



## **BUSINESS PAPER**

# **Ordinary Council Meeting Wednesday, 13 September 2023**

**Date: Wednesday, 13 September 2023**

**Time: 3.30 pm**

**Location: Shire Chamber  
Coonamble**

**Tim Horan  
Mayor**

**Notice is hereby given that an Ordinary Meeting of Council will be held in the Shire Chamber, Coonamble on Wednesday, 13 September 2023 at 3.30 pm.**

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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, 9 August 2023 and the Extraordinary Council Meeting of the Coonamble Shire Council held on Monday, 28 August 2023 be confirmed as a correct records of the proceedings of the meetings.



# **MINUTES**

**Ordinary Council Meeting  
Wednesday, 9 August 2023**

**MINUTES OF COONAMBLE SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE SHIRE CHAMBER, COONAMBLE  
ON WEDNESDAY, 9 AUGUST 2023 AT 3.30 PM**

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

**IN ATTENDANCE:** Paul Gallagher (General Manager), Bruce Quarmby (Director), Kerrie Murphy (Director), David Levick (MED&G), Deborah Tatton (Manager Finance & Procurement), Mick Bell (Manager Parks & Urban Services), Marina Colwell (Executive Support Officer).

## **1 OPENING MEETING,**

The Mayor opened the meeting at 3.32 pm, advising the attendees of the following:

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

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## **2 ACKNOWLEDGEMENT OF COUNTRY**

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

## **3 COMMUNITY CONSULTATION**

Nil

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

Nil

**5 DEPUTATION/DELEGATIONS**

Nil

**6 CONFIRMATION OF MINUTES****RESOLUTION 2023/182**

Moved: Deputy Mayor Ahmad Karanouh

Seconded: Cr Pat Cullen

**That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 12 July 2023 be confirmed as a correct record of the proceedings of the meeting.**

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

Against: Nil

**CARRIED 9/0****7 DISCLOSURES OF CONFLICTS OF INTEREST**

Cr Barbara Deans declared a non-pecuniary conflict of interest with Item 10.10 Tooraweenah Road Upgrade – Monthly Status Update, as her property and place of residence is on that road. She indicated that she would remain in the room and participate in the discussion on the items.

**8 MAYORAL MINUTE****MAYORAL MINUTE****RESOLUTION 2023/183**

Moved: Mayor Tim Horan

Seconded: Cr Terence Lees

**That the report be received and noted.**

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

Against: Nil

**CARRIED 9/0**

**SUPPLEMENTARY BUSINESS - MAYORAL MINUTE - SUPPLEMENTARY REPORT - PLAZA THEATRE****RECOMMENDATION**

That Council accepts the following item, 8.1 - Mayoral Minute - Supplementary Report - Plaza Theatre, as Supplementary Business.

**RESOLUTION 2023/184**

Moved: Deputy Mayor Ahmad Karanouh

Seconded: Cr Pat Cullen

1. That the report be noted and received.
2. That Council congratulate Outback Arts on their commitment to our Shire and their efforts to save and revitalise the Theatre and that Council contribute \$30,000 to Outback Arts to assist them in the purchase. Furthermore, Council enters into a partnership with Outback Arts in the ongoing operations of the Theatre.
3. Funding from Coonamble Activation Fund \$20,000 and \$10,000 from the unallocated Donations Pool.

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

Against: Nil

**CARRIED 9/0**

**SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL****SECTION B - MATTERS FOR INFORMATION ONLY****9 COMMITTEE REPORTS**

Nil

The Mayor welcomed new staff member Lesly Duncan, Manager Planning, Regulatory and Compliance to Coonamble.



## 10 REPORTS TO COUNCIL

### 10.1 CORRESPONDENCE

#### RESOLUTION 2023/185

Moved: Cr Barbara Deans

Seconded: Cr Adam Cohen

**That the report be received and noted.**

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

Against: Nil

**CARRIED 9/0**

### 10.2 COUNCIL RESOLUTIONS UPDATE

#### RESOLUTION 2023/186

Moved: Deputy Mayor 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, Karen Churchill, Adam Cohen, Pat Cullen, Barbara Deans, Bill Fisher, Ahmad Karanouh, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 9/0**

### 10.3 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT

#### RESOLUTION 2023/187

Moved: Cr Pat Cullen

Seconded: Cr Bill Fisher

**1. That Council note the general information of the report.**

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

Against: Nil

**CARRIED 9/0**

#### 10.4 COMMUNITY SERVICES REPORT

##### RESOLUTION 2023/188

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

**That the report be received and noted.**

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

Against: Nil

**CARRIED 9/0**

#### 10.5 LGNSW 2023 ANNUAL CONFERENCE

##### RESOLUTION 2023/189

Moved: Deputy Mayor Ahmad Karanouh

Seconded: Cr Adam Cohen

- 1. That Council nominates the positions of Mayor, Deputy Mayor and General Manager to attend the Local Government NSW (LGNSW) Conference that is scheduled to be held on 12 to 14 November 2023 in the Rosehill Gardens Racecourse.**
- 2. That Council, consistent with its current practice, nominates the Mayor as its voting delegate for purposes of electing the LGNSW President and Executive Board Members, as well as for voting on motions discussed at annual conferences.**
- 3. That Council takes advantage of the “early bird” registration fee of \$1,155.00 per person, to be paid by 28 September 2023.**

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

Against: Nil

**CARRIED 9/0**

**10.6 STATUS OF INVESTMENTS - JULY 2023****RESOLUTION 2023/190**

Moved: Cr Pat Cullen

Seconded: Cr Bill Fisher

**That Council notes the list of investments from 1 July 2023 to 31 July 2023 and that these investments comply with section 625(2) of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council's Investment Policy.**

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

Against: Nil

**CARRIED 9/0****10.7 RATES AND CHARGES COLLECTIONS - JULY 2023****RESOLUTION 2023/191**

Moved: Cr Terence Lees

Seconded: Cr Bill Fisher

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

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

Against: Nil

**CARRIED 9/0****10.8 SALEYARDS REPORT- 31 JULY 2023****RESOLUTION 2023/192**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

**That the report is received and noted.**

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

Against: Nil

**CARRIED 9/0**

**10.9 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT**

**RESOLUTION 2023/193**

Moved: Cr Pat Cullen

Seconded: Deputy Mayor Ahmad Karanouh

**That the report be received and noted.**

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

Against: Nil

**CARRIED 9/0**

**10.10 TOORAWEEAH ROAD UPGRADE - MONTHLY STATUS UPDATE**

**RESOLUTION 2023/194**

Moved: Cr Barbara Deans

Seconded: Cr Brian Sommerville

**That the report be received and noted.**

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

Against: Nil

**CARRIED 9/0**

**10.11 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS**

**RESOLUTION 2023/195**

Moved: Cr Barbara Deans

Seconded: Cr Bill Fisher

**That the information be received and noted.**

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

Against: Nil

**CARRIED 9/0**

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

Nil

Council breaks for tea at 5.00 pm and will return in Closed Session.  
Council resumes the meeting at 5.30 pm in Closed Session.

## **12 CONFIDENTIAL MATTERS**

### **RESOLUTION 2023/196**

Moved: Cr Terence Lees

Seconded: Cr Barbara Deans

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 Land for Housing Development**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

#### **12.2 TEN30713DI - Tender for the delivery of the Coonamble Youth Empowerment Program**

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 Flood Damage - Road Repair Tender - TEN230329DJ**

This matter is considered to be confidential under Section 10A(2) - d(ii) 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 competitor of the council.

#### **12.4 Flood Damage - Road Repair Tender - TEN230531DJ**

This matter is considered to be confidential under Section 10A(2) - d(ii) 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 competitor of the council.

#### **12.5 TEN230628DJ - Tender for the Installation of a Concrete Footpath Along Limerick Street, Coonamble**

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 Alternative Sites for the Coonamble Artesian Bathing Experience**

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.

**CARRIED**

## **12.1 LAND FOR HOUSING DEVELOPMENT**

### **RESOLUTION 2023/197**

Moved: Deputy Mayor Ahmad Karanouh

Seconded: Cr Bill Fisher

- 1. That Council authorise the General Manager and Mayor to exchange contracts for the purchase of the parcel of land at the negotiated purchase price of \$425k.**
- 2. In order to fund the purchase of the land and further investigation and design costs , that as part of the preparation of the June 2023 Budget Review a \$500,000 transfer to Council's Development Fund Reserve be included for Council's consideration and adoption.**
- 3. That Council note that the General Manager and Mayor met with the Minister for Housing on 2 August 2023 to discuss obtaining a partnership with Landcom with a further report being presented to council on the outcome of the meeting.**
- 4. That Council authorise the General Manager to affix the Common Seal of the Council to any documentation required to give effect to this resolution.**

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

Against: Cr Karen Churchill

Cr Churchill requests her vote be recorded against the resolution.

**CARRIED 8/1**

**RESOLUTION 2023/198**

Moved: Cr Karen Churchill

Seconded: Cr Adam Cohen

**That a further report be bought to the September meeting on other available land for purchase for housing development.**

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

Against: Nil

**CARRIED 9/0****12.2 TEN230713DL - TENDER FOR THE DELIVERY OF THE COONAMBLE YOUTH EMPOWERMENT PROGRAM****RESOLUTION 2023/199**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

**That Council accept the submission of Edraak Consulting Pty Ltd for the delivery of the Coonamble Youth Empowerment Project.**

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

Against: Nil

**CARRIED 9/0**

**12.3 FLOOD DAMAGE - ROAD REPAIR TENDER - TEN230329DJ****RESOLUTION 2023/200**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

- 1. That the information be noted.**
- 2. That Council reject all tenders for TEN230329DJ and carry out the requirements of the proposed contract itself which will provide a more economical outcome.**
- 3. Council advise the tenders of Councils decision.**

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

Against: Nil

**CARRIED 9/0**

**12.4 FLOOD DAMAGE - ROAD REPAIR TENDER - TEN230531DJ****RESOLUTION 2023/201**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

- 1. That the information be noted.**
- 2. That Council reject all tenders for TEN230531DJ and carry out the requirements of the proposed contract itself which will provide a more economical outcome.**
- 3. Council advise the tenders of Councils decision.**

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

Against: Nil

**CARRIED 9/0**



**12.5 SUPPLEMENTARY BUSINESS - TEN230628DJ - TENDER FOR THE INSTALLATION OF A CONCRETE FOOTPATH ALONG LIMERICK STREET, COONAMBLE**

**RESOLUTION 2023/202**

Moved: Cr Brian Sommerville

Seconded: Cr Terence Lees

**That Council accept the submission of Wheelhouse Concrete and Construction Pty Ltd for the installation of the concrete footpath as scoped in Tender TEN230628DJ. At the GST exclusive price of \$310, 000.**

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

Against: Nil

**CARRIED 9/0**

## 12.6 SUPPLEMENTARY BUSINESS - ALTERNATIVE SITES FOR THE COONAMBLE ARTESIAN BATHING EXPERIENCE

### RESOLUTION 2023/203

Moved: Cr Terence Lees

Seconded: Cr Brian Sommerville

1. That Council authorise the General Manager to negotiate the purchase of the identified parcel of land for the purpose of constructing the Coonamble Artesian Bathing Experience, at the price agreed by Council and the property owner.
2. That Council resolve that the land be classified as operational land in accordance with section 31 (2) of the *Local Government Act 1993*.
3. That Council authorise the General Manager to affix the Common Seal of the Council to any documentation required to give effect to this resolution.
4. That Council continue to pursue the acquisition of the Crown Land neighbouring the Coonamble Jockey Club for future community use.

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

Against: Cr Karen Churchill

Cr Churchill requests her vote be recorded against the resolution.

**CARRIED 8/1**

### RESOLUTION 2023/204

Moved: Mayor Tim Horan

Seconded: Deputy Mayor Ahmad Karanouh

**That a further report be bought back to council on the viability of developing other sporting fields in Coonamble.**

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

Against: Nil

**CARRIED 9/0**

### RESOLUTION 2023/205

Moved: Cr Bill Fisher

Seconded: Cr Terence Lees

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

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

	Sommerville	
<u>Against:</u>	Nil	
		<b>CARRIED 9/0</b> Carried

**13 CONCLUSION OF THE MEETING**

**The Meeting closed at 6.25pm.**

**The minutes of this meeting were confirmed at the Council held on 13 September 2023.**

.....  
**CHAIRPERSON**



# **MINUTES**

**Extraordinary Council Meeting  
Monday, 28 August 2023**

**MINUTES OF COONAMBLE SHIRE COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE SHIRE CHAMBER, COONAMBLE  
ON MONDAY, 28 AUGUST 2023 AT 3.00 PM**

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

**IN ATTENDANCE:** Paul Gallagher (General Manager), Bruce Quarmby (Director), Marina Colwell (Executive Support Officer),

## **1 OPENING MEETING**

The Mayor opened the meeting at 3.32 pm, advising the attendees of the following:

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## **3 COMMUNITY CONSULTATION**

Nil

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

Nil

**5 DEPUTATION/DELEGATIONS**

Nil

**6 DISCLOSURES OF CONFLICTS OF INTEREST**

Nil

**7 CONFIDENTIAL MATTERS****RESOLUTION 2023/209**

Moved: Cr Bill Fisher  
Seconded: Cr Adam Cohen

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

**7.1 RFQ02.022 Construction of Coonamble SES Headquarters**

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.

**CARRIED****7.1 RFQ02.022 CONSTRUCTION OF COONAMBLE SES HEADQUARTERS****RESOLUTION 2023/210**

Moved: Deputy Mayor Ahmad Karanouh  
Seconded: Cr Adam Cohen

- 1. That the report be received and noted.**
- 2. That Council resolves in accordance with clause 17.3 of the Contract with the Flying Builder Pty Ltd, that the Contract be terminated.**
- 3. That Council resolves in accordance with clause 17.5 of the Contract, that Council elect to take over carrying out the works under the contract.**
- 4. That Council formally notifies the Administrator of the Flying Builder Pty Ltd of its decision to terminate the contract and complete the works itself.**

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

Against: Nil

**CARRIED 9/0**

**RESOLUTION 2023/211**

Moved: Cr Karen Churchill

Seconded: Cr Bill Fisher

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

**CARRIED**

**8 CONCLUSION OF THE MEETING**

**The Meeting closed at 3.30pm.**

**The minutes of this meeting were confirmed at the Council held on 13 September 2023.**

.....  
**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

I am pleased to present to you the Mayoral report for August 2023.

Given the terrible and very sad losses to our shire over the past month this is one of the most difficult reports to write. Whilst words might not mean much at this moment, Councils heartfelt condolences go out the families who have lost loved ones and this is a time when we as a large family need to come together and support those in need.

Mental health is a silent disease for young and old and is a silent killer because its effects can go unnoticed, leading to profound suffering and death by those who fight this hidden battle until it's too late.

As a council we need to ensure there are services readily available to our community and we need to do our best to promote such services. We will meet with REDDIE in relation to the youth club and the services on offer as well as rural counselling.

The following is a summary of some of the issues that are being addressed or require some further investigation which I will expand on at the meeting.

- a) A Community consultation session on the tourism project was held at the golf club. I was unable to attend but have been advised that there was a good turnout of over 23 people attending the session with some great ideas discussed. I am sure that the Manager, Economic Development & Growth, will provide further information within his report.
- b) We are fast approaching our summer and over the past few years we have had water restrictions in place because of possible pump failures that may occur. We all must recognise that there will always be the potential for unplanned equipment failures and mains breaks with aging infrastructure and we will endeavor to make a commitment to the community that restricts will be kept to a minimum across this summer. It's going to be a long hot dry summer and unfortunately, we need to plan for the worst, staff will provide updates as required on this important issue.
- c) Over the years there has been a push for a BMX/bike track in town. Youth boredom is an issue we hear about all the time and as such I would request a report be brought back on something inexpensive that council could construct in house.
- d) I have been contacted a few times now in relation to the Coonamble grain silos in Railway Street as a possible tourist attraction and viewing area from the back Combara Road and I would like Council to consider this an option.

- 
- e) The General Manager, Manger Economic Development Officer and I attended the last Ski Club meeting to discuss the opening of the weir up to the community. The proposal put forward was well excepted and although the weir is very dry all attempts can now proceed to open it up for everyone's use this summer. Thank you to the ski club for their input and agreeing to the project. Further on this subject I would like to propose that the Council seek approval from the State Government to replace the current weir wall and add extra height to store more water and for longer periods of time during dry times.
  - f) The General Manager, Cr Deans and I met with Inland Rail staff for an update on the inland rail project. We will provide a further update to the meeting.
  - g) A meeting was held with KPMG and senior staff for an update on the Sons of The Soil hotel proposal. An update on the business analysis will be provided to the Council at the October meeting.
  - h) I attended the Bush Fire Management Committee (BFMC) meeting last week. Coonamble and Walgett Shire are the States extreme areas. Just this week our shire was declared at extreme risk. A discussion was held in relation to the Bush Fire Control Centre and the Emergency Operations Centre (EOC) at the Rural Fire Service (RFS) site. Senior staff have highlighted a need to update their IT infrastructure at a cost of approximately \$250,000.

I understand this money is sitting in their reserves, but Council needs to approve the expense. It is also requested that a review of the EOC is conducted as it appears there are many needs for the site. If the Emergency Management Committee could conduct this review as a matter of urgency.

Coonamble Council has been allocated two of the fire risk signs and I'm seeking council support to have these installed as a matter of importance given our extreme risk. I also held discussions about the Coonamble Town Fire Brigade station. We sit as the number one priority for a new station in the state and we need to push for this to also be constructed as a matter of urgency. I would like to propose that Council step up the campaign for a new shed.

- i) I would also like to invite the local RFS superintendent and the Police Inspector and Seargeant to attend Council meetings to provide updates. I propose this as a standing agenda item.
- j) This year the Coonamble Grey Hound committee celebrate their 50 years. Given the special occasion I would like Council to consider support for the event with possible promotions and sponsorship. This event needs to be a success to ensure its future viability.
- k) I have met with Scott Richardson in relation to a proposal he has about a town Food Festival. Scott will be attending the meeting to provide a presentation on the idea which I must say sounds very exciting.
- l) Next month the General Manager and Director Infrastructure are required to attend mandatory training in Sydney which falls on a council meeting date. I

propose that Council change the meeting date to Tuesday 17 October to allow staff to attend this important training.

In finishing I want to again talk about our most important asset, our people, I know RUOK day is once a year but let's make it a daily question to our mates and friends, I would like to you please take a minute silence of reflection for the families who have lost someone.

## **RECOMMENDATION**

**1 That the report be received and noted.**

**2 That Council amends the date for the October Council meeting to conduct the meeting on Tuesday 17 October 2023.**

**2 That a report be provided to Council in mid 2024 for consideration in the 2024/25 budget submissions for the construction of a BMX/bike track in town.**

**3 That a report be provided to Council in early 2024 following discussions with the owners of the Coonamble grain silos in Railway Street to develop them as a possible tourist attraction.**

**4 That Council begin to lobby and seek approval from the State Government to replace the current weir wall to add additional height to store more water for longer periods of time during the dry periods.**

**5 That Council install two of the fire risk signs allocated to the Shire and fund the installation through the maintenance allocation.**

**6 That Council begins to lobby the State Government for a new Coonamble Town Fire Brigade Station.**

**8 That Council investigate the concept of a Town Food festival.**

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

**SECTION B - MATTERS FOR INFORMATION ONLY**

**9 COMMITTEE REPORTS**

Nil

## 10 REPORTS TO COUNCIL

### 10.1 ELECTION OF MAYOR AND DEPUTY MAYOR SEPTEMBER 2023

**File Number:** E2-3

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

**Authoriser:** Paul Gallagher, General Manager

**Annexures:**

1. Ballot Paper - Mayor
2. Preferential Paper - Mayor
3. Nomination Paper - Office of Mayor
4. Ballot Paper - Deputy Mayor
5. Preferential Paper - Deputy Mayor
6. Nomination Paper - Office of Deputy Mayor

#### PURPOSE

The purpose of this report is for Council to determine the procedures for the election of the Mayor and Deputy Mayor for the remainder of this Council term i.e. until the general Local Government elections in September 2024.

#### BACKGROUND

Nominations must be in writing, signed by two Councillors, in addition to written acceptance by the person being nominated. Nomination forms have been previously provided to Councillors; however forms are also attached to this report.

The nomination forms should be completed, signed and returned to the General Manager prior to the meeting.

Procedures for the election of Mayor and Deputy Mayor

The election of Mayor of Coonamble Shire Council must be held in accordance with Schedule 7 of the *Local Government (General) Regulation 2005*. Councillors' attention is drawn to the following from the Schedule:

#### 1. Returning Officer (RO)

The General Manager (or a person appointed by the General Manager) is the returning officer.

#### 2. Nomination

2.1 A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.

2.2 The nomination is to be made in writing by two (2) or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

2.3 The nomination is to be delivered or sent to the returning officer.

2.4 The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

#### 3. Election

3.1 If only one Councillor is nominated, that councillor is elected.

3.2 If more than one Councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.

- 3.3 The election is to be held at the council meeting at which the council resolves on the method of voting.
- 3.4 In this clause —
- ballot has its normal meaning of secret ballot.
  - open voting means voting by a show of hands or similar means.

For information, “Preferential Ballot” means the placing of the numbers 1 and 2 and so on against the various names so as to indicate the order of preference for all of the candidates.

Office of Local Government has previously provided the following information for Councillors when determining the issue of “Method of Voting”:

Open ballots (Show of hands) can be undertaken remotely where a council is conducting its meetings by audio visual link. Ordinary and preferential ballots are secret ballots and councillors will need to attend the meeting in person if the election is to be by way of an ordinary or preferential ballot.

In deciding which method to use for the mayoral election, councils should consider the personal circumstances of their councillors to ensure that all councillors can participate in the mayoral election.

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

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

**(b) Financial Considerations**

The Mayor is paid an allowance, which is reviewed annually, in addition to the annual fee received for Councillor. The Mayor’s current annual allowance is \$29,535.20 (\$11,106 plus \$21,074 less \$2644.80).

It is possible for Council to pay the Deputy Mayor (if there is one) a fee determined by the Council for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee so paid must however be deducted from the Mayor’s annual fee.

It is currently policy of Council not to pay a fee to the Deputy Mayor.

**COMMENTARY**

No commentary is required.

**(a) Governance/Policy Implications**

The Office of Local Government has provided instruction for the election of Mayors and Deputy Mayors. An election is to be conducted at this September meeting, being at the end of the extended term emanating from covid and once elected will remain in office until the next Local Government elections in September 2024.

It has been the custom for Council to elect a Deputy Mayor in the past and there is no obvious reason why Council should deviate from this practice.

**(b) Legal Implications**

Council must adhere to the relevant provisions of the *Local Government Act 1993* and the *Local Government (General) Regulations 2005* when electing a

Mayor and Deputy Mayor. These provisions have been highlighted in the previous item of this meeting's Business Paper.

**(c) Social Implications**

Nil.

**(d) Environmental Implications**

Nil.

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

Nil.

**(f) Risk Implications**

Nil.

**CONCLUSION**

Council must conduct a Mayoral and Deputy Mayor election in September 2023 and determine the method of voting.

Nomination forms have been provided to Councillors and also forwarded with the Business Paper to all Councillors for their convenience, noting that written nominations are required for both the role of Mayor and Deputy Mayor.

**RECOMMENDATION**

1. That Council notes the contents of the report.
2. That Council appoints the General Manager as Returning Officer to oversee the election of the Mayor and Deputy Mayor.
3. Council resolve the method of voting for Mayor and Deputy Mayor to be;
  - a) secret ballot
  - b) open voting.
4. Council resolve the method of voting for Mayor and Deputy Mayor to be;
  - a) ordinary ballot - placing an "X" on the paper;
  - b) preferential ballot – placing "1" and "2" on the paper.
5. That the General Manager and Director Corporate Services conducts the election of the Mayor and Deputy Mayor.
6. That Council resolves to appoint Cr. \_\_\_\_\_ as Mayor.
7. That Council resolves to appoint Cr. \_\_\_\_\_ as Deputy Mayor.



**Ballot Paper for the Election of Mayor**

**Election Date: 13 September 2023**

For the position of Mayor until September 2024



1. Write the name of the person for whom you wish to vote in the space above.
2. After marking the ballot paper according to paragraph one (1) of these directions, you must fold it so that the vote cannot be seen, show the folded ballot paper to the returning officer and then return it to the Returning Officer.





**Ballot Paper for the  
Election of the Mayor**

**13 September 2023**

For the position of Mayor until September 2024

Cr \_\_\_\_\_

Cr \_\_\_\_\_

1. In marking your vote on this ballot paper, you must place the number "1" in the square opposite the name of the candidate for whom you desire to give your first preference vote, and you may then place consecutive numbers beginning with the number "2" in the squares opposite the names of the other candidates in the order of your preference for them.
2. After marking the ballot paper according to paragraph 1 of these directions, you must fold it so that the vote cannot be seen, show the folded ballot paper to the returning officer and then place it in the container provided.



**NOMINATION PAPER**

**FOR THE OFFICE**

**OF**

**MAYOR**

We, the undersigned, hereby propose for nomination for the Office of Mayor:

Name of Candidate .....

Mover: .....

Seconder: .....

I, the above-named Candidate hereby consent to the nomination.

(Signature of person proposed for nomination) .....



**Ballot Paper for the Election of Deputy Mayor**

**Election Date: 13 September 2023**

For the position of Deputy Mayor until September 2024



1. Write the name of the person for whom you wish to vote in the space above.
2. After marking the ballot paper according to paragraph one (1) of these directions, you must fold it so that the vote cannot be seen, show the folded ballot paper to the returning officer and then return it to the Returning Officer.



**Ballot Paper for the  
Election of the Deputy Mayor**

**13 September 2023**

For the position of Deputy Mayor until September 2024

Cr \_\_\_\_\_

Cr \_\_\_\_\_

1. In marking your vote on this ballot paper, you must place the number "1" in the square opposite the name of the candidate for whom you desire to give your first preference vote, and you may then place consecutive numbers beginning with the number "2" in the squares opposite the names of the other candidates in the order of your preference for them.
2. After marking the ballot paper according to paragraph 1 of these directions, you must fold it so that the vote cannot be seen, show the folded ballot paper to the returning officer and then place it in the container provided.



**ELECTION OF DEPUTY MAYOR**

**NOMINATION FOR THE OFFICE OF DEPUTY MAYOR**

In accordance with the provisions of Schedule 7 of the Local Government (General) Regulation 2005 we hereby nominate \_\_\_\_\_ for the office of Deputy Mayor for the period 13 September 2023 to September 2024.

Signed: \_\_\_\_\_  
(Signature)

Councillor: \_\_\_\_\_  
(Print Name)

Signed: \_\_\_\_\_  
(Signature)

Councillor: \_\_\_\_\_  
(Print Name)

I, Councillor \_\_\_\_\_ hereby consent to the nomination as  
(Print Name)  
Deputy Mayor of Coonamble Shire Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please Note: The nomination must be made by at least two (2) Councillors (one who can be the nominee) and accepted by the nominated Councillor and dated. The completed nomination form should be delivered to the Returning Officer (General Manager) either prior to or at the Meeting of Council scheduled for 13 September 2023.*

**10.2 FIXING OF DATES FOR COUNCIL MEETINGS FOR THE 2023/2024 MAYORAL TERM**

**File Number:** C13  
**Author:** Marina Colwell, Executive Support Officer  
**Authoriser:** Paul Gallagher, General Manager  
**Annexures:** Nil

**PURPOSE**

The purpose of this report is for Council to fix dates for Ordinary and Extraordinary Council Meetings from October 2023 to September 2024.

**BACKGROUND**

At the Ordinary Meeting of Council held on 14 September 2022 Council fixed the dates, location, and times of its meetings for the period October 2022 to September 2023.

Council's current meeting date is the second Wednesday of each month, with a commencement time of 3.30 pm. There is no meeting held in the month of January in order to provide for a period of rest over the festive and summer school holiday period. January is normally a 'slow' period with many residents taking their annual leave and businesses also slow and/or close from late December to mid-January. It is suggested that this practice continue as it also provides a recess time for Councillors.

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

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

**(b) Financial Considerations**

There are no financial considerations associated with this report.

**COMMENTARY**

Council's current meeting dates are set for the second Wednesday of each month, with a commencement time of 3.30 pm. Council has previously resolved not to hold an Ordinary Meeting during the month of January. Council's March meeting has been held in Gulargambone and the July meeting at Quambone.

If Council is happy to continue the arrangements as mentioned above, it is suggested that the following dates, times and venues be approved.

Date	Location	Time
17 October 2023	Council Chamber – Council Admin Building	3.00 p.m.
8 November 2023	Council Chamber – Council Admin Building	3.00 p.m.
13 December 2023	Council Chamber – Council Admin Building	3.00 p.m.
14 February 2024	Council Chamber – Council Admin Building	3.00 p.m.
13 March 2024	Gulargambone – Memorial Hall	10.00 a.m.
10 April 2024	Council Chamber – Council Admin Building	3.00 p.m.
8 May 2024	Council Chamber – Council Admin Building	3.00 p.m.
12 June 2024	Council Chamber – Council Admin Building	3.00 p.m.
10 July 2024	Quambone – Community Hall	10.00 a.m.
14 August 2024	Council Chamber – Council Admin Building	3.00 p.m.
11 September 2024	Council Chamber – Council Admin Building	3.00 p.m.

### **Governance/Policy Implications**

Council Meetings are an important part of Council's functions; they are the mechanism through which it communicates.

#### **(c) Legal Implications**

Section 365 of the *Local Government Act 1993* states the following:

*The Council is required to meet at least 10 times a year; each time in a different month.*

Section 9 of the Act states the following:

*Public notice of meetings:*

*(1) A council must give notice to the public of the times and places of its meetings and meetings of those of its committees of which all the members are councillors.*

*(2) A council and each such committee must have available for the public at its offices and at each meeting copies (for inspection or taking away by any person) of the agenda and the associated business papers (such as correspondence and reports) for the meeting.*

*(2A) In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public:*

*(a) the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item), and*

*(b) the requirements of subsection (2) with respect to the availability of business papers do not apply to the business papers for that item of business.*

*(3) The copies are to be available to the public as nearly as possible to the time they are available to councillors.*

*(4) The copies are to be available free of charge.*

*(5) A notice given under this section or a copy of an agenda or of a business paper made available under this section may in addition be given or made available in electronic form.*

**(d) Social Implications**

Holding meetings at Gulargambone and Quambone provides residents with the opportunity to attend the meeting as observers or be involved in the Community Consultation Session without the need to travel to Coonamble.

**(e) Environmental Implications**

Nil.

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

Nil.

**(g) Risk Implications**

Nil.

**CONCLUSION**

It is suggested for Council not to change the practice around the dates and times for its monthly meetings. Therefore, it is proposed that Council hold one (1) Ordinary Meeting on a monthly basis scheduled for the second Wednesday of each. It is further proposed that Council continues to hold its March monthly meeting at Gulargambone and the July monthly meeting at Quambone.

**RECOMMENDATION**

- 1. That Council fixes the dates and times for the 2023 / 2024 Ordinary Meetings as follows:**



<u>Date</u>	<u>Location</u>	<u>Time</u>
17/10/2023	Council Chamber – Admin Building	3.00 p.m.
08/11/2023	Council Chamber – Admin Building	3.00 p.m.
13/12/2023	Council Chamber – Admin Building	3.00 p.m.
14/02/2024	Council Chamber – Admin Building	3.00 p.m.
13/03/2024	Gulargambone Memorial Hall	10.00 a.m.
10/04/2024	Council Chamber – Admin Building	3.00 p.m.
08/05/2024	Council Chamber – Admin Building	3.00 p.m.
12/06/2024	Council Chamber – Admin Building	3.00 p.m.
10/07/2024	Quambone Community Hall	10.00 a.m.
14/08/2024	Council Chamber – Admin Building	3.00 p.m.
11/10/2024	Council Chamber – Admin Building	3.00 p.m.

2. That the General Manager communicates the dates and venues of Council Meetings for the October 2023 to September 2024 period to staff and arranges for the times, dates and venues of future meetings, as listed in paragraph one (1) above, to be advertised on Council’s website and in Council’s column in the Coonamble Times in accordance with Section 9 of the *Local Government Act 1993*.

### 10.3 DELEGATES TO COMMITTEES

**File Number:** C13

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

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** Nil

#### PURPOSE

The purpose of this report is for Council to update and/or amend its committee structure by delegating Council representatives to community committees for the period October 2023 to September 2024.

#### BACKGROUND

Council's existing list of committees and representatives, adopted on 11 January 2022, is as follows:

##### i) Councillor / Staff Committees of Council:

COMMITTEE	DELEGATE	STAFF
General Manager's Recruitment and Selection Committee (As required)	All Councillors	Shortlisted Applicants
General Manager's Performance Management Committee (Annually)	All councillors to have input in the process, with the details of the actual review to be determined.	General Manager
Donations Committee (To be determined)	All Councillors	Executive Leader Corporate & Sustainability
Saleyards Management Committee (Twice per Year)	Cr Deans / Cr Cullen (Councillors without a Conflict of Interest need to be appointed)	Executive Leader Infrastructure/ Executive Leader Environment, Strategic Planning & Community
Significant Development Proposals Committee (As required)	Mayor, Deputy Mayor, Cr Deans / Cr Fisher	General Manager, Executive Leader Infrastructure, Manager Economic Development & Growth
Roads Committee (Incorporating Quarry) (Quarterly)	Mayor / Deputy Mayor / Cr Fisher / Cr Karanouh / Cr Deans plus four (4) road user representatives from the NE, NW, SE, and SW parts of the LGA	General Manager/Executive Leader infrastructure/Manager Roads & Bridges/Quarry Manager
Youth Council	Mayor, Cr Cohen / Cr Lees / Cr Sommerville	Executive Leader Environment, Strategic Planning & Community
Local Traffic Committee (Quarterly)	Cr Karanouh (With Voting Rights) / (Cr Deans as Alternate)	General Manager/Executive Leader Infrastructure
COMMITTEE	DELEGATE	STAFF
(1) Council adopted the frequency of Committee Meetings as shown in the first column.		
(2) The staff member whose name is shown in red is the responsible person for the proper administration of Committee Meetings.		

(3) The Code of Conduct Review Panel will become defunct by Council adopting the revised Code of Conduct 2020 (as part of the Ordinary Meeting).

**ii) Outside Community Committees**

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

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

It is important for Council’s committee structure to support and facilitate the achievement of Council’s goals and objectives within its strategic documents and plans.

**(b) Financial Considerations**

Those committees which are administered by Council do incur a cost for Council, as resources (staff, time and money) need to be allocated to the management and administration of these structures to ensure that agendas and minutes are generated, and action steps are implemented.

**COMMENTARY**

The committee structure adopted by Council in September 2019 facilitates the broad spectrum of functions for which Council is responsible and facilitates Council’s needs and objectives. It is suggested that the current structure be retained.

With the challenges faced due to the COVID-19 pandemic, the frequency of some meetings has not been met but as soon as opportunities are available this matter will be addressed.

**(a) Governance/Policy Implications**

Section 355 Committees and other community committees ideally need a governance framework in which to work.

In October 2019 Council adopted a Manual for Community Committees of Council as its policy framework for the future functioning of its approved Section 355 Committees.

At the same meeting, Council confirmed the establishment of the Quambone Resources Committee as a Section 355 Committee of Council and delegated the function of the care, management and control of the Quambone Community Hall to the Quambone Resources Committee, conditional upon the Committee fulfilling its role and responsibilities in this regard in a dutiful and diligent manner.

**(b) Legal Implications**

Some committees will function pursuant to the provisions of Section 355 of the *Local Government Act 1993* and others like the Local Traffic Committee in accordance with the provisions of the *Traffic Act 1909*.

**(c) Social Implications**

Social implications would include the provision of a conduit between community and Council when Council delegates participate on community committees.

**(d) Environmental Implications**

There are no direct environmental implications associated with this report, although it is recognised that the Castlereagh-Macquarie Weeds County Council is solely focused on an environmental function.

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

Nil.

**(f) Risk Implications**

Nil.

**CONCLUSION**

Council should identify its priority strategic goals and objectives and the development of an adequate committee structure should be viewed as being an incremental process – with room for future development and refinement. All committees need to facilitate and support Council’s objectives and goals.

**RECOMMENDATION**

- 1. That Council notes this report.**
- 2. That Council Disbands the Roads Committee.**
- 3. That Council nominates Councillors and staff as delegates to various committees until September 2024, as follows:**

**i) Councillor / Staff Committees of Council:**

COMMITTEE	DELEGATE	STAFF
General Manager’s Recruitment and Selection Committee (As required)	All Councillors	Nil
General Manager’s Performance Management Committee (Annually)	All Councillors to have input in the process, with the details of the actual review to be determined.	General Manager

Donations Committee (Twice per Year)	All Councillors	Director Corporate Services
Saleyards Management Committee (Twice per Year)	Cr _____ / Cr _____ (Councillors without a Conflict of Interest need to be appointed)	Director Infrastructure/ Director Community, Planning, Development and Governance
Significant Development Proposals Committee (As required)	Mayor, Deputy Mayor, Cr _____/Cr _____	General Manager, Director Infrastructure, Manager Economic Development & Growth
Youth Council	Mayor / Cr _____ / Cr _____ / Cr _____	Director Community, Planning, Development and Governance
Local Traffic Committee (Quarterly)	Local members representative. TfNSW representative NSW Police	General Manager / Director Infrastructure / Manager Roads
<p>(1) Council adopted the frequency of Committee Meetings as shown in the first column.</p> <p>(2) The staff member whose name is shown in red is the responsible person for the proper administration of Committee Meetings.</p> <p>(3) The Code of Conduct Review Panel will become defunct by Council adopting the revised Code of Conduct 2020 (as part of the Ordinary Meeting).</p>		
<b>ii)Outside Community Committees</b>		
<b>COMMITTEE</b>	<b>DELEGATE</b>	<b>STAFF</b>
Bush Fire Management	Mayor/Cr _____	Director Corporate Services
Local Emergency Management – Operational Committee	Nil	Director Infrastructure
Outback Arts	Cr _____	Manager Economic Development & Growth
Coonamble Together Partnership Group	Mayor / Cr _____	Director Community, Planning, Development and Governance
North Western Library Cooperative	Cr _____	Director Community, Planning, Development and Governance
Castlereagh Macquarie Weeds County Council	Cr _____/Cr _____	Nil
Chamber of Commerce	Cr _____	General Manager and / or Manager Economic Development & Growth
Quambone Resources	Cr _____	Nil

**10.4 CORRESPONDENCE**

**File Number: C20**

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

**Authoriser: Paul Gallagher, General Manager**

**Annexures: Nil**

**CORRESPONDENCE**

Each month a list of correspondence is sent out in the Business Paper to Councillors to ensure that they have not missed any information since the last Business Paper was produced.

<b>Date</b>	<b>Information Sent</b>	<b>Author</b>	<b>In</b>	<b>Out</b>	<b>Sent</b>
02/08/23	23-09 Circular – September 2023 Mayoral Elections	OLG	✓	✓	✓
03/08/23	Confidential Councillor Workshop	M Colwell		✓	✓
04/08/23	August Business Paper	M Colwell		✓	✓
07/08/23	Coulton’s Catch Up – M Coulton MP 7 August 2023	M Coulton	✓	✓	✓
	Notice – Inland Rail Project Team Visit	M Colwell		✓	✓
08/08/23	Confidential Supplementary Business Paper	M Colwell		✓	✓
10/08/23	Submitting Motions – LGNSW Annual Conference	M Colwell		✓	✓
12/08/23	SES - Update	P Gallagher		✓	✓
14/08/23	Coulton’s Catch Up – M Coulton MP 7 August 2023	M Coulton	✓	✓	✓
	Notice – Visit of Shadow Minister Sarah Mitchell	M Colwell		✓	✓
21/08/23	Coulton’s Catch Up – M Coulton MP 21 August 2023	M Coulton	✓	✓	✓
23/08/23	Biaggio Signorelli Foundation Gala Dinner Invitation	Paul Signorelli OAM	✓	✓	✓
	Notice of Extraordinary Meeting	M Colwell		✓	✓
28/08/23	Coulton’s Catch Up – M Coulton MP 28 August 2023	M Coulton	✓	✓	✓

	Pecuniary Interest and Key Management Personal Forms	M Colwell		✓	✓
28/08/23	Quarry Accident	P Gallagher		✓	✓
29/08/23	Quarry Accident - Update	P Gallagher		✓	✓
31/08/23	Notice of Electronic Devices – ready for collection	M Colwell		✓	✓
31/08/23	Quarry Accident - Update	P Gallagher		✓	✓
04/09/23	Coulton's Catch Up – M Coulton MP 4 September 2023	M Coulton	✓	✓	✓

**RECOMMENDATION**

**That the report be received and noted.**

**10.5 COUNCIL RESOLUTIONS UPDATE**

**File Number:** C17; C20

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

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** 1. September Resolutions Update Table

**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:

Date	Resolution No.	Action Required	Responsible Officer	Status/Update

**RECOMMENDATION**

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



**Council Resolutions Update - Annexure 1**

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
11.1.22	2022/11	Priority Items to be Pursued	Review & Adoption of Approvals & Order Policies – within 12 months	Manex (Executive Management Team)	Progressing
11.1.22	2022/11	Priority Items to be Pursued	Review of Delegations – within 12 months	GM	Ongoing.  <b>04.07.2023</b> GM to review delegations to staff in September 2023
9.2.22	2022/21	Youth Services in LGA	Determine current services, coordination and possible duplication and gaps analysis	ELESPC	Ongoing.
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	ELESPC	Planning Proposal submitted to reduce the minimum lot size in RU1-zoned land from 1000ha to 600ha and to remove the clause relating existing holding conditions. Council endeavouring to determine status with NSW Planning.
9.2.22	2022/30	CDEP-like community employment and training program	Discussions with Federal MP and other stakeholders	Mayor/GM	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  <b>04.07.2023</b> GM and Mayor have held further discussions with Redi.e and will

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
					be discussing opportunities with other providers in late July, also booked into see the Minister to see what Government funding is available
15.6.22	2022/116	Plan of Management – Sports Oval	Inclusion of 'one off camping facility' at the sports oval - plan	DIR.CS MGR.US	Progressing – the inclusion of the ability for the Sportsground to act as a 'one off camping facility' has been included in the draft plan – <b>03/08/23</b> - This is not an ideal plan as the development of additional playing fields at the oval will further restrict the ability for vehicles to park within the sporting grounds  <b>04.07.2023</b> Council trailed the primitive camping for the rodeo/campdraft in June opposite the showground.
15.6.22	2022/121	Review of Social Media Policy	Review the policy, place on public exhibition for required time inviting submissions from the community before adoption	MGR.EDG	Social Media training planned for Councillors in November.

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
15.6.22	2022/129	Draft Masterplan for the Coonamble Pool & McDonald Park Precinct	That Council places the Masterplan on public exhibition for required time inviting submissions from the community before adoption	MGR.US	03/08/23 - Reports have been received on the Coonamble pool structure, options are being explored for the Masterplan, report was submitted to July meeting regarding works to be done on pools 04.07.2023 A workshop with Councillors will be scheduled for August/September
15.6.22	2022/136	Notice of Motion (Cr Churchill): 1. Collection of information regarding 'slow down signs' at Gulargambone	Meeting with Transport for NSW to be held regarding use of radar signage during harvest period.	MGR.RDS	Report to April Ordinary Meeting Waiting on TfNSW in order to report to council 04.07.2023 Nil response received to date
15.6.22		2. Fence – Tully Park & Preschool	Meet with representatives to discuss the possibility of a new fence, prepare a report to be brought back to Council with estimated costs	DIR.CS	On Hold – meeting to be arranged between Council and Committee
15.6.22		3. Coonamble Men's Shed	Prepare a report to be brought back to Council with the estimated costs & likelihood of facilitating the following: *Improved security *Installation of Solar Panels	DIR.CS	03/08/23 - Funding has been allocated in the 2023/24 Operational budget to allow for the works to proceed.
13.7.22	2022/153	Industrial Land Review	Council to research the possibility of acquiring land for industrial use	MGR.EDG	Ongoing.

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
10.8.22	2022/204	Substitute Area for local sporting clubs	Investigate alternative and appropriate area for substitute sports grounds	MGR.US	03/08/23 - Works will commence at the Coonamble sports ground to develop additional playing fields within the existing grounds, work to be completed before next winter season sports starts. <b>04.07.2023</b> Under investigation, but slow progress as staff have had other priorities, new management team reviewing suitable sites for consideration
09.11.22	2022/264	Cemeteries Maintenance	Staff to develop a Plan of Management for the Cemeteries within the Shire	MGR.RDS MUS	03/08/23 - Plan of Management in development. Plan is progressing and will become part of the overall eDERMS project.  <b>04.07.2023</b> Waiting on a report from the consultant on the change in operation and reporting
09.11.22	2022/267	Housing Strategy	Council to seek expressions of interest from persons with available land and or houses	GM DIR.CS	Met with consultant to discuss Housing Strategy scope.
09.11.22	2022/269	Warrena Weir Plan of Management (POM)	POM to be put on exhibition inviting community feedback	DIR.CS MGR.EDG	Subject to development of Masterplan as part of the Real Country Business Case and Strategy Development project.
09.11.22	2022/291	Coonamble CBD	Investigations to be carried out on the development of the CBD	DIR.CS	Ongoing  <b>04.07.2023</b> Waiting on the outcome of the purchase of the SOT's

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
14.12.22	2022/289	Review of Signage (No Coal Seam Gas)	Review the signage at the entrances to the town	MGR.RDS MGR.EDG	Clarification on Signs meeting framework of LEP & DCP; draft signage being prepared
14.12.22	2022/290	Evaluation of 2022 Coonamble Street Carnival	Staff to gather feedback from the recent event for evaluation before the 2023 event takes place	MGR.EDG	Awaiting decision from the Rotary Club.
08.02.23	2023/9	Joint Organisation Membership	Council approach the FNWJO to become a member	GM	A letter of application has been forwarded to the FNWJO - waiting on a response. Advice has been received that FNWJO has accepted council, the chair is waiting on advice from the OLG  <b>04.07.2023</b> Report being presented to the July Council meeting.
08.02.23	Motion	Historian recognition	Angie Little to be added to Coonamble's Nick Name Hall of Fame	MGR.EDG	Ongoing; locating a caricaturist
08.02.23	2023/32	ED&G – Progress report	That Council authorise the General Manager to prepare an Expression of Interest for the Growing Regional Economies Fund, centred on upgrading Coonamble's CBD, with secondary components focused on housing, expanded pre-school/ childcare facilities and the airport.	GM	Had discussions with the Deputy Director of the NSW Department of Regional NSW who advised Council that upgrading the CBD couldn't be justified without growth in a particular industry; she recommended focusing on airport upgrades, justifying its relevance in improving access to health care as a key strategy of the Western Plains Regional Economic Development Strategy (REDS).  <b>04.07.2023</b>



Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
					Council submitted and EOI for the upgrade to the airport which fitted the criteria.
08.02.23	Motion	Purchasing Policy	That a review be carried out on Council's local performance purchasing Policy, with respect of the application of a Local Indexing factor applied for local contractors and the dollar value of the tender, Council staff also to review the Tender Process for receipt of tenders.	DIR.CS MGR.F&P	31.08.23 Progressing – Two submissions have been received by Council. A report will be tabled to the October 2023 meeting for Council's consideration
08.02.23	2023/45	SOTS	<p>1. That authorises the Mayor and the General Manager to negotiate a purchase price with the owner of the SOTS and bring a report back to Council.</p> <p>2. That Council continue investigations to finance and redevelop the site – as well as the overall enhancement of the Coonamble CBD precinct – through either grant funding, a public-private partnership arrangement, purchase-then-lease model or other models yet to be identified.</p> <p>3. That Council prepare costings on the upgrades of the engineering section and on the current RMS building and a report be brought back to council for consideration.</p>	GM	<p>Make contact with the OLG as we have a statutory requirement to report the business activity and gain OLG approval.</p> <p>We are sourcing quotes from a business analysis company that can do a business case study for the site with respect to more detailed options on the site, i.e. private partnerships, lease arrangements, suitable business lease to buy and overall financial returns for the options available etc.</p> <p>A further report to Council re resolution on purchase etc once the due diligence has been completed. Item 2; Staff are in the progress of investigations to finance and redevelop the site Item 3; No action on this</p>

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
					item, will be subject to the outcome of the SOTS, staff have investigated some alternative sites but nothing firm at this point in time
	2023/62	Pool Operations	<ol style="list-style-type: none"> <li>1. Do not pursue unsupervised access to Coonamble &amp; Gular pools</li> <li>2. Seek tenders for management of both facilities</li> <li>3. Review Quambone pool operations – remote camera/security to linked on call staff</li> </ol>	MGR.US	03/08/23 - Report was submitted to July Council meeting to resolve to pit the running of the Coonamble pool out to an EOI and to bring the Gulargambone pool back in house, also increase the signage and camera surveillance at the Quambone pool.
	2023/65	Wheel Stops	Seek quotations for replacement, Line-marking the bays, Councillors to inspect a sample of the proposed wheel stops prior to purchase	DIR.IF MGR.RDS	04.07.2023 RFQ currently being advertised Sample wheel stopped placed, Council requested a longer wheel stop which will now be organised to be placed and line marking to follow thereafter.
	2023/68	Master Inland Rail Development Agreement (MIRDA)	That Council endorse the draft MIRDA	GM	03/08/23 - Agreement has been received 01/08/2023 Gm to sign at earliest convenience
	2023/71	Waste Collection	Staff to investigate the possibility of operating the collection in-house	DIR.IF	04.07.2023 Report received from Consultant. Report to Council August meeting
10.05.23	2023/61	Visual Improvements – Entrance CBD	Replanting Bougainvillea on trellis, investigate options for wall on council's vacant block	DIR.IF	04.07.2023 Progressing. Looking at options for bougainvillea and trellis'.

Date	Resolution No.	Matter Description	Action Required	Responsible Officer	Status/Update
					Investigations ongoing for the wall on Council's block
12.07.23	2023/155	Pioneer Park/Cemetery	Plaque be erected in recognition of M Philpott & A Little for efforts in Cemetery history	MP&US	03/08/23 - Correspondence to be had with proponents of this project
	2023/155	Pioneer Park/Cemetery	Budget report for Pioneer Cemetery project	MP&US	03/08/23 – Report deferred to September meeting
	2023/167	Rotunda	Report back to Council regarding the possible installation of a rotunda or similar in Macdonald Park.	MED&G DCS	03/08/23 – Report deferred to September meeting
	2023/173 &174	Disclosure & Related Party Forms.	Councillors & Managing Staff to complete	DCS	31.08.23 – Progressing – Councillors will be reminded of the resolution to submit completed reports at the September 2023 Council meeting
	2023/156	Brigidine Sisters 140 yrs	Council owned land in Castlereagh street to be converted to small garden/park in recognition of Brigidine Sisters with the erection of a plaque.	DI & MP&US	02/08/23 - Discussions have taken place with relevant persons with a plan agreed to. Work is progressing. Funding to be identified as part of September Budget Review Process
09.08.23	2023/189	LGNSW Annual Conference	Early Bird Registration – Mayor, Deputy Mayor, GM	ESO GM	Will be purchased before the due date.
	2023/197	Land for Housing Development	Mayor & GM to negotiate the purchase of suitable land – report for September 2023 meeting	Mayor GM	



**10.6 STATUS OF INVESTMENTS - AUGUST 2023****File Number: Investments General - I5****Author: Deborah Tatton-Acting Manager Finance****Authoriser: Bruce Quarmby, Director Corporate Services****Annexures: 1. Imperium Investment Report August 2023****PURPOSE**

The purpose of the report is for Councillors to note the status of its investment portfolio.

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

L1.4.10 Maintain long term financial viability.

**(b) Financial Considerations**

Investment levels and interest rates are currently on par with the revised estimated calculations.

**COMMENTARY**

The format of the report has been configured to demonstrate Council's compliance with the relevant legislative requirements along with Council's own adopted Investment Policy.

The attached Investment Report was calculated on 31 August 2023 after all maturing dates for investments had passed.

The total Capital Value of investments as at 31 August 2023 is \$38,250,000. This is an increase of \$5,000,000 from \$33,250,000 as at 31 July 2023.

**AVAILABLE WORKING FUNDS**

Restricted funds are set aside by Council and external parties for a particular purpose to meet future expenses. Unrestricted funds are available to be used to cover all other expenses of Council.

As at the 30 / 06 / 2022 the balance of unrestricted and unallocated cash (working funds) was \$2,642 million. This will be recalculated as part of the year-end financial statement preparation.

**(a) Governance/Policy Implications**

Monthly financial reporting ensures transparency of financial reporting to enable Councillors to make financially sustainable and accountable decisions.

**(b) Legal Implications**

All investments continue to be made in accordance with the requirements of the *Local Government Act 1993* and Council's Investment Policy.

**(c) Social Implications**

Council funds are used to provide services and infrastructure to the community and, as a result, well managed funds maximise the level of financial resources available to support the community.

**(d) Environmental Implications**

There are no environmental implications arising from this report.

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

Sound economic management includes maximising Council's return on investment, and this is achieved by closely monitoring investments in line with Council's Investment Policy.

**(f) Risk Implications**

Sound economic management includes maximising Council's return on investment, and this is achieved by closely monitoring all investments in line with Council's Investment Policy.

**CONCLUSION**

Funds have been appropriately restricted to ensure all areas of Council can continue to operate in accordance with both the annual Operational Plan and the Long-Term Financial Plan. Further, all investments are continued to be made in accordance with the requirements of the *Local Government Act 1993* and Council's Investment Policy.

**RECOMMENDATION**

**That Council notes the list of investments from 1 August 2023 to 31 August 2023 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.**



# Investment Report

01/08/2023 to 31/08/2023

### Portfolio Valuation as at 31/08/2023

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
Commonwealth Bank	A-1+	TD	GENERAL	At Maturity	01/03/2023	01/09/2023	4.7000	500,000.00	500,000.00	11,846.58	1,995.89
Westpac	A-1+	TD	GENERAL	At Maturity	03/03/2023	04/09/2023	4.6500	2,000,000.00	2,000,000.00	46,372.60	7,898.63
NAB	A-1+	TD	GENERAL	At Maturity	10/03/2023	11/09/2023	4.6000	1,500,000.00	1,500,000.00	33,082.19	5,860.27
BOQ	A-2	TD	GENERAL	At Maturity	27/03/2023	27/09/2023	4.6000	1,000,000.00	1,000,000.00	19,912.33	3,906.85
NAB	A-1+	TD	GENERAL	At Maturity	05/04/2023	05/10/2023	4.4000	1,500,000.00	1,500,000.00	26,942.47	5,605.48
AMP Bank	A-2	TD	GENERAL	At Maturity	19/04/2023	16/10/2023	4.9000	2,000,000.00	2,000,000.00	35,246.58	8,323.29
NAB	A-1+	TD	GENERAL	At Maturity	24/04/2023	24/10/2023	4.5500	1,000,000.00	1,000,000.00	16,205.48	3,864.38
IMB Bank	A-2	TD	GENERAL	At Maturity	03/05/2023	01/11/2023	4.6400	2,500,000.00	2,500,000.00	38,454.79	9,852.05
Westpac	A-1+	TD	GENERAL	At Maturity	03/05/2023	03/11/2023	4.6400	1,000,000.00	1,000,000.00	15,381.92	3,940.82
NAB	A-1+	TD	GENERAL	At Maturity	09/05/2023	08/11/2023	4.7300	2,000,000.00	2,000,000.00	30,064.66	8,034.52
Unity Bank	Unrated	TD	GENERAL	Monthly	18/11/2022	18/11/2023	4.2000	250,000.00	250,000.00	402.74	402.74
BOQ	A-2	TD	GENERAL	At Maturity	29/05/2023	29/11/2023	4.9800	1,000,000.00	1,000,000.00	12,961.64	4,229.59
NAB	A-1+	TD	GENERAL	At Maturity	07/06/2023	07/12/2023	5.1500	1,000,000.00	1,000,000.00	12,134.25	4,373.97
NAB	A-1+	TD	GENERAL	At Maturity	13/06/2023	13/12/2023	5.2000	3,000,000.00	3,000,000.00	34,191.78	13,249.32
NAB	A-1+	TD	GENERAL	At Maturity	15/05/2023	15/01/2024	4.7500	2,000,000.00	2,000,000.00	28,369.86	8,068.49
BOQ	A-2	TD	GENERAL	At Maturity	25/05/2023	25/01/2024	4.9500	1,500,000.00	1,500,000.00	20,139.04	6,306.16
AMP Bank	A-2	TD	GENERAL	At Maturity	03/07/2023	05/02/2024	5.6000	1,000,000.00	1,000,000.00	9,205.48	4,756.16
IMB Bank	A-2	TD	GENERAL	At Maturity	30/05/2023	29/02/2024	4.9000	500,000.00	500,000.00	6,309.59	2,080.82



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
Westpac	A-1+	TD	GENERAL	At Maturity	02/08/2023	04/03/2024	5.0500	2,000,000.00	2,000,000.00	8,301.37	8,301.37
AMP Bank	A-2	TD	GENERAL	At Maturity	17/04/2023	16/04/2024	4.9000	1,000,000.00	1,000,000.00	18,391.78	4,161.64
BOQ	A-2	TD	GENERAL	At Maturity	02/08/2023	02/05/2024	5.3900	1,000,000.00	1,000,000.00	4,430.14	4,430.14
Commonwealth Bank	A-1+	TD	GENERAL	At Maturity	10/07/2023	11/06/2024	5.6800	1,000,000.00	1,000,000.00	8,247.67	4,824.11
NAB	A-1+	TD	GENERAL	At Maturity	21/08/2023	21/06/2024	5.1900	1,000,000.00	1,000,000.00	1,564.11	1,564.11
Commonwealth Bank	A-1+	TD	GENERAL	At Maturity	10/07/2023	10/07/2024	5.7100	2,000,000.00	2,000,000.00	16,582.47	9,699.18
Westpac	A-1+	TD	GENERAL	At Maturity	02/08/2023	30/07/2024	5.2000	2,000,000.00	2,000,000.00	8,547.95	8,547.95
IMB Bank	A-2	FRTD	GENERAL	Quarterly	04/08/2022	06/08/2024	4.6899	1,000,000.00	1,000,000.00	3,597.73	3,597.73
NAB	A-1+	TD	GENERAL	At Maturity	14/08/2023	14/08/2024	5.2500	1,000,000.00	1,000,000.00	2,589.04	2,589.04
IMB Bank	BBB+	FRTD	GENERAL	Quarterly	17/01/2022	16/01/2025	4.8000	1,000,000.00	1,000,000.00	6,049.32	4,076.71
<b>TOTALS</b>								<b>38,250,000.00</b>	<b>38,250,000.00</b>	<b>476,525.54</b>	<b>154,541.41</b>

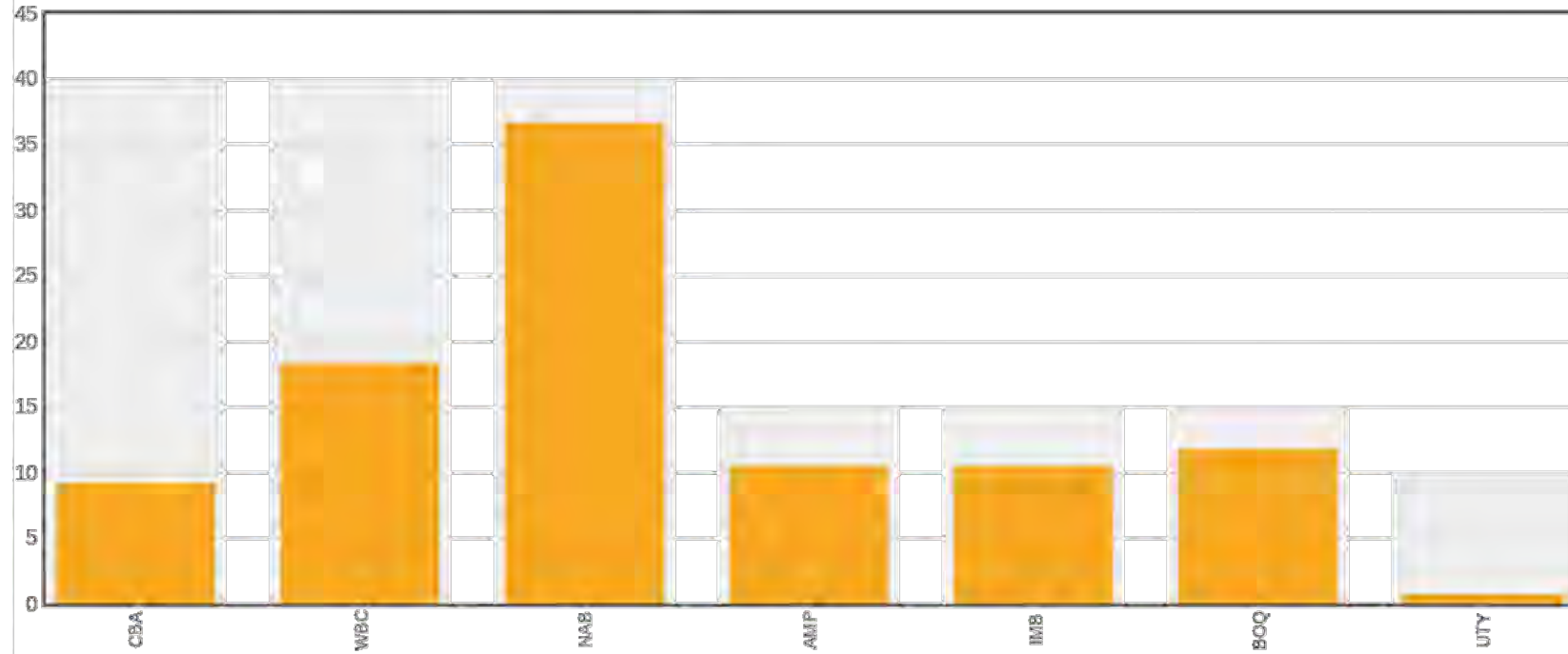


## Counterparty Compliance as at 31/08/2023

### Short Term Investments

Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
	Commonwealth Bank	Short	A-1+	3,500,000.00	9.15	40.00	-	11,800,000.00
	Westpac	Short	A-1+	7,000,000.00	18.30	40.00	-	8,300,000.00
	NAB	Short	A-1+	14,000,000.00	36.60	40.00	-	1,300,000.00
	AMP Bank	Short	A-2	4,000,000.00	10.46	15.00	-	1,737,500.00
	IMB Bank	Short	A-2	4,000,000.00	10.46	15.00	-	1,737,500.00
	BOQ	Short	A-2	4,500,000.00	11.77	15.00	-	1,237,500.00
	Unity Bank	Short	Unrated	250,000.00	0.65	10.00	-	3,575,000.00
<b>TOTALS</b>				<b>37,250,000.00</b>	<b>97.39</b>			

### Counterparty Compliance - Short Term Investments

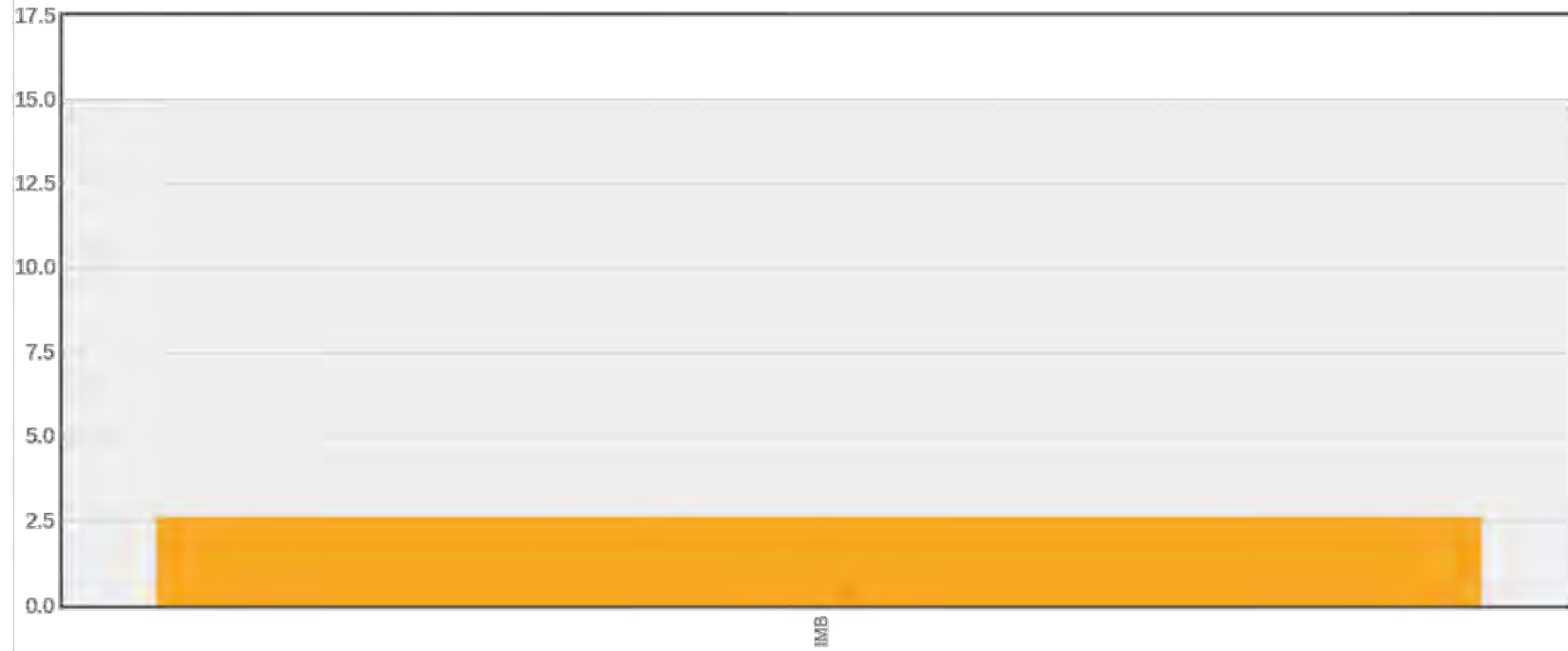


**Long Term Investments**

Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
	IMB Bank	Long	BBB+	1,000,000.00	2.61	15.00	-	4,737,500.00
<b>TOTALS</b>				<b>1,000,000.00</b>	<b>2.61</b>			



### Counterparty Compliance - Long Term Investments

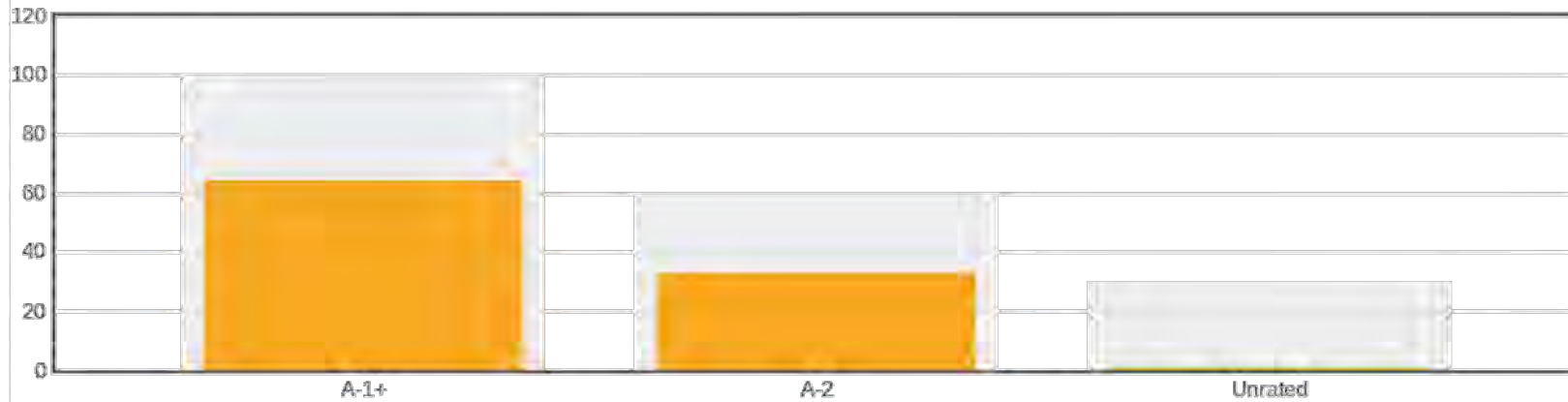


### Credit Quality Compliance as at 31/08/2023

#### Short Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available
✓	A-1+	24,500,000.00	64.05	100.00	13,750,000.00
✓	A-2	12,500,000.00	32.68	60.00	10,450,000.00
✓	Unrated	250,000.00	0.65	30.00	11,225,000.00
<b>TOTALS</b>		<b>37,250,000.00</b>	<b>97.38</b>		

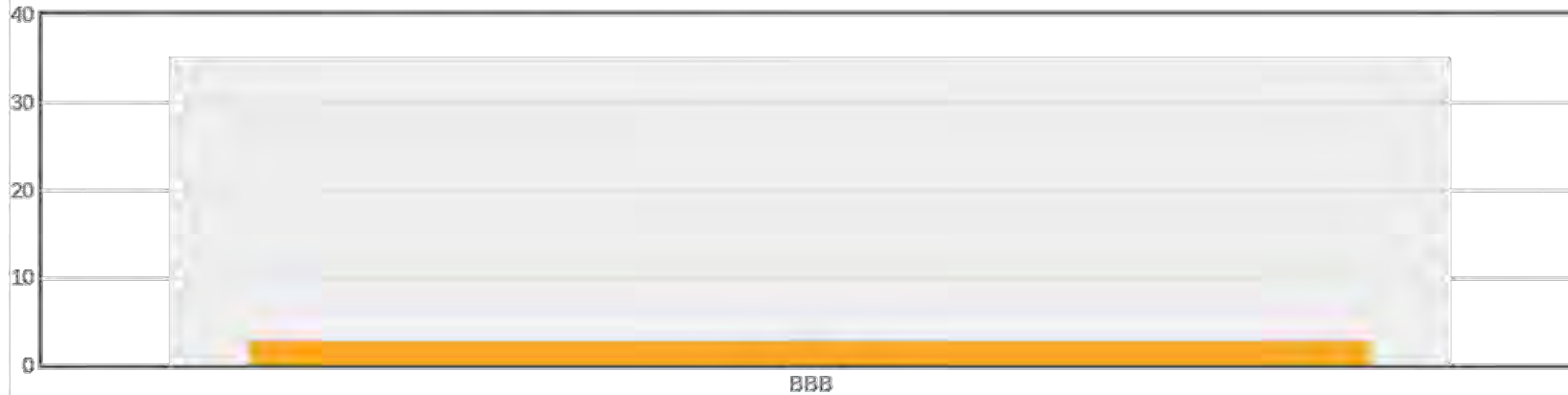
#### Credit Quality Compliance - Short Term Investments



**Long Term Investments**

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available
✔	BBB	1,000,000.00	2.61	35.00	12,387,500.00
<b>TOTALS</b>		<b>1,000,000.00</b>	<b>2.61</b>		

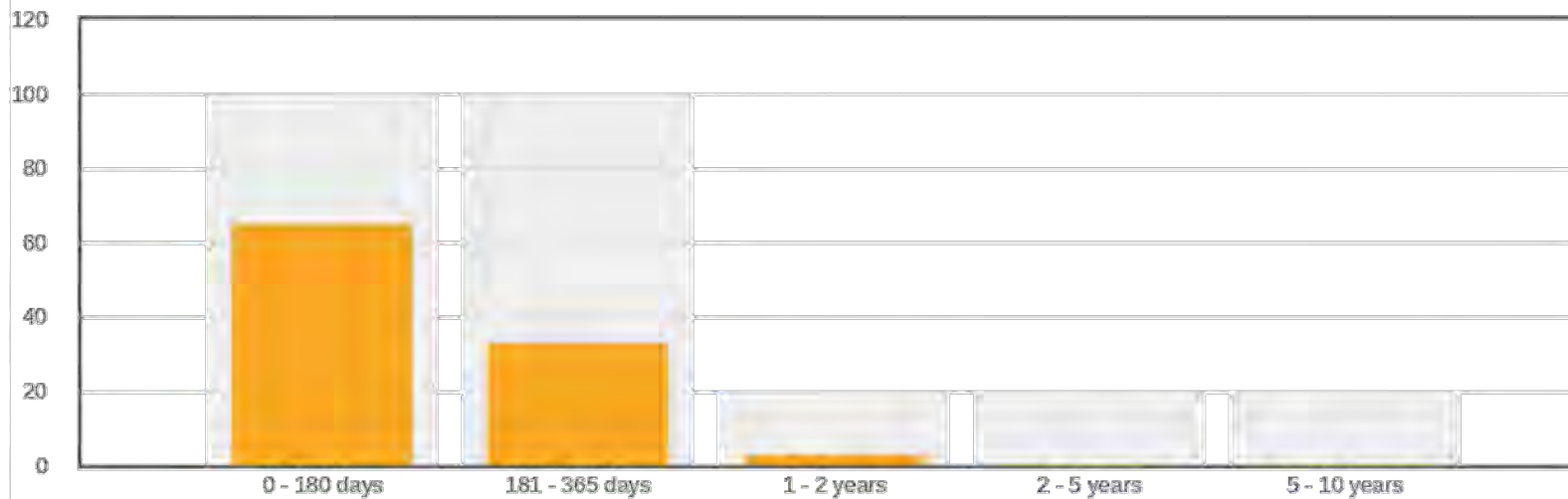
**Credit Quality Compliance - Long Term Investments**



**Maturity Compliance** as at 31/08/2023

Compliant	Term	Invested	Invested (%)	Min Limit (%)	Max Limit (%)	Available
✔	0 - 180 days	24,750,000.00	64.71	0.00	100.00	13,500,000.00
✔	181 - 365 days	12,500,000.00	32.68	0.00	100.00	25,750,000.00
✔	1 - 2 years	1,000,000.00	2.61	0.00	20.00	6,650,000.00
✔	2 - 5 years	-	0.00	0.00	20.00	7,650,000.00
✔	5 - 10 years	-	0.00	0.00	20.00	7,650,000.00
<b>TOTALS</b>		<b>38,250,000.00</b>	<b>100.00</b>			

**Maturity Compliance**



**10.7 RATES AND CHARGES COLLECTIONS - AUGUST 2023****File Number: Rates - General - R4****Author: Kylie Fletcher, Revenue Officer****Authoriser: Bruce Quarmby, Director Corporate Services****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 August 2023.

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

The annual rate charges are set out within Council's 2023 / 24 Operational Plan.

**(b) Financial Considerations**

The annual rate charges are set out within Council's 2023 / 24 Operational Plan.

	<b>31 August 2023</b>	<b>31 August 2022</b>
Rates and Charges	\$6,392,956.84	\$6,176,610.72
Water Consumption	\$504,163.34	\$356,521.47
<b>Total</b>	<b>\$6,897,120.18</b>	<b>\$6,533,132.19</b>

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

	<b>31 August 2023</b>	<b>31 August 2022</b>
Rates and charges in arrears as at 30 June 2023	\$1,173,804.02	\$1,020,037.33
Rates/charges levied & adjustments for 2023/24	\$7,893,795.98	\$7,423,386.45
Pension Concession	(\$105,196.05)	(\$104,126.52)
Amounts collected as at 31 August 2023	(\$2,569,447.11)	(\$2,162,686.54)
<b>Total Rates and Charges to be Collected</b>	<b>\$6,392,956.84</b>	<b>\$6,176,610.72</b>

The amount levied for rates and charges for 2023 / 24 includes the current year's annual rates and charges and any interest added since the date the rates notices were issued. The amount received as of 31 August 2023 includes receipts for both arrears and the current year's amounts outstanding.

It should be noted that the rates and charges 2023 / 24 levied amount is reduced by the pensioner concession of \$105,196.05; reducing the amount of income derived from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$46,187.56.

The rates and charges as of 31 August 2023 represent 70.50% of the total annual rates and charges levied and outstanding (compared with 73.15% on 31 August 2022).

### Water Consumption Charges

	31 August 2023	31 August 2022
Water Consumption Charges and arrears as at 30 June 2023	\$393,023.85	\$329,760.33
Water Consumption charges & adjustments 2023 / 24 year to date	\$95,538.94	\$97,665.72
Amounts collected as at 31 August 2023	(\$344,422.22)	(\$70,904.58)
<b>Total Water Consumption Charges to be Collected</b>	<b>\$144,140.57</b>	<b>\$365,521.47</b>

The water consumption charges as at 31 August 2023 represents 29.50% of the total water consumption charges outstanding (compared to 83.41% on 31 August 2022).

### Debt Recovery Agency

During the month of August 2023 Council has not issued any new referrals to the Debt Recovery Agency that acts on behalf of Council. Council's debt recovery agency has been instructed to reinstate contact with any debtors, who has previously been referred and legal action commenced. This action is in line with the provisions within the *Local Government Act 1993* and Council adopted Debt recovery policy.

#### (a) Governance/Policy Implications

Council staff comply with the directions provided by Council's suite of policies that govern this function of Council.

#### (b) Legal Implications

The collection of rates and water charges does impact on the community. For this reason, Council is always willing to negotiate payment terms with outstanding debtors. Debtors are afforded several opportunities to contact Council regarding these matters.

#### (c) Social Implications

The collection of rates and water charges does impact on the community. For this reason, Council is always willing to negotiate payment terms with outstanding debtors. Debtors are afforded several opportunities to contact Council regarding these matters.

**(d) Environmental Implications**

There are no direct environmental implications arising from this report. However, it needs to be acknowledged that the additional increase in the cost of living could have an impact on Council's ability to collect its rates and charges.

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

If Council's rates and charges collection fall behind, it will have an impact on Council's ongoing ability to meet its operational costs and making adequate funding available for necessary asset maintenance and renewal projects.

**(f) Risk Implications**

As was stated above, the increase in living expenses, has impacted on Council's ability to collect its rates and charges as demonstrated by the increase in Council rates, annual charges, interest, and extra charges outstanding percentage. Strategies have been put in place to mitigate the risk of the further deterioration of this ratio. Council has been working closely with its Debt Collection agency to reduce the amount of debt outstanding from rates and water charges.

**CONCLUSION**

The rates and charges as at 31 August 2023 represent 70.50% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 73.51% on 31 August 2022). The water consumption charges as of 31 August 2023 represent 29.50% of the total water consumption charges outstanding from previous years (compared to 83.41% on 31 August 2022).

**RECOMMENDATION**

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

**10.8 SALEYARDS REPORT- 31 AUGUST 2023****File Number: S1****Author: Deborah Tatton, Acting Manager Finance****Authoriser: Bruce Quarmby, Director Corporate Services****Annexures: 1. Saleyards and Truck Wash Report August 2023****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 August 2023.

**(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**

During the month of August, two (2) sales was held at the Coonamble Saleyards.

The following maintenance was carried out during the month of August:

- Washing of pens
- General maintenance as required.

The main expense paid during August 2023 was the annual Rates and Charges \$6,052.80.

Please note that \$19,627 was spent at the end of July to replace fencing. This was not reported previously due to the timing of the payment and when the report to Council was prepared. This is a capital expense and will not be calculated as part of the operational expense of the Saleyards. Depreciation will be calculated and applied at the end of the financial year for any capital costs.

The following maintenance is planned to be carried out during the month of September:

- The cleaning and backfill of three (3) dirt yards.
- The replacement of a further two (2) troughs.



- General maintenance as required.

### Truck Wash

The following planned maintenance was completed at the Truck wash facility, during the month of August 2023:

- General maintenance as required.

#### SALEYARDS ACCOUNT 01/08/2023 - 31/08/2023

##### Saleyard Operations:

Income	22,572
Expenditure	<u>24,585</u>
Deficit	<b>(2,013)</b>

##### Truck wash:

Income	1,266
Expenditure	<u>1,142</u>
Surplus	<b>124</b>

##### Summary:

Income	23,838
Expenditure	<u>25,727</u>
Deficit	<b><u>(1,889)</u></b>

#### (c) Governance/Policy Implications

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

#### (d) Legal Implications

There are no legal implications arising from this report.

#### (e) Social Implications

There are no social implications arising from this report.

#### (f) Environmental Implications

There are no environmental implications arising from this report.

#### (g) Economic/Asset Management Implications

Works are generally scheduled in accordance with Council's adopted Operational Plan and Budget to ensure Council's assets are maintained to an appropriate standard within budget limitations. This asset needs some major maintenance works but has been running at a financial deficit for years. More favourable seasonal conditions means that this asset is currently being used on a more frequent basis, but there are risks for Council involved with knowingly using an asset that does not comply with all legislative and other industry standards. Although a difficult situation to address, Council will have to objectively consider all facts surrounding the

saleyards, and the most appropriate way forward with responsibly managing this facility into the future.

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

**RESOLUTION 2021/217**

Moved: Cr Bill Fisher Seconded: Cr Karen Churchill

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

CARRIED

**(h) Risk Implications**

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

**CONCLUSION**

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

**RECOMMENDATION**

**That the report is received and noted.**

ScreenName: Saleyards - Council report  
 Data: General Ledger Data  
 Filter: All  
 Calendar: YTD for August 2023-24

31, 2023 01:00 AM  
 Hide Zero: Off

Full 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
<b>5700-0002 - SALEYARDS</b>														
<b>05 - Revenue</b>														
5700-1150-0000 - Saleyards Fees & Charges - Casual	(3,000)	.00	0	0	0	0	0	0	0	0	0	0	0	.00
5700-1152-0000 - Saleyards Fees & Charges - Sale	(110,000)	-4,621.36	-17,951	0	0	0	0	0	0	0	0	0	0	(22,572.18)
5700-1496-0000 - Grants - Saleyards Safety Upgrade	0	.00	0	0	0	0	0	0	0	0	0	0	0	.00
<b>05 - Revenue Total</b>	<b>(113,000)</b>	<b>-4,621.36</b>	<b>-17,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(22,572.18)</b>
<b>06 - Expenditure</b>														
5700-2245-0000 - Saleyards Insurances	11,801	12,333.96	0	0	0	0	0	0	0	0	0	0	0	12,333.96
5700-2255-0000 - Saleyards Electricity Charges	9,313	.00	1,051	0	0	0	0	0	0	0	0	0	0	1,051.29
5700-2260-0000 - Saleyards Telephone Expenses	646	.00	102	0	0	0	0	0	0	0	0	0	0	102.00
5700-2270-0000 - Saleyards Rates & Charges	0	.00	0	0	0	0	0	0	0	0	0	0	0	.00
5700-2270-0001 - Saleyards - Rates	6,270	5,820.00	233	0	0	0	0	0	0	0	0	0	0	6,052.80
5700-2270-0002 - Saleyards - User Charges	9,330	252.03	-252	0	0	0	0	0	0	0	0	0	0	.00
5700-2330-0000 - Saleyards Operating Expenses	19,765	343.21	14	0	0	0	0	0	0	0	0	0	0	356.94
5700-2335-0000 - Saleyards Operating Expenses No GST	0	.00	1,327	0	0	0	0	0	0	0	0	0	0	1,327.20
5700-2340-0000 - Saleyards Maintenance Expenses	72,270	2,526.47	835	0	0	0	0	0	0	0	0	0	0	3,360.98
5700-2925-0000 - Saleyards Buildings Depreciation	11,038	.00	0	0	0	0	0	0	0	0	0	0	0	.00
5700-2930-0000 - Saleyards Facilities Depreciation	2,744	.00	0	0	0	0	0	0	0	0	0	0	0	.00
<b>06 - Expenditure Total</b>	<b>143,177</b>	<b>21,275.67</b>	<b>3,310</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,585.17</b>
<b>5700-0002 - SALEYARDS Total</b>	<b>30,177</b>	<b>16,654.31</b>	<b>-14,641</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,012.99</b>
<b>5750-0002 - TRUCKWASH</b>														
<b>05 - Revenue</b>														
5750-1150-0000 - Truck Wash User Fees	(29,000)	-1,220.76	-45	0	0	0	0	0	0	0	0	0	0	(1,266.21)
<b>05 - Revenue Total</b>	<b>(29,000)</b>	<b>-1,220.76</b>	<b>-45</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,266.21)</b>
<b>06 - Expenditure</b>														
5750-2245-0000 - Truckwash Insurance	100	80.38	0	0	0	0	0	0	0	0	0	0	0	80.38
5750-2255-0000 - Truck Wash Electricity Charges	2,790	.00	231	0	0	0	0	0	0	0	0	0	0	231.09
5750-2260-0000 - Truck Wash Telephone Expenses	0	.00	0	0	0	0	0	0	0	0	0	0	0	.00
5750-2270-0000 - Truckwash Rates & User Charges	0	.00	0	0	0	0	0	0	0	0	0	0	0	.00
5750-2270-0001 - Truckwash Rates	0	.00	0	0	0	0	0	0	0	0	0	0	0	.00
5750-2270-0002 - Truckwash User Charges	15,600	5,934.00	-5,934	0	0	0	0	0	0	0	0	0	0	.00
5750-2340-0000 - Truck Wash Mntce & Repairs	16,020	415.75	415	0	0	0	0	0	0	0	0	0	0	830.47
5750-2930-0000 - Depn - Other Structures	10,400	.00	0	0	0	0	0	0	0	0	0	0	0	.00
<b>06 - Expenditure Total</b>	<b>44,910</b>	<b>6,430.13</b>	<b>-5,288</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,141.94</b>
<b>5750-0002 - TRUCKWASH Total</b>	<b>15,910</b>	<b>5,209.37</b>	<b>-5,333</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(124.27)</b>
<b>6070-0002 - OTHER STRUCTURES</b>														
<b>08 - Non Current Asset</b>														
6070-4999-0012 - Other Struct - Economic WIP	50,000	19,627.27	785	0	0	0	0	0	0	0	0	0	0	20,412.36
<b>08 - Non Current Asset Total</b>	<b>50,000</b>	<b>19,627.27</b>	<b>785</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,412.36</b>
<b>6070-0002 - OTHER STRUCTURES Total</b>	<b>50,000</b>	<b>19,627.27</b>	<b>785</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,412.36</b>
<b>Total</b>	<b>96,087</b>	<b>41,490.95</b>	<b>-19,189</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,301.08</b>

**10.9 QUARTERLY BUDGET REVIEW - JUNE 2023**

**File Number:** F2-2 Financial Quarterly Reviews  
**Author:** Bruce Quarmby, Director of Corporate and Urban Services  
**Authoriser:** Paul Gallagher, General Manager  
**Annexures:** 1. Quarterly Budget Review - June 2023 (under separate cover)

**PURPOSE**

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

**BACKGROUND**

Regulation 203 of the Regulations states that:

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

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

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

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

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

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

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

L1.4.10. Maintain long term financial viability.

L1.4.4. Governance is open and transparent.

**(b) Financial Considerations**

The June review compares the estimated budget result with the actual result for the 2021/22 financial year. Council will note there are several significant variations from the estimated result to the actual for the financial year, as discussed in the body of the report and as shown in the documents distributed under separate cover.

**COMMENTARY**

Annexure 1 contains further detailed information in regard to Cash and Investments, Contract and Consultancy Expenses and its progression towards achieving adopted Key Performance Indicators as of 30 June 2023.

Council commenced the 2022/23 financial year with the original operational budget surplus of \$105,170. At the completion of the March 2023 review Council's estimated budget result for the 2022/2023 financial year has deteriorated to an anticipated operational deficit of \$1,078,490. Following completion of the June Budget Review the actual Operational result had improved to a surplus of \$3,842,638.

Council's position after non-operating expenditure was considered, has shifted from an estimated draw down on Council working funds of \$453,214 to a transfer to working funds of \$567,579.

As part of the process of preparing the June budget review for consideration by Council, management identified transfers from internal reserves to fund planned works were not utilised and returned these reserves to Council's internal restrictions. Programmed works, whether funded by Council or an external source, which have not been completed throughout the 2022/23 financial have also been identified and a transfer to reserve included, allowing for the completion of these works in the upcoming financial year. Management has also recommended and included for Council's consideration transfers to Internal Reserves to enable Council to meet future planned and unplanned expenditure demands.

In summary, there are several significant variations from the budgeted result for the 2022/23 financial year. Some of these adjustments are as follows:

- Financial Assistance Grant – (P.2) Prior to the end of the 2022/23 financial year Council received a “prepayment” of the 2023/2024 Financial Assistance Grant to the value of \$3,595,274.
- Corporate Salaries and Wages – (P.2) Due to several budgeted positions within the organisation structure being vacant throughout the year savings of \$95,882 have occurred.
- Engineering Salaries and Wages - (P.3) Due to several budgeted positions within the organisation structure being vacant throughout the year savings of \$53,676 have occurred.
- Engineering Contract Services – (P.3) Additional costs were incurred in the planned expenditure to the value of \$99,057 due to the necessary utilisation of contract staff to facilitate Council work programs.

- 
- Interest on Investment – (P.3) Additional Interest on Investment revenue to the value of \$428,751 has been earned when compared to budget forecast. This is due in combination to an original conservative estimate combined with ongoing better than anticipated returns on Council investments.
  - Plant Operations – (P.4) Council’s Plant operations result was adversely affected by several factors for the 2022/2023 financial year. In summary these factors were a combination of increased operational costs, such as fuel and repairs, combined with a downturn in plant operating hours due to wet weather (September Flood Event), machinery breakdown and staff availability. This has resulted in a short in projected plant income of \$223,264.
  - Coonamble Water- User Pay Charges – (P.10) Council received a surplus in projected income generated from user pays water accounts to the amount of \$252,131. This increase is due to an increase in the consumption of user pays water, which may be in part due to the prevailing weather conditions experienced through the second half of the 2022/2023 financial year.
  - Repairs & Maintenance Expenses – (P.11) A savings of \$137,528 in the planned expenditure has occurred, due predominately to a reduction in the costs associated with the operations of the Coonamble Sewerage Treatment plant.
  - Interest on Investment – (P.11) Additional Interest on Investment revenue to the value of \$60,991 has been earned when compared to budget forecast. This is due in combination to an original conservative estimate combined with ongoing better than anticipated returns on Council investments.
  - Quarries, Pits and Crusher Operations – (P.14) Council’s Quarry operations result has been adversely affected by several factors for the 2022/2023 financial year, resulting in additional costs to the value of \$443,354 being incurred. In summary these factors were a combination of increased operational costs, which included machinery breakdown, increased reliance on hired plant and the necessary utilisation of contractors to keep Council’s Quarry Operational.
  - Financial Assistance Grant – (P.15) Prior to the end of the 2022/23 financial year Council received a “prepayment” of the 2023/2024 Financial Assistance Grant to the value of \$1,851,212.
  - Tfr Reserve Development Fund – (P.19) As per Council resolution 2023/197 a transfer to the Development Fund Reserve of \$500,000 has been included. Council will recall the intent of this transfer to reserve is to fund the planned

land for housing development that is to commence in the 2023/24 financial year.

**(a) Governance/Policy Implications**

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

**(b) Legal Implications**

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

**(c) Social Implications**

There are no social implications arising from this report.

**(d) Environmental Implications**

There are no environmental implications arising from this report.

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

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

**(f) Risk Implications**

There are no risk implications arising from this report.

## CONCLUSION

Whilst the current Operational Budgeted result is indeed in surplus, this is mainly attributable to the prepayment of the 2023/24 Financial Assistance Grant, along with the recognition of additional income from other operational grants. Taking this into consideration, it is my opinion that the Quarterly Budget Review Statement for Coonamble Shire Council for the Quarter ended 30 June 2023 indicates that Council's financial position as of 30 June 2023 to be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

## RECOMMENDATION

- 1. That Council approves the variations to votes as listed in the budget review documents distributed under separate cover.**
- 2. That Council notes the opinion of the Responsible Accounting Officer, based on the information as presented in the June Budget review, that Council will be in a satisfactory financial position as at 30 June 2023.**
- 3. That Council notes the position of Council's estimated restricted (reserve) funds as at 30 June 2023.**

**10.10 FINANCIAL REPORTS FOR YEAR ENDED 30/06/2023****File Number: A12****Author: Bruce Quarmby, Executive Leader - Corporate and Sustainability****Authoriser: Paul Gallagher, General Manager****Annexures: Nil****PURPOSE**

The purpose of this report is to comply with statutory requirements in relation to the General-Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2023. The Financial Statements are to be referred to Council's Auditor, with authorisation from the Mayor, a Councillor, the General Manager, and the Responsible Accounting Officer.

**BACKGROUND**

As per Section 416(1) of the *Local Government Act 1993* (as amended), a Council's Financial Statements for a year must be prepared and audited within four (4) months of the end of the reporting period concerned.

The statutory process that must be followed is that:

1. A statement as required under section 413(2) (c) must be made by resolution and signed by the Mayor, one (1) Councillor, the General Manager, and the Responsible Accounting Officer.
2. The Financial Statements must then be referred to the Council's Auditor, and once audited the statements must be included in Council's Annual Report.
3. Copies of the Audited Financial Statements must then be lodged with the Office of Local Government by 31 October.
4. As soon as practicable after Council receives a copy of the Auditor's report, the Statements must be placed on public exhibition and notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditors Report.

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

The Audited Financial Statements form part of Council's Annual Report and therefore represents a vital part of the Integrated Planning and Reporting Framework. The Audited Financial Statements provide an important avenue for the review of Council's progress by any interested stakeholders, including the Community. In providing the information contained in these reports, it ensures transparency of governance by Council.

**(b) Financial Considerations**

The Financial Statements act as a "report card" on Council's operations and financial performance throughout the reporting period. Whilst the



information contained in the reports relate primarily to a past financial reporting period, they also contain information that will need consideration in any future decisions made by Council.

## COMMENTARY

The preparation of the financial statements has been affected by several factors including staff availability and competing work priorities within the organisation. As such, staff is currently in the process of completing the financial statements and making the necessary arrangements to allow for the external auditors' end of financial year audit to be carried out. Council's auditors require this statutory process to be completed prior to their audit of Council's Financial Statements commencing.

### (a) Governance/Policy Implications

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

### (b) Legal Implications

The preparation, audit and review of Council's Financial Statements are carried out in accordance with the requirements of the *Local Government Act 1993* (Sections 412 to 421).

### (c) Social Implications

There are no social implications arising directly from this report.

### (d) Environmental Implications

There are no environmental implications arising from this report.

### (e) Economic/Asset Management Implications

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

### (f) Risk Implications

There are no direct risk implications arising directly from this report.

## CONCLUSION

It is a requirement under Section 413(2)(c) of the *Local Government Act 1993*, (as amended) that a Statement, signed by the Mayor, a Councillor, the General Manager and Responsible Accounting Officer is prepared for the General-Purpose Financial Statements and the Special Purpose Financial Statements so that they can be forwarded to Council's Auditor.

## RECOMMENDATION

- 1. That the Mayor, Councillor....., the General Manager and Responsible Accounting Officer be authorised to sign the necessary Statement by Council on the Financial Reports for the year ended 30 June 2023.**

- 2. That Council's Financial Reports for the year ended 30 June 2023 be referred for audit.**

**10.11 COMMUNITY SERVICES PROGRESS REPORT****File Number: C8****Author: Raquel Pickering-Librarian****Authoriser: Phillip Perram, Acting Director Community, Planning, Development and Governance****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 August 2023.

**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 not managed by the Community Services team.).

- **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. 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. Council also operates a Youth Forum / Council.

- **Integrated Planning and Reporting (IP&R) Framework**

Following the adoption of the Community Strategic Plan at the 15 June 2022 meeting, updates on the IP&R Framework will now be reported back in the Community Services Report.

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

The information contained in this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outline in Council’s recently adopted Community Strategic Plan 2032, Delivery Plan 2022-2026, and Operational Plan 2022/23.

**(b) Financial Considerations**

There are no financial considerations arising from this report.

**COMMENTARY**

In line with Council’s 2023/24 Operational Plan, this report presents a summary of community service progress and activities for the month previous.

**COMMUNITY SERVICES**

Nil

**LIBRARY SERVICES**

• **STORYTIME**

The Librarian has been liaising with McKillop Family Services and Mrs Heidi Hodgson to provide Storytime resources and staff so that the programme is able to continue through term four of this year. The sessions continue each Monday and get a variety of ages from 0-5. Staffing is a concern, which makes the cooperation with McKillop of great help.

• **ACTIVITIES AND EVENTS**

The Librarian has begun planning for

- Christmas Activity Bags 2023
- Seniors Week function for 2024.

The Librarian will participate in the Wellbeing Day on 19 October 2023, along with other Council officers, to be held in MacDonald Park.

• **Library Statistics** (01 August 2023 – 26 August 2023)

Service	Loans	New M/ships	Wi-Fi	Internet (hr)	Internet (ppl)	Kids Comp (children)	Junior Visits	Adult Visits
Coonamble	414	6	129	3735	85	102	153	288
Gulargambone	32	1						

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

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
441	16	61	12	6

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

Senior Craft	Pre-School Visits	Housebound	Meetings	Seniors Cinema	Other
12	22	4	2	8	101

### **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.

**(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 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, enhance community development and support the local business sector.

**(f) Risk Implications**

There are no risk implications arising from this report.

**CONCLUSION**

The updates outline the key activities undertaken in Council's Community Services for the month of August 2023.

**RECOMMENDATION**

**That the report be received and noted.**

**10.12 ENVIRONMENT AND STRATEGIC PLANNING PROGRESS REPORT****File Number: E5****Author: Lesley Duncan, Building & Compliance Manager****Authoriser: Phillip Perram, Acting Director Community, Planning, Development and Governance****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 July 2023.

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 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.

- 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.

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

P3.1.2. Inspection of Food Premises.

I3.3.1. Implementation Waste Management recommendations.

EN1.1.1. Enforcement of environmental regulations.

EN.1.1.2. Continue to review Local Environmental Plan.

EN.1.1.3. Ensure compliance with NSW Building Certification.

EN.1.1.4 Provide quality over counter, telephone, and email advice to customers.

EN.1.1.5 Approvals completed within timeframe required.

P2.2.4 Controlling straying animals.

**(b) Financial Considerations**

There are no direct financial considerations with this report.

## **COMMENTARY**

### **Compliance and Regulation**

#### Overgrown blocks

Inspections continue for overgrown properties in Coonamble, Gulargambone and Quambone. Since the last reporting period no new properties has been added to the register.

The total number of properties active on our Overgrown Block Register is 2.



The split of the overgrown properties across the Shire is:

- Coonamble: 11
- Gulargambone: 9
- Quambone: 8

31 properties have complied with Council instructions and cleaned up their property, and Council has been in communication with the remaining property owners. Correspondence explains why owners must reduce excess vegetation because it causes concerns to surrounding residents and may become harbourage for vermin and other undesirable species and pose a fire risk.

Depending on the block, pigeons may also cause a health hazard issue. The correspondence explains the process of how Council as the Local Authority has responsibility to ensure that all land or premises are in a safe or healthy condition and explains this regulatory process.

Blocks with unsafe levels of waste:

Council has 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. Since the last reporting period no additional properties have been added to this register. For the three properties on the register 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

As previously reported to Council, Council has issued an order to appropriately licenced and qualified contractor to carry out the demolition and clean-up of the block in Quambone. At the time of writing this report Council staff are in the process of following up with the contractor to ensure the completion of works.

Development Control Orders, Public Health Orders and Infringements

Since the last reporting period no new Orders have been issued.

**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 in July 2023.

<b>July 2023</b>			
<b>Application Number</b>	<b>Description of Works</b>	<b>Address of Proposed Works</b>	<b>Approved Date</b>
DA010/2023	Fuel outlet	Lot 2 DP 831655 1-3 Quambone Rd Coonamble	2/8/2023
DA016/2023	Farm Building	Lot 100 DP 754199 209 Carinda Road, Coonamble	7/8/2023
DA017/2023	Farm Machinery Shed	Lot 68 DP754178, 4494 Tooraweenah Rd Mount Tenandra	7/8/2023
CC021/2022	Weighbridge and Sample stand	Lot 1 DP1149950 & Lot 2 DP1254635, 243 Quambone Rd Coonamble	8/8/2023
DA020/2023	Dwelling Additions & Swimming Pool	Lot 239 DP 754199 218 Carinda Road Coonamble	9/8/2023
DA023/2023	MOD021/2022	Lot 2 DP 1254635 Lot 2 DP 1149950 243 Quambone Road, Coonamble	9/8/2023
DA015/2023	MOD026/2022 Extensions to Childcare Centre	Lot 13 DP724610 45A Dubbo Street Coonamble	14/8/2023

DA019/2023	Alterations/Additions to Jockey Change Rooms	Lot 212 DP 754199 Caswell Street Coonamble	16/8/2023
DA022/2023	Farm storage shed	Lot 70 DP 754199 Kenilworth Lane Coonamble	29/8/2023
DA024/2023	Temporary Workers Accommodation	Lot 1 DP48798 75 Back Gular Road Coonamble	31/08/2023
DA027/2023	Transportable Home	Lot 93 DP754199 58 Blueys Lane Coonamble	31/08/2023
DA028/2023	Extension to radio antenna	Lot 1 DP 754206 John Renshaw Parkway, Warrumbungle	30/8/2023
CC020/2023	Additions and Alterations to dwelling and Swimming Pool	Lot 239 DP754199. 218 Carinda Rd Coonamble	30/8/2023

**Ranger’s Report**

The Ranger’s report is provided for July 2023. The following is a summary of companion animal statistics.

<b>CORRESPONDENCE</b>	<b>August</b>	<b>Year to Date 2023/2024 Total</b>
Infringements (Animals)	0	0
Infringements (Other)	0	0
Change of Details	10	13
Microchipped dogs	20	30
Registrations	7	19
Nuisance dog declaration	0	0
Dangerous dog declaration	0	0
Menace dog declaration	0	0
Seized Dogs	1	5
Notice of Possession	0	3

Impounded animals

During the month of August 2023, a total of eight (8) dogs and four (4) cats were impounded. The following provides a breakdown:

April	Dogs	Cats
Returned to owners	0	1
Rehomed	3	0
Euthanised	2	1
Still in Pound	3	2
<b>Impounded*</b>	<b>8</b>	<b>4</b>

\*Of the total impounded during August, eight (8) dogs were surrendered in Coonamble.

Dog attacks

Three (3) dog attacks were reported during the month of August. As a result, one (1) dog has been euthanised. Two (2) attacks are still under investigation.

**(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**

Whilst not yet formally received by Council, the EPA has indicated its intention to serve Council both a Clean-up and Prevention Notice in accordance with the provisions contained within the *Protection of the Environment Operations Act 1997*.

**(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**

**That the report be received and noted.**

**10.13 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT****File Number:** D5**Author:** David Levick-Manager Economic Development and Growth**Authoriser:** Phillip Perram, Acting Director Community, Planning, Development and Governance**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**

ED1.2 Develop our economy, including the visitor economy.

I1.5 Adopt successful strategies which maximise our community's access to quality infrastructure and assets (I1.5.2 – Coonamble Livestock Regional Market).

**(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.

**COMMENTARY****Coonamble Artesian Bathing Experience Update**

A contract is being drawn up for the sale to Council of 7ha (about 17 acres) of freehold land bound by the Castlereagh Highway, River Road and the Castlereagh River south of the Coonamble Greyhound Track.

Council has received funding of \$5.5 million through the Regional Tourism Activation Fund, that must be expended by May 2026.

Council has a further opportunity to apply for up to \$50 million through the Regional Precincts and Partnerships Program (Stream Two) – Precinct Delivery, a Federal

Government program. This program encourages partnerships between Local Councils, private enterprise and community organisations to create ‘precincts’ of local and regional significance. The Coonamble Artesian Bathing Experience project meets the prerequisites of this funding opportunity. An application must be supported by a business case, design and community consultation.

The potential to fund this business case and design through the Business Case and Strategy Development Fund project (shared between Coonamble, Gilgandra and Warrumbungle Shires) is being explored.

The process to acquire the land beside the Coonamble Jockey Club for future public use continues.

Grants

Overview:

Status	This Month	Last Month	Year to Date
Grant-funded projects completed	0	0	1
Grants to be acquitted	6	7	
Grants in progress	18	18	
Grant submissions awaiting decision	2	2	
Successful grant applications	1	1	34

Detailed Status:

Grants completed & awaiting acquittal	Responsibility	Comment
Coonamble Community Recycling Centre	CPDG	
Town Entrance Public Art (DSP)	CPDG	
Leaps & Bounds at Coonamble Sportsground	CPDG	
TARP41 Coming to Coonamble (TfNSW)	CPDG	
TARP39 Community Resource (TfNSW)	CPDG	
TARP38 Coonamble Kids (TfNSW)	CPDG	

Grants in progress	Responsibility	Comment
Gulargambone Youth Centre external upgrades	CPDG	Final stages underway.
Restore Trooper Stables at Museum	CPDG	DA submission
Riverside Caravan Park Development	CPDG	Ongoing
Youth Council re-establishment	CPDG	Variation being drafted
Women’s Change Rooms at Sportsground	CPDG	Detailed design stage
Walking Loop around Sportsground	CPDG	Nearing completion
Coonamble Family and Youth Fest	CPDG	In progress
Limerick Street Footpath	INF	Contract in preparation
Coonamble Artesian Bathing Experience	CPDG	Land acquisition
Coonamble Youth Empowerment Program	CPDG	Contract prepared
Business Cases for Tourism Infrastructure	CPDG	In progress
Gulargambone Sportsground Amenities	CPDG	Funding Deed signed
Coonamble Region Art Trail	CPDG	Funding Deed signed
Wanderers Tennis Club court upgrades	CPDG	Funding Deed signed

<b>Grants in progress</b>	<b>Responsibility</b>	<b>Comment</b>
Female Friendly Community Facilities	CPDG	Funding Deed signed
Mosquito Management Plan	INF	In progress
Footpath design to Cble Showground	CPDG	In progress
Small Business Month workshop	CPDG	In progress

### *Real Country Business Case and Strategy Development Grant*

Between the preparation of this report and the Council meeting, there has been community consultation and several meetings with individual community groups, clubs and organisations regarding the infrastructure ideas being proposed as part of further development of the tourism industry in the Coonamble Local Government Area and the 'Real Country' branding.

The Mayor, Council staff and Coonamble Aquatic Club members have met to discuss the short and long-term development of the Warrena Weir Reserve in light of future infrastructure proposed as part of the Real Country Business Case and Strategy Development Project. The Aquatic Club does not expect to be able to use the weir for water skiing this season because of the reduced water levels. In light of this, it has been proposed that Council staff open and close the ski club's facilities and the public amenities at the reserve on a daily basis to give access to residents and visitors. However, this expands the scope of work and responsibility of the Parks and Urban Services team and will necessitate a variation to its budget.

### *Human resources*

Following recruitment through August, Council has offered the Project Coordinator role to a local candidate, who is expected to start in mid-September if the role is accepted. This should increase the speed at which many of these grant-funded projects can proceed. Recruitment is also proceeding to fill the Grants and Communication Officer role.

### *New grants:*

Council has been allocated \$2,500 to carry out a Small Business Month workshop in October.

Council has applied for a \$5,000 under the Seniors Festival Grant 2024 to offset costs for the annual Seniors Festival luncheon whose theme in 2024 will be 'Green'.

### Communications

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, water supply interruptions, etc.

The Facebook posts that achieved the greatest reach during August related to the Winter Fest Out West, (reaching 11,300 people), a notice of the temporary closure of Baradine following a road accident (reaching 4,500 people), another post on the Winter Fest Out West (reaching 4,300 people), and a notice about a fire warning on the Castlereagh Highway (reaching 4,100 people). Two other posts for Winter Fest Out West reached 2,400 and 2,100 people respectively, while another nine posts reached more than 1,000 people each.

Interestingly, 70 percent of the audience on Council’s Facebook are women, while only 30 percent are men. Facebook remains an important forum through which Council can share information quickly through the community, especially if it relates to an emergency situation.

*Social Media (Facebook) Summary*

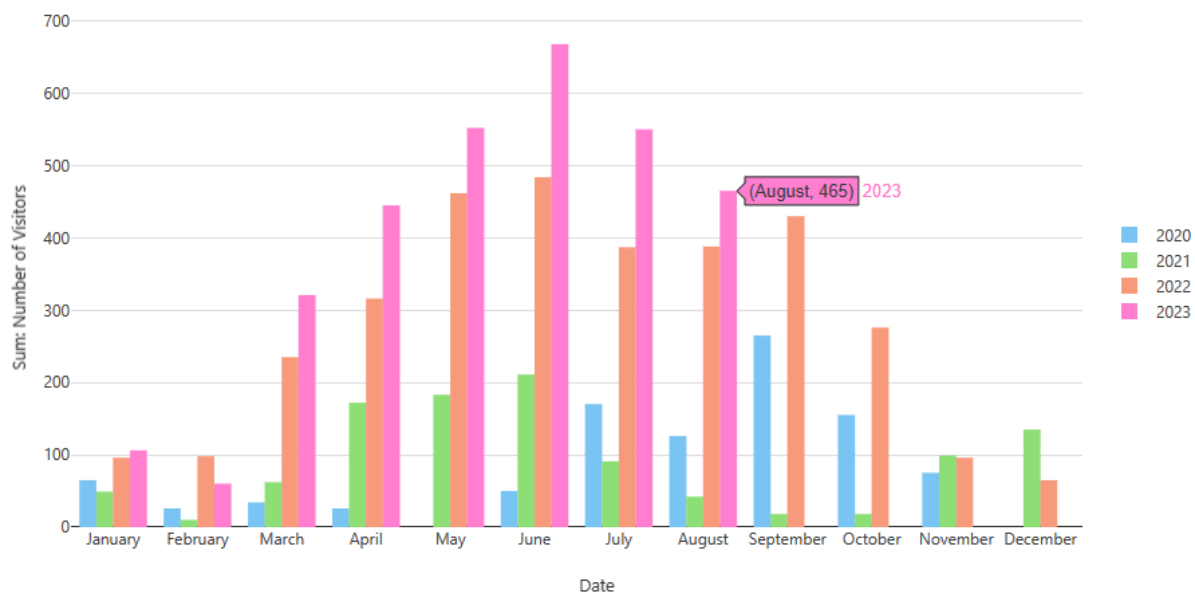
<b>Measure (in FY23-24)</b>	<b>This Month</b>	<b>Last Month</b>	<b>Year to Date</b>
Number of posts	20	20	40
Increase in number of followers	+37	+33	+70
Total number of followers	2,906	2,869	
Reach	23,773	14,398	

Tourism Statistics

During August 2023, the Information and Exhibition Centre attracted 465 visitors. It is encouraging to see a consistent trend of increased visitation being maintained throughout the year, in line with expected traveller trends.

Travellers with caravans and motorhomes especially enjoy taking routes, “the long way around” to avoid heavy traffic, which is working to the advantage of our region.

Over the last month, the Information and Exhibition Centre has received three 5-star ratings on Google. These reviews have recognised both volunteers and staff, highlighting the consistently high standard of service provided by all involved.



**Museum Statistics**

Throughout August 12 people visited the Museum Under the Bridge. This decrease is attributed to lower overall traveller numbers and decreased staffing capacity.

With the upcoming unveiling of the John Mitchell statute at Coonamble Police Station and the accompanying service which will attract prominent attendees from across the state. Tourism staff are working on presenting an exhibition of photographs and relevant information ahead of the event.

The ‘CLOSED’ sign on the Museum will soon be covered with a ‘BOOK NOW’ sticker as a more inviting message to would-be visitors.

**Information session with Macquarie Wetlands Association**

On Tuesday, 22 August, Manager of Economic Development and Growth, David Levick, Tourism and Events Officer, Maddison Ward and Visitor Information Officer, Sue Edgar, attended an information session with Macquarie Wetlands Association at the Burrima Boardwalk. They were joined by representatives from a number of surrounding Councils, including Warren, Nyngan, Dubbo and nearby tourism operators.

Burrima Boardwalk is a significant attraction to our region, and although it does not lie within Coonamble Local Government Area, it serves as a drawcard that encourages travellers to stay in Coonamble overnight while they daytrip to the Macquarie Marshes.

Staff took advantage of the opportunity to assess road and access conditions, network with other neighbouring Council staff, engage with tourism operators nearby and learn more about the location’s ecological wonders to enable strong promotion.



### Events

'Winter Fest Out West' was held on 26 and 27 August, at the Coonamble Showground Pavilion. The event included market stalls, synthetic snow and the main attraction: a 20m x 10m synthetic "ice" skating rink.

A primary goal for this event was for family members and residents of all ages to attend, bringing together the entire community across the Coonamble Local Government Area. To support this, free transport was organised from Gulargambone and Quambone. Overall, 1,234 30-minute skating sessions were booked.

REDI.E staff supported youth to attend, especially those from Gulargambone, by providing supervision and support.

On Saturday evening, 80 'showbags' were distributed that contained information about programs by local community and emergency services, along with supplied merchandise items.

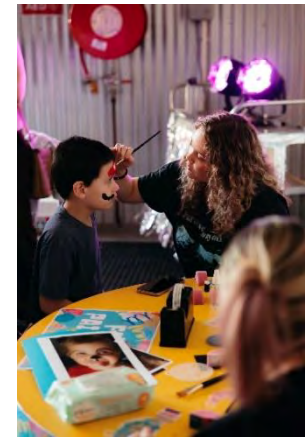
The novelty of Winter Fest Out West, attracted positive attention from Channel 7 local news, that broadcast news of the event both before and after it was held. Booking data shows that this event attracted visitors from Dubbo, Nyngan, Baradine, Walgett, Coonabarabran and Gilgandra.

Community support was essential to this event's success, with several local organisations operating stalls.

Another positive outcome was that the synthetic ice rink company employed more than 10 local youth to assemble, run and pack up the rink.

The feedback on the event has been predominantly positive. Attendees have been encouraged to complete a post-event survey to share their feedback. As of 30 August, the survey has received 57 responses which will provide valuable data for future event planning. A reported highlight by those who have responded is the quality time they were able to spend as a family.

The event was fully funded through the Community Event Fund of the Department of Regional NSW, one of the aims of which was to re-establish family outings as a regular habit, following the COVID-19 pandemic.



### Upcoming events

- 8 September - Gular GROW Day, Royal Flying Doctor Service
- 14 September - 140 Years of Brigidine Tradition in Coonamble
- 16 September - Coonamble Auto Club Annual Car Show
- 22 September - CAHS Coonamble Community NAIDOC Celebration
- 30 September - Coonamble Greyhound Race Meeting with Shannon Noll

#### (a) Governance/Policy Implications

Policies relevant to activities reported here include the Community Consultation 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**

Development of the projects proposed for funding through available grants are initiatives to meet objectives of the Community Strategic Plan 2022-32, Delivery Program 2022-2026, Coonamble Shire Masterplan 2020, the Economic Development Strategy 2021 and the Coonamble Destination Management Plan 2020.

**(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 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 Destination Management Plan 2020.

**RECOMMENDATION**

- 1. That Council note the general information in the report.**
- 2. That Council authorise the General Manager to organise the preparation of a business case, design and costing for the Coonamble Artesian Bathing Experience and apply for additional funding for this project through the Regional Precincts and Partnerships Program (Stream Two) – Precinct Delivery.**
- 3. That a report be prepared for the November Ordinary Meeting, advising of the budget increase required to open and maintain amenities and grounds at Warrena Weir Reserve to the public throughout the summer.**

**10.14 SOCIAL MEDIA TRAINING FOR COUNCILLORS****File Number: C13 - 16****Author: Phillip Perram-Acting Director Community, Planning, Development and Governance****Authoriser: Paul Gallagher, General Manager****Annexures: Nil****PURPOSE**

To advise Council of the scheduling of Social Media training.

**EXECUTIVE SUMMARY**

Ongoing professional development for Mayors and Councillors is mandatory in NSW (Councillor Induction and Professional Development Guidelines – Office of Local Government). It is an investment which will enhance the effectiveness of a council's performance in achieving its goals.

Social Media training has been scheduled as a precursor to the review and exhibition of the Social Media Policy.

**BACKGROUND***Statutory Requirements*

Under section 232(1)(g) of the *Local Government Act 1993* (Act), all Mayors and Councillors have a responsibility to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles.

To support this, the regulations requires the delivery of:

- an induction program for newly elected and returning councillors and a specialised supplementary induction program for the mayor within six months of their election, and
- an ongoing professional development program for the mayor and each councillor over the term of the council to assist them to acquire and maintain the skills necessary to perform their roles. The content of the ongoing professional development program is to be determined in consultation with the mayor and each councillor. It must be needs-based and reflect the specific skills, knowledge and personal attributes required by the mayor, each individual councillor and the governing body as a whole, to perform their roles effectively.

Under the Regulation, Mayors and Councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or professional

development program. Councils are also required to report on the participation of the mayor and councillors in these programs.

### *Social Media*

Council has resolved (2022/121 - 15.6.22) resolved to review the Social Media Policy, place the policy on public exhibition for the required time inviting submissions from the community before adoption.

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

CSP L1.2 Strengthen our engagement and consultation without local community and stakeholders including increasing community participation in decision making.

An ongoing professional development plan must be developed for the mayor and each councillor. The program will span the council's term, with individual activities implemented over time according to priority. The mayor and each councillor is expected to complete all the activities included in their professional development plan.

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

Nil

### **COMMENTARY**

Leaders today are judged not only on their ability to communicate, but also on their readiness to understand and adopt new forms of communication.

Council's review of both the Social Media Policy and the subsequent feedback from placing the Policy on public exhibition requires definitive knowledge on social media and Council representatives' responsibilities on social media.

Local Government NSW offer a Social Media for Councillor course. This course is being organised in Coonamble for Councillors, as part of their professional development plan. A course will be run for staff on the same day.

The course offers:

- Councillors an overview of the most influential social media networks, their value and demonstrate ways to use different social media platforms so their digital presence positively impacts upon business objectives.
- Participants will be provided with strategies and tactics to support their council's overarching business and communication priorities and provide tips on a range of platforms including Instagram, LinkedIn, Twitter and Facebook.
- Resources including:

- Best practice for social media 101;
- A guide on how to engage on the best social media networks for your objectives;
- Tips suited to all levels of social media experience.

Participants will develop skills and knowledge in:

- Social media fundamentals;
- Your responsibility as a council representative on social media;
- How to engage with your community on social media and build a following.

The training will be provided in two half day sessions:

- Social Media Training for Councillors;
- Social Media Training for Staff.

It is proposed that the training be held in November and that a workshop be then held to review the Social Media Policy prior to placing it on public exhibition.

**(a) Governance/Policy Implications**

Councils must design their induction and professional development programs to ensure that mayors and councillors have the capabilities (ie the knowledge, skills and attributes) needed to apply the guiding principles and to effectively undertake their prescribed roles and responsibilities

**(b) Legal Implications**

Councils are required under the Regulation to report each year in their annual reports on the participation of the mayor and each councillor in the induction and professional development program during that year.

**(c) Social Implications**

Nil

**(d) Environmental Implications**

Nil

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

Nil



**(f) Risk Implications**

Nil

**CONCLUSION**

Social media training will be held in November for Councillors and Staff to facilitate the Review of the Social Media Policy and its subsequent public exhibition.

**RECOMMENDATION**

**That Council note that Councillors' Social Media training will be provided in November.**

**10.15 AUDIT, RISK & IMPROVEMENT COMMITTEE TRAINING****File Number: C6-19****Author: Phillip Perram-Acting Director Community, Planning, Development and Governance****Authoriser: Paul Gallagher, General Manager****Annexures: Nil****PURPOSE**

To advise Councillors of the LGNSW training for the Audit, Risk and Improvement Committee (ARIC).

**EXECUTIVE SUMMARY**

Council must appoint an ARIC. ARIC's responsibilities are extensive and will require continuous engagement.

**BACKGROUND**

Local Government Act under Part 4A Internal audit requires:

*428A Audit, Risk and Improvement Committee*

- (1) A council must appoint an Audit, Risk and Improvement Committee.*
- (2) The Committee must keep under review the following aspects of the council's operations —*
  - (a) compliance,*
  - (b) risk management,*
  - (c) fraud control,*
  - (d) financial management,*
  - (e) governance,*
  - (f) implementation of the strategic plan, delivery program and strategies,*
  - (g) service reviews,*
  - (h) collection of performance measurement data by the council,*
  - (i) any other matters prescribed by the regulations.*
- (3) The Committee is also to provide information to the council for the purpose of improving the council's performance of its functions.*

Council has agreed to establish a joint ARIC with Gilgandra Shire.

Graeme Fleming has been appointed Chair.

LGNSW advises that the Office of Local Government is currently finalising a discussion paper proposing a mandatory risk management and internal audit framework. It is being developed in close consultation with:

- NSW Treasury

- 
- Department of Finance, Services & Innovation (DFSI)
  - Institute of Internal Auditors (IIA)
  - NSW Audit Office
  - Local Government Internal Audit Network Executive

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

CSP L1.3 Deliver successful strategies and operations which increase the community's confidence in the integrity and capability of Coonamble Shire Council.

**(b) Financial Considerations**

ARIC has been created to review the stewardship and governance of Council's funds, resources and operations.

**COMMENTARY**

The training will assist to implement the new risk management and internal audit framework.

The content will include:

- Local Government Audit Committee
- Formal requirements
- Local Government Legislation
- Meeting Procedures
- Internal Audit
- Risk Management
- Improvement
- Financial Statements
- Managing the external audit relationship

The training will be critical in gaining an understanding of the obligations and responsibilities of Councillors, Council and ARIC.

**(a) Governance/Policy Implications**

ARIC will overview and potentially audit Council's compliance.

ARIC will manage Council's internal audit program.

**(b) Legal Implications**

ARIC will overview and potentially audit Council's compliance.

**(c) Social Implications**

ARIC will overview and potentially audit Council's compliance.

**(d) Environmental Implications**

ARIC will overview and potentially audit Council's compliance.

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

ARIC will overview and potentially audit Council's compliance.

**(f) Risk Implications**

ARIC is charged with the responsibility of overseeing risk management.

**CONCLUSION**

Council must establish an ARIC. Training will optimise the realisation of opportunities and assist in addressing the challenges.

**RECOMMENDATION**

**That Council note that LGNSW ARIC training is being scheduled in conjunction with the Social Media training in November.**

**10.16 AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)****File Number: C6-19****Author: Phillip Perram-Acting Director Community, Planning, Development and Governance****Authoriser: Paul Gallagher, General Manager****Annexures: Nil****PURPOSE**

To advise Council that the General Manager is briefing the Chair of Audit, Risk and Improvement Committee (ARIC).

**EXECUTIVE SUMMARY**

Council has established a joint ARIC with Gilgandra Shire Council. The Chair, Graeme Fleming and General Managers of both Councils are meeting individually and then jointly to advise the current status of each Council and the way forward for each Council and jointly in respect of the ARIC.

**BACKGROUND**

Council must appoint an ARIC.

ARICs have been created to improve Council's performance of its functions and review Council's:

- (a) compliance,
- (b) risk management,
- (c) fraud control,
- (d) financial management,
- (e) governance,
- (f) implementation of the strategic plan, delivery program and strategies,
- (g) service reviews,
- (h) collection of performance measurement data by the council,
- (i) any other matters prescribed by the regulations.

ARIC's functions include:

1. Four Year Strategic Work Plan
2. Annual Work Plan
3. Internal Audit Charter
4. Annual Internal Audit and Risk Management Assessment
5. Annual review of Strategic Work Plan and Council's subsequent Action Plan

The General Managers of Gilgandra and Coonamble Shire Councils are individually briefing the Chair on Tuesday 12 September 2023.

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

CSP L1.3 Deliver successful strategies and operations which increase the community's confidence in the integrity and capability of Coonamble Shire Council

**(b) Financial Considerations**

Nil

**COMMENTARY**

The briefing will be an overview but extensive and include:

- A picture of where each council is at,
- The way each council would like to operate, and
- A look at the way forward.

The Chair has particularly requested inclusion of:

- Feedback to councils from ARIC Chairs webinar (I also have information on Office of Local Government (OLG) focus areas moving forward);
- Training & assistance Statewide – undertaken to date & options for the future;
- Cyber security protocols & automated vulnerability software status;
- With the Statements of Performance Measures, I would also be interested in results & trends over the past 5 years;
- OLG Calendar of Compliance & Reporting – arrangements & status update;
- Level of “buy in” & commitment from Councillors.

Additionally, the briefing will need to include as a minimum:

1. Community Strategic Plan
  1. Opportunities and Challenges
2. Brief Overview of ARIC Review Aspects (S.428A)
  1. Status and Response
    1. Compliance
    2. Risk Management
    3. Fraud Control
    4. Financial Management
    5. Governance
    6. Implementation of the strategic plan, delivery program and strategies
    7. Service reviews
    8. Collection of performance measurement data by the Council
  3. Statement of Performance Measures (Consolidated and by Fund)
    1. Operating Performance Ratio
    2. Own Source Operating Revenue Ratio
    3. Unrestricted Current Ratio
    4. Debt Service Cover Ratio
    5. Rates and Annual Charges Outstanding
    6. Cash Expense Cover Ratio
4. External Audit
  1. Outstanding actions

2. 2022/23 Audit Program
5. Resources
  1. Staff
  2. Internal Audit
  3. Risk Management

The joint meeting with Gilgandra Shire is expected to address:

1. OLG - ARIC regulatory status
  1. Feedback
2. ARIC Operations
  1. Independent members appointment
    1. Skills
  2. Councillors
    1. Eligibility compliance
  3. Meetings
    1. Quarterly
      1. Same day, same location, independent meetings - Alternate between Gilgandra and Coonamble
      2. Team meetings
      3. Alternate Teams and Face to Face meetings
    2. Informal ARIC members, joint GMs and Governance Officers luncheon for free ranging discussion?
3. Milestone Dates
4. Way forward

ARIC's influence is expected to be far reaching. By way of example, the OLG Calendar of Compliance & Reporting includes matters as diverse as Councillors training, returns of interest for councillors and designated persons, survey of seizures of cats and dogs and Delivery Plan progress reports.

**(a) Governance/Policy Implications**

ARIC will manage Council's internal audit program, recommend improvements and review its functions.

**(b) Legal Implications**

Council must establish an ARIC.

**(c) Social Implications**

Nil

**(d) Environmental Implications**

Nil

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

ARIC will review Council's stewardship of its assets.

**(f) Risk Implications**

ARIC has a fundamental role in risk management review.

**CONCLUSION**

The briefing of the ARIC Chair is part of the critical path to the establishment and operation of an ARIC.

**RECOMMENDATION**

**That Council note that a report will be presented following the briefing of the ARIC Chair.**



**10.17 WASTE MANAGEMENT SERVICES**

**File Number:** G-1-1

**Author:** Phillip Perram-Acting Director Community, Planning, Development and Governance

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** Nil

**PURPOSE**

To advise the status of the waste and recycling services review.

**EXECUTIVE SUMMARY**

Council is reviewing the waste and recycling services to ensure regulatory compliance, explore opportunities and mitigate challenges.

The review will inform a prioritised strategic direction to facilitate staged implementation of the adopted findings which are expected to be required to commence in July 2024.

**BACKGROUND**

The Environmental Protection Authority (EPA) waste hierarchy is a set of priorities for the efficient use of resources; this underpins the objectives of the *Waste Avoidance and Resource Recovery Act 2001*.

The waste hierarchy is:

1. **avoidance** including action to reduce the amount of waste generated by households, industry and all levels of government.
2. **resource recovery** including re-use, recycling, reprocessing and energy recovery, consistent with the most efficient use of the recovered resources.
3. **disposal** including management of all disposal options in the most environmentally responsible manner.



The National Food Waste Strategy (November 2017) and the subsequent NSW Waste and Sustainable Materials strategy 2021 Stage 1 Plan: 2021-2027 (June 2021) and NSW Plastics Action Plan underpin the regulatory expectations adopted by the EPA for Councils.

The NSW Net Zero Plan Stage 1: 2020-2030 commits to net zero emissions from organics waste to landfill by 2030. Consequently, Councils in NSW have to provide food waste recycling services to all households.

Additionally, the food organics and Garden Organics (FOGO) bin cannot contain cardboard, compostable packaging, tea bags, tissues, animal droppings or coffee filters. It is therefore expected that Council will need to introduce a 3-bin waste collection service.

#### *Contemporary actions*

Council has responded to the Draft Prevention Notice No. 35032282. Works are continuing to improve the management and operations of the Coonamble Waste Management Site.

The project management of the Community Recycling Centre (CRC) is continuing with the aim to be operational by the end of the year.

Significant works have been completed to remove illegal waste dumped at the entrance to the Gulargambone Waste Management Centre.

#### *The review*

Coonamble Shire Council has not explored or implemented State Government initiatives which results in minimal diversion of waste from landfill. The review is investigating compliance and the potential for waste services to be more efficiently and effectively completed including the potential for the services to be provided in house services.

To this end, Council has recently appointed a Manager - Waste, Recycling and Employment Initiatives. This role will

- lead and drive the adopted strategic direction and vision of Council's waste and resource recovery function and explore and deliver employment initiatives, and
- give direction and support by developing and monitoring key strategic plans and delivery of critical services for Coonamble Shire,
- provide high level technical advice, and deliver waste and recycling services, regulatory compliance and employment initiatives.

This role will be key in conducting the review and subsequently delivering the required outcomes.

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

CSP E1.3 – Improve our strategies, plans and programs so that we successfully balance the sustainable waste expectations of our community within the resources available to us.

**(b) Financial Considerations**

Council has responsibility for waste management and is subject to scrutiny by the EPA which can result in charges and fines.

Preliminary indications are that waste charges will need to increase to meet statutory requirements.

Funding opportunities and partnerships can assist Council on its waste and recycling journey. By way of example, the NSW Government will invest \$356 million over 5 years in the NSW Waste and Sustainable Materials Strategy 2041: Stage 1 – 2021-2027.

**COMMENTARY**

Council management of waste and recycling services is complex, dynamic and heavily regulated.

The review aims to establish a waste and recycling strategic direction to create a pathway to compliant and efficient services. This will require a detailed assessment of the waste environment including the development of an integrated service framework incorporating:

- Management of the domestic waste management services, the Coonamble landfill and waste and resource recovery centre including street bin and event waste services.
- Management of the Gulargambone and Quambone landfills, their transition to transfer stations and the staged rehabilitation of the landfills.
- Preparation of a business case for the provision of in-house kerbside waste collection including the introduction of a “yellow bin” and “green bin” recycling service.
- Operation of the CRC.
- Development of designated recycling areas.
- Exploration of “bulky” collection services.
- Development of business cases for the creation of commercial returns for waste streams including glass, metal, plastics and cardboard, and facilitate the delivery of approved opportunities.
- Exploration of the potential for the establishment of a second-hand shop to divert waste from landfill including strategic alliance partners to facilitate increased reuse.
- Pursuit of funding opportunities to enhance recycling and create local value add products including micro-factories for glass recycling / natural sand replacement in concrete and bitumen or tile manufacture, plastics recycling / 3D Printer ribbon production, cable shredding / copper recovery and polystyrene collection / “melt down”.

Concurrently, new grant funding will be explored including opportunities through the Waste and Sustainable Materials Strategy 2041: Stage 1 – 2021-2027 which includes:

- 
- a \$37 million Carbon Recycling and Abatement Fund to support innovative circular economy approaches that manage waste and materials more efficiently and reduce emissions.
  - \$24 million to catalyse investment in strategic waste and circular economy infrastructure.
  - \$65 million to support the rollout of new organics collection services and a further \$4 million for food donation infrastructure and equipment.
  - \$13 million to support research into new technologies and uses for recycled material and to provide opportunities to pilot them in government projects through the new Circular Innovation Fund.
  - \$15.6 million in funding for local government collaboration through regional organisations of councils, council groups, joint organisations and voluntary regional waste groups.
  - More than \$10 million for local councils to continue litter reduction and illegal dumping prevention activities • continued funding of \$6 million for the Landfill Consolidation and Environmental Improvements Grants Program to support regional councils.
  - \$5 million in ongoing support for the planning and delivery of waste management projects working in partnership with Aboriginal communities across NSW.

The aim is to have the preliminary findings of the review to Council in 2023. The findings will inform the strategic directions as well as the Delivery Plan and the 2024/25 Operational Plan.

**(a) Governance/Policy Implications**

The targets under the Waste and Sustainable Materials Strategy 2041: Stage 1 – 2021-2027 and the NSW Plastics Action Plan are to reduce total waste generated in Australia by 10% per person by 2030.

- achieve an 80% average recovery rate from all waste streams by 2030;
- significantly increase the use of recycled content by governments and industry;
- phase out problematic and unnecessary plastics by 2025;
- halve the amount of organic waste sent to landfill by 2030;
- reduce litter by 60% by 2030 and plastic litter by 30% by 2025;
- triple the plastics recycling rate by 2030.

**(c) Legal Implications**

The Council has onerous regulatory responsibilities in respect of waste management. These regulatory responsibilities are expected to increase as the implementation of the Waste and Sustainable Materials Strategy 2041: Stage 1 – 2021-2027 gains momentum.

**(d) Social Implications**

Significant community change is required to embrace a reuse and recycling program.

**(e) Environmental Implications**

Over the next 20 years, NSW waste volumes are forecast to grow from 21 million tonnes to nearly 37 million tonnes. Without action now, and without sustained action over the next two decades, NSW will have more waste than can safely be manage. The environment and community will be at risk.

NSW is running out of space to deal with residual waste and recycling is facing challenges. Since 2018, demand for recycled materials has steadily contracted with the closure of export markets. This has resulted in an oversupply of recycled materials and a decline in their value, particularly for poorly sorted or hard-to-recycle paper and plastic. This has led to increased recycling costs for households and businesses.

Emissions from organic waste decomposing in landfill make up more than 2% of total net annual emissions in NSW. It is estimated nearly half of global emissions arise from use and management of materials and products.

Plastics are increasingly threatening our natural environment. Hundreds of millions of plastic items are littered each year, polluting our neighbourhoods and bushland and harming our wildlife.

Additionally, FOGO to landfill is no allowed from 2030. Organic waste disposes anaerobically (without oxygen) in landfill producing lots of methane. Methane is 25 times more potent as a greenhouse gas than carbon dioxide.

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

Employment generating opportunities exist in the commercialisation of waste streams.

**(g) Risk Implications**

Waste management has inherent risks.

**CONCLUSION**

Council needs to establish an integrated, efficient waste and recycling service framework through the development of a staged strategic direction. This framework will be critical in meeting Council's regulatory compliance, reasonable service expectations and waste management challenges.

**RECOMMENDATION**

**That Council note that a further report will be submitted to Council when the review has been completed.**

**10.18 COONAMBLE SWIMMING POOL MANAGEMENT****File Number: S13-1****Author: Phillip Perram-Acting Director Community, Planning, Development and Governance****Authoriser: Paul Gallagher, General Manager****Annexures: Nil****PURPOSE**

To advise of status of Coonamble Swimming Pool Complex management negotiations.

**BACKGROUND**

Council has twice called Expressions of Interest for the management and operation of the Coonamble Swimming Pool Complex and extended one of these Expression of Interest in an endeavour to finalise the operations.

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

CSP P3.1 – Provide support to our sporting, recreation and community organisations which drives improved sporting and recreational opportunities for our community.

**(b) Financial Considerations**

Council's Operational Plan 2023/24 includes a budget for the operation of the Coonamble Swimming Pool Complex.

**COMMENTARY**

Council is negotiating with an interested party for the management and operation of the Coonamble Swimming Pool Complex for the 2023/24 season. It is hoped that these negotiations will be finalised in the immediate future.

**(a) Governance/Policy Implications**

Negotiations are being conducted in accordance with the Procurement and Purchasing Policy.

**(b) Legal Implications**

A contract will be required to be finalised.

**(c) Social Implications**

Negotiations include an extension of activities at the Complex.

**(d) Environmental Implications**

Nil

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

Scheduled maintenance works are being completed to ensure availability of the Complex.

**(f) Risk Implications**

Operator and patron safety are key components in the Swimming Pool Complex risk management.

Contractor insurances are key to mitigating Council's risk.

**CONCLUSION**

Negotiations are continuing with an interested party. A further report will be presented to the Council Meeting.

**RECOMMENDATION**

**That Council note that a late confidential report will be submitted for consideration at the Council Meeting.**



**10.19 TOORAWEEENAH ROAD UPGRADE - MONTHLY STATUS UPDATE****File Number:** R-8-32-1**Author:** Kerrie Murphy-Director Infrastructure Services**Authoriser:** Paul Gallagher, General Manager**Annexures:** Nil**PURPOSE**

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

**EXECUTIVE SUMMARY**

Over the last month, negotiations have taken place to onboard a new designer to undertake the redesign works required to issue final construction plans. The indicative program for the redesign is likely to be end of September, pending a site visit.

The draft of the Addendum REF is currently being reviewed.

The first culvert delivery program is complete. There were some non-conformances identified with some units sent back, with the manufacturer also holding back the final trucks through non-conformance identified in their yards. It's expected that the second round of deliveries from the manufacturer will be ready in the next 2 months.

The project team is currently revising the Federal Project Milestones to better align with the hybrid delivery model.

**BACKGROUND**

Tooraweenah Road is the most direct route from the town of Coonamble to the Warrumbungle's.

The section of road to be upgraded commences on the eastern outskirts of the Coonamble township and continues to the boundary with Gilgandra Shire Council.

The 56.8 km road currently consists of 30.1 km with a sealed pavement of varying width, followed by 26.7 km of unsealed earthen formation with an average width of 7m. The unsealed section includes two short-sealed sections that total 1.3km.

Most of the existing sealed length requires rehabilitation or heavy patching, however, some of the sections of the sealed pavement are in a serviceable condition and will be retained. Unsealed sections of Tooraweenah Road will be upgraded and sealed.

The project aims to provide 56.8 km of sealed road with a 9.9m wide pavement and 7.5m wide seal with guideposts, centreline and edge marking.

Council has resolved to complete the project in the shortest possible timeframe, preferably within a 12-month period from the time of project approval.

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

11.1.5 Complete the Tooraweenah Road upgrade project, on time and on budget.

**(b) Financial Considerations**

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

**COMMENTARY**

Council's website has been updated following the Community Information Session in October 2022.

An amended Review of Environmental Factors (REF) has been completed this was done to increase the road corridor from what was originally assessed, which will allow construction works to proceed without risk to flora or fauna.

There were a several additional scar trees identified along with two archaeological significant survey marks. These will be protected with construction fencing during the project.

Council is co-ordinating internally on the project delivery. Discussions have also commenced with the funding bodies for a potential extension of time to allow for the delays that have been experienced to date with the weather and design. These discussions and negotiations are ongoing.

**RECOMMENDATION**

**That the report be received and noted.**

**10.20 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS****File Number: R6****Author: Kerrie Murphy-Director Infrastructure Services****Authoriser: Paul Gallagher, General Manager****Annexures: 1. September 2023 Monthly Works Progress Report****PURPOSE**

The purpose of this report is to provide Councillors with information on the works in progress within Council's Infrastructure Directorate.

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

I1.1 Employ a strategic approach to the management of our critical road network.

I1.2 Strengthen our strategic approach to the management of our water infrastructure and services.

I1.3 Improve our strategic approach to the management of our sewerage infrastructure and services.

I1.4 Strengthen our strategic approach to the management of our urban drainage infrastructure and services.

I1.5 Adopt successful strategies which maximises our community's access to quality infrastructure and assets.

P3.1 Provide support to our sporting, recreation and community organisations which drives improved sporting and recreational opportunities for our community.

P3.2 Improve the quality of our parks, open spaces, sporting, and recreational facilities, including the MacDonald Park Masterplan Precinct.

**(b) Financial Considerations**

Provision is made within the 2023/2024 Operational Plan and Budget to fund the associated works and programs listed in this report.

**COMMENTARY**

This report aims to inform Councillors of the works in progress in the Infrastructure Directorate. Updates are provided for each Departmental area which includes Roads, Water and Sewer and Urban Services. Please note that the attachment is in an updated format with a view to provide additional information to that provided previously. The projects in this report will increase as time goes on, and more valuable information will be provided at that time.

**(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 2023/24 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 the information be received and noted.**



**MONTHLY WORKS REPORT**

**1 September, 2023**

Infrastructure Services  
 Coonamble Shire Council  
 Phone: 02 6827 1900  
 Fax: 02 6822 1626  
[council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)

Road and recreational area users are to proceed with caution at all work sites and observe signage to ensure safety.  
 Speed zones are enforceable with possible short delays.  
 For all enquiries, please contact Council's Infrastructure Services Department on 6827 1900.

**CAPITAL WORKS**

**ROADS - URBAN – COONAMBLE, GULARGAMBONE AND QUAMBONE**

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Bertram Street Reconstruction	Loan	\$350,000	-	350,000	113,808.21	-	113,808.21	45	Open drain to be cleaned out. Concrete dimple mat to be placed

**ROADS - RURAL – UNSEALED ROAD NETWORK**

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Rural Resheeting	Council	150,000	-	150,000	67,308.55	5786.19	73,094.74	65	Carinda, Walla Walla, Merri Merri

**ROADS - RURAL – SEALED ROAD NETWORK**

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Warren Road Upgrade	HVSP	820,000	-	820,000	3,593.32	10,788.18	14,381.50	5	Milestone development underway
Box Ridge Road Reconstruction	LRCI	1,859,636	-	1,225,140	70,736	-	70,736	10	Report to this Meeting
Carinda Road Heavy Patching and Culvert upgrades	FLR	2,265,840	-	2,265,840	838,354.46	84,851.45	923,205.91	50	Works will recommence after RLRRP work complete.
Carinda Road Heavy Patches	RLRRP	709,155	-	709,155	185,346.68	70,509.22	255,855.90	35	Work in progress
Billeroy Road	RLRRP	45,876	-	45,876	-	-	-	-	Not yet commenced
Quambone Road	RLRRP	738,957	-	738,957	-	-	-	-	Not yet commenced
Pilliga Road	RLRRP	588,750	-	588,750	321,653.48	78,124.00	399,777.48	65	Work in progress
Baradine Road	RLRRP	481,307.84	-	481,307.84	63,437.04	22,542	85,979.04		Work in progress
Gulargambone Road	RLRRP	311,406.16	-	311,406.16	-	-	-	-	Not yet commenced
Flood Damage – REPA AGRN987	DRFA	≈7,800,000	-	≈7,800,000	422,958.66	627,156.33	1,050,114.99	7%	Work in progress includes Nelgowrie, Gulargambone, Beanbah, Quabathoo, Emby, Pilliga, Merri Merri, Goorianawa, Bramble, Gilgooma and Wattle Creek Roads
Tooraweenah Road Upgrade	ROSI		-		1,648,088.36	694,368.48	2,342,456.84	8	Culvert delivery in progress. Refer to Report.



**MONTHLY WORKS REPORT**  
**1 September, 2023**

Infrastructure Services  
Coonamble Shire Council  
Phone: 02 6827 1900  
Fax: 02 6822 1626  
[council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)

<b>WATER</b>									
<i>Project</i>	<i>Funding Source</i>	<i>Budget (\$) (2023-24)</i>	<i>Budget Variation (\$)</i>	<i>Total Budget (\$)</i>	<i>Expenditure YTD (\$)</i>	<i>Committed (\$)</i>	<i>Total YTD (\$)</i>	<i>% Completion</i>	<i>Comment</i>
Coonamble Mains Replacement	Council	618,113*	-	618,113	139,515	-	139,515	15	* - included Broad street budget from 22/23. Broad street complete, Tooloon street – parts quoted, inspection planned and RFQ docs being prepared.
Gulargambone Mains Replacements	Council	119,000	-	119,000	-	3,016	3,016	5	Planning underway
Quambone Mains Replacement	Council	90,000	-	90,000	-	-	-	5	Planning underway
SSWP244-Integrated Water Cycle Management Strategy (IWCM)	Grant/Council	199,165	-	303,900	-	178,562.80	178,562.80	25	Draft Issues paper released for comments and suggestions. Meetings with stakeholders every fortnight
Coonamble Bulk Flowmeter – Reservoir 5	Grant/Council	84,750	-	84,750	65,096.52	-	65,096.52	80	Meter installed and connected to electricity. Concrete box created. Manufacturing pit lid, expecting quote to connect to SCADA.
Gulargambone Bulk Flowmeter	Grant/Council	84,750	-	84,750	44,214.39	-	44,214.39	80	Meter installed and connected to electricity. Concrete box created. Manufacturing pit lid, expecting quote to connect to SCADA.

<b>SEWER</b>									
<i>Project</i>	<i>Funding Source</i>	<i>Budget (\$)</i>	<i>Budget Variation (\$)</i>	<i>Total Budget (\$)</i>	<i>Expenditure YTD (\$)</i>	<i>Committed (\$)</i>	<i>Total YTD (\$)</i>	<i>% Completion</i>	<i>Comment</i>
Coonamble Mains Relining	Council	250,000	-	250,000	-	-	-	5	Options and estimates for relining received. Planning underway.
Gulargambone Mains Relining	Council	100,000	-	100,000	-	-	-	5	Options and estimates for relining received. Planning underway.
Coonamble STP Upgrade – Concept Design	Council	250,000	-	250,000	-	162,338.80	162,338.80	10	Meeting onsite conducted with PWA, work on track
Coonamble SPS1 Convert to wet well configuration	Council	300,000	-	300,000	-	236,363.64	236,363.64	10	Quote received, PO issued and approved. Works expected to commence September-October 2023
Coonamble SPS2 Convert to wet well configuration	Council	300,000	-	300,000	-	220,668.80	220,668.80	10	Quote received, PO issued and approved. Works expected to commence September-October 2023





**MONTHLY WORKS REPORT**  
**1 September, 2023**

Infrastructure Services  
Coonamble Shire Council  
Phone: 02 6827 1900  
Fax: 02 6822 1626  
[council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)

**URBAN SPACES**

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Footpaths Reconstruction	Council	75,000	-	75,000	-	-	-	-	Condition Assessment complete. Program being drafted from this information.
Street Tree Replacement Program	Council	50,000	-	50,000	-	-	-	15	Planter boxes and Bougainvillea have been ordered for placement at the main street corners and out the front of the Gymnasium, replacement trees for Memorial drive have been ordered.
Coonamble Showground Upgrades	Council	25,000	-	25,000	-	27,343.68	27,343.68	80	New grandstand has arrived waiting on assembly
Brigidine Nuns garden area Main Street	Council							10	Allotment has been surveyed, Plants have been purchased, seats and garden bed materials have been ordered, screens have been ordered, waiting on arrival of silhouettes for installation

**SWIMMING POOLS**

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Coonamble Pool Upgrade Program	Council	466,957	-	-	-	-	-	25	Contractor being engaged to carry out sandblasting, joint sealing, and repainting of the Coonamble Pool
					-	-	-	100	Repairs to the chemical dosing shed have been completed

**AERODROME**

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
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**CEMETERIES**

Project	Funding Source	Budget (\$)	Budget Variation (\$)	Total Budget (\$)	Expenditure YTD (\$)	Committed (\$)	Total YTD (\$)	% Completion	Comment
Cemetery Improvement Program	Council	20,000	-	20,000	-	-	-	80	Contractor engaged to replace the Main water feed line within the Cemetery, which will include a water storage tank and pressure pump

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

Nil

**12 CONFIDENTIAL MATTERS**

**RECOMMENDATION**

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

**12.1 Closed (Public Excluded) Council Meeting of the Coonamble Shire Council - 9 August 2023**

**12.2 Closed (Public Excluded) Extraordinary Council Meeting of the Coonamble Shire Council - 28 August 2023**

**13 CONCLUSION OF THE MEETING**