations. This is not a work, health and safety manual or asset management plan despite touching on certain safety elements and asset maintenance.
6. The Operating Protocol is a procedural document that sits outside of the Memorandum of Understanding and the two documents should be read in conjunction with each other.

1.2 OBLIGATIONS

7. Coonamble Shire Council and the Coonamble Associated Agents have certain obligations regarding work, health and safety legislation, environmental management legislation and other such legislation that is not mentioned in the Memorandum or the Operating Protocol.
8. Neither the Memorandum or the Operating Protocol negates the need to comply with relevant legislation and regulation.
9. Coonamble Shire Council has the obligation to ensure safe and reliable operations of the Coonamble Saleyards for Council Staff, the Coonamble Associated Agents, buyers, and visitors to the site.
10. The Coonamble Associated Agents have an obligation to ensure the safe and reliable

| | | | | | |
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operations from a user group perspective.

11. The Environment Protection Authority (EPA) has issued the Environment Protection Licence 10694 for the Coonamble Regional Livestock Market. Each party acknowledges that the Coonamble Regional Livestock Market is a licenced facility under the *Protection of the Environment Operations Act 1997* for a Scheduled Activity of Livestock Intensive Activities (EPA Licence 10694) and commits to operating within the conditions of the licence. To support compliance with provisions of the EPA Licence, Council has a Pollution Incident Response Management Plan (PIRMP) that is separate to this Operating Protocol.

1.3 SCOPE OF THE OPERATING PROTOCOL

12. The Operating Protocol is intended to provide a resource to assist Council Staff and the Coonamble Associated Agents in working in a joint work environment and ensure a risk management approach is adopted and documented.

13. The document does not, and is not intended to, displace the lawful rights or obligations of either party in relation to their respective works.

14. The Operating Protocol sets out:

- the roles and responsibilities between both parties and others that interact with the site,
- the operation and maintenance activities including working in a co-located environment,
- governance structure,
- the communication protocol, and
- the relationship with other documents.

1.4 DURATION AND VARIATION

15. This operating protocol commences upon execution by both parties. Either Party may vary or terminate this operating protocol at any given time if required or permitted by law otherwise this operating protocol may only be varied by written agreement of the parties.

16. The Operating Protocol should be reviewed and updated every 12 months.

1.5 TERMINOLOGY

17. In this Operating Protocol the following terms are used:

Saleyards Operator refers to the body responsible for the organisation and operation of the saleyards facility– Coonamble Shire Council.

Contractors are persons or legal entities engaged by the Saleyard Operator.

Saleyards Manager refers to the person with the responsibility for the day-to-day management of the facilities and operations. At present, Council does not have a fulltime equivalent position dedicated as the Saleyards Manager and Council’s Regulatory Officer

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provides the overseer management. The contact phone is on call 24 hours a day. This position will be rotated with different personnel, depending on the circumstances and other competing priorities that Council may have with staffing arrangements.

Employees unless specified, means a person employed by Coonamble Shire Council.

Coonamble Associated Agents refers to persons and parties who are engaged in the buying or selling of animals.

Transport Operators refers to persons or parties involved in the delivery or collection of animals.

1.6 ROLES AND RESPONSIBILITIES

1.6.1 SALEYARDS OPERATOR RESPONSIBILITY

- 18. Coonamble Shire Council has corporate responsibility for the activities undertaken on behalf of the Operator. As the employer it is important that the Council is aware of its corporate responsibilities about ensuring a safe workplace for its employees and users.
- 19. Council's management is responsible for ensuring there is a system in place to ensure risk management procedures are observed at the saleyards as well as other corporate responsibilities to comply with relevant legislation.
- 20. Council staff have the role in providing maintenance activities prior to a sale day within the confines of other competing priorities.
- 21. Council staff also has a joint operational role to undertake on sale day.

SALEYARDS MANAGER'S RESPONSIBILITY

- 22. The Saleyards Manager is the key point of contact for the maintenance activities and operational activities. The Saleyards Manager is responsible for ensuring operational compliance to the corporate responsibilities and systems are put in place by the Council.
- 23. The Saleyards Manager is responsible for Council Staff/employees in carrying out their functions in a safe manner.
- 24. The Saleyard Manager is the main point of contact for the Saleyards.
- 25. The Saleyards Manager is responsible for third party users of the Saleyards to ensure they follow safe working procedures of the facility, however practices within their own safe system of work are solely the Agent's responsibility.

AGENTS/THIRD PARTY USERS

- 26. The Agents acknowledge that they must comply with their safe working procedures and the safe working procedures of the facility. The Agents are responsible for the following but not limited to:

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- Recognising the unique contribution, they make as part of the joint working environment to ensuring a safe workplace.
- Being aware of the foreseeable hazard which the activity could present and to take all reasonable steps to eliminate or control the risks.
 - Acknowledging the responsibility they have in supervising the staff under their direction to work in a safe manner.
 - Be committed to enforcing the risk management procedures.
- Identify any breach of procedures which could prejudice the health and safety of persons at the saleyards.

VISITORS

27. Visitors are not employees of the Saleyards or the Agents, nevertheless, the Saleyards Manager recognizes that there is a duty to ensure visitors are not placed at risk and vice versa.

28. Visitors must follow the safety procedures set out on the site.

29. Under no circumstances can children under 12 visit the site.

DOGS AT THE SALEYARDS

30. Council recognises the importance of working dogs at the saleyards however requests that Agents/Third Party users that dogs must be under effective control always and restrained.

31. It is not appropriate to bring a dog that has been declared as a menacing dog or dangerous dog under the *Companion Animals Act 1998* to the Saleyards.

ANIMAL WELFARE

32. Animal welfare is fundamental to the operations of the saleyards and has implications for the personnel involved in the safe handling. Reference should be made to the National Saleyards Quality Assurance Scheme on the benchmarking for quality assurance in the saleyards to ensure compliance for animal welfare.

2. OPERATION AND MAINTENANCE

2.1 MAINTENANCE ACTIVITIES

33. Council is responsible for the maintenance activities for the saleyards. The budget for maintenance activities can be found in Council's annual budget. In extra-ordinary and urgent circumstances (e.g. where significant safety risks have been identified), Council can vote to have funds moved to fund any additional maintenance activities.

34. Both Parties acknowledge that Council has a large diverse range of works and activities that are competing priorities within a limited budget. The subject of renewal at the Saleyards cannot be funded within the current budgetary environment. Both Parties acknowledge that Council can only undertake as much work within the limitations of its resources and that this Operating Protocol will assist in the escalation of issues to ensure a basic level of service.

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- 35. A basic level of service will be set out in Council's Saleyards Asset Management Plan which is currently undergoing development.
- 36. In the absence of a plan and in the interim, Council's maintenance role is outlined below:
 - Prior inspection to check the functionality of certain assets such as troughs, gates, drains, crush, scale room, ramps etc.
 - Undertake or organise maintenance repairs where necessary.
 - Cleaning of troughs and main drains are unblocked.
 - Cleaning of scale room.
 - Cleaning of office facility.
 - General yard maintenance such as mowing and weed management.
- 37. Both Parties acknowledge that the level of service is an ongoing work in progress and Coonamble Associated Agents should provide constructive feedback to assist Council staff in the ongoing maintenance.
- 38. Maintenance issues sighted by the Coonamble Associated Agents or Third Party should be provided directly to the Council's Regulatory Officer's email or phone number with the Executive Leader, Environment, Strategic Planning and Community copied in.
- 39. The Coonamble Associated Agents acknowledge that it is unacceptable and inappropriate to request maintenance services or highlight issues to other Councillors or other Council staff (unless logging an enquiry through at the Council front counter) without firstly contacting the main contacting points identified in this protocol. The Coonamble Associated Agents acknowledge that in directing enquiries to the dedicated resources will ensure Council staff can effectively deal with the issue.
- 40. The Coonamble Associated Agents should inform the main points of contact as soon as reasonably possible.
- 41. Refer to section 4 on the communication channels which also include escalation points if necessary.
- 42. In addition to the above statement, Council must maintain EPA Licence 10694. The anniversary date of this licence is 1 September of every year and for the livestock intensive activities of >25000 to 60000 T accommodated. Maintenance and monitoring points are Council's responsibility and under the licence there are four monitoring points.

2.2 OPERATIONAL ACTIVITIES

- 43. Council Officers will be provided on the day of the sale. This will include a:
 - designated Officer for the Scale Room,
 - designated Officer on the sale day to undertake sign in and general operational activities that pop up on the day.
- 44. Both Parties acknowledge that a Council Officer is provided for the penciling during the sale however should there be more than one sale a month, this resource will not be able

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to be provided due to Council's other competing priorities.

- 45. The Coonamble Associated Agents will ensure the number of head is below 1,000 head per sale to comply with the EPA Licence 10694.
- 46. The number of tags will be provided from Council to the facility prior to the sale. If the planned number is below 1,000 head, this avoids the need for Council Officers being called out to provide emergency tags after hours.
- 47. Urgent unplanned and emergency works may be required during the operational sale. Council Officers will attempt to undertake any repairs if deemed safe to do so, however if works require technical expertise, this will be outsourced and the area isolated where possible. The outsourcing will be dependent on the supplier's availability to undertake the works.
- 48. In certain circumstances, animals are unable to be immediately removed from the site following a sale and animals may be left at the yards for a short period of time. This is to be immediately notified to Council's Regulatory Officer who will inform the Executive Leader Environment, Strategic Planning and Community of the situation.
- 49. Both Parties accept that in these circumstances where animals are left behind, it is the responsibility of the Duty Agent to tend to the animals (water and feed) daily until they are removed.
- 50. In certain circumstances, Council's licenced officer will be required to euthanise an animal due to concerns of its welfare.

2.3 PLANNING FOR A SCHEDULE

- 51. Council acknowledges the difficulties of the current market and the industry's susceptibility to drought however requests that in signing this Operational Protocol, both parties work towards a set schedule discussed at each bi-annual meeting. This will allow Council to program the Council staff member's maintenance program, operational activities, and leave.
- 52. In the interim, the Coonamble Associated Agents commits to providing Council a minimum of two weeks' notice prior to a sale.

2.4 WORKING IN A CO-LOCATED ENVIRONMENT

- 53. Each Party acknowledges that working together in a co-located environment during abnormal system conditions, for example but not limited to unpredictable animals and potential infrastructure failure, presents a risk. Abnormal system conditions are beyond each parties' reasonable control and each party accept no liability whatsoever however arising from or because of abnormal system conditions.
- 54. Each Party acknowledges they are responsible for ensuring the safety of their own workers whilst working in the co-located environment.
- 55. Each Party acknowledges and accepts that they have obligations regarding work, health

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and safety legislation, environmental management legislation and other such legislation that is not mentioned in the Memorandum or the Operating Protocol.

- 56. In moving forward and as an opportunity for adhering to the healthy practice of continuous improvement, Council requires Stockyards Agents to provide a work, health and safety management plan for their records within three months of the signing of this Operational Protocol.
- 57. The Agents will provide Council with their annual updated work, health and safety management plans and proof of insurance documentation to ensure that healthy due diligence, duty of care and risk management approaches are complied with.

2.5 DATA PROVISION

- 58. The Coonamble Associated Agents must provide to Council information on the total number of head within two days of each sale.

3. GOVERNANCE

3.1 SALEYARDS COMMITTEE MEETINGS

- 59. The Saleyards Committee Meetings will meet bi-annually to discuss ongoing collaboration, operating protocol performance and other issues. This does not preclude the need to convene additional meetings if required.
- 60. The proposed meetings will occur prior to sale season (end of August/early September) and consist of a site walkthrough with both parties and another meeting at the start of each calendar year.
- 61. As outlined in the Memorandum, Council is responsible for reporting on the evaluation of the effectiveness and adherence to the agreement with an annual statement to be provided by the month of June of each financial year to both parties.

3.2 AGENDA AND ORGANISATION OF MEETING

- 62. The Executive Leader, Environment, Strategic Planning and Community is responsible for convening the meeting. A draft agenda and a call for items will be circulated at least two weeks before a meeting with a final agenda to be circulated two days before the meeting.
- 63. A Councillor representative to the Saleyards Committee will Chair the meetings and Council will prepare the minutes and circulate it.
- 64. Depending on the agenda, each meeting is expected to go for one hour.

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3.3 FUNDING

65. The Operating Protocol is not a commitment of funding from Council.

3.4 FEES AND CHARGES

66. Under s. 608 of the *Local Government Act 1993*, Council can set its fees. Council's fees and charges are reviewed annually and placed on public exhibition after every April or May Council Meeting.

67. Consultation with the Saleyard Agents will occur prior to any changes to the fees structure and the Saleyards Committee may submit recommendations for approval to Council.

4. COMMUNICATION PROTOCOL

4.1 GENERAL ENQUIRIES AND BUSINESS

68. As per points 36 to 40, the Coonamble Associated Agents acknowledge to contact the main points of contact to facilitate operation and maintenance activities or general business enquiries.

69. All general enquiries and general business issues are to be provided to Council's Regulatory Officer on 0427 255 881. Council's Regulatory Officer will record the enquiry through Council's internal system.

70. All emailed general enquiries and general business must be directed to:

- Noreen.vu@coonambleshire.nsw.gov.au
- Regulatory@coonambleshire.nsw.gov.au

71. All financial enquiries must be directed to:

- finance@coonambleshire.nsw.gov.au

72. Council Officers will endeavour to contact the relevant agent and the Chair on the enquiry within 48 hours on an action plan of the nature of the enquiry.

73. The Coonamble Associated Agents will include the Council contacts into their pre-sale correspondence and specify the Duty Agent responsible for the sale.

74. The Coonamble Associated Agents and third party can also include the nominated councillor representative into the correspondence. However as per s. 38 and 39 of this Operating Protocol, it is inappropriate to directly contact Councillors on operational matters without first contacting Council Officers.

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4.2 NOTIFICATION OF SALES

- 75. As outlined in point 52, Council expects to be notified at a minimum of two weeks prior to a sale to allow staff to prepare for the facilities and manage other competing priorities.
- 76. A summary of timing of notification to sale date will be tabled at each Saleyard Management Committee meeting as a key performance indicator.

4.3 UNPLANNED AND EMERGENCY ENQUIRIES

- 77. As per points 36 to 40, the Coonamble Associated Agents acknowledge to contact the main points of contact to facilitate unplanned and emergency enquiries.
- 78. In general, the main point of contact during a sale will be Council's Regulatory Officer unless specified on the day of the sale. All unplanned and emergency enquiries should be communicated to the Council Regulatory Officer as soon as reasonably possible. If the Council's Regulatory Officer is unavailable, please discuss the matter with the other designated Council Officer.
- 79. If neither Officers are available, please contact the Council telephone number on (02) 6827 1900 and state the particular problem experienced as well as asking for a timeframe within which feedback will be provided.

4.4 ESCALATION OF ISSUES

- 80. Where issues are unable to be resolved in 4.1 and 4.2, Coonamble Associated Agents and Third Parties and Councillors should escalate issues to the General Manager at:
 - gm@coonambleshire.nsw.gov.au

4.5 SUMMARY OF POINTS OF CONTACT

81. The following provides a summary table of points of contact from section 4 for Council related activities.

| | Officer | Contact Details |
|--|---|---|
| General Enquiries and Business | 1. Council Regulatory Officer | Robert Tosh 0427 255 881 regulatory@coonambleshire.nsw.gov.au |
| | 2. Executive Leader Environment, Strategic Planning and Community | Noreen Vu 0418 513 674 Noreen.vu@coonambleshire.nsw.gov.au |
| Financial Enquiries and Information | 1. Finance Officer | Saiful Islam (02) 6827 1900 finance@coonambleshire.nsw.gov.au |
| Unplanned and Emergency Enquiries | 2. Council Regulatory Officer | Robert Tosh 0427 255 881 |

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| | Officer | Contact Details |
|-----------------------------|-----------------------|--|
| | | regulatory@coonambleshire.nsw.gov.au |
| | 3. Designated Officer | See front desk on the day |
| | 4. Council Office | (02) 6827 1900 |
| Escalation of Issues | 1. General Manager | Bruce Quarmby 6827 1900 gm@coonambleshire.nsw.gov.au |

82. The following provides a summary table of the points of contact from the Coonamble Associated Agents and listed Third Parties:

| Agent's name | Business | Contact Details |
|--|---|---|
| Steve Colwell Chair of the Coonamble Associated Agents | Halcroft and Bennett 77 Castlereagh Street Coonamble NSW 2829 | 0428480117 gular@halcroftandbennett.net.au |
| Amanda Glasson | Secretary of the Coonamble Associated Agents | 0457258489 PO Box 437 Coonamble, NSW, 2829 coonambleagents@gmail.com |
| Peter O'Connor | AJF Brien & Sons 42 Castlereagh Street Coonamble NSW 2829 | (02) 6822 1277 0427251075 peter@ajfbrien.com.au |
| Peter Bush | Nutrien Ag 85-87 Aberford Street Coonamble NSW 2829 | 68221955 peter.bush@nutrien.com.au |
| David Chadwick | AJF Brien & Sons 42 Castlereagh Street Coonamble NSW 2829 | (02) 6822 1277 0427221421 david@ajfbrien.com.au |
| Ricky Looton | AJF Brien & Sons 42 Castlereagh Street Coonamble NSW 2829 | (02) 6822 1277 ricky@ajfbrien.com.au |
| Matt Prentice | Elders Cnr Namoi and Tooloon St Coonamble NSW 2829 | 0437036691 matthew.prentice@elders.com.au |
| Andrew Schieb | Nutrien Ag 85-87 Aberford Street Coonamble NSW 2829 | 68221955 andrew.schieb@nutrien.com.au |
| David Thompson | Halcroft and Bennett 77 Castlereagh Street Coonamble NSW 2829 | 68221444 or 0428214465 livestock@halcroftandbennett.net.au |
| Angus Chadwick | AJF Brien & Sons 42 Castlereagh Street Coonamble NSW 2829 | 0447242393 angus@ajfbrien.com.au |

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83. The elected Councillors who sit on the Saleyards Committee are listed below:

| Name | Contact Details |
|------------------|---|
| Cr Pat Cullen | 0428221143 pat.cullen@coonambleshire.nsw.gov.au |
| Cr Barbara Deans | 0428 438 266 barbara.deans@coonambleshire.nsw.gov.au |

5. RELATIONSHIP WITH OTHER DOCUMENTS

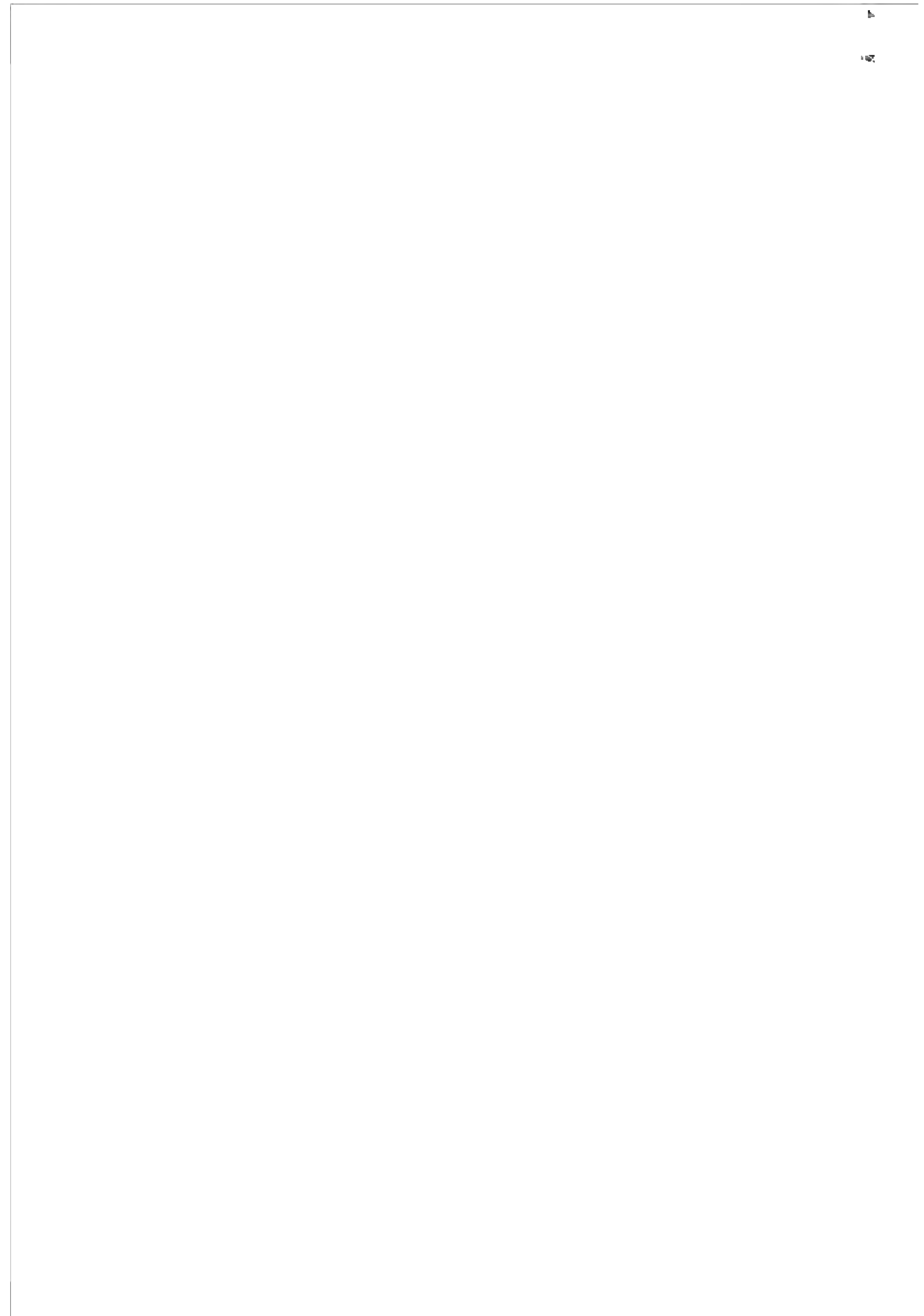
84. Notwithstanding the need to comply with relevant legislation and regulation, both parties agree to comply with the **Memorandum of Understanding between Coonamble Shire Council and the Coonamble Associated Agents, the Coonamble Saleyards Operating Protocol and Manual for Community Committees of Council**. This joint operating protocol is like a standard operating protocol and also steps out procedures for the purposes of quality control and quality assurance for the two parties.

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| Title: Coonamble Saleyards Joint Operating Protocol | | |
| Department: Environmental Services | | |
| Version | Date | Author |
| 0.1 | 14 May 2021 | Executive Leader Environment, Strategic Planning and Community |
| 0.2 | 22 June 2021 | Executive Leader Environment, Strategic Planning and Community |
| 0.3 | 19 May 2022 | Executive Leader Environment, Strategic Planning and Community |
| 1.0 | 30 May 2022 | Signed by both parties |
| <p>This Joint Operating Protocol may be amended or revoked at any time and must be reviewed every 12 months since its adoption. The Executive Leader of Environment, Strategic Planning and Community will be responsible for the review. Review of this Joint Operating Protocol will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p> | | |
| Review Date: | | |
| Amendments in the release: Additions and changes to reflect current operating environment | | |
| Section Title | Section Number | Amendment History |
| Notification of Sale | 4.2 | Additional |
| Annexure Attached: | | |
| <p>Bruce Quarmby A/g General Manager</p> | | |

| | | | | | |
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10.11 URBAN SERVICES - WORKS IN PROGRESS

File Number: Reports - R6
Author: Bruce Quarmby-Acting General Manager
Authoriser: Bruce Quarmby, Acting 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 May 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.
- During the month of May, Council Urban Services section's works program has been focused on the preparation and presentation of the Coonamble Showground in readiness for Coonamble Show and the Annual Rodeo.
- As part of the preparation for these two major events, plus future events, additional works have carried out at the Coonamble Showground. These works include the stabilisation/reinforcement of the heavy vehicle movement area at the northern end of the facility and the leveling of the ground in front of the recently constructed poultry pavilion and upgraded cattle yards.
- Following concerns being raised with Council regarding the lighting in Smith Park, additional floodlights have been installed on the amenities block.
- The contractor engaged to replace the layback, kerb and gutter and footpath in front of the Towri Retirement units has completed the scheduled works.



Figure 1 Upgrades to lighting in Smith Park, Coonamble.



Figure 2 Completed civil works at the Towri Units

- At the time of writing this report, an order has been placed with a supplier for the installation of a connecting footpath to and around the base of the new tourism signage in Smith Park.

Vandalism:

- Vandalism costs incurred by Council for the 2021 / 22 financial year to date amount to \$4,631.82.
- Vandalism within the Coonamble CBD continues to be an issue, with several minor incidents occurring within this area over the past month. The most recent incident involved damage to the public seating at the entrance to the CBD.

Pools:

- Council's Public Pools have been winterised for closure.
- As previously reported to Council, staff have been continuing to liaise with contractors and engineers with regards to obtaining the necessary

specifications and quotes for the carrying out of intrusive concrete testing to both the 25-meter and 50-meter pools at the Coonamble facility. It is hoped that these tests will be completed by the 30 June 2022.

- The Kiosk at the Coonamble pool has been inspected by Council's Contractor Building Surveyor to ensure compliance with the relevant Food safety standards. From this inspection a list of works has been identified and Council staff are in the process of obtaining quotes to have the works completed as soon as possible.
- Following the completion of the upgrades to the canteen Council will call for expressions of interest to operate the Kiosk for the upcoming 2022/23 swimming season.

Buildings:

- Ongoing minor maintenance continues as planned.
- The letter of the award for the construction of the Coonamble SES Headquarters has been issued. The issuing of this letter will allow the winning contractor to commence the ordering of materials required for the construction of the facility. The formal contract for the construction of the project will be executed in due course.
- Council has recently submitted the Development Application for the construction of the toilet in the park at Quambone. Once the application has been through the system and approved quotes will be sought and the works awarded as a priority.
- The orders for the various security upgrades to Council owned facilities in Gulargambone and Coonamble have been issued. These works include the installation of CCTV systems and upgrades to security lighting.

(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 MASTERPLAN FOR THE COONAMBLE POOL AND MCDONALD PARK PRECINCT

File Number: Coonamble Swimming Pool S13-1
Author: Bruce Quarmby-Acting General Manager
Authoriser: Bruce Quarmby, Acting General Manager
Annexures: 1. Draft - Coonamble Pool Complex and McDonald Park Masterplan (under separate cover)

PURPOSE

The purpose of this report is to seek Council's approval to place the draft Masterplan for the Coonamble Pool and McDonald Park Precinct on public exhibition for 28 days to invite comments / submissions from the community. The draft masterplan has been attached as an Annexure under separate cover relating to this report.

BACKGROUND

In late 2019, Council identified the need to develop a masterplan to guide any future development for that may occur at either the Coonamble Pool or within the confines of the McDonald Park precinct. Since this time, albeit with some disruptions caused by Covid-19, Council staff have been working with specialist from GHD to develop and refine the suite of documents that have been included in the draft report today.

The main goal that Council was trying to achieve with the development of the draft masterplan is best summarised by the introduction included in the report which states

"The precinct requires upgrades in order to extend its operating life and provides an opportunity for the Coonamble Pool and McDonald Park to be reimaged in order to take full advantage of its potential for the community of Coonamble.

This report has been prepared amongst a suite of documents, including pool condition reports, in order to understand the usability and future prospects for the site"

(a) Relevance to Integrated Planning and Reporting Framework

13.4 Maintain all public facilities to ensure safety and promote use.

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

(b) Financial Considerations

The draft masterplan as tabled for Council's consideration has been structured to allow the staging of the necessary works over several years. Whilst the total preliminary costs estimate amounts to \$12,065,000 (GST Exclusive) it should be noted that these estimates are contingent on the results of leakage and structural tests when performed.

COMMENTARY

The development of the Coonamble Pool and McDonald Park precinct masterplan has been a project that has been undertaken to create an integrated, cohesive and considered approach with any future development that should occur within the

precinct. The five broader aspects to which this draft plan was developed to address are as follows:

- Identifying upgrades required which would extend the pools life. This would include compliance with relevant standards, an assessment of existing infrastructure and process upgrades.
- Identify upgrades which would enhance the user's experience. These could be accessibility upgrades, cosmetic and functional.
- Identify potential future development to maximise the usability of the pool site.
- Prepare a masterplan of Macdonald Park incorporating current plans for the park and future sporting endeavours with the objective of creating a sporting focus.
- Provide budget costing information on the identified upgrades.

Regarding the fourth (4) dot point, Council may recall that during the initial concept stages that some preliminary discussions were held regarding the possible establishment of a soccer field within the confines of McDonald Park. As such Council will note that several of the concept plans displayed in the report include the installation of a soccer field. However, this concept was discussed and due to several factors disregarded in the final proposed draft masterplan.

In developing the "preferred model" for the Coonamble pool for the draft masterplan this has been achieved taking into consideration the information provided by the various condition assessments of the pool, coupled with some initial consultations with the user groups such as the Coonamble Swimming club. The other guiding principle that was followed was a desire to achieve the most cost-effective model by not including any "unnecessary" modification to the core infrastructure in place at the facility. The resulting proposed layout of the facility is shown in the diagram below

KEY

1. Remodelled administration building
- 1 a. Remodelled building entry and access ramp
- 1 b. Accessible parking area
2. Pool complex
- 2 a. Expanded splash pad & new beach entry to toddler pool
6. Chlorine store
8. Alternate pool entry
9. Plant room



It should be noted that whilst this plan has been identified as the preferred model for the Coonamble Pool moving forward, that should Council adopt the masterplan and secure funding for the works, more detailed plans will be required to be developed prior to the commencement of works. These detailed plans would then be used for the development application approval and construction processes.

In developing the “preferred” model for the McDonald Park including the possible installation of the new car parking area at the rear of the park this has been achieved by taking into consideration the current utilisation of the facility and its existing assets coupled the implementation of measures to address some of the community concerns / suggestions previously raised with Council. One example of such a request/need for additional off-street parking areas that also allows for an alternate entry point for pool. The resulting proposed layout of the McDonald Park precinct, including carparking areas is broken up into the two diagrams below.

KEY:

- 2. Pool complex
- 3. Footpath extensions
- 6. Chlorine store
- 7. Shelter & BBQ facility
- 8. Alternate pool entry
- 10 a. Land Carpark entry
- 10 b. Parallel parking
- 10 c. Coach parking
- 10 d. RV parking
- 10 e. Car parking
- 11. River walk

The linear carpark incorporates a 12.5m radius turning circle with adjacent carparking at the end of the carpark for 25 cars, allowing close proximity to the alternative northern pool entry.

Coach parking is provided on the western boundary of the carpark with RV parking provided on the eastern boundary located adjacent to the river bank.

Whilst the carpark is sealed, the RV and coach parking areas may be a loose gravel.

The carpark is scattered with trees and vegetation to provide additional shading and amenity with ample space provided either side of the access road.



KEY:

- 2. Pool complex
- 3. Footpath extensions
- 4. Relocated rotunda
- 5. Existing amenities
- 6. Chlorine store
- 7. Shelter & BBQ facility
- 8. Alternate pool entry
- 9. Plant room
- 10. Landscaped parking area
- 11. River walk

The park layout utilizes the existing path network, with potential new paths linking these to the new carpark, alternate pool entry and the riverside / SUV parking area

The play and skate areas are joined to a new central path leading from the road to the relocated rotunda.

The current open turfed areas, trees planting beds and amenities remain as currently located.

The new east west path links the alternate pool entry to the existing western path adjacent to the bowling club.

A new Shade structure & BBQ is located at the junction of existing, new and extension paths and located near to the carpark, SUV park and open areas.



Regarding the above-mentioned plans, it is important for Council to note the following information. Firstly, the rectangular grassed area on the northern side of the sealed

tennis courts is in fact the location where the unsealed tennis courts are presently located. Secondly the area in the rear of McDonald Park has previously served as Council’s off-leash area for animals within the Coonamble Shire local government area. This area was established in accordance with the *Companion Animals Act 1998 Section 13 (6)* which states:

(6) A local authority can by order declare a public place to be an off-leash area. Such a declaration can be limited so as to apply during a particular period or periods of the day or to different periods of different days. However, there must at all times be at least one public place in the area of a local authority that is an off-leash area

As such should Council decide to proceed with the proposed draft master plan it will be required to re-assess and nominate an alternate off-leash area within its Local Government Area.

Turning Council’s attention to the detailed estimates contained within the draft masterplan, the total estimated costings for the works outlined amount to \$12,065,000. Having said that the suggested works program has been prioritised and it has been structured to allow for the works to be completed over a suggested four (4) year period. For Council’s information the costings for the staged approach have been broken up further in the table below.

| Stage No | Overall prioritisation No | Estimate including on costs \$ / Excl GST |
|---------------------------------------|---------------------------|---|
| 1 | 1 | \$2,579 |
| | | Plus some items to be included in Operational Costs |
| | 2 | \$189,877 |
| | 3 | \$4,371 |
| | 4 | To be included in Operational Costs |
| | 5 | \$270,130 |
| | | Plus some items to be included in Operational Costs |
| Sub total of Stage 1 (Exc GST) | | \$466,957 |
| | | Plus some items to be included in Operational Costs |
| 2 | 6 | \$222,244 |
| | 7 | \$2,895,796 |
| | 8 | \$282,409 |
| | 9 | \$1,863,285 |
| Sub total of Stage 2 (Exc GST) | | \$5,263,734 |
| 3 | 10 | \$583,469 |
| | 11 | \$1,922,836 |
| | 12 | \$1,117,357 |
| Sub total of Stage 3 (Exc GST) | | \$3,623,662 |
| 4 | 13 | \$42,975 |
| | 14 | \$364,676 |
| | 15 | \$494,830 |
| | 16 | \$951,595 |

| Stage No | Overall prioritisation No | Estimate including on costs \$ / Excl GST |
|--------------------------------------|---------------------------|---|
| 4 | 17 | \$248,029 |
| continued | 18 | \$132,149 |
| | 19 | \$476,393 |
| Sub total of Stage 4 (Exc GST) | | \$2,710,647 |
| Grand total of master plan (Exc GST) | | \$12,065,000 |

It should be noted that the estimated costings provided in the draft Masterplan are contingent on the results of the leakage and structural testing that Council is currently in the process of arranging to occur. These tests will inform Council of the adequacy of the concrete shells for both the 50m and 25m pools and in doing so establish the estimated remaining useful life of the concrete structures. Should these results yield a less than positive result with regards to the structural integrity of the pools then these estimated costs will increase significantly.

(a) Governance/Policy Implications

Maintenance of Council’s infrastructure assets is carried out in accordance with Council’s adopted management plans. At the conclusion of the public exhibition period and community consultation, should Council resolve to adopt the draft masterplan as amended the information contained within this document will be updated into the relevant management plan.

(b) Legal Implications

There are no legal implications directly attached to this report.

(c) Social Implications

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

(d) Environmental Implications

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

(e) Economic/Asset Management Implications

Works are scheduled in accordance with Council’s adopted Operational Plan and Budget to ensure Council’s assets are maintained to an appropriate standard. However, Council will note that the attached report highlights the need for an increased level of funding to be available for the maintenance and renewal of Council’s assets

(f) Risk Implications

Whilst regular maintenance and capital renewals are scheduled to reduce Council's overall risk exposure, the information contained in the attached report highlights several potential risks for Council. The main potential risk for Council lay in the risk of the failure of an asset to continue to deliver its required service level.

CONCLUSION

The draft masterplan and the information contained within its annexures, provides Council with an overview of the condition of the Coonamble Pool, and a subsequent recommended capital works program for both the Coonamble Pool and McDonald Park Precinct. The capital works program as outlined within the draft masterplan have been specifically designed to both upgrade and extend the operating life of the Coonamble Pool, whilst also providing Council the opportunity to take full advantage of the potential of the precinct for the community of Coonamble.

RECOMMENDATION

- 1. That Council notes the information in this report.**
- 2. That Council places the draft Masterplan for the Coonamble Pool and McDonald Park Precinct as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.**
- 3. That, in the event of any submissions being received, the Executive Leader Infrastructure presents a further report, together with the contents of those submissions received, to Council at the conclusion of the public exhibition period for Council's further consideration and adoption of the Masterplan for the Coonamble Pool and McDonald Park Precinct (with or without changes) at its August 2022 Ordinary Meeting due to the compliance of the 28 day exhibition period the policy cannot be presented at the July 2022 Ordinary Meeting.**
- 4. That, in the event of no submissions being received within the prescribed 28 days, Council formally adopts the Masterplan for the Coonamble Pool and McDonald Park Precinct without any changes as a plan of Council.**

10.13 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS

File Number: R6
Author: Daniel Noble-Executive Leader - Infrastructure
Authoriser: Bruce Quarmby, Acting 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 Services Department.

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

- 11.1 Maintain local road maintenance and construction.
- 13.1 Deliver safe drinking water and sewerage services.
- 4.1 Ensure long term management and protection of our community assets.

(b) Financial Considerations

Provision is made within the 2021 / 2022 Operational Plan and Budget to fund the associated works and programs listed in this report.

COMMENTARY**(a) Plant / Fleet:**

- The Rotary Mixer (Pulvi) rebuild is almost complete with the plant due to return to Coonamble the week commencing 20 June 2022.
- Plant 5104 (Volvo Dump Truck at Quarry) has an issue between the Transmission and the instrument electronic control unit (ECU). Further diagnosis is required to test and replace the ECU however the issue does not affect the safe use of the plant.
- It is notable that the item has over 18,000 hours on it and is not due for replacement until 2025/26.

(b) Airport:

- Business as usual
- AvData Installation Complete

(c) Water & Sewer:

- A Leak Detection survey was completed across the entire water network in Coonamble throughout the month of May.
- 39 Leaks were located across the 41.5 km's of network. It is estimated that these leaks account for 136.6 Litres per minute lost, equivalent to 2000 kilolitres per day, equivalent to approx \$83,000 per annum in lost revenue.

- Non-revenue water continues to be a significant issue for Council, and it is anticipated that the Integrated Water Cycle Management (IWCM) strategy will provide some recommendations to address same.
- Councillors should expect to see recommendations in the future for additional flow monitoring and telemetry upgrades to help address this issue. This may require utilisation of Council's water reserve to fund.
- The tender for the remaining 21/22 water mains is presented for Councillors consideration in the closed section of the business paper.

(d) Quarry:

- The Operational Review of the Quarry is completed with its recommendations presented for Councillors consideration in the closed section of the business paper.

(e) Levee Upgrade:

- Easement acquisition on all affected properties is ongoing. Public Works is continuing to follow up with these owners.
- Council has received funding through the 2022-23 Floodplain Management Program for the Stage 4a Coonamble Levee Upgrade which includes the Coonamble Levee adjacent Council's Administration Office and the Sir Edward Hallstrom Bridge. The funding is valued at \$390,000 with Council's co contribution being \$65,000. This considered to be a good result for Council.
- A Final Inspection was undertaken of the Stage 5 Levee Upgrade works with the contractor currently addressing a number of aesthetic issues which were identified.

(f) State Highway:

- Heavy patching complete.
- Routine maintenance up to date.
- The Glenhaven Culvert replacement project has been deferred until 2022/23 given the ongoing wet weather and issues with establishing. Council has been given the opportunity to requote the project given the inflation and scope changes that occurred since the works were initially ordered.

(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

- Kerb and guttering have been replaced and concrete culvert installed to allow stormwater to make its way to the drain. The receiving pit is still to

be lowered and the drain shaped to suit which is being interrupted by persistent wet weather.

Tooloon Street Pedestrian Crossing

- Works completed.

Warren Road (Intersection with Hwy)

- Works have been deferred until at least 2022/23 due to design delays (being undertaken by TfNSW).
- Final budget estimate not yet confirmed, hence cost variation with Heavy Vehicle Safety Productivity Program (HVSPP) not yet submitted.

Warren Road

- Warren Road Funding has been confirmed by TfNSW for the revised option. In summary this means the Total Project Funding will be \$6,839,320 funded via Fixing Country Roads (\$3,935,920), Roads of Strategic Importance (\$1,930,000) and both Council co-contributions (\$973,400). Coonamble's co contribution will be made from the Regional Road Block grant (\$637,600).
- This is an overall increase to the project budget of \$2M.
- Staff have scheduled a meeting in Warren on 14 June 2022 to discuss the timing of the works so that the funding deed can be finalised.

Natural Disaster Relief and Recovery Arrangements (Flood Damage)

- Recruitment of the Fixed Term Project Manager to assist in the delivery of this work is ongoing.
- Some flood restoration works being completed currently on Memsie Road, Beanbah Road and Emby Road however wet weather continues to hinder progress notably on the unsealed road network.

Local Roads and Community Infrastructure Funding

- Claims being submitted for Phase 1 and Phase 2 Works.
- The Euronne Gully Culvert design is progressing however current estimates exceed the allocated budget (\$453,570 against budgeted \$280,000). Staff are currently looking at ways to extend the LRCI Phase 2 funding as well as funding the shortfall of \$173,570.

Fixing Local Roads

- Fixing Local Roads – Round 2 – Works are completed.

(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.

10.14 TOORAWEEAH ROAD UPGRADE - MONTHLY STATUS UPDATE**File Number: R-8-32-1****Author: Daniel Noble-Executive Leader - Infrastructure****Authoriser: Daniel Noble, Executive Leader - Infrastructure****Annexures: Nil****PURPOSE**

The purpose of this report is to provide Councillors a status update on the Tooraweenah Road Upgrade Project.

EXECUTIVE SUMMARY

For the month of May 2022, the project is continuing to “shovel ready” status, with the second milestone claim being lodged and a number of packages of preliminary work awarded.

BACKGROUND

The project program has been adjusted to accommodate for the long lead time on the precast concrete items (culverts). The new proposed construction commencement is scheduled for September 2022. This month the project team have been focused on the sealed section of the works, working through the various procurement packages, specifications, and detailed design.

(a) Relevance to Integrated Planning and Reporting Framework

11.1 Maintain the high standard of local road maintenance and construction

11.3 Provide a public transport service that facilitates access to services and communities for remote residents

(b) Financial Considerations

The capital cost of the project is fully funded by the Federal Government's Roads of Strategic Importance (ROSI) Program. The funded budget is \$22.96M.

COMMENTARY

For the month of May 2022, packages were awarded for the environmental impact assessment (Review of Environmental Factors), geotechnical investigation and materials testing, and the engineering survey and design for the sealed section.

The curve analysis has been completed over the full length of the route. The result of the analysis is that new speed advisory signs will be required in several locations however there is no additional land acquisition required. The new signage will be accounted for and incorporated into the final road design.

The first milestone claim has been paid, with a value of \$900,000. The second milestone claim for \$450,000 has been lodged and awaiting payment.

Future milestone claims have been adjusted to suit the revised construction commencement.

With respect to new risks, inflation in the construction industry continues to be a risk to the project. A similar project located between the Tamworth Regional Council and the Gunnedah Shire Council areas (Rangari Road) has been tendered twice with the outcome being a request for additional funding being made to the State Government for \$5M.

Whilst the project budget is considered to be sufficient to upgrade the unsealed section, the remaining budget which is to be utilised to upgrade the sealed section may need to stretch further than initially anticipated to complete the project.

RECOMMENDATION

That the information be received and noted.

10.15 COMMUNITY STRATEGIC PLAN, DELIVERY PROGRAM AND OPERATIONAL PLAN

File Number: C8

Author: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community

Authoriser: Bruce Quarmby, Acting General Manager

- Annexures:**
1. Community Strategic Plan 2022-2032 (under separate cover)
 2. Delivery Program 2022-2026, Operational Plan 2022-23 and Budget 2022-23 (under separate cover)
 3. Schedule of Fees and Charges 2022-23 (under separate cover)
 4. Community Engagement Report 2022

PURPOSE

The purpose of this report is to provide information to Council on the finalisation of the new Community Strategic Plan, along with the associated Delivery Program and Operational Plan which are required to be adopted by Council by 30 June 2022. Also included in this report and supporting the finalisation of the Community Strategic Plan is the Community Strategic Plan’s Engagement Report which presents detailed findings from the community engagement activities.

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.

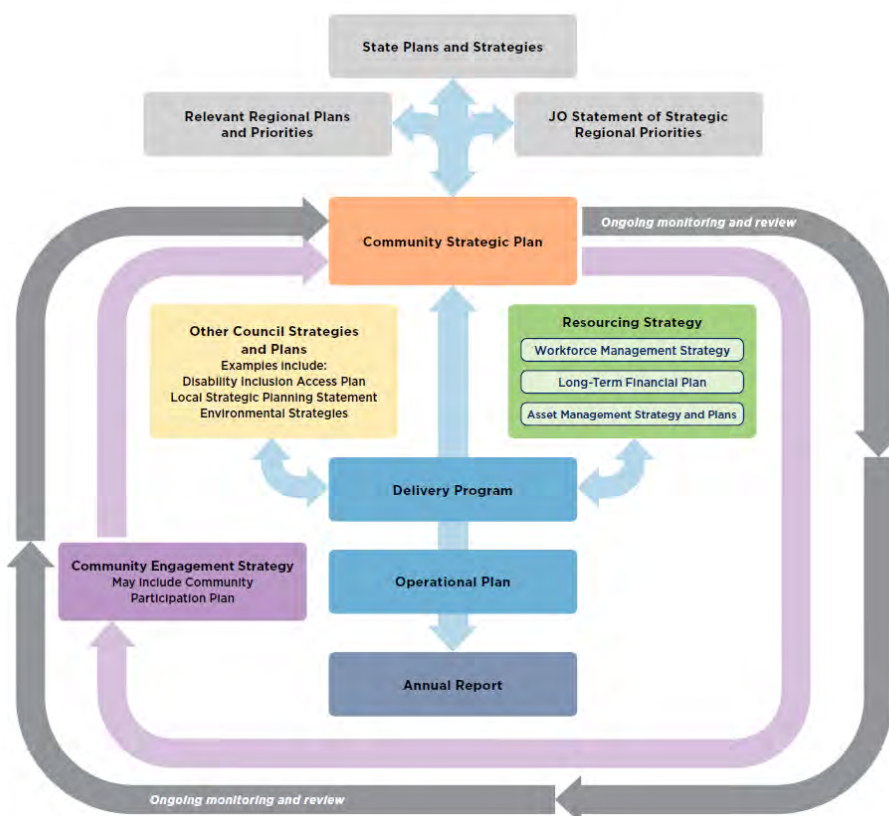


Figure 1: IP&R Framework

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 the finalisation of the new Community Strategic Plan, along with the Delivery Program and ensuing Operational Plans. This report recommends the adoption of the Community Strategic Plan, Delivery Program and Operational Plan, and noting of the Community Strategic Plan's Engagement Report.

(b) Financial Considerations

There are no direct financial considerations with the adoption of the Community Strategic Plan, Delivery Program or Operational Plan.

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.

Attached to this report and recommendation for Council to adopt the following documents:

- Community Strategic Plan 2022-2032 (CSP)
- Delivery Program 2022-2026 (DP)

- Operational Plan (OP) (statement of revenue policy, annual actions and annual budget).
- Schedule of Fees and Charges for 2022-23

Attached to this report for noting only:

- Community Strategic Plan Engagement Report

Consultation Update

The consultation phase of the CSP, DP and OP are complete. Following provides a summary to date on the consultation and engagement that has occurred to date.

| Date | Tasks |
|----------------------|--|
| 7 February 2022 | CSP Workshop Council |
| February/March | Gulargambone and Coonamble Interagency presentations. 156 surveys completed with 713 comments provided. Four focused online forums with recordings posted on Council’s website. |
| 13 April 2022 | Draft CSP, DP and OP presented to Council, and endorsement by Council for public exhibition of draft CSP. |
| 14 April – 12 May 22 | Public exhibition of draft CSP, DP and Op Open for public comment. Drop in chats at Coonamble, Gular and Quambone, including at the Classic Wallaby’s match. This includes informal face to face discussions with the broader community. We had over 100+ meaningful interactions. |
| 15 June 2022 | Council meeting day - adoption by Council of CSP, DP and OP. Note that the meeting is the third Wednesday of June. |

Summary of consultation findings and outcomes

A total of 10.6% of our LGA’s population aged 15 years and over engaged with Council during the consultation period which is a great result considering nine months’ worth of work was required to be completed in six months which impacted upon engagement activities, and promotion and marketing of the engagement activities. The OLG recommends engagement with 10 percent of the community.

Key findings and outcomes from the engagement activities include:

- The largest volume of engagement was via the online community survey (156 participants) and the drop-in chats (111 people).
- The online community survey completion rates of the 85-question survey with opt in and out style questions was 65 percent with average completion time of 14 minutes which indicates really high levels of engagement.
- 714 additional comments were received via the online community survey which again demonstrates strong engagement and the worth of online engagement relative to face-to-face engagement which could not field the same volume of engagement from individuals.

- The three highest priority themes identified via the drop-in chats were: Infrastructure, Economic Development and Growth, and Community Services and Wellbeing.
- The three theme areas with the lowest satisfaction ratings expressed via the online community survey were: Roads (unsealed 18% satisfaction, sealed 25% satisfaction); Urban Water Services (33% satisfaction); Sustainable Waste (20% satisfaction).
- The three areas with the highest satisfaction rating expressed via the online community survey; library services (90% satisfaction); public art, creative and artistic opportunities (64% satisfaction), sewerage services (60% satisfaction).
- Overall, more than 90% of respondents agree with the 15 goals set as part of the initial consultation.
- Overall, more than 92% of people who read the background information for the theme areas in the online community survey said it was valuable.
- No feedback was received on the draft CSP, DP and OP during the exhibition period.

Detailed outcomes and findings of the community engagement can be found in the attached Community Strategic Plan’s Engagement Report.

Community Strategic Plan – 2022 to 2032

Mandatory requirements and corporate touches

The Draft Community Strategic Plan 2022 to 2032 (‘CSP’) is a 42-page document and includes the mandatory requirements set out section 402 of the *Local Government Act 1993*. The survey consultation and online forums have assisted in revising some of the goals and strategies that were also displayed as part of the initial consultation and engagement that better aligned with the community’s sentiments. As a corporate touch, an Acknowledgement of Country is provided and a Councillor Foreword inviting members of the public to provide comment on the Draft CSP.

Vision

The voting system allowed the following vision statement to be developed:

“We are a prosperous, safe and welcoming community where we connect with each other, with our culture and our sustainable environment”.

Strategic direction

In addition, the community’s comments and the structure of the survey and online forums has allowed the development of ‘strategic directions’ under the five themes. This is not a mandatory requirement of the CSP but provides a good summary of the community’s important priorities.

Stakeholders

The CSP also outlines the number of stakeholders in delivering the goals and strategies of the CSP. It lists the key stakeholders and their role including:

| Type | Explanation |
|---------|---|
| Partner | Delivers services or projects in partnership with other organisations |
| Service | Takes full responsibility for delivery services |

| | |
|--------------------|--|
| Provider | |
| Regulator | Has statutory responsibilities to ensure compliant service delivery |
| Funder | Funds other organisations to deliver services through grants or contracts |
| Advocator | Promotes the interests of the community to other decision-making organisations such as the State Government |
| Facilitator | Brings stakeholders together to help them understand their common objectives and assists them to plan and achieve them |

Outline of sections relating to themes

The five themes are supported by 12 function areas.

| Theme | Function Areas |
|---------------------------|--|
| Our People | Community Services and Wellbeing Arts and Culture Recreation and Sporting Spaces |
| Our Economy | Economic Growth and Development |
| Our Infrastructure | Infrastructure and Assets |
| Our Environment | Planning and Development Sustainable Environment Sustainable Waste |
| Our Leadership | People, Risk and Improvement Corporate Performance Strategic Planning |

Each theme includes an introductory page with comments made by our community on that theme/function area. The five themes are supported with 15 goals and 22 strategies and a number of measures of success to help us monitor and evaluate our success.

Baseline, indicators and targets

Following on from public consultation, measurable targets have been added into the Community Strategic Plan. The measurable targets have been set for each theme area using indicators. Quantifiable baselines have been gathered either during the community consultation phase via the online community survey or via existing and readily available data sets and information including internal financial information, BOSCAR and Census data.

An easy-to-read table with a full list of baselines, indicators and targets has been provided at the rear of the Community Strategic Plan.

What can members of the community do?

A one-page summary under each theme of what individuals can do in our community is also provided.

Delivery Program 2022-2026

The Delivery Program is a statement of commitment by the newly elected Council translating goals into clear actions. The Delivery Program 2022-2025 ('DP') is

Coonamble Shire Council's key medium term planning document for the future. The DP identifies the principle strategies to be undertaken to implement the outcomes identified in the Community Strategic Plan during the Council's four year term of office.

Unlike the previous Delivery Programs, this DP thoroughly considers the operational elements to implement and achieve the action items. It has utilised the information the community provided in the initial consultation and engagement to develop the program to a draft. The DP sets out how Coonamble Shire Council will implement the actions and which function areas of Council will be responsible for the implementation and its partners. Unlike the current plan, all actions have measures that will be used to review and monitor progress and success of each delivery program item. This encourages the notion of continuous improvement across the Council's operations and determine service level expectations.

In total there are 46 actions with the Delivery Program.

Operational Plan (2022 to 2023)

Operational Plan Executive Summary

Council's 2022/23 Operational plan provides a direct link to the four (4) year Delivery Program and, in turn, the Community Strategic plan. The Program is set out in the five (5) key areas of Our People, Our Infrastructure, Our Economy, Our Environment, Our Leadership: each area with a series of objectives, goals, strategic and specific actions along with performance measures.

Council's draft Budget comprises the following:

- | | |
|-------------------------------|--------------|
| • Operational Revenue of | \$29,460,084 |
| • Operational Expenditure of | \$29,354,914 |
| • Capital Expenditure of | \$33,913,789 |
| • Loan Repayments (Principal) | \$ 51,400 |

The 2022/23 Budget as tabled, presents Council with a minor operational surplus as a result. Whilst the draft Budget result, reflects a minor operational surplus, it should be noted that several factors have influenced this result, including an increase in insurance premiums, the legislated requirement of Council to have an Internal Audit function, coupled with the assumption of a 2% increase in Council general rates income.

Council should note that 2% increase in general rate revenue is subject to Council receiving a successful outcome for its proposed ASV application of 1.3%. Should this application be unsuccessful, the rate peg increase as advised by IPART of 0.7% will apply. The final decision from IPART is not expected to be delivered until 21 June 2022.

Council's planned capital expenditure budget of \$33,913,789 can be broken down into the following classes:

| | |
|-------------------------------|---------------|
| • Information Technology | \$ 73,655 |
| • Cemetery | \$ 20,000 |
| • Public Order and Safety | \$ 970,400 |
| • Mining & Manufacturing | \$ 131,000 |
| • Plant Acquisitions | \$ 2,858,000 |
| • Council Buildings | \$ 519,649 |
| • Sport and Recreation | \$ 1,388,490 |
| • Transport and Communication | \$ 25,148,890 |
| • Economic Services | \$ 200,000 |
| • Water Supply | \$ 1,203,705 |
| • Sewer Supply | \$ 1,400,000 |

Operational Plan (2022-23) Background

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

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

- 1) A council must have a plan (its "operational plan") that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.*
- 2) An operational plan must include a statement of the council's revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.*
- 3) A council must prepare a draft operational plan and give public notice of the draft indicating that submissions may be made to the council at any time during the period (not less than 28 days) that the draft is to be on public exhibition. The council must publicly exhibit the draft operational plan in accordance with the notice.*
- 4) During the period of public exhibition, the council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft operational plan applies.*
- 5) In deciding on the final operational plan to be adopted, a council must consider any submissions that have been made concerning the draft plan.*
- 6) The council must post a copy of its operational plan on the council's website within 28 days after the plan is adopted.*

Operational Plan (2022-23) Commentary

The Operational Plan consists of a “written part” where strategies and actions have been developed for the 2022/23 financial year to achieve the goals and objectives that have been identified in the Community Strategic Plan and the Delivery Programme. The “financial part” of the Operational Plan provides for the financial resources to enable Council to implement the strategies and actions as set out in the Operational Plan for 2022/23.

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

Previous actions that have been removed were analysed as being duplicates and repetitive and/or could be more strategic through consolidation and refinement with other actions. Through the monitoring and review conducted quarterly over the last 12 months (and previously bi-annually), several actions have become part of the work culture and considered business as usual. The Operational Plan’s actions include a rationale description of why some actions have been removed and how they better link with other actions. Once the final document is adopted, it is suggested for the rationale column to be removed.

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

Overall, the actions presented in the Operational Plan reflect the intent of the Strategic Plan 2032 and Delivery Program 2022-2026. It is also important to acknowledge that the previous term of Councillors was extended by an additional 15 months to December 2021 due to the Covid-19 pandemic, which did not align with the adopted cycle of the Integrated Planning and Reporting Framework’s (IPRF) suite of documents. Last year’s Operational Plan had 87 actions, whilst this year’s format introduces 80 actions. These actions are linked with goals that have been identified within a framework of being strategic, measurable, achievable, realistic and timely. Measures have been provided to assist in reporting progress which has not been done in the past. This initiative should be seen as “work in progress”. Council, in concert with the community, have developed of a whole new suite of IPRF suite of document – which will provide good direction to elected representatives and staff going forward.

The 2022/23 Budget as presented to Council is broken down into two major components; the first being the Operational Budget, which deals with the day-to-day operations of the Council. The other component as presented is the Non-Operational component; this section covers Council’s Capital Works Budget and other transactions that affect its financial position (Balance Sheet).

Having compiled all the initial financial and operational information required to assemble the draft estimates, Council was faced with an initial budget deficit of approximately \$2.6 million dollars. Following meetings between management, a review of all scheduled works and programs, including the identified funding sources for these programs was carried out. Following the extraordinary meeting held on the 1 April 2002 a brief budget workshop was held with Council. Council will note that the 2022/23 Operational budget result has been improved to reflect a slight operational surplus.

During the Public Exhibition phase, there were zero (0) submissions from the public for the Draft Operational Plan. Any adjustments made to the draft plan were due to internal factors.

| | |
|---|------------------|
| Budgeted Operations Result for 2022/23 | \$105,170 |
|---|------------------|

Comprised of the following fund results

| | |
|---------------|-------------|
| General Fund | (\$144,638) |
| Water Fund | \$222,351 |
| Sewerage Fund | \$ 27,457 |

Council's Non-Operational Budget result for 2022/23 is summarised in the table below:

| | |
|--|--------------------|
| Budgeted Non-Operational Result for 2022/23 | \$6,732,759 |
|--|--------------------|

Comprised of the following fund results

| | |
|---------------|-------------|
| General Fund | \$6,366,943 |
| Water Fund | \$222,351 |
| Sewerage Fund | (\$197,543) |

Variance to draft budget

| | |
|---|--------------|
| Budgeted Operations Result for 2022/23 | (\$72,274) |
| Budgeted Non-Operational Result for 2022/23 | (\$116,0008) |

In preparing the 2022/23 Budget for consideration it was necessary to base the predicted levels of income and expenditure on a range of core financial assumptions. These assumptions are based on prior results and staff research. Dealing first with Council's Income streams the following assumptions were used:

- The full rate peg increase of two percent (2.0%) has been applied to Council's General Rate Revenue. It should be noted that Council intend to apply for an Additional Special Rate Variation of 0.7% through IPART one-off round to maintain current service levels, facilitate maintenance and increase capacity to renew deteriorating assets and ensure financial sustainability. For the purpose of the 2022/23 budget calculations were based on only the two (2) percent increase. The final decision for the Additional Special Rate Variation is not expected to be handed down by IPART until 21 June 2022. At the time of applying for the Additional Special Rate Variation, an error was found in the initial calculation for the rate revenue. This has been corrected and amended in the final budget.
- Based on the current pricing structures and associated system costs, Council's Water Access Charges and User Charges have been increased as follows, with both the Access and User charges for the Coonamble and Quambone increasing by 10 percent. Conversely the Water Access and

User Charges for Gulargambone have both been increased by five (5) percent.

- Based on the current pricing structure and associated system costs, Council's Sewer Access Charges for Coonamble have been increased by 10 percent, whilst the Sewer Access Charge for Gulargambone has been increased by five (5) percent. At the March 2022 Council adopted a new funding model pertaining to the Coonamble sewerage charges to be amended for the additional revenue to be phased in over a four (4) period (instead of a three (3) year period).
- Income from Waste Management Access charges have not been increased.
- The Income from Financial Assistance Grants has been budgeted to increase by one percent (1.0%).
- The income from interest earned on Council's investments has been modelled on an average interest rate of 0.8% for the 2022/23 financial year.

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

- fully fund the organisational structure for the 2022/23 financial year.
- Insurance Premium expenses were increased to 13 percent.
- Unless a specific adjustment was requested, expenditure votes were increased, on average by three (3) percent on the projected 2021/22 expenditure.
- In accordance with the relevant accounting standards, Council's depreciation expenses have been budgeted for utilising the most up to date financial information.

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

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

For Council's information, based on the information contained with the 2022/23 Budget, its projected own source operating revenue ratio for the upcoming financial year will be 54% which is below the current minimum benchmark ratio of 60% as set by the Office of Local Government.

In relation to the potentially "hidden" operational issues caused by an increased reliance on grant funding, the main area of concern identified is its possible impact on the planning and allocation of Council resources. This occurs when Council must

juggle its own workplans and priorities to ensure that the grant funded projects are completed on time and in accordance with the funding agreements. This is made especially more difficult for Council staff to achieve when there is a delay in the announcement and finalisation of grant funding agreements. Council then runs the risk as being perceived by its local constituents as not being responsive to the local needs, as often its own works programs and projects may be placed on the back burner to allow completion of the grant funded works.

The other significant issue identified by management was the impact that changes to the level of depreciation expenditure, as recognised by Council, has on the budgeted operational result. Given that, as per the tabled draft 2022/23 Operational Budget, depreciation expenditure currently accounts for 23% of Council's total budgeted expenditure, due care and consideration needs to be given to decisions that may impact on the overall level of depreciation expenditure incurred by Council.

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

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

Council's Revenue Policy:

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

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

Council will note that in the above list, the suggested increases in the access and user charges for both water and sewerage for Gulargambone have been at a lesser amount than that of the other towns within the Coonamble Shire. This decision was made due to the pricing structure and associated system costs currently in effect, coupled with the actual monetary value of the proposed increases. This is clearly

demonstrated by the following example: a 10 percent increase in the Coonamble Sewer Access charges equates to an annual increase of \$55, whilst a five (5) percent increase in the Gulargambone Sewer Access charges equates to an annual increase of \$40.

COMMENTARY: ACTING GENERAL MANAGER

Over the past number years, management has sought to inform Council of some of the challenges currently faced by local government whilst striving to achieve a balanced budget (i.e. a budget where the revenue and expenses are “balanced”, with no deficit.) Council’s previous General Manager, Hein Basson, provided an excellent summary of these challenges previously, and as these challenges remain the same today, I think it is the opportune time to once again bring these challenges to Council’s attention.

Council’s continued reliance on grant funding to achieve a balanced or indeed surplus result is not sustainable. The writing is proverbially on the wall that Council will have no other option than to take steps to increase its “Own Source Revenue” in the foreseeable future to keep on balancing its annual operational budgets.

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

1. Scale and Capacity

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

- Integrated Planning and Reporting Framework: The implementation thereof and adherence to the principles and requirements, e.g. the:
 - Community Strategic Plan;
 - Delivery Programme;
 - Operational Plan (Annual Budgets & Strategic Objectives and Actions);
 - Support Documents;
 - Long Term Financial Plan;
 - Resourcing Strategy (HR);
 - Asset Management Plans;
 - Other higher level Council Plans (e.g. Economic Development Strategy).
- Financial Sustainability (Fit For the Future accreditation and ongoing Financial Performance Indicators).
- Unexpected and Emergency Events (e.g. Floods, Bushfires and Pandemics like Covid-19).
- Doing projects with scale to maximise efficiencies (lower cost).

2. Compliance Requirements

- Regulatory – Companion Animals, Planning and Building matters, Food shop inspections, Swimming Pools etc.
- Planning – Council’s Local Environmental Plan, Development Control Plans, Development Applications etc.
- Records Management – State Archive Legislation.
- TfNSW – Highway Works working under a strict accreditation regime.
- External Audit and Risk Committee – Implementation is mandatory six (6) months after the December 2021 elections.

3. Organisation Structure

- It should support the scale and capacity, compliance, and other legislative requirements.
- It should support the goal of creating career paths for staff.
- It should support the notion of a “learning organisation” (growing our own).
- It should support an environment where staff get stretched and challenged to perform within a supportive atmosphere, but don’t feel the workplace becomes a threat (because it all becomes overwhelming and impossible to manage).
- It should acknowledge the local economic impact of Council employing staff and the multiplier effect of every dollar that gets spent locally.

4. External Conditions and Decisions

- Rate Pegging is an ongoing State Government policy since 1978, with devastating effects for Local Government, eroding its revenue base.
- Current Budget: provides for 2% increase in salaries and wages (negotiated at a State industrial level), 1% increase in FAGs, 2% increase in rates (providing Council’s ASV application to IPART is successful).
- Cost Shifting means the passing down of functions from the State Government to Local Government without the necessary funding (currently estimated by LGNSW to be \$820 million pa).
- Revenue (interest) earned on investments is no longer a source of additional income for Council. However, it is anticipated that interest rates will rise in the coming year.

5. WH&S and Workers Compensation

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

6. Asset Management Considerations

- Local rural roads network – there has been, with all due respect, made inadequate budgetary maintenance provisions for many years, which need to be addressed. The question that currently remains unanswered is how?

- Houses and other buildings/properties – this asset class burdens Council with annual depreciation, maintenance, and renewal costs.
- Competitive Federal and State grant funding system – this current arrangement assists and reinforces the culture of Councils competing for and creating more assets without any or inadequate consideration of the ongoing operational costs, maintenance, and renewal costs of new assets into the future.
- Other Government grants and financial promises, e.g. the sealing of Tooraweenah Road, will add to Council’s existing annual depreciation costs as this expenses should be regarding as being a “real” and “true” expense that needs to be fully funded.
- Artesian Baths – it will be important for Council to consider how the additional depreciation costs associated with this planned facility will be funded into the future, unless the operational model will be such that the asset is not reflected as being carried on Council’s ‘books’.

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

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

8. Local Considerations for the Coonamble Shire Council

- Because of the decades (43 years) of the State Government’s rate pegging policy, it has eroded this Council’s financial position as well. The obvious way to fix this dilemma would be to increase its revenue stream through a special rate variation (as both Gilgandra and Warrumbungle Shire Councils have already done). This is scheduled to occur within the next 4 years. Alternatively, through the identification of literally hundreds of thousands of savings – in order to make a difference. However, as is mentioned above, there is no “fat” in the current budget or “hollow logs” that would be available for “propping up” the operational budget to such a significant extent. However, in this regard, it needs to be mentioned that Council has a significant borrowing capacity, and this is an avenue that needs further investigation and consideration as a means to fund future capital expenditure. Also, in the same vein, Council has considerable reserve funds available.
- It is hard to attract and retain suitably qualified and experienced staff: -
 - This situation is having the effect that the organisation actually needs a larger number of staff because of ineffectiveness and inefficiency associated with ongoing staff vacancies and staff turnover (which basically explains why redundancy within a “learning organisation” is needed). However, Council currently does not have and cannot recruit the required staff. In this regard, it is acknowledged that there is an acute staff shortage within the larger region as well.

- The negative perception that is in some instances created to the outside world through the printed and social media provides for another complicating factor.

Operational Plan Conclusion

Council's 2022/23 Operational Plan provides a direct link to the four (4) year Delivery Program and, in turn, the Community Strategic Plan. The Program is set out in the five (5) key areas of *Our People, Our Infrastructure, Our Economy, Our Environment, Our Leadership*, each area with a series of objectives, goals, strategic and specific actions along with performance measures.

Council's draft Budget comprises the following:

- Operational Revenue of \$29,460,084
- Operational Expenditure of \$29,354,914
- Capital Expenditure of \$33,913,789
- Loan Repayments of \$ 51,400

(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

It is recommended that the Community Strategic Plan, Delivery Program and Operational Plan is adopted following public exhibition.

Council should note that the suite of documents proposes the following:

| Theme | Function Areas | Number of CSP Goals | Number of CSP Strategies | Number of Delivery Program Actions | Number of Operational Plan Actions |
|---------------------------|--|----------------------------|---------------------------------|---|---|
| Our People | Community Services and Wellbeing Arts and Culture Recreation and Sporting Spaces | 5 | 7 | 13 | 27 |
| Our Economy | Economic Growth and Development | 1 | 3 | 4 | 6 |
| Our Infrastructure | Infrastructure and Assets | 4 | 5 | 14 | 23 |
| Our Environment | Planning and Development Sustainable Environment Sustainable Waste | 3 | 3 | 6 | 12 |
| Our Leadership | People, Risk and Improvement Corporate Performance Strategic Planning | 2 | 4 | 9 | 12 |
| TOTAL | | 15 | 22 | 46 | 80 |

RECOMMENDATION

- 1. That Council notes the information contained in this report.**
- 2. That Council adopts the:**
 - a. Community Strategic Plan 2022-2032**
 - b. Delivery Program 2022 to 2026**
 - c. Operational Plan 2022-2023.**
- 3. That Council notes the Community Engagement Report.**
- 4. That, should Council's application for a permanent single year Special Rate Variation of 1.3% for 2022/2023 be approved, that Council in accordance with the provisions of Section 535 of the *Local Government Act 1993* (NSW), Council makes, fixes, and levies the Rates and Charges for the 2022/23 financial year as follows be adopted:**

Residential – Coonamble:

A Residential – Coonamble rate of 1.60273 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$500.00 per annum;

Residential – Gulargambone:

A Residential – Gulargambone rate of 1.30560 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$500.00 per annum;

Residential – Village:

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

Farmland:

A Farmland rate of 0.300400 cents in the dollar on the current land values of all rateable land in the Local Government Area being farmland, with a minimum rate of \$398.00 per annum;

Small Rural Holdings:

A Small Rural Holding rate of 0.85680 cents in the dollar on the current land values of all rateable land in the Local Government Area being small rural holdings, with a minimum rate of \$520.00 per annum;

Rural Residential:

A Rural Residential rate of 0.74460 cents in the dollar on the current land values of all rateable land in the Local Government Area being rural residential, with a minimum rate of \$490.00 per annum;

Business:

A Business rate of 2.40720 cents in the dollar on the current land values of all rateable land in the Local Government Area being Business, with a minimum rate of \$551.00 per annum.

- 5. That, should Council's application for a permanent single year Special Rate Variation of 1.3% for 2022/2023 not be approved, that Council of in accordance with the provisions of Section 535 of the *Local Government Act 1993 (NSW)*, Council makes, fixes, and levies the Rates and Charges for the 2022/23 financial year as follows be adopted:**

Residential – Coonamble:

A Residential – Coonamble rate of 1.60273 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$500.00 per annum;

Residential – Gulargambone:

A Residential – Gulargambone rate of 1.30560 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$500.00 per annum;

Residential – Village:

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

Farmland:

A Farmland rate of 0.295400 cents in the dollar on the current land values of all rateable land in the Local Government Area being farmland, with a minimum rate of \$398.00 per annum;

Small Rural Holdings:

A Small Rural Holding rate of 0.85680 cents in the dollar on the current land values of all rateable land in the Local Government Area being small rural holdings, with a minimum rate of \$520.00 per annum;

Rural Residential:

A Rural Residential rate of 0.74460 cents in the dollar on the current land values of all rateable land in the Local Government Area being rural residential, with a minimum rate of \$490.00 per annum;

Business:

A Business rate of 2.40720 cents in the dollar on the current land values of all rateable land in the Local Government Area being Business, with a minimum rate of \$551.00 per annum.

6. That the Schedule of Fees and Charges for the 2022/23 financial year be made, fixed, and charged by Council be adopted.
7. That Council makes, fixes, and levies the amounts contained within the Water Supply Charge Schedule for the 2022/23 financial year be adopted. FURTHER, that Council makes, fixes, and levies the following charges in accordance with the provisions of Section 552 and Section 501(1) and Section 502 of the Local Government Act 1993 on such land which water is connected or able to be connected to for the year ending June 2023:

| Town/Village | Access Charge (\$20mm) | Usage Charge – 1st Tier (c/kl) | 2nd Tier Pricing Limit (kl) | Usage Charge 2nd Tier (c/kl) |
|--------------|------------------------|--------------------------------|-----------------------------|------------------------------|
| Coonamble | 380 | 130 | 450 | 200 |

| | | | | |
|---------------------|------------|------------|------------|------------|
| Gulargambone | 490 | 115 | 450 | 180 |
| Quambone | 490 | 140 | 430 | 230 |

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

| Item | Coonamble (\$) | Gulargambone (\$) | Quambone (\$) |
|-----------------------------|-------------------|----------------------|------------------|
| Access charge (20mm meter) | 380 | 490 | 490 |
| Access charge (25mm meter) | 597 | 769 | 769 |
| Access charge (40mm meter) | 1,520 | 1,960 | 1,960 |
| Access charge (50mm meter) | 2,375 | 3,063 | 3,063 |
| Access charge (75mm meter) | 5,343 | 6,889 | 6,889 |
| Access charge (100mm meter) | 9,500 | 12,250 | 12,250 |

8. That the Sewer Supply Charge Schedule for the 2022/23 financial year be approved by Council and adopted. FURTHER, that Council makes, fixes and levies the following charges in accordance with the provisions of Section 501(1), Section 502 and Section 552 of the Local Government Act 1993 on such land which sewer is connected or able to be connected to for the year ending June 2023.

Residential Sewerage – Coonamble

Sewerage availability charge of \$680.00 per annum per assessment.

Residential Sewerage – Gulargambone

Sewerage availability charge of \$850.00 per annum per assessment.

Sewerage – Coonamble Flats

Sewerage availability charge of \$570.00 per annum per unit.

Sewerage – Gulargambone Flats

Sewerage availability charge of \$770.00 per annum per unit.

Non-residential Sewerage - Coonamble

Sewer charge for Non-residential Sewerage – Coonamble is not less than a minimum charge of \$680.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water

consumption. The treatment charge to be applied is 216 cents per kilolitre.

Non-residential Sewerage - Gulargambone

Sewer charge for Non-residential Sewerage – Gulargambone is not less than a minimum charge of \$850.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water consumption. The treatment charge to be applied is 216 cents per kilolitre.

9. That the Waste Collection Service Schedule for the 2022/23 financial year be approved by Council and adopted FURTHER, that Council makes, fixes and levies the following charges in accordance with the provisions of Section 496 and Section 502 of the Local Government Act 1993 for the Waste Collection Services (with the understanding that one (1) Waste Collection Service entitles a property owner to a 240-litre weekly garbage service per assessment – unless otherwise indicated):

| Particulars | 2022/23 Charge per annum (\$) |
|---|-------------------------------|
| Domestic – Coonamble Occupied | 280.00 |
| Domestic Coonamble – additional Service (per additional service) | 140.00 |
| Commercial – Coonamble Occupied | 280.00 |
| Commercial Coonamble – additional Service (per additional service) | 140.00 |
| Domestic – Gulargambone Occupied | 365.00 |
| Domestic Gulargambone – additional Service (per additional service) | 140.00 |
| Commercial – Gulargambone Occupied | 365.00 |
| Commercial Coonamble – additional Service (per additional service) | 140.00 |
| Domestic – Quambone Occupied | 315.00 |
| Domestic Coonamble – additional Service (per additional service) | 140.00 |
| Commercial – Quambone Occupied | 315.00 |

| | |
|--|---------------|
| Commercial Quambone – additional Service (per additional service) | 140.00 |
| Coonamble/Vacant Land – within scavenging area | 48.00 |
| Gulargambone/ Vacant Land – within scavenging area | 48.00 |
| Quambone/Vacant Land – within scavenging area | 48.00 |

- 10. That Council, in accordance with the provisions of Section 566(3) of the Local Government Act 1993, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2023. The rate for the 2022/23 financial year is 6.0% per annum (6.00% for 2021/22).**



Acknowledgements

Acknowledgement of Country

Coonamble Shire Council acknowledges the Kamilaroi and Weilwan people as the traditional custodians of the land on which it meets and operates, respecting Elders past, present and emerging. We seek at all times to show respect to all people and cultures whose privilege they have to serve within and beyond the Local Government Area.

COONAMBLE
SHIRE COUNCIL

Thank you to our community

Coonamble Shire Council acknowledges the community's contribution and input into the development of our Community Strategic Plan 2022-2032.



COONAMBLE
SHIRE COUNCIL



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EXECUTIVE SUMMARY

Coonamble Shire Council is required under the Local Government Act 1993 to prepare a Community Strategic Plan (CSP) on behalf of the community. Council's previous CSP was prepared originally in 2012 and was updated in 2016 making it a nine-year-old plan. Following the December 2021 election, the newly elected Council adopted to develop a new CSP acknowledging the community aspirations and priorities have changed over this time. To prepare an entirely new CSP is a large undertaking requiring effective and well thought out community engagement.

Council needs to adopt the new CSP by June 2022, less than six months after the swearing in of the new Council which occurred in January 2022. Council Officers started preparations in late 2021 for a new CSP, rethinking how we could engage with the community to drive high levels of engagement which would also elicit quality responses.

This was achieved through digital focused engagement activities supported by traditional face-to-face engagement activities. We achieved a 10.6 percent level of engagement with the community aged 15 and over engaged. Our online survey was filled out by 156 participants which produced 714 comments. Our goals and aspirations were verified with the community. For the first time measurable baseline data was gathered during the engagement activities which will improve the quality and measurability of the CSP.

Five themes are supported with nine function areas. They were created to improve the engagement and quality of responses, and to improve the readability of the CSP. The nine function areas being:

OUR PEOPLE

- Community Services and Wellbeing
- Arts and Culture
- Recreation and Sporting Spaces

OUR ECONOMY

- Economic Development and Growth

OUR INFRASTRUCTURE

- Infrastructure and Assets

OUR ENVIRONMENT

- Planning and Development
- Sustainable Environment
- Sustainable Waste

OUR LEADERSHIP

- People, Risk and Improvement, Corporate Performance, and Strategic Planning

Participants could choose to opt in and out of function areas base upon their priorities and interests. Participants were provided with background information on each function area to help increase their knowledge before responding to the engagement activities, ultimately improving the quality of their responses. 92 percent of survey participants said they valued the background information.

A wide variety of engagement activities, both digital and non-digital, were employed. The engagement activities which had the highest level of participation was the online community survey and the drop-in chats.

Marketing of the engagement activities was also critical to the success of the community consultation. Over 10,000 interactions were achieved via 18 marketing Facebook posts and every resident received a promotional magnet. Coonamble Cash prize money for survey participants also helped to increase engagement.

Some of the strongest issues to emerge from the engagement were:

Community Services and Wellbeing

- Over 60% of survey participants don't believe we are a community which is connected, cohesive and vibrant.
- 63% of survey participants believe crime is holding us back from being connected, cohesive and vibrant.
- Greater coordination and strategic direction between community and youth services was identified as an opportunity to improve engagement with the young people.
- Only 50% of survey participants are satisfied with their level of access to health care locally.
- Pediatrics services and specifically Occupational Therapy and Speech Therapy, mental health services, pregnancy services, and access to health services in Gulargambone and Quambone were all identified as areas of need.
- There was a 48% satisfaction rating with domestic animal control.

Arts and Culture

- The library service is highly valued and received a high satisfaction rating.
- 64% of people were satisfied with the public art, creativity and artistic opportunities available in the Coonamble LGA.

Recreation and Sporting Spaces

- Both the sporting and recreational spaces and opportunities received a 50% or better satisfaction rating.
- The community felt there are still a number of projects and upgrades needed to improve facilities and access to sport and recreation including MacDonald Park upgrade, Gulargambone sportsground lack of suitable changeroom facilities, upgrades to the river walk at Smith Park including

lighting and water fountains, canteen and toilet block upgrades at Coonamble sportsground

Economic Development and Growth

- 86 percent of business owners/operators rated workforce challenges as their greatest challenge to grow and sustain their business.
- The Coonamble CBD's vibrancy, vacancy rates and quality of commercial premises is an ongoing issue.
- Early childhood education services continue to experience high demand with all four service providers in Coonamble having waitlists.
- The community felt that there were initiatives that could support early childhood education services to better cope with the demand including initiatives to increase the number of qualified staff.

Infrastructure and Assets

- The Infrastructure and Asset function was rated as the highest priority via the drop-in chat sessions.
- The road network had the lowest satisfaction rating with 82% of survey participants rating the rural road network as below expectation, and 75% of town roads below expectations.
- 67% rated the urban water services below expectation.
- Issues with water quality include odour, chlorinated taste, appearance, calcium and lime build up and associated appliance damage, water pressure and Quambone's water quality.
- There is frustration with the limitation of Coonamble's sewerage network with people within the town limits not connected to the sewerage network and having to use septic systems.
- The Coonamble saleyards was identified as a valuable asset/service but requires additional resourcing for upgrades.
- There is a desire to see greater efficiencies at Council's quarry.

Planning and Development

- There are low levels of confidence in the land use planning framework to deal with conflicting land use, objectives and interests.
- Over half of survey participants were not satisfied with their experience with securing affordable and suitable residential land and/or housing.

Sustainable Environment

- Only 13 percent of survey participants felt we are an environmentally sustainable LGA but 95% of participants want our LGA to be more sustainable and contribute to the bigger environmental picture.

Sustainable Waste

- Only 20% of survey participants are satisfied with the waste collection services and waste management facilities.
- Sustainable Waste received the highest number of individual comments (60 comments) mostly relating to the lack of recycling and absence of a

bulky item kerb side pickup service. Some comments related to our waste management facilities.

People, Risk and Improvement, Corporate Performance, and Strategic Planning

- Overall satisfaction with Council's facilities and services was 2.3/5, or 58% of survey participants rating below or well below expectation.
- Some comments related to poor customer service and lack of response from Council complaints and enquiries.
- Concerns were expressed about the current Council including decision making and conduct.



SNAPSHOTS

- **331** people engaged in Council's Community Strategic Plan's engagement activities.
- **10.6%** of the 15 year old and over population engaged. (based on 2016 census population data).
- **714** additional comments were received via the community survey.
- The online survey's average completion time was **14 minutes** – fantastic participation and engagement levels.
- There was a **65%** completion rate of the **85 question** community survey which allowed participants to opt in and out of answering each function.
- **Quality** of responses from survey participants was high and reflected in the survey's high average completion time, high completion rate and high volume of additional comments made.
- **90%** of participants agreed with the 15 draft CSP goals.
- Overall, more than **92%** of survey participants found the background information provided on each function was helpful.
- **Qualitative baseline data was gathered** for each and every function area to support the measuring of the CSP's success into the future.
- The **greatest community satisfaction** is with:
 - Library services
 - Public art, creative and artistic opportunities
 - Events and array of events
- The **greatest community dissatisfaction** is with:
 - Rural road network 1.9/5
 - Waste services and facilities 1.9/5
 - Town road network 2.1/5
 - Urban water services 2/5
 - Planning and development 2.2/5
 - Overall satisfaction with Council's services and facilities 2.3/5
 - Crime – 63%** identified this as a factor which is holding our community back from being vibrant, cohesive and connected.
 - 83%** of business owners and operators identified workforce challenges as the greatest challenge to be able to sustain and grow their business. *

**percentage based upon the number of community survey participants who responded to that specific survey question.

- Via the drop-in chats the community rated **Infrastructure, Community Services and Wellbeing, and the Economy** as the highest priority functions.
- **111** people came and had a chat with us at our drop-in chats and voted in our **voting system**.
- Every resident was reached by the marketing campaign including through circulation of a marketing magnet to **every household** and almost **10,000 interactions** were achieved via promotional posts on Facebook.

Quality of responses from survey participants was high and reflected in the survey's high average completion time, high completion rate and high volume of additional comments made.

1. INTRODUCTION

1.1. Engagement context and purpose

Councils are required to develop 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.

Figure 1: The Integrated Planning and Reporting Framework



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.

The process of identifying the community’s main priorities and aspirations is achieved through community engagement through community consultation. This report outlines in

detail the process by which community engagement occurred and the finding from the consultation in terms of community priorities and aspirations.

1.2. Limitations

The election cycle was disrupted by COVID-19 which caused the Council elections to be deferred on two occasions. The Council election was held in December 2021 with all Councils required to adopt their Community Strategic Plan, along with all other Integrated Planning and Reporting plans and programs, by 30 June 2022. This is a reduced timeframe by approximately three months compared to normal Council terms - or in other words nine months' worth of work needed to be completed in just six months.

This meant that the time in which engagement activities were delivered was potentially shortened and marketing of the engagement activities also had to be shortened which may have impacted upon the level of engagement.

The Office of Local Government recommends that more than 10% of the community should be engaged. 10.6% of the Coonamble LGA's population aged 15 years and older were engaged which was a fantastic outcome considering the timeline was decreased by three months.



2. HOW COUNCIL ENGAGED

2.1 Engagement Objectives

Identifying the community's priorities and aspirations was the first objective of the engagement. This was achieved through the verification of draft goals with the community. The draft goals had been formulated using information and data from the End of Term Report prepared in late 2021, and included consideration of the community's sentiment and comments made via previous other consultation work undertaken by Council.

In addition to identifying priorities and aspirations, the second objective of the CSP's community consultation process was to gather baseline data, quantitative where possible, using measures and indicators. Establishing measurable targets of where the community wants to be in 10 years time was also important. Gathering baseline data was gathered in either of two ways:

- Measuring community satisfaction and sentiment which was collated via specific baseline questions in the community survey.
- By using existing data such as financial data which was not part of this community engagement process.

From a resourcing perspective it was effective for Council to achieve both CSP objectives at the one time.

2.2 Engagement Activities

Community engagement and consultation including communications and promotion of the consultation occurred from Phase 1: 1 February to 15 March 2022 and Phase 2: Public Exhibition between 14 April 2022 to 18 May 2022 in a variety of formats.

2.2.1 Phase 1: 1 February to 15 March 2022

The primary method of engagement was via digital platforms, in an effort to increase engagement by allowing people to engage at a time and place that suited them, allowing people with maximum opportunity to express their individual sentiments and comments, and to participate in engagement in a Covid safe way. The digital engagement tools consisted of the following:

Table 1: Engagement Information

| ENGAGEMENT TOOL | DETAILS | PARTICIPATION LEVELS |
|---|---|--|
| Online community survey | <p>A Survey Monkey survey which was accessible via Council’s Facebook page, website, and QR code which was published on marketing material and redirected the community to Council’s Integrated Planning and Reporting website landing page and included the community survey link.</p> <p>www.surveymonkey.com/r/haveyoursaycoonamblelga</p> | <p>155 people, 65% survey completion rate of 85 question survey, av survey completion time 14 min, 714 additional comments made.</p> |
| Digital community forums | <p>Online community forums were hosted and the recordings made available via Council’s website. Four sessions were held with each session focusing on different groups of functions so that discussions and content could be more focused on specific topics as opposed to open unstructured discussions. The sessions were as follows;</p> <ol style="list-style-type: none"> 1. Infrastructure including Roads, Water, Sewerage and Essential Assets and Infrastructure. 2. Community Services and Wellbeing, Arts and Culture, and Sport and Recreation. 3. Environment including Planning, Sustainable Waste and Sustainable Environment. 4. Economic Development and Growth, People, Risk And Improvement, Corporate Performance And Strategic Planning. | <p>4 people</p> |
| Digital forum with State and Fed Gov Dept. | <p>Council Officers participated in an online forum with State and Federal Government Departments to consider the relevant Department’s strategic plans and objectives, and reflection and alignment of these with our CSP.</p> | <p>12 departments.</p> |
| Hardcopy community survey | <p>A hardcopy version of the online community survey was available at key locations across the LGA including Gulargambone RTC, Gulargambone Library, Quambone General Store, Coonamble Post Office, Coonamble Library and Council’s administration building in Coonamble.</p> | <p>2 people</p> |



Testament to the enhanced ability of participants to express their sentiments and views via digital engagement platforms were the 714 additional comments received via the online community survey, and the high average survey completion time of 14 minutes.

This level and quality of engagement could not be achieved by more traditional engagement tools like community meetings. Our community is increasingly time poor which impacts on people’s ability to engage via face-to-face traditional methods. The community survey was designed to achieve maximum levels of engagement and quality responses. The survey design elements which helped achieve this result included:

- Allowing survey participants to participate and respond to function areas which were a priority to them by allowing participants to opt in and out of each of the nine function areas relevant survey section.
- Providing background information and context for each of the nine function areas which participants could opt in and out of. The provision of previously gathered community data and status of each function was conveyed to build survey participants’ knowledge on the function before they completed the relevant survey questions.
 - 92 percent of survey participants said that they valued the background information.
- Using visually appealing rating style baseline questions which required less time to complete and were visually appealing. Examples include using star and smiley face rating icons.
- Where survey participants rated their satisfaction “below satisfactory” or less, they were subsequently given the opportunity to express why they felt that way.
- The 15 draft CSP goals were well researched and based upon previous consultation and existing Council intelligence and testament to this was that 90 percent of survey participants agreed with the draft goals.

2.2.2 Phase 2: Public Exhibition and face-to-face

Council endorsed the public consultation of the Community Strategic Plan on 13 April 2022. The CSP was placed on public exhibition to 18 May 2022. The digital tools were also complimented by more traditional forms of engagement including face-to-face engagement. The non-digital engagement tools consisted of the following:

| ENGAGEMENT TOOL | DETAILS | PARTICIPATION LEVELS |
|---|--|----------------------|
| Face-to-face drop-in chat sessions | Drop-in chat sessions with Council staff across the LGA including Gulargambone, Quambone and Coonamble. Participants were asked to identify their top three priority function areas out of a total of nine function areas. Participants also had the opportunity to provide additional | 111 people |



| ENGAGEMENT TOOL | DETAILS | PARTICIPATION LEVELS |
|--------------------------|--|----------------------|
| | comments and feedback fielded by Council staff. | |
| Direct engagement | Direct engagement with existing networks and key stakeholders including the Coonamble Interagency meeting, and the Coonamble Youth Forum held in April 2022. | 47 people |

In addition to the above mentioned digital and non-digital engagement opportunities the community could provide feedback and comment on the Draft Community Strategic Plan via the Act's required 28 day public exhibition period which was held from 14 April 2022 – 18 May 2022.

Comments could be submitted directly to Council in hardcopy or via email. No submissions were received during the exhibition period. However, during our face-to-face drop ins, our engagement highlighted positive consultation with the broader community who did not understand what a CSP was and then had the opportunity to look at the themes and function areas that the plan was addressing. The interactions with the customers were positive and engaging.

A total of 10.6 percent of the LGA's population aged over 15 were engaged which is a great outcome considering the condensed timeline because of the Council election timing. Refer to above section, "Limitation of community engagement" for further information.

2.3 Engagement communication and marketing

Promotion of the engagement tools and opportunities were via a variety of marketing methods which are outlined below:

1. A series of 18 Facebook posts reaching almost 10,000 interactions including 946 engagements, shares and reactions.
2. A purpose designed promotional magnet which was mailed to every resident promoting the Integrated Planning and Reporting process including the Community Strategic Plan's development and engagement opportunities.
3. Running a \$1,200 (total prize pool) Coonamble Cash competition for those who participated in the community survey.
4. QR code directing the community to Council's Integrated, Planning and Reporting landing page so that they could keep up-to-date and engage.
5. Direct email to stakeholder groups, networks and individuals.
6. Advertisement and promotion via Coonamble Times including adverts and Council's Weekly Connect section.
7. Hardcopy posters distributed around the LGA.
8. Information on Council's website.



3. ENGAGEMENT FINDINGS

3.1 Vision Findings

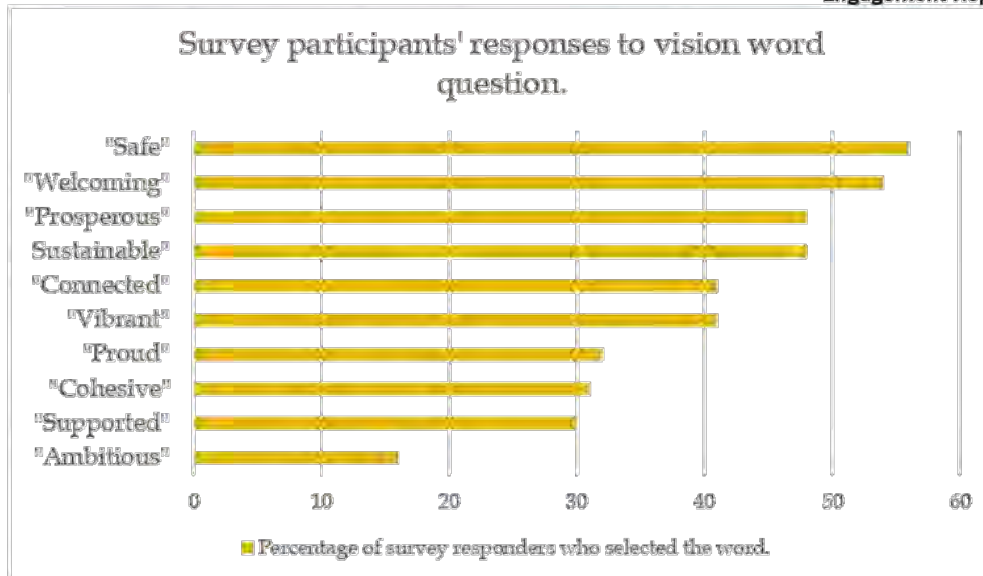
Creating a community vision for the Community Strategic Plan (CSP) is one of the most important outcomes from the community engagement process. It is aspirational and sets the tone for the CSP. A vision supports a sense of shared ownership and purpose. A statement that clearly articulates the community's vision and priorities can be used by council and other stakeholders as an advocacy tool, to support funding or grant applications, or influence policy development and resources allocation at State and Federal levels of government.

The community was asked via the community survey to select words that reflected what they hoped our community and the Coonamble LGA looks and feels like. These words were then used to create a vision statement. Responses to the vision words were as follows and are expressed as a percentage of survey participants who selected that word:

- Safe 56%
- Welcoming 54%
- Prosperous 48%
- Sustainable 48%
- Connected 41%
- Vibrant 41%
- Proud 32%
- Cohesive 31%
- Supported 30%
- Ambitious 16%

Based upon the above survey responses a vision statement was created.

“We are a prosperous, safe and welcoming community where we connect with each other, with our culture and our sustainable environment.”



3.2 Our Findings

Coonamble Shire Council established nine function areas under five themes which helped guide participants during the engagement. These nine function areas will improve the readability of Council's strategic plans including the Community Strategic Plan and support the more effective implementation by Council on an operational level. The function areas were as follows:

OUR PEOPLE

- Community Services and Wellbeing
- Arts and Culture
- Recreation and Sporting Spaces

OUR ECONOMY

- Economic Development and Growth

OUR INFRASTRUCTURE

- Infrastructure and Assets

OUR ENVIRONMENT

- Planning and Development
- Sustainable Environment
- Sustainable Waste

OUR LEADERSHIP

- People, Risk and Improvement, Corporate Performance, and Strategic Planning

The drop in chats conducted throughout the Coonamble LGA during the public exhibition period allowed the community to identify their top three priority function areas.

The community's sentiments and satisfaction levels with each function area were captured through the community survey and further defined through the face-to-face engagements. This was achieved by seeking community feedback on the draft goals, and using the sentiments and satisfaction levels, baselines could be established. The community could also articulate their issues and opportunities related to each function area.

The community were additionally able to have their say on the functions via the four online community forums and during the exhibition period of the draft Community Strategic Plan.

The findings are presented below under each function area.



3.2.1 Function 1: Community Services and Wellbeing

GOAL 1: WE ARE CONNECTION, COHESIVE AND VIBRANT

95% SUPPORTED THIS GOAL

Background

Community Services and Wellbeing was rated as the second highest priority via the drop-in chats. Less than 40 percent of survey participants believe our community is connected, cohesive and vibrant.

Our community identified crime, the lack of opportunities to come together across generations/cultures/interests, and lack of things to do generally as the main factors holding our community back from being connected, cohesive and vibrant. This was also supported at the Youth Forum whereby 28% of participants felt there was nothing to do on weekends or after school activities.

Comments consistently raised in this section regarding community connectedness, cohesion and vibrancy include:

- Division and segmentation within the community between town versus rural, socio-economic status, and cultural backgrounds.
- Our elected members contribution to the division within the community.
- Lack of resourcing of community services and facilities.
- The need for community services to collaborate and work strategically together.

Drop-in Chats' results

| Function area | Priority ranking | No. of ppl who identified fct area as a top 3 priority |
|----------------------------------|----------------------|--|
| Community Services and Wellbeing | 3 rd of 9 | 47 ppl (out of a possible 111ppl) |

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|--|--------|-----------|
| Do you believe we are connected, cohesive and vibrant? | 1.8/5 | 119 |

Related Issues and Opportunities

Factors holding the community back from being connected, cohesive and vibrant.

- Crime – 63%
- Lack of opportunities to come together across gen/culture/interests – 58%
- Lack of things to do generally – 57%
- Lack of services and fac young ppl – 51%
- Lack of services for vulnerable, elderly, disabled – 33%

What the community said:

- "Services need to come together a lot more"
- "A proportion of the community can not engage with council activities as they lack the functional literacy to get the information"
- "There needs to be a culturally safe Aboriginal group for the 0-5 yr old"
- "There is a divide in the community"
- "There seems to be two clear segments of society split by socio-economic status"
- "I believe some of the smaller communities in the shire lack facilities or funding to create a connected and vibrant community."
- "If Gulargambone decides to do something it gets done but this does not seem to be the way with things in Coonamble."
- "The spectacle that was the lead up to the council elections shows how divided we are."
- "The recent riff in council elections has divided an already insufficient community."
- "Each new political period there is new red tape and objection to the previous political direction. An agreed plan that is followed through is key."

GOAL 2: WE ARE HEALTHIER

93% SUPPORTED THIS GOAL

Background

Overall the community is satisfied with their access to adequate health services in the Coonamble LGA. Key issues and factors raised in regard to health services were:

- Lack of speech and occupational therapy services, particularly for children.
- Lack of pediatric services generally.
- Insufficient pregnancy services.
- Lack of ultrasound services.
- Insufficient mental health services.
- Lack of access to medical services in Gulargambone and Quambone



Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|---|--------|-----------|
| Rate your experience with accessing adequate health services in Coonamble LGA | 2.5/5 | 109 |

What the community said?

- "More needs to be done to attract and retain allied services such as OT and Speech therapists in the community."
- "Desperately need to address shortage in pediatric speech & OT services."
- "I am finding it difficult to get sustained services for children's needs in regards to speech and OT."
- "Lack of access to relevant pediatric services."
- "Not enough maternity services."
- "Very little support through my last pregnancy."
- "Mental health access is nearly non existent."
- "Simple medical procedures such as an ultra sound are no longer available in town"
- "Have to travel to dubbo all time for doctors and different ultrasounds."
- "With an aging community in Gulargambone, and the lack of health services now, it puts our community at risk."
- "Some health services do not promote themselves very well, especially preventative/support services."
- "The shire is lacking health professionals and access. Especially to the communities of Quambone and Gulargambone. It is extremely hard for people of those communities to access these services."
- "Visiting services are not known by the community and only access here on mainly a fortnightly basis."
- "Lots of doctors and a great hospital."

GOAL 3: WE FEEL SAFE, SECURE AND SUPPORTED

80% SUPPORTED THIS GOAL**

Background

The Survey proposed the goal "We Feel Safer"**. Based upon community comments via the survey the wording of the goal was expanded further to "***We feel safe, secure and supported***". The intent for expanding the wording of the goal is to reflect supporting our community, particularly the vulnerable to feel safer and more secure, but also to reflect those within our community who are contributing to the demise of our community's safety and supporting them to change their actions and attitudes towards their community. We cannot achieve the goal without addressing the cause.



Background (Crime)

A proportion of our community don't feel safe with 25% responding that they don't feel safe and 47% feeling only somewhat safe. Contributing factors raised by the community were:

- Greater support required for people with drug and alcohol dependency.
- Young people needing to be better engaged to deter them from offending.
- Businesses and residents have taken their own steps to improve their security.
- The justice system's role in helping to minimise offending and reoffending.

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|--|---|-----------|
| Do you feel safe in our Coonamble LGA? | Yes – 28% Somewhat – 47% No – 25% | 106 |

What the community said? (Crime)

- "Not enough is being done to help people with drug and alcohol dependency issues."
- "Unless something is done about youth crime, how can the community be safer."
- "Nothing for youth to do especially on weekends. Open up the old youth centre in the main st."
- "Things have improved in Gulargambone since the school has improved."
- "Justice system can do only do much in regard to offenders and crime in the community."
- "I feel safe to walk the streets through the day time but would never walk the streets at night anymore."
- "I feel safe in my home because of the area it is in. My business are well protected because there are barriers to entry."
- "Crime rate is what makes the LGA feel unsafe, there needs to be more done about the crime in the LGA."

Background (Domestic Animal Control)

The community's satisfaction with domestic animal control is slightly below satisfactory. Suggestions raised by the community to improve the control of domestic animals included:

- The need for the desexing program and expanding access to the program.
- The appointment of the Council's compliance officer (ranger) is integral to the success of animal control in our community.



Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|---|--------|-----------|
| Satisfaction with domestic animal control | 2.4/5 | 104 |

What the community said? (Domestic Animal Control)

- "The shire ranger has been great in the past."
- "I believe a more widespread desexing program for all residents would help alleviate this issue. More people may be willing to rehouse stray animals in our community if the cost of desexing wasn't so high."
- "Number of dogs roaming the streets are far less now than before."
- "Way too many wandering dogs on our streets."
- "I would like to see more subsidised desexing - the last programme was 2 years ago."
- "Council should consider making the conditions of surrender that they have to desex the mother."

Background (Disaster Preparedness)

Disaster preparedness was around natural disasters and the community's response and preparedness to such events.

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|--|---------------------------------------|-----------|
| Do you feel our community is supported, prepared and equipped to cope with a disaster? | No – 19% Unsure – 42% Yes – 39% | 107 |

What the community said? (Disaster preparedness)

- "Flood information is not readily available easily online."
- "Council and Fire brigade do a good job. SES has been lacking volunteers in recent times."
- "Need more volunteer for the ses and rfs to help the community"
- "Good emergency service support. Community can come together in an emergency."

3.2.2 Function 2: Arts and Culture

GOAL 4: OUR CONNECTION TO OUR CULTURE IS STRONGER THAN EVER

89% SUPPORTED THIS GOAL

Background

The arts and culture function rated the highest with the community across all function areas. Overall people were satisfied or better with the public art, creative and artistic opportunity available, the events and array of events, and the library service. Notably, the community identified that things are and have improved with regards to arts and culture, and the community have a desire for this trajectory to continue.

Drop-in Chats' results

| Function area | Priority ranking | No. of ppl who identified fct area as a top 3 priority |
|------------------|----------------------|--|
| Arts and Culture | 7 th of 9 | 26 ppl (out of a possible 111ppl) |

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|---|---|-----------|
| Satisfaction with public art, creative and artistic opportunities available | 3/5 64% meeting expectation or above | 66 |
| Satisfaction with events and array of events | 2.7/5 56% meeting expectation or above | 66 |
| Library service satisfaction | 3.4/5 90% meeting expectation or above | 66 |

What the community said?

- "There needs to be a more strategic approach to delivering arts and culture in the community."
- "Would like to see Coonamble come together as one regardless of background ie: colour, race, religion, gender identity etc."
- "I would love to see more functional public art like sculptures that are seats or support vines that shade seats or walkways."

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- "The school holiday programs are excellent - well done. Needs to be backed up by ongoing term-time activities that link into existing resources."
- "Our public art is improving!"
- "Unless they are sporting events, there are not really a lot of events on here in Coonamble."
- "Need more cultural events to get town, tourism etc"
- "My children visit the Library every week, the staff are amazing. A credit to our community."
- "The library is small and out of date in Gulargambone."
- "Library have been very helpful and inclusive to Quambone."
- "Could hours be reviewed or assistance provided to allow the library to stay open during lunch."



3.2.3 Function 3: Recreation and Sporting Spaces

GOAL 5: WE ARE A COMMUNITY OF GOOD SPORTS

84% SUPPORTED THIS GOAL

Background

The community are satisfied with the sport and recreational facilities and opportunities available. There are improvements that the community would like to see including:

- Improvements to the canteen and toilet facilities at the Coonamble Sportsground.
- Improvement to the MacDonald Park precinct.
- Changeroom improvements at Gulargambone Sportsground.

Drop-in Chats' results

| Function area | Priority ranking | No. of ppl who identified fct area as a top 3 priority |
|--------------------------------|----------------------|--|
| Recreation and Sporting Spaces | 4 th of 9 | 40 ppl (out of a possible 111ppl) |

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|---|---|-----------|
| Satisfaction with sport and rec opportunities avail | 2.6/5 56% meeting expectation or above | 77 |
| Satisfaction with sport and rec facilities avail | 2.6/5 50% meeting expectation or above | 77 |

What the community said?

- "Not enough being put into recreation for older people."
- "Would be great to see Weir upgraded & expanded."
- "Sporting facilities are excellent Recreating facilities such as parks can be improved and make to feel safer. especially Macdonald Park"
- "Gular has a very strong female rugby team with non-existent change rooms as the mens' change rooms are not even large enough to hold half a team at a time."
- "The river walk at Smith Park is used extensively by those exercising in the morning and after work and is not safe at all when daylight savings ends. Lighting on the riverside needs to be installed as well as water fountains."

- "Playgrounds need attention. McDonald Park needs sunshade over the younger children's portion on the eastern side."
- "The canteen/toilet block at sports ground is unsatisfactory. Needs to be rodent proof, professionally cleaned several times a year & upgraded."
- "Updating the canteen facilities is a must as well as maybe building a club house for the football clubs, even to share."
- "Sporting clubs and groups are on the whole very active in furthering their own plans."
- "Coonamble needs better facilities, cleaner, more lights. Where are the walking tracks. Coonamble shire needs to look at other communities, such as Tamworth."
- "Longer pool opening hours would better suit young families trying to cool off outside of swimming club times."

3.2.4 Function 4: Economic Development and Growth

GOAL 6: OUR ECONOMY IS SUSTAINABLE, PROSPEROUS AND DIVERSIFIED

90% SUPPORTED THIS GOAL

Background

Via the drop-in chats, participants rated our economy as the third highest priority function area of the nine functions. The community aspires to be sustainable, prosperous and diversified but have overwhelmingly identified workforce challenges as the greatest barrier to sustain and grow their businesses. Suitable and quality retail spaces are in short supply and the high vacancy rates in the Coonamble main street is an ongoing issue.

Due to the "baby boom" in Coonamble LGA early childhood services in particular are at capacity with waitlist and the community have identified this as an issue and expressed the need for innovative solutions to be explored. Solutions suggested by the community include:

- Initiatives to encourage and support an increase in qualified early childhood educators.
- Initiatives to encourage more family daycare operators as is done in Orange.
- Support and collaboration to expand the current early childhood services and their facilities.

Drop-in Chats' results

| Function area | Priority ranking | No. of ppl who identified fct area as a top 3 priority |
|---------------------------------|----------------------|--|
| Economic Development and Growth | 2 nd of 9 | 49 ppl (out of a possible 111ppl) |

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|---|--|-----------|
| Greatest challenge to sustain and/or grow your business | <ul style="list-style-type: none"> - Workforce challenges - 83% - Competition outside LGA - 28% - Staff expertise and knowledge - 21% | 80 |



| | | |
|--|---|-----------|
| | <ul style="list-style-type: none"> - Supply chain issues - 15% - Covid-19 - 15% | |
| Education needs/expectations met in Coonamble LGA | <ul style="list-style-type: none"> - Yes - 60% - Somewhat - 30% - No – 10% | 80 |

What the community said?

- "Lack of support for emerging new businesses."
- "Because the main street has lost much of it business and there need to be better initiatives to encourage business back to the main street."
- "Finding suitable real estate opportunities. Our main street is falling down and pigeon infested, with a high risk of break and enter. I'd love a storefront for my business but need a bit more quality."
- "The fact that council does not want to work with businesses."
- "There is a shortage of qualified early childhood educators in rural and remote communities. This makes it difficult to maintain the required regulations and standards that are set by state government."
- "I am not sure how council can be involved, but with the knowledge of baby boom and future impacts, lack of qualified staff, there could be the potential for a scholarship in Early Childhood Education that could assist to increase the number of local people"
- "There needs to be more groups for families with 0-5 year old children and culturally safe groups for Aboriginal and Torres Strait families."
- "The preschools and daycares are amazing in Coonamble. However, with the baby boom there may be lack of access to some children if spaces are filled."
- "Great options in Coonamble however there are no daycare options in Gulargambone or Quambone which is impacting a number of families in getting back to working full time."
- "I found it hard accessing childcare for the desirable number of days."



3.2.5 Function 5: Infrastructure and Assets

GOAL 7: OUR ROAD NETWORK MAKES IT POSSIBLE FOR OUR ECONOMY, INDUSTRIES AND COMMUNITY TO PROSPER

84% SUPPORTED THIS GOAL

Background

Roads was the area which had the lowest satisfaction rating. In particular, 82 percent of rural road survey participants either rated the rural roads as below or well below expectation, and this is having a detrimental effect on the productivity of the economy. With regards to the town roads, 75 percent of survey participants rated the roads as either below or well below expectations.

Overall, there was frustration expressed with regards to the condition of the rural road network and the frustration with the lack of response when a complaint is made to Council. Within town there is frustration with storm water drainage which is covered in the Urban Water section below. The Combara rail crossing and safety associated with it was raised.

Drop-in Chats' results

| Function area | Priority ranking | No. of ppl who identified fct area as a top 3 priority |
|----------------|----------------------|--|
| Infrastructure | 1 st of 9 | 65 ppl (out of a possible 111ppl) |

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|---------------------------------|--------|-----------|
| Satisfaction rural road network | 1.9/5 | 78 |
| Satisfaction town roads | 2.1/5 | 78 |

What the community said? (Roads)

- "We need to be planning to ensure our roads can meet the evolving requirements of agriculture in particular. The future of the town depends on agriculture and the ability for the industry to thrive. Presently our roads are forcing growers to send their products to other areas."
- "Roads in disrepair."
- "If we don't start spending money on our roads it will not prosper."
- "Maintenance of unsealed roads in the shire, at times, is non-existent. There appears to be no attempt to improve unsealed roads by adding materials, such as gravel dust or overburden rock from the crusher."

- "Railway crossing at combara needs attention."
- "I can only imagine how expensive and time consuming it would be to service all the roads in the shire, but this needs to be dealt with. From either grant funding or digging into the reserve."
- "The roads do not get grader enough for the rates we pay when they do its only a quick grade which makes the roads worse."
- "When information is provided to the Shire about the poor status of a road there is no acknowledgement, feedback , follow up or communication regarding the information."

GOAL 8: OUR WATER INFRASTRUCTURE AND SERVICES ARE FIT FOR OUR COMMUNITY AND OUR FUTURE

93% SUPPORTED THIS GOAL

Background

Urban water services and infrastructure are not meeting the expectation of the community and 67% of survey participants rating the urban water services as below or well below expectations.

A significant proportion of comments and issues relate to water quality – odour, chlorinated taste, appearance and calcium and lime build up causing damage to household appliances. Water pressure was also an issue which was raised as was frustration with Quambone’s water quality in the recent past.

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|--|--|-----------|
| Satisfaction urban water services and infrastructure | 2/5 67% below or well below expectation | 58 |

- What the community said?**
- "I do not drink the water from the tap (bottled water instead), the calcium build up is ridiculous, water pressure, and the taste is nothing to write home about."
 - "The water at present is at sometimes undrinkable.....The water pressure is not good at all. If i have a sprinkler on I cant put a load of washing on. That is not acceptable."
 - "Poor water pressure. Expensive Barely drinkable."
 - "Water tastes awful with often cloudy appearance."
 - "The water smells and has a bad taste. We have to filter our drinking water. Too Much lime and calcium."



- "The water pressure is ridiculous at times. The water smells strongly of chlorine - as if you have been swimming, but you have just had a shower."
- "The water is hugely chlorinated and not pleasant."
- "Quambone bore water ok, except for the 2 weeks it took to have water pass drinkable test. Also, when I rang about it initially, staff were unaware of the problem in Quambone. Making sure all council customer service staff are aware of major issues like this should be a priority for council management."
- "For weeks the community of Quambone did not have access to safe drinking water which is a basic necessity!"
- "I've always had terrible water. For years it came out of taps brown. Now it is in drinkable due to the taste. Our family has to buy drinking water and I've had to buy rain water tanks just to have quality water."
- "The water is terrible, it damages kettles, filters, washing machine, hot water systems and I worry about my children and I drinking it. Water pressure is poor to at times."

GOAL 9: OUR SEWERAGE AND URBAN INFRASTRUCTURE AND SERVICES ARE FIT FOR OUR COMMUNITY AND OUR FUTURE

92% SUPPORTED THIS GOAL**

Background

The goal** was expanded from "Our sewerage and services are fit for our community and our future" and added in urban drainage services".

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|--------------------------------|--|-----------|
| Satisfaction sewerage services | 2/5 37% below or well below expectation | 38 |

What the community said? (Sewerage)

- "We still have places in town where there is no sewerage and some of the places are close to the sewerage farm in these time all places in town should be sewerage."
- "we still have street on septic. if the whole town was on the sewerage line then yes the services would be fit."
- "We live in the town and STILL have no sewage."
- "Some people still have septic and can let off bad odours."
- "I am 2 km from the post office and have no access to sewerage services."



What the community said? (Drainage)

- "Storm water drainage is poor."
- "The culverts need attention. Council dont respond to emails and flooding continually occurs around town because they aren't cleaned our repaired."
- "There appears to be no strategic plans, master plans, audits or assessments that rate the condition of each road, its kerb and guttering and storm water drainage so that improvements can be prioritised systematically, especially in the towns and villages. This leaves it to the whim of Councillors and Council officers. It needs to be far more systematic and objectively assessed."
- "South eastern corner of township has terrible drainage, road surfaces higher than guttering results in many many properties being inundated with storm water run off."
- "There's no drainage and no kerbs on a lot of residential streets in Gulargambone, water sits for weeks causing an inundation of mosquitoes and smells bad."
- "Storm water drainage needs to be main priority in this process.."
- "There are still street that are not tarred, streets they don't drain off well after a decent rain, potholes."
- "After storm water sits on streets for weeks."
- "What storm water drainage, water constantly sits in town streets, can not park near the public school due to water."

GOAL 10: OUR ESSENTIAL ASSETS AND INFRASTRUCTURE ENABLES OUR COMMUNITY AND ECONOMY TO PROSPER

92% SUPPORTED THIS GOAL**

Background

The goal** was changed from "Our essential assets and infrastructure makes it possible for our community and economy to prosper" and added the word enable to improve readability.

Satisfaction with assets and essential infrastructure was marginally below the satisfaction rating. The main issues raised were:

- The need for improved sale yard facilities.
- Desire for increased efficiency as the Council quarry.
- Need for improved telecommunication.

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|---|--|-----------|
| Satisfaction with assets and essential infrastructure | 2.4/5 50% below or well below expectation | 52 |



What the community said?

- "Council needs to manage our Quarry much more efficiently. be more competitive with pricing. Council should put more thought into making our airport viable. Our sale yards should be more competitive with pricing as well."
- "Phone service in coonamble is terrible. The saleyards are a great asset to the town and the council want to close them down why is this the case. Cemeteries are not well maintained. Council quarries are not used at full capacity sometimes you can not even get the product you require."
- "mobile phone and internet is 3rd world....stock yard need refurbish"
- "Each asset site requires a Masterplan that spells out what that asset will look like at the end of the next 10 years, with rationale about how it is adequate to deliver its intended service. It also needs an Asset Management Plan. Do these documents exist, if so, how are they being used to guide development of each asset? If not, why don't they exist? Prioritise use of Council funds on these and this clarity will convince funding agencies that Council and the community are in agreement about what they want and what is needed to deliver."
- "Saleyards is in great need of repairs and ongoing maintenance. Completely renew kitchen and facilities-opportunity for training hub for hospitality students on sale days and during harvest??"
- "Dangerous railway crossing at Combara of a night trains have no side lights and there are no lights at the stop sign the warning sign for the railway tracks is to close and not enough time for trucks to stop."
- "Meets my expectations for the remote area we are in."
- "It's believed in the community that council want to close the saleyards closing facilities will end the town."

3.2.6 Function 6: Planning and Environment

GOAL 11: OUR COMMUNITY HAS CONFIDENCE IN OUR STRATEGIC LAND USE PLANNING FRAMEWORK

93% SUPPORTED THIS GOAL

Background

The goal was supported in the survey with a statement "because of changes made to our planning system and the new opportunities that these create".

Planning and development had some of the lowest community satisfaction levels, as did our community's experience with secure affordable and suitable residential land and housing. Frustration was expressed with the lack of availability and quality of housing for both sales and rentals, and lack of residential land including rural residential.



Drop-in Chat results

| Function area | Priority ranking | No. of ppl who identified fct area as a top 3 priority |
|--------------------------|----------------------|--|
| Planning and Environment | 9 th of 9 | 22 ppl (out of a possible 111ppl) |

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|--|--|-----------|
| Degree of confidence in land use planning framework, and in balance between land use interests and risks | 2.2/5 42% sufficient or above sufficient confidence level | 54 |
| Rate experience in securing affordable and suitable residential land and/or housing | 2.3/5 43% meeting expectation or above | 53 |

What the community said?

- "More homes/Units need to be constructed through government funding. There is a great need for rentals but no housing."
- "Council should apply for grants to acquire and demolish damaged and substandard houses in the towns. Then demolish these houses and give the land away FREE on the proviso that building a residence on the land is commenced with 12 months."
- "Standards seem to have been thrown out the window by residents, builders and developers in the LGA, and they have seem to have little regard and respect for the standards imposed by the State. There seems to be no masterplan for expansion of the area's housing capacity."
- "Out of town investors buying all available property and housing and then asking unrealistic rental pricing."
- "There are plenty of housing and vacant blokes in town. It is not council's responsibility to find or make new estates in the district. Example is the Yatton estate which was purchased apparently for council bosses and that council were going to spend an obscene amount of money to benefit a very few."
- "Housing in Coonamble is dismal and it scares off potential growth."
- "Prices are over inflated for realestate and people and families have trouble finding rentals."
- "Can't buy any small blocks out of town, or build on the small ones. Why can't this be done?? Gilgandra shire has houses being built on small blocks out of their town everywhere. If they can do this Coonamble Should able too as well."
- "I haven't needed to but when looking for family members there is no vacant land. There is also a lack of rentals in town, with a lot of empty houses that people want too much money for that need a lot of repairs."
- "Development applications are too costly."



- "Minimum lot size definitely needs amending."
- "I have a business and residence on a block of land and have been told I have no hope of subdividing them. This is essentially untenable going forward."



3.2.7 Function 7: Sustainable Environment

GOAL 12: WE ARE MORE SUSTAINABLE AND WE CONTRIBUTE TO THE BIGGER ENVIRONMENTAL PICTURE

95% SUPPORTED THIS GOAL

Background

Only 13 percent of the community survey participants felt that we are an environmentally sustainable LGA and that we are doing our part for the environment. Most of the comments made in the Sustainable Environment section pertained to waste services and recycling which is discussed and considered in the relevant section below. Overall, the sentiment expressed by the community via the community survey was that we needed to become a more environmentally sustainable LGA.

Drop-in Chats' results

| Function area | Priority ranking | No. of ppl who identified fct area as a top 3 priority |
|-------------------------|------------------|--|
| Sustainable Environment | 5th of 9 | 32 ppl (out of a possible 111ppl) |

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|---|--|-----------|
| We are an environmentally sustainable LGA and that as a community we are doing our part for the environment | No – 40% Somewhat – 43% Yes – 13% Not priority – 4% | 61 |

What the community said?

- "Work should be done on our local river system with the removal of the overgrown bamboo, and rubbish, Inspection of trees that have become a hazard to community and power lines."
- "We should aim & promote for a more sustainable LGA."
- "The amount of chemicals being poured onto the land in and around Coonamble appears to be excessive. The mountains of chemicals stored at the local businesses servicing local farming activities is astounding. Is there any testing done of the water in the weir and river to determine if there is any contamination."
- "Should be doing much more to become an environmentally sustainable LGA-be leaders of the central West."

3.2.8 Function 8: Sustainable Waste

GOAL 13: WE ARE WINNING OUR WAR ON OUR WASTE

82%* SUPPORTED THIS GOAL

Background

Based on community feedback and comment regarding the goal, the goal was changed from "We are waging a war on our waste" to be more ambitious and meet the higher, longer-term expectations of our community.

Waste services, along with roads, had the lowest community satisfaction rating. Only 20 percent of the community said that waste services met their expectation and the highest volume of comments received related to waste, with over 60 individual comments made.

The issues and opportunities raised included:

- Desire for recycling, and reduction in our overall waste generation.
- A need for bulky item kerb side pickup service throughout the year.
- Frustration with the landfill site in Coonamble and its condition.

Drop-in Chats' results

| Function area | Priority ranking | No. of ppl who identified fct area as a top 3 priority |
|-------------------|------------------|--|
| Sustainable Waste | 6th of 9 | 29 ppl (out of a possible 111ppl) |

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|---|---|-----------|
| Satisfaction with waste services and facilities | Meeting/Above expectations – 20% Below/well below expectations – 80% | 60 |

What the community said?

- "Council should be introducing recycling within the community."
- "The landfill site in Coonamble is an absolutely disgusting, there should not be a fee to take rubbish to the tip then there should be less rubbish dumped around town. The town need to have more recycling places available."
- "So little opportunity for recycling, large scale composting, better management of waste etc, which is a big concern."



- "We throw everything into landfill and have no recycling facilities except for the bottles, and don't have a tip shop."
- "I would like to see our garbage collection become a recycling one it upsets me that we are not able to recycle anything in Gulargambone unless we take it to Armatree to the Gilgandra Shire were they do recycle."
- "Littering and waste management is a big problem in our community. We need a recycling plant, as well as massive fines for illegal dumping."
- "I'd like to see more innovative use of our waste."
- "There are no recycling facilities. This must be improved if our council is going to stand up and be sustainable and contribute to the bigger environmental picture."
- "we need better recycle facilities. a decent return and earn venue where all types of can be cashed in (milk and orange juice, poppers etc) that the bigger towns accept"
- "The council should do a large item pick up/clear twice a year. Have residents register with Council so they know where to pick up and have large items only (not garbage) for transport to the tip. Things such as washing machines, beds, fridges, etc. Also, when registering they can say if it will be on the roadside or if they need help moving it from their hose. A lot of residents have no way of moving them and no way of transporting them."
- "Coonamble council has only ever paid lip service to any so called "war on waste". Any such war has long been lost by the Coonamble council. You could start by giving every household a milk crate to leave out bottles and cans for a community organisation to collect and cash in at the local recycling centre."
- "We need to provide recycling bins and green waste bins to each resident. This will decrease general waste bin usage and help the environment. A bulk curbside collection with a maximum of 6m2 of waste per household per calander year would be awesome."
- "Town could benefit with curbside cubic waste once a month like in cities. Not everyone can travel out to the tip, this may have an impact on some yards with larger waste that needs to be taken away."
- "We need to concentrate on creating less waste and ways to recycle. Recycling things locally to make something else to create sustainable jobs ."
- "We should aim to reduce single use plastic in Coonamble LGA. Encourage preschools, schools, retail shops to promote use of less plastics & packaging."
- "This should never have been contracted out. The contractor is trying to do as little as possible for the most money."
- "Free tip entry for those who don't have curbside collection would be a good start. Annual clean-up weeks could be encouraged where it's free entry to the tip for bulky items for a week. And obviously recycling options would be nice."
- "To put it in the too hard basket is disappointing. Recycling, reusing and sustainable practices by reducing household environmental footprint should be a priority as it is a future-focused goal, that can be small steps leading to larger differences to the environmental"

3.2.9 Function 9: People, Risk, Improvement, Corporate Performance and Strategic Planning

GOAL 14: OUR COMMUNITY LEADERS ENRICH AND EMPOWER US

91% SUPPORTED THIS GOAL

GOAL 15: OUR COMMUNITY BELIEVES IN THE INTEGRITY OF COUNCIL'S DECISIONS

88% SUPPORTED THIS GOAL

Background

69 percent of community survey participants expressed that they had some degree or did have adequate opportunity to voice their opinions, ideas and feedback regarding Council matters.

Poor customer service and a perception of lack of response from Council to complaints and enquiries were some of the frustrations articulated by community survey participants.

Drop-in Chats' results

| Function area | Priority ranking | No. of ppl who identified fct area as a top 3 priority |
|--|------------------|--|
| People, Risk, Improvement, Corporate Performance and Strategic Planning. | 8th of 9 | 24 ppl (out of a possible 111ppl) |

Baseline Capturing (Survey)

| Survey Question | Rating | Responses |
|--|---|-----------|
| Do you believe you have adequate opportunity to voice opinions, ideas and feedback regarding Council matters | Somewhat 46% No 27% Yes 23% Unsure 4% | 57 |
| Overall satisfaction level with Council's services and facilities | 2.3/5 42% above expectation 58% below or well below expectation | 56 |

What the community said?

- "The previous council and General manager have made significant headway in improving our town. Driving through and seeing the improvements of the caravan park, water tower and visitor information Center is something for the town to be proud of."
- "Thank you to our new general manager who has started the realisation of this goal. I hope the incumbent mayor/councillors are United- we deserve integrity, confidence & cohesion from our Council."
- "to much reliance is just on facebook and if your not on facebook you miss information. There used to be a regularish email. doesn't seem regular any more. rare if anything. simple quick news could be sent out weekly or fortnightly for some of the information that gets put on facebook. There is still also the newspaper and the flyer that comes out at times. Non of my calls/emails to council get replies. unless i ring the roads person direct I get him."
- "Emails don't get answered. Voices can't be heard. Permission needs to be obtained to speak at meetings. So much for listening to the community."
- While I do, I don't think a lot of our community have an opportunity to have a voice, communications are not gauged to all community, only those who can read. Council involvement with Community Working Parties and Aboriginal organisations to ensure that planning reflects community action plan objectives within the CWP's that are in Coonamble."
- "For far to long, it has felt as if Council was a closed door. This needs to change and our community should have more say on what is happening."
- "I feel we can voice concerns or ideas but know that it's not really been listen to because they have other agendas alrea"
- "Sometimes it feels as though Council is working in isolation from its people."
- ".....opinions are often publicly berated."
- "Consultation on matters at times seems limited, unsure how to raise issues. Consultation methods seem to mostly via surveys online and perhaps there should be more points of contact to raise concerns or provide comments."
- "Nobody listens and they do not act on any report actions."
- "I think Council administration does a reasonable job. I worry about the decision making of our mayor & councillors....."

In addition to the above, we also asked our customers the following.

How do you think Council could improve on its customer service?

- "...Communicate with frontline staff - if they don't know what is happening they cannot pass it onto customers and therefore look unknowledgeable. Prompt acknowledgment of concerns or complaints from customers from the appropriate person. Have self-serve options available such as a booth or computer at the front counter at the council so you can pay rates/water etc and if you have trouble then an officer can help."
- "Listening & responding to complaints & Enquiries within a reasonable time!"

- "Reply to people. Not interrogate them for information to get to the next person they need to speak to."
- "Just more systematising of processes and more consistent record-keeping perhaps."
- "Let the whole community know what is going on. Engage in a different way, so that people aren't left behind."
- "Actually listen and take responsibility when taking a phone call from a concerned citizen."
- "Attending to customer request and acknowledgment of said requests in a reasonable timeframe."
- "Training on customer service would be a good start."
- "Perhaps better customer service training. Possibly personality problem. Select right person for roles."
- "Get an App like Tamworth Council for informing and connecting with your community. And PRIORITISE professional and prompt acknowledgment of communication with Council."
- "Many time I have called due to not being able to find the information needed and have been directed to the shire website."
- "The Council needs to represent all who contribute to the community even if their personal view conflicts with this..."

4. Conclusion

The Community Strategic Plan's community engagement successfully engaged the community, eliciting quality responses from a high proportion of the community. The engagement successfully identified the future goals and expectations of the community and simultaneously captured a comprehensive list of tangible and quantifiable baselines including satisfaction levels with Council's current service delivery. These baselines will enable Council and the community to accurately measure the progress of the Coonamble LGA's Community Strategic Plan into the future.

The high levels of engagement demonstrates that the engagement tools and marketing methods chosen by Council were effective and accessible to the broader community. Additionally, the carefully considered and designed community survey and drop-in chats delivered high quality data and information which has been integral to the development of a Community Strategic Plan which can attest to genuinely reflecting the sentiments and aspirations of the community. Council looks forward to working with its community and stakeholders over the next ten years to deliver upon its aspirational Community Strategic Plan 2022-2032.

10.16 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**File Number: E5****Author: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Authoriser: Noreen Vu, Executive Leader - Environment, Strategic Planning and Community****Annexures: Nil****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 May 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**

Since the last reporting period six additional properties have been added to the register.

The total number of properties active on our Overgrown Block Register is 32

. The split of the overgrown properties across the Shire is:

- Coonamble: 10
- Gulargambone: 13
- Quambone: 9

23 properties have complied with Council instructions and cleaned up their property (compared with the 13 properties reported at the last meeting), and Council has been in communication with the remaining property owners.

Blocks with unsafe levels of waste:

Since the last reporting period Council has commenced a register for properties found to have levels of rubbish or waste causing or likely to cause threat to Public Health or the health of an individual. The Regulatory Officer has inspected 3 properties with levels of waste deemed to meet these criteria. Council staff have contacted the owner(s) regarding the condition of their block at the time of our inspection.

Correspondence explains why owners must reduce excess waste and rubbish because it causes concerns to surrounding residents and may become harbourage for vermin and other undesirable species and pose a fire risk. The correspondence explains the process of how Council as the Local Authority has responsibility to ensure that all land or premises are in a safe or healthy condition and explains this regulatory process.

The split of the properties with unsafe levels of waste across the Shire is:

- Gulargambone: 1
- Quambone: 2

Council is also starting to look at derelict buildings which may cause a public health issue, and this will be reported at the next meeting.

Development Control Orders, Public Health Orders and Infringements

Since the last reporting period 10 property owners of Council's issued Public Health Orders have been found to be non-compliant with their Order. Council staff have

begun proceedings to request quotations from external contractors to deliver works needed.

Since the last reporting period Council staff have issued three new Public Health Orders. The table below summarises these.

| Table of Orders Issued | | |
|--|------------------------------|---------------|
| Date issued | Address | Status |
| Orders to Premises Safe and Health Condition (LG Act) | | |
| 18/05/2022 | Gidgerah Street, Quambone | In progress |
| 18/05/2022 | Munnell Street, Gulargambone | In progress |
| 19/05/2022 | Tucka Tucka Street, Quambone | In progress |

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 May 2022.

| Application Number | Description of Works | Address of Proposed Works | Approved Date |
|---------------------------|---------------------------------|---|----------------------|
| MAY 2022 | | | |
| DA 005/2022 | Garage | Lot 126 DP1184651, 91 Munnell St Gulargambone | 4/05/2022 |
| SC – 4791c5fb | Pool Certificate | Lot 67 DP 3693 14 Bertram St Coonamble | 4/05/2022 |
| DA 009/2022 | Temporary Use – Function Centre | Lot 46 DP 754178, 246 Herrings Lane Gulargambone | 17/05/2022 |
| SC – 195a6574 | Pool Certificate | Lot 2 DP156052 3 Macquarie St Coonamble | 24/05/2022 |
| LA 005/2022 | Mobile Food Van | Sheepyards Back Gular Rd Coonamble | 30/05/2022 |
| SC – e7a54853 | Pool Certificate | Lot 4 Section 1 DP 758480 6 Yoolundry St Gulargambone | 30/05/2022 |

Ranger's Report

The Ranger's report is provided for May 2022.

The follow is a summary of companion animal statistics.

| <u>CORRESPONDENCE</u> | <u>May 2022</u> | <u>Year to Date 2021/2022 Total</u> |
|------------------------------|------------------------|--|
| Infringements (Animals) | 0 | 8 |
| Infringements (Other) | 0 | 3 |
| Change of Details | 14 | 89 |
| Microchipped dogs | 11 | 264 |
| Registrations | 0 | 19 |
| Nuisance dog declaration | 1 | 1 |
| Dangerous dog declaration | 0 | 2 |
| Menace dog declaration | 0 | 0 |

Impounded animals

In May there were a total of 22 dogs impounded and 1 cat were impounded. The following provides a breakdown:

| May 2022 | Dogs | Cats |
|--------------------|-------------|-------------|
| Returned to owners | 0 | 0 |
| Rehomed | 19 | 1 |
| Euthanised | 3 | 0 |
| Impounded* | 22 | 1 |

*Of the total impounded for both months, 1 dog were impounded from Gulargambone and 7 from Quambone.

Dog attacks

No dog attacks this month.

Strategic Planning

NSW Government's Employment Zone Reform Public Exhibition

Changes to Business and Industrial Zones

The Department of Planning and Environment is currently exhibiting the translation of existing Business and Industrial zones into the new Employment zones. The exhibition is being held on the department's Planning Portal for 6 weeks from **27 May 2022 to 8 July 2022**.

This is the implementation stage of a reform that replaces Business and Industrial zones with Employment zones within individual local environmental plans across NSW. Implementation follows the introduction the Employment zones within the Standard Instrument (Local Environmental Plans) Order 2006 in December 2021.

The department has worked closely with each council to ensure LEPs are amended, consistent with the intent of the reform, while also ensuring the land-use planning outcomes are locally appropriate. After the exhibition the department will be working with councils to finalise implementation ahead of the new zones coming into force on 1 December 2022.

For Coonamble Shire Council, this will mean the following:

| Coonamble Local Environmental Plan 2011 Zone | Proposed Change |
|---|-------------------------|
| B2 – Local Centre | E1 Local Centre |
| B6 – Enterprise Corridor | E3 Productivity Support |
| IN1 – General Industrial | E4 General Industrial |

The employment zones reform delivers a simplified framework that:

- suits the future of work
- is fit for purpose
- supports productivity and jobs growth
- delivers the community's objectives set through strategic plans and planning priorities.

To view the detail of the exhibition and make a submission please visit the department's [Planning Portal](#) and [Employment Zones Reform](#) webpage for general information on the reform process.

If anyone has any questions, please contact the Department of Planning and Environment on **1300 420 596** or by email at employment.zones@planning.nsw.gov.au.

(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 are no direct legal risk implications arising from this report.

(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.

(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.

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

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

For the purposes of the development of the 2022 Community Strategic Plan, a separate report will be provided to Council which includes the draft Community Strategic Plan, draft Delivery Program and draft Operational Plan until the new suite of documents are adopted.

(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 May 2022.

COMMUNITY SERVICES**• National Simultaneous Storytime**

ALIA chooses a book written and illustrated by an Australia author and illustrator each year and this year's book was a great pick – Family Tree by Josh Pyke. While the theme of the book was family, change and acceptance, it was told from the perspective of a tree that one family had planted and how that family related to the tree through years of growth. While our fabulous audience may not have picked up on some of the more subtle hints, we are sure that that had a fantastic time listening and identifying the animals and trees that were in the illustrations. We also had a great craft activity involving decorating and cutting out a family tree that we gave out. Hopefully, the kids will fill each of the leaves with their family members names and attach to the tree and take home to show the family. After storytime, the children were invited to enjoy our sensory wall, books and opportunity to play. We are currently in talks with Smart Kids Child Care Centre to make a trip to the library a regular occurrence.



- **Waste to Art**

The Waste to Art Exhibition and Competition opening night was held at the Outback Arts Creative Centre and while there was a smaller attendance than usual – weather stopping a lot of attendees – there were still enough to enjoy the evening. Thank you to Mayor Horan for opening the event and to the Outback Arts team. Successful entries will now travel to Lithgow for the regional competition, and we wish them the best of luck.

Thank you to Council's Library, Raquel Pickering for working with Outback Arts for a successful event and exhibition.



LIBRARY SERVICES

Stocktake

The North Western Library of which Coonamble is a member, will do the annual stocktake in June this year. Weeding of books has now commenced. During stocktake the library will be closed between Tuesday 14 to Saturday 18 June 2022. The community will be notified of the closure.

- **Exchange**

The Librarian is currently organising the book exchange with both the Gulargambone and Quambone Library.

- **Coonamble Library Show Writing Competition**

The Library currently sponsors a writing competition with the Coonamble and Gulargambone Ag Shows and received several entries this year with three primary

first places and one high school first place. The winners will be displayed at the Coonamble and Gulargambone Ag Shows in June 2022.

- **Library Statistics** (28 April – 01 June 2022)

| Service | Loans | New M/ships | Wi-Fi | Internet (hr) | Internet (ppl) | Kids Comp (children) | Junior Visits | Adult Visits |
|--------------|-------|-------------|-------|---------------|----------------|----------------------|---------------|--------------|
| Coonamble | 428 | 4 | 37 | 81.8 | 48 | 16 | 74 | 243 |
| Gulargambone | 51 | 0 | | | | | | |

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

| Library Visits | Reference Enquiries | Technology Enquiries | Local History | VIC Enquiries |
|----------------|---------------------|----------------------|---------------|---------------|
| 317 | 6 | 33 | 8 | 11 |

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

| Senior Craft | Pre-School Visits | Housebound | Meetings | Seniors Cinema | Other |
|--------------|-------------------|------------|----------|----------------|-------|
| 14 | 0 | 2 | 6 | 0 | 18 |

CHILDREN AND YOUTH SERVICES

Council’s Children and Youth Services have been impacted with staff shortages. We have been able to deliver the After School Care in Gulargambone and Quambone. Council’s Casual Youth Workers have been instructed to partner with other service partners to deliver services.

Council is unlikely to deliver a July School Holiday program due to staff absences and availability.

(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.

(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.

(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 May 2022.

RECOMMENDATION

That Council notes the information contained in this report.

10.18 GENERAL MANAGER - TEMPORARY APPOINTMENTS**File Number: S-6****Author: Amanda Nixon-Manager - People, Risk and Improvement****Authoriser: Tim Horan, Mayor****Annexures: Nil****PURPOSE**

The purpose of this report is to establish the remuneration, terms and conditions for staff when acting in the role of General Manager for extended periods.

BACKGROUND

The role of General Manager is a Senior Staff position under the *Local Government Act 1993* (Act), with section 338 requiring Senior Staff to be employed under a performance-based contract that is not less than 12 months or more than 5 years.

The General Manager is Council's only designated Senior Staff role, and the terms Senior Staff and General Manager may be used interchangeably.

If the role of General Manager is vacant, under section 336 of the Act, Council must immediately appoint a person or appoint a person to act in the vacant position. The role is not considered vacant if a General Manager is on leave, however there may be times when appointing someone to act in the role is required.

Council staff are employed under the Local Government (State) Award 2020, Clause 11 (iii) of which states:

"An award employee who is required to relieve in a senior staff position, so designated under the Local Government Act 1993 (NSW), shall be paid an appropriate rate of pay commensurate with the duties and responsibilities of the relief work undertaken".

To date, no additional remuneration has been paid to a staff member acting in the General Manager's role, mainly due to the lack of need until very recently.

(a) Relevance to Integrated Planning and Reporting Framework

N/A

(b) Financial Considerations

Any applicable backpay owing as a result of this policy will have minimal financial impact on current budget commitments. Moving forward, any higher duties associated with a staff member acting in the General Manager's position for a substantial period will be allowed for in the budget estimates.

COMMENTARY

Previously, Council has had limited requirements for staff to act in the role of General Manager, in either for short term periods when the General Manager was on leave or when the position was vacant and recruitment activities are being undertaken.

Under current delegations issued in 2013, the Executive Leader – Corporate & Sustainability has been designated to be the acting General Manager, when he/she is absence. Generally, the General Manager did not to utilise this option unless substantial leave was taken, which was a rare occurrence.

In 2019, upon its vacancy, a consultant was appointed to the role of General Manager, to allow for recruitment activities to be undertaken.

At the 1 April 2022 Extraordinary Council meeting, upon the vacancy of the General Manager, it was resolved *“That the Council appoints Bruce Quarmby as the Councils Acting General Manager pursuant to sections 336 and 351 of the Local Government Act 1993, with such person to remain as the Council’s Acting General Manager until the Council appoints a new General Manager or until further decision of the Council to appoint a different Acting General Manager, whichever occurs first”*

As appointing a staff member to act in the General Manager’s role for an extended period was not something Council has faced before, an established policy is not in place. Therefore, a policy needs to be developed to ensure staff are compensated fairly.

In order to determine an appropriate rate of pay, using the exiting General Manager’s total salary package can be problematic as it includes non-cash benefits, clauses related to the Senior Staff Contract which are not applicable to staff covered under an Award, in addition to Executive Level staff members having existing non-cash benefits and possible grandfathered arrangements in their normal salary package.

Using the “potential” General Manager’s total salary package as a benchmark also has issues, as a range is usually offered to be agreed upon with the successful candidate which can be tailored “non-cash benefits” which reduces the cash component – making defining an agreed upon value open to interpretation.

Therefore, for Council to meet its obligations under the Local Government Act 1993, Local Government (State) Award 2020 and provide for adequate coverage, continuity, flexibility and simplicity in the absence of the General Manager the following is proposed:

Upon the vacancy of the General Manager, or the General Manager is on leave for a period of more than two weeks, the following remuneration, under Clause 11 (iii) of the Local Government (State) Award 2020, shall apply:

- a. The Executive Leader – Corporate & Sustainability will act in the role of General Manager.*
- b. In the absence of the above, the Executive Leader – Infrastructure will act in the role of General Manager.*
- c. To compensate for the additional duties and responsibilities associated with acting as General Manager, an additional 20% of the current wage component only for the reliving staff member will be paid, excluding any allowance other than the Civil Liability Allowance.*
- d. Any other non-cash benefits, or terms and conditions that might apply to the General Manager’s role are not applicable.*

As Council did not have a current policy when the General Manager’s position became vacant on the 1 April 2022, this policy if approved, should be applied retrospectively from the 1 April 2022.

(a) Governance/Policy Implications

The Council resolution will be incorporated into Council’s operational human resource policies and practices.

(b) Legal Implications

If Council does not nominate an appropriate rate of pay or adopt a policy for staff covered by the Local Government (State) Award who act in the General Manager’s role, Council may be open to a claim of underpaying wages.

(c) Social Implications

Not applicable

(d) Environmental Implications

Not applicable

(e) Economic/Asset Management Implications

Not applicable

(f) Risk Implications

Not applicable

CONCLUSION

If the role of General Manager is vacant, under section 336 of the *Local Government Act 1993* Council must immediately appoint a person or appoint a person to act in the vacant position.

Council staff are employed under the Local Government (State) Award 2020, Clause 11 (iii) of which states “An award employee who is required to relieve in a senior staff position, so designated under the Local Government Act 1993 (NSW), shall be paid an appropriate rate of pay commensurate with the duties and responsibilities of the relief work undertaken”.

As appointing a staff member to act in the General Manager’s role for an extended period was not something Council has faced before, an established policy is not in place. Therefore, a policy needs to be developed to ensure staff are compensated fairly. A policy, with associated remuneration has now been developed and tabled for consideration.

RECOMMENDATION

That Council adopts the following:

- 1. Upon the vacancy of the General Manager, or the General Manager is on leave for a period of more than two weeks, the following remuneration, under Clause 11 (iii) of the Local Government (State) Award 2020, shall apply:**
 - (a) The Executive Leader – Corporate & Sustainability will act in the role of General Manager.**
 - (b) In the absence of the above, the Executive Leader – Infrastructure will act in the role of General Manager.**
 - (c) To compensate for the additional duties and responsibilities associated with acting as General Manager, an additional 20% of the current wage component only for the relieving staff member will be paid, excluding any allowance other than the Civil Liability Allowance.**
 - (d) Any other non-cash benefits, or terms and conditions that might apply to the General Manager’s role are not applicable.**
- 2. As Council did not have a current policy when the General Manager’s position became vacant on the 1 April 2022, this**

policy if approved, should be applied retrospectively from the 1 April 2022.

11 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS

11.1 NOTICE OF MOTION - COUNCILLOR CHURCHILL

File Number: Councillors - C13

Annexures: 1. Email - Notice of Motion Cllr K Churchill

BACKGROUND

Cr Karen Churchill has given notice of her intention to move several motions regarding proposed upgrades to several community operated Council facilities, coupled with the installation of electronic slow down signs at Gulargambone. Further to the proposed upgrades to the Council facilities, Cr Churchill has also given notice of intention to move a motion that Council investigate the installation of electronic slow down signs on the Castlereagh Highway at Gulargambone.

Following clarification of the intent of the motions with Councillor Churchill, the proposed notice of motions read as follows:

1. That a detailed report be prepared investigating the installation of electronic slow down signs on both the north and south entrances on the Castlereagh Highway at Gulargambone be prepared for Council's consideration. The report is to address the processes that will need to be followed to allow for the installation to occur as well as the associated costings and possible funding sources for the requested works.
2. That Council resolves to request the Acting General Manager to enter discussions with representatives of the Coonamble Preschool with a view to facilitating the installation of a new front fence for the Tully Park Crown Land Reserve that is currently leased to the Preschool. Following the completion of these discussions a detailed report is to be prepared for Council's consideration. The report is to address the estimated costs of works with possible funding sources for the works.
3. That Council resolves to request the Acting General Manager to enter discussions with representatives from the Coonamble Men's shed with a view to facilitating the following matters:
 - a. A review of the current electricity supply configuration for the Coonamble Men's Shed be undertaken.
 - b. That following the conclusion of the review into the electricity supply that Council investigates the possibility and costings associated with the installation of solar panels for the Coonamble Men's shed facility.
 - c. The improvement of security at the Coonamble Men's shed by the installation of perimeter fences along the back and southern side of the facility.

Following the completion of these discussions a detailed report is to be prepared for Council's consideration. The report is to address the estimated costs of works with possible funding sources for the works.

ISSUES

Regarding the proposed **Motion 1** the following commentary has been provided by Councillor Churchill in support of her motion

"Residences of Gulargambone have complained about the traffic passing through at speeds of more than 50km/hr especially through harvest time. The electronic signs that are at the entrances of Geurie have proven that they do work. Could Council do the research to bring back a report to council on how to secure the same type of signs that are in Geurie, if there is available funding and also do, we need permission off Transport NSW to have these signs along the highway"

Commentary by staff

Council has received one (1) customer service request with respect to "Slow Down" signage at Gulargambone. This request was reported to the Local Traffic Advisory Committee (LTAC) in December 2021 and the Committee recommendation was brought to Council. At the February 2022 Ordinary Meeting of Council, Council resolved to (2022/55):

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.

The motion was unanimously adopted.

In commentary that was provided to Council at the time it was communicated that:

- The Castlereagh Highway is a State Road. Any approval for roadside signage or structures would require the approval of TfNSW.
- The Committee, which is attended by TfNSW Lead Community and Safety Partner, agreed that roadside signage or structures adds an additional risk to road users, particularly types that utilise non-frangible poles.
- There is often a perception that larger vehicles, such as harvest trucks, are travelling faster than the sign posted speed limit due to their size.
- There have been zero reportable crashes/incidents in the Gulargambone locality since 2016.
- There was insufficient objective data to support the customer service request.

Council staff contacted NSW Police and advised them of the request, so where possible proactive compliance monitoring could be undertaken. Council staff have not yet placed the traffic counting devices as it was determined that placing them now would not represent the perceived period in which issues occur, which is harvest. It has been planned to place the traffic counters in September and through

October 2022 to obtain objective data to verify the request. Further actions (if any) were planned to be based on the objective data.

The Geurie installation was fully funded by TfNSW with a total project budget of \$200k. It is notable that some of this cost included the removal of trees and pedestrian refuges. Similar installations, including the one at the Coonamble Sportsground, have an estimated cost of \$75k per sign. There are several hidden costs associated with these installations including hard wiring power, development approval for the structures including engineering, and the size and depth of footings given our soil types (Low bearing capacity – Large footings). An amount of \$150k would be an estimated minimum.

Given the substantial cost of the installations, and the lack of objective information to support their installation, it is recommended that and further research into this matter occur after traffic data is collected i.e. After the 2022 Harvest period.

Regarding the proposed **Motion No 2** the following commentary has been provided by Councillor Churchill in support of her motion.

“The Coonamble Pre-School have asked if Council could assist in sourcing funding to erect a new front fence on the vacant block adjoining the Pre-School on the McCullough Street side. This would add more security to the Pre-school as well as the Childcare behind that block.”

For Council’s information, the following map highlights the block in question that the Coonamble Preschool are seeking Council’s assistance in securing funding for a front fence.



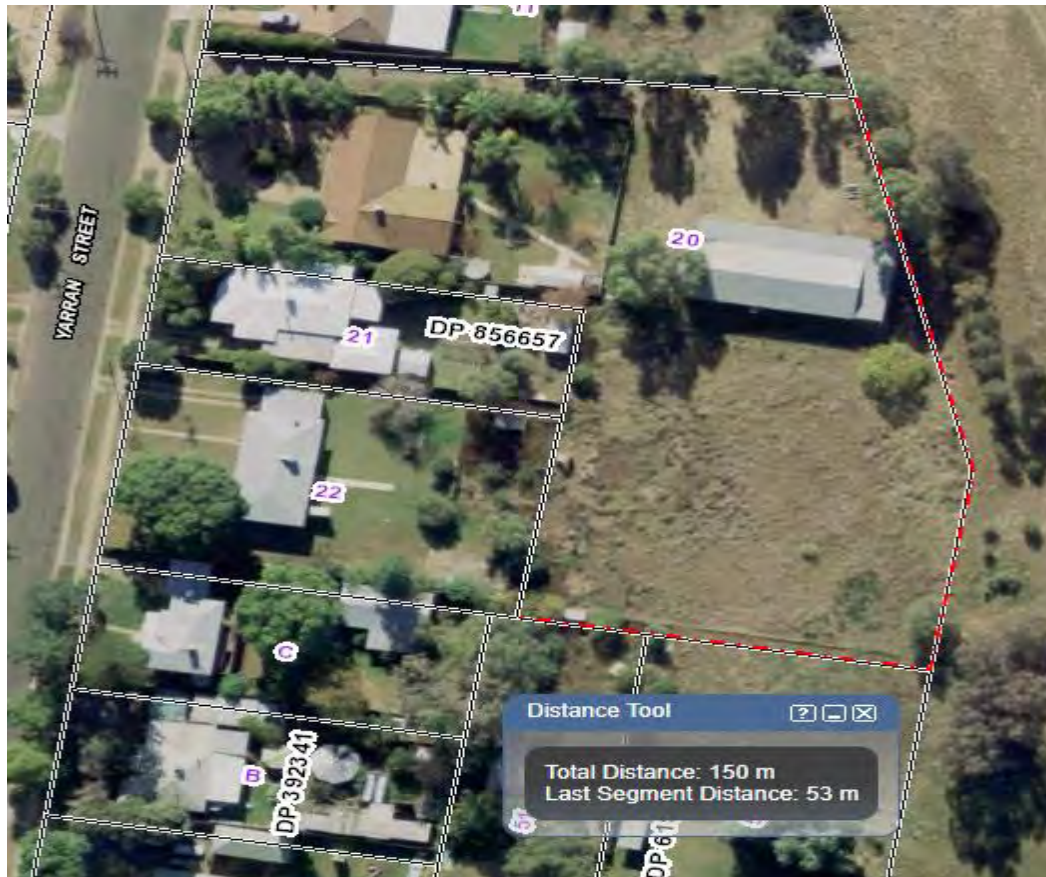
Regarding the proposed **Motion No 3** the following commentary has been provided by Councillor Churchill in support of her motion.

“At present the Men’s shed is on the same power bill as the Council owned premises. The Men’s shed would like Council to have their own electricity meter. With their own meter they would be able to have solar panels to reduce their power bills. They would like Council to assist in acquiring solar panels as well”

“At present there is no back fence at the Men’s shed. The shed has been broken into a couple of times. For extra security a fence along the back and the southern side of

the shed would add extra security. The Men's shed would like Council to assist in sourcing funding for this project."

For Council's information, the following map provides an overview of where the Coonamble Men's shed is in Coonamble coupled with the perimeters that require fencing.



RECOMMENDATION

1. That Council resolves that once the necessary objective data has been collected that a detailed report be prepared investigating the installation of electronic slow down signs on both the north and south entrances on the Castlereagh Highway at Gulargambone be prepared for Council's consideration. The report is to address the processes that will need to be followed to allow for the installation to occur as well as the associated costings and possible funding sources for the requested works
2. That Council resolves to request the Acting General Manager to enter discussions with representatives of the Coonamble Preschool with a view to facilitating the installation of a new front fence for the Tully Park Crown Land Reserve that is currently leased to the Preschool. Following the completion of these discussion a detailed report is to be prepared for

Council's consideration. The report is to address the estimated costs of works as possible funding sources for the works.

- 3. That Council resolves to request the Acting General Manager to enter discussions with representatives from the Coonamble Men's shed with a view to facilitating the following matters:**
 - (a) A review of the current electricity supply configuration for the Coonamble Men's Shed be undertaken.**
 - (b) That following the conclusion of the review into the electricity supply that Council investigates the possibility and costings associated with the installation of solar panels for the Coonamble Men's shed facility.**
 - (c) The improvement of security at the Coonamble Men's shed by the installation of perimeter fences along the back and southern side of the facility.**

Following the completion of these discussion a detailed report is to be prepared for Council's consideration. The report is to address the estimated costs of works as possible funding sources for the works.

From: karen.churchil
To: [Bruce Quarmby](mailto:b.quirmyby@coonambleshire.nsw.gov.au)
Subject: FW: Notice of motions
Date: Friday, 27 May 2022 8:56:37 PM

From: karen.churchil
Sent: Friday, 27 May 2022 8:53 PM
To: 'Bruce Quarmby' <b.quirmyby@coonambleshire.nsw.gov.au>
Cc:
Subject: Notice of motions

Hello Bruce,

Could you please put the following notice of motions in this month Business Papers please.

1. Electronic Slow Down signs at the North and South entrances on the Castlereagh Highway into Gulargambone.

Residences of Gulargambone have complained about the traffic passing through at speeds of more than 50km/hr especially through harvest time. The electronic signs that are at the entrances of Geurie have proven that they do work. Could Council do the research to bring back a report to council on how to secure the same type of signs that are in Geurie, if there is available funding and also do we need permission off Transport NSW to have these signs along the highway.

2. Fencing on Council land that is leased by the Coonamble Pre-School.

The Coonamble Pre-School have asked if Council could assist in sourcing funding to erect a new front fence on the vacant block adjoining the Pre-School on the McCullough Street side. This would add more security to the Pre-school as well as the Child care behind that block.

3. A separate meter and solar panels for the Menshed.

At present the Menshed is on the same power bill as the Council owned premises. The Menshed would like Council to have there own electricity meter. With there own meter they would be able to have solar panels to reduce their power bills. They would like Council to assist in acquiring solar panels as well.

4. Security fence at the Menshed.

At present there is no back fence at the Menshed. The shed has been broken into a couple of times. For extra security a fence along the back and the southern side of the shed would add extra security. The Menshed would like Council to assist in sourcing funding for this project.

I hope I'm not to late as I forgot to check the email and send after the meeting today.

Thanks Karen

11.2 NOTICE OF MOTION - COUNCILLOR COHEN**File Number: C13****Annexures: 1. Notice of Motion received from Cr Cohen June 2022****BACKGROUND**

Cr Adam Cohen has given notice of her intention to move the following motion regarding the Reconnecting Regional NSW – Community Events Program.

Cr Cohen has requested ideas from councillors from the following commentary:

At a recent meeting of Council, we were advised of a one-off grant to be used towards an event aimed at bringing the shire together and asked to present ideas.

Given the importance placed on youth by this Council and as result of the recent Youth Forum and outcome reports, I believe an event driven by a youth group, managed through the Coonamble High School, in conjunction with all other schools throughout the Shire, Clontarf and the Girls' Academy, targeting not only youth, but younger members of our communities and families will be an excellent use of the funding.

A Coonamble Youth Fest focused on entertainment, mental health and suicide prevention, arts, employment, training, and development with numerous positive outcomes aimed at each of these issues. Preliminary discussions with the Principal of Coonamble High School, Mr Stewart Vidler, as well as Clontarf and the Girls Academy indicates they were all happy to come on board.

I propose that the high School be the driver of the reference group made up of high school students whilst Council will be the recipient and "owner" of the program and funds. A term of reference will need to be developed to meet the grant guidelines.

This is all about listening to our youth and following through as a council. This program will be an event by the youth for the youth with flow on benefits and outcomes to the younger kids as well as families in general.

In steering the event students would obtain skills in event management, budgeting, reporting, consultation, and engagement just to mention a few and not to mention the actual outcomes of the event itself which would be endless and directly in line with the grant itself. This event would be a win for the Council, the youth, and the shire.

A proposal is due by the 24 June for approval by the funding body and I understand staff have commenced this proposal ready for consideration by the funding body if Council decides to support this important project.

FINANCIAL IMPLICATIONS

The funding for this proposed project would be sourced from the NSW Reconnecting Regional NSW – Community Events program. Council has been advised that it has been allocated \$119,000 for eligible events under this stream.

RECOMMENDATION

That Council resolves that the funding that is being made available under the Reconnecting Regional NSW – Community Events program of \$119,000 be allocated to the Coonamble Youth Fest and be managed by Council in conjunction with the Coonamble High School Youth Fest Committee and that the Mayor and Councillor Cohen be Council's representatives on the above-mentioned committee.

Notice of Motion

Reconnecting Regional NSW – Community Events Program –
Request for councillors' ideas.

At a recent meeting of Council, we were advised of a one-off grant to be used towards an event aimed at bringing the shire together and asked to present ideas.

Given the importance placed on youth by this Council and as result of the recent Youth Forum and outcome reports, I believe an event driven by a youth group, managed through the Coonamble High School, in conjunction with all other schools throughout the Shire, Clontarf and the Girls' Academy, targeting not only youth, but younger members of our communities and families will be an excellent use of the funding.

A Coonamble Youth Fest focused on entertainment, mental health and suicide prevention, arts, employment, training, and development with numerous positive outcomes aimed at each of these issues. Preliminary discussions with the Principal of Coonamble High School, Mr Stewart Vidler, as well as Clontarf and the Girls Academy indicates they were all happy to come on board.

I propose that the high School be the driver of the reference group made up of high school students whilst Council will be the recipient and "owner" of the program and funds. A terms of reference will need to be developed to meet the grant guidelines.

This is all about listening to our youth and following through as a council. This program will be an event by the youth for the youth with flow on benefits and outcomes to the younger kids as well as families in general.

In steering the event students would obtain skills in event management, budgeting, reporting, consultation, and engagement just to mention a few and not to mention the actual outcomes of the event itself which would be endless and directly in line with the grant itself. This event would be a win for the Council, the youth, and the shire.

A proposal is due by the 24 June for approval by the funding body and I understand staff have commenced this proposal ready for consideration by the funding body if Council decides to support this important project.

Motion

That the Reconnecting Regional NSW – Community Events Program funding of \$119,000 be allocated to the "Coonamble Youth Fest" and be managed by Council in conjunction with the Coonamble high School Youth Fest Committee and that the Mayor and Councillor Cohen be Councils representatives.

Adam Cohen

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 - 11 May 2022

12.2 Information Report on the Coonamble Waste Management Facility

This matter is considered to be confidential under Section 10A(2) - a, c, d(i) and 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 personnel matters concerning particular individuals (other than councillors), information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business, commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, prejudice the maintenance of law.

12.3 Offer to purchase land in Hooper Drive, Coonamble

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

12.4 SPT562122COO - Provision of Drilling and Blasting for Mt Magometon Quarry

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.

12.5 SPT652122COO - Provision of Water Main Replacement

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.

12.6 RFQ220429 - Flood Damage Project Manager

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.

12.7 Mt Magometon Operational Review

This matter is considered to be confidential under Section 10A(2) - a, 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 personnel matters concerning particular individuals (other than councillors), commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, information that would, if disclosed, confer a commercial advantage on a competitor of the council and information that would, if disclosed, reveal a trade secret.

13 CONCLUSION OF THE MEETING