



## **BUSINESS PAPER**

# **Ordinary Council Meeting Wednesday, 19 June 2024**

**Date: Wednesday, 19 June 2024**

**Time: 3.00 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, 19 June 2024 at 3.00 PM.**

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**1 OPENING MEETING****2 ACKNOWLEDGEMENT OF COUNTRY**

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

**3 COMMUNITY CONSULTATION****4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS****5 DEPUTATION/DELEGATIONS****6 CONFIRMATION OF MINUTES****RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 8 May 2024 and the Extraordinary Council Meeting of the Coonamble Shire Council held on Tuesday, 28 May 2024 be confirmed as a correct records of the proceedings of the meetings.



# **MINUTES**

**Ordinary Council Meeting  
Wednesday, 8 May 2024**

**MINUTES OF COONAMBLE SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE SHIRE CHAMBER, COONAMBLE  
ON WEDNESDAY, 8 MAY 2024 AT 3.00 PM**

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

**IN ATTENDANCE:** Paul Gallagher (General Manager), Kerrie Murphy (Director Infrastructure), Barry Broe (Director Community, Planning, Development & Environment), Jennifer Maundrell (Executive Manager Corporate Governance), Marina Colwell (Executive Support Officer), Deborah Tatton (Manager Finance), Kylie Kerr (Manager Roads), Lesley Duncan (Manager Planning, Regulatory & Compliance), Mick Bell (Manager Parks & Urban Services), David Levick (Manager Economic Development & Growth), Sergei Iagunkov (Manager Water & Sewage)

## **1 OPENING MEETING**

The Mayor opened the meeting at 3.04 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;

- 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**

Nil

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

Nil

**5 DEPUTATION/DELEGATIONS**

Nil

**6 CONFIRMATION OF MINUTES****RESOLUTION 2024/89**

Moved: Cr Barbara Deans

Seconded: Cr Pat Cullen

**That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 17 April 2024 be confirmed as a correct record of the proceedings of the meeting.**

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

Against: Nil

**CARRIED 7/0****AMENDMENT****RESOLUTION 2024/90**

Moved: Mayor Tim Horan

Seconded: Deputy Mayor Adam Cohen

**That resolution 2024/87 be amended to clarify the intent that staff are also to provide report to council on the current museum building including structural integrity repairs needed and estimate of costs.**

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

Against: Nil

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

Cr Barbara Deans declared a non-pecuniary conflict of interest with:

Item 10.14 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 item.

**8 MAYORAL MINUTE**

**MAYORAL MINUTE**

**RESOLUTION 2024/91**

Moved: Mayor Tim Horan

Seconded: Cr Terence Lees

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

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

Against: Nil

**CARRIED 7/0**

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

**SECTION B - MATTERS FOR INFORMATION ONLY**

**9 COMMITTEE REPORTS**

Nil

**10 REPORTS TO COUNCIL**

**10.1 CORRESPONDENCE**

**RESOLUTION 2024/92**

Moved: Cr Barbara Deans

Seconded: Deputy Mayor Bill Fisher

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

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

Against: Nil

**CARRIED 7/0**



## 10.2 COUNCIL RESOLUTIONS UPDATE

### RESOLUTION 2024/93

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

**That Council notes the Council Resolution status (Annexure 1).**

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

Against: Nil

**CARRIED 7/0**

## 10.3 RATES AND CHARGES COLLECTIONS - APRIL 2024

### RESOLUTION 2024/94

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Terence Lees

**That Council receive and note the information provided in the report.**

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

Against: Nil

**CARRIED 7/0**

## 10.4 STATUS OF INVESTMENTS - APRIL 2024

### RESOLUTION 2024/95

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

**That Council notes the list of investments from 1 March 2024 to 31 March 2024 and that these investments comply with section 625(2) of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council's Investment Policy.**

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

Against: Nil

**CARRIED 7/0**

## 10.5 CORPORATE GOVERNANCE PROGRESS REPORT

### RESOLUTION 2024/96

Moved: Cr Barbara Deans

Seconded: Deputy Mayor Bill Fisher

**That Council receive and note the Corporate Governance Progress Report.**

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

Against: Nil

**CARRIED 7/0**

## 10.6 RISK MANAGEMENT

### RESOLUTION 2024/97

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Barbara Deans

**That Council:**

- 1. Notes the progress made in ensuring that Council complies with the Risk Management and Internal Audit for local government in NSW.**
- 2. Approves the Risk Management Framework.**
- 3. Approves the Risk Appetite statement.**

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

Against: Nil

**CARRIED 7/0**

## MOTION

### RESOLUTION 2024/98

Moved: Mayor Tim Horan

Seconded: Cr Pat Cullen

**That item 10.7 be deferred to after closed session and council to move into Committee to allow the budget, fees & cahrges workshop to be completed prior to returning to council business.**

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

Against: Nil

**CARRIED 7/0**

**10.8 REQUEST FOR EXTRAORDINARY COUNCIL MEETING**

**RESOLUTION 2024/99**

Moved: Cr Terence Lees

Seconded: Cr Pat Cullen

**1. That Council hold an extraordinary meeting:**

Date	Location	Time
<b>Monday 20 May 2024</b>	<b>Coonamble Shire Council - Council Chamber</b>	<b>TBA</b>
	<b>OR</b>	
<b>Tuesday 21 May 2024</b>	<b>Coonamble Shire Council - Council Chamber</b>	<b>TBA</b>

**2. That the General Manager communicates the time and venue of the extraordinary Council Meeting to staff and arranges for the above information to be advertised on Council’s website and in Council’s column in the Coonamble Times.**

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

Against: Nil

**CARRIED 7/0**

**10.9 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT****RESOLUTION 2024/100**

Moved: Cr Terence Lees

Seconded: Cr Pat Cullen

- 1. That Council note the information in the report.**
- 2. That Council authorise the General Manager to prepare an application under the Regional Precincts and Partnerships Program – Stream Two: Precinct Delivery.**
- 3. A further report brought back to Council on the Vision Splendid Country Music Festival and its planning.**

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

Against: Nil

**CARRIED 7/0**

**10.10 STATE OF AUSTRALIA'S REGIONS 2024****RESOLUTION 2024/101**

Moved: Cr Barbara Deans

Seconded: Cr Terence Lees

**That the information contained in this report be noted.**

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

Against: Nil

**CARRIED 7/0**

**10.11 COMMUNITY DEVELOPMENT****RESOLUTION 2024/102**

Moved: Cr Barbara Deans

Seconded: Cr Brian Sommerville

**That Council receives and notes the information contained in this report**

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

Against: Nil

**CARRIED 7/0**

**10.12 WASTE UPDATE REPORT****RESOLUTION 2024/103**

Moved: Cr Barbara Deans

Seconded: Deputy Mayor Adam Cohen

**That the contents of the Waste report be noted.**

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

Against: Nil

**CARRIED 7/0**

**10.13 PLANNING, REGULATORY & COMPLIANCE PROGRESS REPORT****RESOLUTION 2024/104**

Moved: Cr Pat Cullen

Seconded: Cr Brian Sommerville

**That the Environment and Strategic Planning Progress Report be received and noted.**

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

Against: Nil

**CARRIED 7/0**

**10.14 TOORAWEEAH ROAD UPGRADE - MONTHLY STATUS UPDATE****RESOLUTION 2024/105**

Moved: Deputy Mayor Adam Cohen

Seconded: Cr Terence Lees

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

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

Against: Nil

**CARRIED 7/0**

**MOTION**

**RESOLUTION 2024/106**

Moved: Mayor Tim Horan

Seconded: Cr Pat Cullen

**That council write to Transport for NSW (TfNSW) advocating the need to keep rural bus runs operating regardless of the number of passengers.**

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

Against: Nil

**CARRIED 7/0**

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

Nil

**12 CONFIDENTIAL MATTERS**

**RESOLUTION 2024/107**

Moved: Deputy Mayor Bill Fisher

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 General Manager Performance Review**

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

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

Against: Nil

**CARRIED 7/0**

## 12.1 SUPPLEMENTARY BUSINESS - GENERAL MANAGER PERFORMANCE REVIEW

### RESOLUTION 2024/108

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Barbara Deans

**That Council note the outcome of the annual performance review for the General Manager and that the summary of rating emanating from the performance review is average rating scale of 4 - Exceeds Expectations – Performance exceeds requirements at times, consistently high quality of work and outcomes.**

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

Against: Nil

**CARRIED 7/0**

## 10.7 OPERATIONAL PLAN 2024-25 FOR PUBLIC EXHIBITION

### RESOLUTION 2024/109

Moved: Deputy Mayor Bill Fisher

Seconded: Cr Pat Cullen

1. That Council notes the information contained in this report.
2. That Council places the Draft Operational Plan, as attached to the report, on public exhibition for a minimum period of 28 days for the purpose of inviting submissions from the community.
3. That Council authorises the draft Operational Plan 2024-25, and hereby makes, fixes, and levies the expenditure amounts set out in the Draft 2024-25 Operational Plan and Budget, in annexure under separate cover to the Business Paper, for public exhibition in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 9 May 2024, with a submission closing date of 6 June 2024.
4. That Council advertises the Operational Plan 2024-25 in the Coonamble Times, on its website and Facebook pages and displays the relevant documents on Council's Website, as well as making hard copies available to members of the public who request same.
5. That, in accordance with the provisions of Section 535 of the *Local Government Act 1993* (NSW), Council makes, fixes, and levies the Rates and Charges for the 2024-25 financial year, and authorises same for public exhibition as part of the Council's Draft 2024-25 Operational Plan and Budget, in accordance with the provisions of Section 405 of the

**Local Government Act 1993 for 28 days from Thursday, 9 May 2024, with a submission closing date of 6 June 2024.**

**Residential – Coonamble:**

**A Residential – Coonamble rate of 1.463 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$545.00 per annum;**

**Residential – Gulargambone:**

**A Residential – Gulargambone rate of 1.041 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$545.00 per annum;**

**Residential – Village:**

**A Residential – Village rate of 1.318 cents in the dollar on the current land values of all rateable land in the village of Quambone, with a minimum rate of \$535.00 per annum;**

**Farmland:**

**A Farmland rate of 0.2387 cents in the dollar on the current land values of all rateable land in the Local Government Area being farmland, with a minimum rate of \$435.00 per annum;**

**Small Rural Holdings:**

**A Small Rural Holding rate of 0.721 cents in the dollar on the current land values of all rateable land in the Local Government Area being small rural holdings, with a minimum rate of \$565.00 per annum;**

**Rural Residential:**

**A Rural Residential rate of 0.618 cents in the dollar on the current land values of all rateable land in the Local Government Area being rural residential, with a minimum rate of \$535.00 per annum;**

**Business:**

**A Business rate of 2.060 cents in the dollar on the current land values of all rateable land in the Local Government Area being Business, with a minimum rate of \$590.00 per annum.**

- 6. That the Schedule of Fees and Charges for the 2024-25 financial year be made, fixed, and charged by Council and authorised for public exhibition as part of the Council's Draft 2024-25 Operational Plan and Budget in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 9 May 2024, with a submission closing date of 6 June 2024.**
- 7. That Council makes, fixes, and levies the amounts contained within the Water Supply Charge Schedule for the 2024-25 financial year, and that**



same be authorised by Council for public exhibition as part of its Draft 2024-25 Operational Plan and Budget, in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 9 May 2024, with a submission closing date of, 6 June 2024. FURTHER, that Council makes, fixes, and levies the following charges in accordance with the provisions of Section 552 and Section 501(1) and Section 502 of the *Local Government Act 1993* on such land which water is connected or able to be connected to for the year ending June 2024:

Town/Village	Access Charge (\$20mm)	Usage Charge – 1st Tier (c/kl)	2nd Tier Pricing Limit (kl)	Usage Charge 2nd Tier (c/kl)
Coonamble	420	150	450	240
Gulargambone	510	125	450	190
Quambone	510	150	430	250

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

Item	Coonamble (\$)	Gulargambone (\$)	Quambone (\$)
Access charge (20mm meter)	420	510	510
Access charge (25mm meter)	660	800	800
Access charge (40mm meter)	1,680	2,040	2,040
Access charge (50mm meter)	2,625	3,190	3,190
Access charge (75mm meter)	5,905	7,170	7,170
Access charge (100mm meter)	10,500	12,750	12,750

- That the Sewer Supply Charge Schedule for the 2024-25 financial year be approved by Council for public exhibition as part of the Council’s Operational Plan and Budget in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from Thursday, 9 May 2024, with a submission closing date of 6 June 2024. FURTHER, that Council makes, fixes and levies the following charges in

accordance with the provisions of Section 501(1), Section 502 and Section 552 of the *Local Government Act 1993* on such land which sewer is connected or able to be connected to for the year ending June 2024.

**Residential Sewerage – Coonamble**

**Sewerage availability charge of \$830.00 per annum per assessment.**

**Residential Sewerage – Gulargambone**

**Sewerage availability charge of \$890.00 per annum per assessment.**

**Sewerage – Coonamble Flats**

**Sewerage availability charge of \$630.00 per annum per unit.**

**Sewerage – Gulargambone Flats**

**Sewerage availability charge of \$810.00 per annum per unit.**

**Non-residential Sewerage - Coonamble**

**Sewer charge for Non-residential Sewerage – Coonamble is not less than a minimum charge of \$830.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water consumption. The treatment charge to be applied is 340 cents per kilolitre.**

**Non-residential Sewerage - Gulargambone**

**Sewer charge for Non-residential Sewerage – Gulargambone is not less than a minimum charge of \$890.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water consumption. The treatment charge to be applied is 340 cents per kilolitre.**

- 9. That the Waste Collection Service Schedule for the 2024-25 financial year be approved by Council for public exhibition as part of the Council’s Draft 2024-25 Operational Plan and Budget in accordance with the provisions of Section 405 of the *Local Government Act 1993* for 28 days from 9 May 2024, with a submission closing date of 6 June 2024. FURTHER, that Council makes, fixes and levies the following charges in accordance with the provisions of Section 496 and Section 502 of the *Local Government Act 1993* for the Waste Collection Services (with the understanding that one (1) Waste Collection Service entitles a property owner to a 240-litre weekly garbage service per assessment – unless otherwise indicated):**

<b>Particulars</b>	<b>2024-25 Charge per annum (\$)</b>
<b>Domestic – Coonamble Occupied</b>	<b>460.00</b>
<b>Domestic Coonamble – additional</b>	<b>260.00</b>

<b>Service (per additional service)</b>	
<b>Commercial – Coonamble Occupied</b>	<b>460.00</b>
<b>Commercial Coonamble – additional Service (per additional service)</b>	<b>260.00</b>
<b>Commercial Coonamble – Coonamble Occupied (Biweekly service) per service</b>	<b>720.00</b>
<b>Domestic – Gulargambone Occupied</b>	<b>460.00</b>
<b>Domestic Gulargambone – additional Service (per additional service)</b>	<b>260.00</b>
<b>Commercial – Gulargambone Occupied</b>	<b>460.00</b>
<b>Commercial Gulargambone – additional Service (per additional service)</b>	<b>260.00</b>
<b>Domestic – Quambone Occupied</b>	<b>460.00</b>
<b>Domestic Quambone – additional Service (per additional service)</b>	<b>260.00</b>
<b>Commercial – Quambone Occupied</b>	<b>460.00</b>
<b>Commercial Quambone – additional Service (per additional service)</b>	<b>260.00</b>
<b>Coonamble/Vacant Land – within scavenging area</b>	<b>90.00</b>
<b>Gulargambone/ Vacant Land – within scavenging area</b>	<b>90.00</b>
<b>Quambone/Vacant Land – within scavenging area</b>	<b>90.00</b>
<b>Rural Waste Charge – Land outside collection area (Local Government Act 1993 – Section 501)</b>	<b>45.00</b>

**10. That Council, in accordance with the provisions of Section 566(3) of the *Local Government Act 1993*, determines that the extra interest charges**

on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2025. The rate interest payable on overdue rates and charges for the 2024-25 financial year will be 10.5% per annum.

11. That Council requests the Director - Corporate Services to present a further report, together with all submissions received, to Council at the conclusion of the public exhibition period for Council's consideration and adoption of the final 2024-25 Operational Plan and Budget at its Ordinary Meeting in June 2024.

12. That Council, in accordance with the provisions of Section 405(6) of the *Local Government Act 1993*, places a copy of its adopted Operational Plan on its website within 28 days of it being formally adopted at the June 2024 Ordinary Meeting.

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

Against: Nil

**CARRIED 7/0**

**RESOLUTION 2024/110**

Moved: Cr Terence Lees  
 Seconded: Deputy Mayor Bill Fisher

**That Council moves out of Closed Council into Committee of Council to finish the budget, fees & charges workshop.**

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

Against: Nil

**CARRIED 7/0**

**RESOLUTION 2024/111**

Moved: Cr Terence Lees  
 Seconded: Deputy Mayor Bill Fisher

**That Council move out of Committee to Open Council.**

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

Against: Nil

**CARRIED 7/0**

**13 CONCLUSION OF THE MEETING**

**The Meeting closed at 5.39pm.**

**The minutes of this meeting were confirmed at the Council held on 19 June 2024.**

.....  
**CHAIRPERSON**



# **MINUTES**

**Extraordinary Council Meeting  
Tuesday, 28 May 2024**

**MINUTES OF COONAMBLE SHIRE COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE SHIRE CHAMBER, COONAMBLE  
ON TUESDAY, 28 MAY 2024 AT 4.30 PM**

**PRESENT:** Mayor Tim Horan, Deputy Mayor Adam Cohen, Deputy Mayor, Cr Terence Lees, Cr Brian Sommerville

**IN ATTENDANCE:** Bruce Quarmby (Director Corporate Services), Kerrie Murphy (Director Infrastructure), Barry Broe (Director Community, Planning, Development & Environment), Marina Colwell (Executive Support Officer), Deborah Tatton (Manager Finance).

## **1 OPENING MEETING**

The Mayor opened the meeting at 4.30 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;

- 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**

Nil

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

##### APOLOGY

###### RESOLUTION 2024/112

Moved: Cr Terence Lees

Seconded: Deputy Mayor Adam Cohen

**That the apology from Crs Fisher, Deans and Cullen and the General Manager be noted and approved.**

In Favour: Crs Tim Horan, Adam Cohen, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 4/0**

#### 5 DEPUTATION/DELEGATIONS

Nil

#### 6 DISCLOSURES OF CONFLICTS OF INTEREST

Nil

#### 7 REPORTS TO COUNCIL

##### 7.1 QUARTERLY BUDGET REVIEW - MARCH 2024

###### RESOLUTION 2024/113

Moved: Cr Terence Lees

Seconded: Cr Brian Sommerville

- 1. That Council approves the variations to votes as listed in the budget review documents distributed under separate cover.**
- 2. That Council notes, in the opinion of the Responsible Accounting Officer based on the information as presented in the March Budget review; that Council will be in a satisfactory financial position as at 30 June 2024.**
- 3. That Council notes the classification and position of Council's estimated restricted (reserve) funds as at 31 March 2024.**

In Favour: Crs Tim Horan, Adam Cohen, Terence Lees and Brian Sommerville

Against: Nil

**CARRIED 4/0**



**8 CONCLUSION OF THE MEETING**

**The Meeting closed at 4.36pm.**

**The minutes of this meeting were confirmed at the Council held on 19 June 2024.**

.....  
**CHAIRPERSON**

**7 DISCLOSURES OF CONFLICTS OF INTEREST**

## 8 MAYORAL MINUTE

### MAYORAL MINUTE

**File Number:** M3

**Author:** Tim Horan-Mayor

**Authoriser:** Tim Horan, Mayor

**Annexures:** 1. **Letter to the Editor - 5 June 2024** [↓](#) 

I am pleased to present to you the mayoral report for June 2024.

- **Rodeo/Campdraft**

The June long weekend Rodeo event was a resounding success, drawing record crowds. Spectators stayed on for the evening's entertainment. However, due to rain and concerns for the welfare of competitors and livestock safety the camp draft event had to be postponed. The camp draft committee are already planning to reschedule it in the coming months.

- **Roads Congress**

Last week, the General Manager and the Director for Infrastructure attended the 2024 Local Roads Congress Parliament House in Sydney. The theme this year was 'Planning for the Future'.

Both sides of Government presented on transport issues at the Congress, of particular interest from the delegates was the "betterment" associated with natural disaster funding, sadly there is no great movement in this area and Government is firm in their stance.

- **Meeting with Minister for Regional Transport and Roads**

The General Manager, Director for Infrastructure and Member for Barwon Mr Roy Butler met with the Hon. Jenny Aitchison MP Minister for Regional Transport and Roads whilst in Sydney for the Congress. The General Manager advised the Minister that Council are carrying a debt for natural disaster works in the order of \$5.5million and \$3 million has been assessed awaiting payment from the State. An assurance was made from the Minister that a payment will be forthcoming. The General Manager explained that Council is not only using the natural disaster funding to fix the approved damaged sections but encompassing Council maintenance and grant funding to fix the full length of the road pavement to place the crown in the road and table drains.

- **Greyhound Track**

Unfortunately, the Coonamble Greyhound track is under threat of closure. Concerned community members gathered at the ground to show their support to keep the facility. The Committee will run the October long weekend Carnival and planned.

- **Letter to the Editor – Coonamble Times 5 June 2024**

## RECOMMENDATION

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

Mayoral Minute  
Annexure 1  
19 June 2024

June 05, 2024

Page 5

**LETTERS TO THE EDITOR**

**Mayor responds to SOTS 'myths'**

To the Editor

In response to Mr Garret Barry's letter in the Coonamble Times of 29 May 2024 and other letters and social media circulating regarding the Sons of the Soil Hotel (SOTS) site, I write to dispel some of the myths and conspiracy theories being shared and, at the same time, correct the facts about the future of the site.

Council has always been open and transparent with information about SOTS.

Council meetings and reports on proceedings posted on Council's website make it crystal clear what has and has not happened.

I would encourage all your readers to use this online information as the source of facts and truth.

Information that is available has been and will continue to be made available to the public when the Council has received and considered it.

However, due to privacy legislation and as part of Council's due diligence, there is always information that must be treated confidentially.

However, all information in relation to the SOTS is publicly available.

What is alleged not to be public—such as designs, options and costings—does not exist and, as such, is not available to Council, let alone the public.

Firstly, it is true that Council is in the process of seeking quotations for demolition options, whether this be full or partial demolition.

These are being sourced to give Council and any potential developer of the site an indicative price for whatever

development might go ahead on the site.

Sourcing quotations is not a decision to demolish the site.

Council is moving through a logical and staged process to consider various options to make best use of the site.

Essential site maintenance and investigative work is underway. This includes structural assessments, geotechnical, asbestos, cultural heritage and a Review of Environmental Factors.

Council is required to follow diligently all legislated and regulated processes. For example, should it be decided to do any works, a Development Application would be required, and the process steps adhered to, including public exhibition.

Another untruth and source of fear mongering spread in the public domain is that a Development Application has already been lodged and is being assessed. This is untrue.

Council agrees that the potential heritage value of the current building is important and one factor to be taken into account. That is why the demolition options include the scenario of retaining the frontage.

Following a heritage study in 2010, only eight sites were listed as heritage items in the Local Environmental Plan 2011.

The Sons of the Soil Hotel was not one of these items, and since 2011, no other party has come forward to have the SOTS listed.

The bottom line is that the SOTS is a large, valuable business site in the heart of the CBD precinct. It has been vacant and unused for many

years and been delivering little benefit to the community and the local economy.

The site is unique in size and location and, if developed in some form, would create significant foot traffic and subsequent spending in the CBD.

While the idea of accommodation and a number of smaller shops is welcomed, it does not guarantee the impact the CBD needs to make a difference, and Council does not want to create more empty shops.

Coonamble Shire needs to be prepared for the future and ensure the CBD is a viable and attractive place for current and future business and that it does not continue on the decline that has been observed in recent years.

Council does not intend to be the developer nor the financier of the entire project.

While the SOTS does have a great history in our community, our communities and local economy cannot survive on history: we need to adapt and embrace the future and weigh up the needs of today and, more importantly, those that will take us into the future.

There are many perspectives on the future of the SOTS. It is Council's responsibility to consider how it can improve the CBD and build the local economy by ensuring optimal use of this site and develop it to the benefit of everyone in the community; this is not always easy decision-making nor will it be possible to suit everyone.

Yours faithfully,  
Cr Tim Horan  
Mayor, Coonamble Shire

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

**SECTION B - MATTERS FOR INFORMATION ONLY**

**9 COMMITTEE REPORTS**

Nil

## 10 REPORTS TO COUNCIL

### 10.1 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.

Date	Information Sent	Author	In	Out	Sent
20/05/24	Coulton's Catch Up – M Coulton MP 20 May 24	M Coulton	✓	✓	✓
20/05/24	First LGE24 Candidate Webinar	P Gallagher		✓	✓
24/05/24	Extraordinary Council Meeting – Business Paper	D Tatton		✓	✓
27/05/24	Coulton's Catch Up – M Coulton MP 27 May 24	M Coulton	✓	✓	✓
30/05/24	Greyhound Track Coonamble	P Gallagher		✓	✓
31/05/24	Meeting with Minister Aitchison	P Gallagher		✓	✓
03/06/24	Coulton's Catch Up – M Coulton MP 03 June 24	M Coulton	✓	✓	✓
13/06/24	Coulton's Catch Up – M Coulton MP 10 June 24	M Coulton	✓	✓	✓
13/6/24	To Mayor & Deputy's – Invitation to RFS Handover	M Colwell		✓	✓

#### RECOMMENDATION

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

## 10.2 COUNCIL RESOLUTIONS UPDATE

**File Number:** C17; C20

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

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** 1. Resolutions Report - June 2024 (under separate cover)



### 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 reporting format from Infocouncil:

## RECOMMENDATION

**That Council notes the Council Resolution status (Annexure 1).**

**10.3 CHANGE OF VENUE FOR JULY 2024 ORDINARY COUNCIL MEETING****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 consider the change in venue for July and August 2024 Ordinary Council Meetings.

**BACKGROUND**

Currently the venue and time for the July Ordinary Council Meeting is the Quambone Hall, Quambone at 10.00am.

In keeping with previous years traditions of the March Ordinary Council meeting held in Gulargambone and the July Ordinary Council meeting held in Quambone .

**COMMENTARY**

It is suggested to hold the July Council Meeting in the Council Chambers, Council Administration Building at 3.00pm due to the presentation of particular reports pertaining to Coonamble Central Business District (CBD) and proposed Economic Development.

It is also suggested to change the 14 August 2024 Council Meeting to Quambone at 10.00 am to provide the opportunity for the residents to participate in the community session and attend as observers, along with allowing time for the necessary advertising of the change of venue.

**(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.

**(c) Governance/Policy Implications**

Council Meetings are important, as they represent the mechanism through which Council “speaks”. Especially now that meetings are being recorded, it provides for a strong connection with and to the community. Council has always held an Extraordinary Council Meeting in September to conduct Mayoral (if applicable) and Deputy Mayor elections and it is suggested that this arrangement continue especially for this purpose.

**(d) 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.*

**(e) Social Implications**

Holding Council Meetings at Gulargambone and Quambone provides residents with the opportunity to attend the meeting as observers or to be involved in the Community Consultation Session – if an item in the order of business is of relevance for community members – without the need to travel to Coonamble. Also, it provides for an opportunity for Councillors and senior staff to connect on an informal basis with community members.

**(f) Environmental Implications**

Nil.

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

Nil.

**(h) Risk Implications**

Nil.

**CONCLUSION**

It is suggested for Council to change the venue to Council Chambers, Coonamble Administration Building, as recommended for its July 2024 Ordinary Council Meeting, and the 14 August 2024 Ordinary Council Meeting to be held at the Quambone Memorial Hall, Quambone at 10.00am.

**RECOMMENDATION**

1. That Council changes the venue and time for the July 2024 Ordinary Council Meeting as follows:

<b>Date</b>	<b>Location</b>	<b>Time</b>
<b>10 July 2024</b>	<b>Council Chamber – Council Administration Building, Coonamble</b>	<b>3.00 PM</b>
<b>14 August 2024</b>	<b>Quambone Memorial Hall, Quambone</b>	<b>10.00 AM</b>

2. That the General Manager communicates the time and venue of the July and August 2024 Council Meetings to staff and arranges for the above information to be advertised on Council’s website and in Council’s column in the Coonamble Times.

#### **10.4 GENERAL MANAGER - TEMPORARY APPOINTMENTS FOR GENERAL MANAGERS LEAVE**

**File Number:** S-6

**Author:** Jenni Maundrell-Executive Manager Corporate Governance

**Authoriser:** Tim Horan, Mayor

**Annexures:** Nil

#### **PURPOSE**

This report concerns the appointment of an Acting General Manager in instances where the General Manager is absent for leave anytime during the period 1 July 2024 to 30 June 2025 and provide clarification for Council and staff, regarding the position of General Manager, should it be vacant or alternatively the incumbent is not available to perform the duties of the role for an extended period.

#### **BACKGROUND**

Now that the three Directors have been appointed it is prudent that these three officers rotate in filling the role of Acting General Manager which will assist in sharing workloads and work/life balance for times of leave by the General Manager.

A report was tabled for Council's consideration at its June 2022 Council meeting, which after consideration Council adopted to appoint the Executive Leader – Corporate and Sustainability and Executive Leader Infrastructure to act as General Manager. These titles have since been reverted to Director.

Sections 351 and 377 of the Local Government Act 1993 (the Act) restrict the power to appoint an Acting General Manager to the elected Council.

In order to ensure compliance with the Act and avoid the need for extraordinary council meetings or use of the Mayor's emergency powers, it is recommended that Council provide a resolution to cover temporary appointments to the position of General Manager in the event that the General Manager is absent for leave.

Section 351 of the Act assigns the power to appoint an Acting General Manager to the elected Council.

Specifically, subsection 351(1) differentiates between the role of council to appoint an Acting General

Manager and the role of the General Manager to appoint temporarily to any other position. Furthermore,

Section 377(1) (a) of the Act prohibits councils from delegating the power to appoint a General Manager.

**RESOLUTION 2022/135**

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

**That Council adopts the following:**

1. **Upon the vacancy of the General Manager, or the General Manager is on leave for a period of more than two weeks, the following remuneration, under Clause 11 (iii) of the Local Government (State) Award 2020, shall apply:**
  - (a) **The Executive Leader – Corporate & Sustainability will act in the role of General Manager.**
  - (b) **In the absence of the above, the Executive Leader – Infrastructure will act in the role of General Manager.**
  - (c) **That should either the Executive Leader – Corporate & Sustainability and Executive Leader – Infrastructure be unable to fulfill the duties of the General Manager then Council will be required to appoint an alternate.**
  - (d) **To compensate for the additional duties and responsibilities associated with acting as General Manager, an additional 20% of the current wage component only for the reliving staff member will be paid, excluding any allowance other than the Civil Liability Allowance.**
  - (e) **Any other non-cash benefits, or terms and conditions that might apply to the General Manager's role are not applicable.**

During the confirmation of the minutes at the July Council meeting, a point of order was raised that the resolution did not cover, as originally intended by the mover, all aspects that were to be considered in the framing of the resolution. In particular, that if the position of General Manager was to be vacant or the incumbent not able to perform the duties of the role for an extended period of time that Council should be consulted, and a Council decision made to fill the “vacancy”

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

L1.4.4 Governance is open and transparent.

**(b) Financial Considerations**

Higher duties associated with a staff member acting in the General Manager's position for a substantial period will be allowed for in the budget estimates.

**COMMENTARY**

Council has had limited requirements for staff to act in the role of General Manager, in either for short term periods when the General Manager was on leave or when the position was vacant and recruitment activities are being undertaken.

Whilst the adopted resolution addressed the nomination of an acting General Manager from staff for short periods, it did not satisfactorily address potentially longer-term placement in the role. This oversight can be addressed by the including the following highlighted clause within the policy

*Upon the vacancy of the General Manager, or the General Manager is on leave for a period of more than two weeks, the following remuneration, under Clause 11 (iii) of the Local Government (State) Award 2020, shall apply:*

- a. The Executive Leader – Corporate & Sustainability will act in the role of General Manager.*
- b. In the absence of the above, the Executive Leader – Infrastructure will act in the role of General Manager.*
- c. Should the position of General Manager be vacant, or the current incumbent be unable to fulfill the duties of the position for a period of more the four (4) weeks that Council will in accordance with the provisions of the Local Government Act 1993, appoint a person to act in the position of General Manager.*
- d. To compensate for the additional duties and responsibilities associated with acting as General Manager, an additional 20% of the current wage component only for the reliving staff member will be paid, excluding any allowance other than the Civil Liability Allowance.*
- e. Any other non-cash benefits, or terms and conditions that might apply to the General Manager's role are not applicable.*

**(a) Governance/Policy Implications**

The Council resolution will be incorporated into Council's operational human resource policies and practices.

**(b) Legal Implications**

If Council does not nominate an appropriate rate of pay or adopt a policy for staff covered by the Local Government (State) Award who act in the General Manager's role, Council may be open to a claim of underpaying wages.

**(c) Social Implications**

There are no social implications directly attached to this report.

**(d) Environmental Implications**

There are no environmental implications directly attached to this report.

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

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

**(f) Risk Implications**

There are no risk implications directly attached to this report.

**CONCLUSION**

If the role of General Manager is vacant, under section 336 of the *Local Government Act 1993* Council must immediately appoint a person or appoint a person to act in the vacant position.

The previously adopted policy had been updated to include a clause designed to address the concerns that were raised at the July Council meeting.

## RECOMMENDATION

That Council adopts the following:

1. When the General Manager is on leave the following remuneration, under Clause 11 (iii) of the Local Government (State) Award 2020, shall apply:
  - (a) The Director Infrastructure Services will act in the role of General Manager for the period 1 July and 30 September 2024.
  - (b) The Director Corporate Services will act in the role of General Manager for the period 1 October 2023 and 31 March 2025.
  - (c) The Director – Community, Planning, Development & Environment Director Corporate Services will act in the role of General Manager for the period 1 April and 30 June 2025.
  - (d) That, in the event a Director acting in the role of General Manager is absent, the other Director in sequential date shall act in the role of General Manager
  - (e) Should the position of General Manager be vacant, or the current incumbent be unable to fulfill the duties of the position for a period of more the eight (8) weeks that Council will in accordance with the provisions of the Local Government Act 1993, appoint a person to act in the position of General Manager.
  - (f) To compensate for the additional duties and responsibilities associated with acting as General Manager, an additional 20% of the current wage component only for the relieving staff member will be paid, excluding any allowance other than the Civil Liability Allowance.
  - (g) Any other non-cash benefits, or terms and conditions that might apply to the General Manager's role are not applicable.

## 10.5 PECUNIARY INTEREST RETURNS

**File Number:** C-13-1

**Author:** Jenni Maundrell-Executive Manager Corporate Governance

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** Nil

### PURPOSE

To advise Council of the Disclosures of Interests by Councillors and Designated Persons returns for the period 1 July 2023 – 30 June 2024.

### EXECUTIVE SUMMARY

Pecuniary interest returns must be made by all Councillors and designated persons.

This report confirms the designated persons of Coonamble Shire Council. Copies of the forms for returns have been distributed to Councillors and designated persons and completed returns must be lodged with the General Manager by 30 September 2024.

### BACKGROUND

Council's adopted Code of Conduct states that within 3 months of the end of each financial year (ie, by 30 September), Councillors and designated persons are required to disclose their personal interests in publicly available returns of interest. These operate as a key transparency mechanism for promoting community confidence in Council decision making, whether by councillors or by staff or others under delegation.

#### (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 to Council; however, the required returns deal with the pecuniary interests of all councillors and designated persons.

### COMMENTARY

The pecuniary interests and other matters to be disclosed in the returns are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct), which is contained within the form *Disclosure of interests by councillors and designated persons*. The information collected is for the purpose of complying with the Model Code of Conduct and will be kept by the General Manager in a register of returns. Further, the information contained in the returns is open access information under the *Government Information (Public Access) Act 2009* (GIPA Act); the returns will be made public by way of tabling at a Council meeting and publishing returns on the Council website. Note, returns published on the website will be redacted of personally identifiable information.

Designated persons are defined at clause 4.8 of the Model Code of Conduct and include:

- the General Manager,
- other senior staff of the Council, and
- staff or committee members whose position involves the exercise of functions (such as regulatory or contractual functions) that could give rise to a conflict between the person's work duties and private interests.

It should be noted that legislation has recently been passed by NSW Parliament that does away with the term "senior staff" in relation to Local Government except for General Managers.

Further, prior to that change Coonamble Shire Council's only designated "senior staff" position was the General Manager. Despite this, it is assumed that all members of the executive team during the financial year are designated persons for the purpose of pecuniary interest returns, that is:

- General Manager (Paul Gallagher)
- Director Community, Planning, Development and Environment (Barry Broe)
- Director Corporate Services (Bruce Quarmby)
- Director Infrastructure (Kerrie Murphy)
- Executive Manager Corporate Governance (Jenni Maundrell)
- Previous acting Director Planning, Community, Development and Governance (Phillip Perram)

Considering the definition given above, due to the likelihood of exercising regulatory and/or contractual functions, the following positions are also considered designated persons and are required to lodge a return:

- Manager Assets
- Manager Contracts and Special Projects
- Manager Economic Development and Growth
- Manager Finance and Procurement
- Manager Planning, Regulatory and Compliance
- Manager Roads
- Manager Water and Sewer
- Project Engineer

**(a) Governance/Policy Implications**

In accordance with Council's adopted Code of Conduct.

**(b) Legal Implications**

Council is obliged to comply with the Model Code of Conduct.



**(c) Social Implications**

NA

**(d) Environmental Implications**

N/A

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

N/A

**(f) Risk Implications**

Council's adopted risk appetite for non-compliance with statutory requirements is averse.

**CONCLUSION**

Return forms have been distributed to councillors and designated persons. Returns must be lodged with the General Manager by 5:00pm on Monday 30 September 2024.

**RECOMMENDATION**

**That all Councillors and designated persons provide completed disclosure of interest forms to the General Manager by 30 September 2024, for these returns to be publicly tabled at the next Council meeting.**

## 10.6 AUDIT, RISK AND IMPROVEMENT COMMITTEE UPDATE

**File Number:** C-6-19

**Author:** Jenni Maundrell-Executive Manager Corporate Governance

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** 1. ARIC Terms of Reference [↓](#) 

### PURPOSE

To seek Council adoption of the draft terms of reference for the Audit, Risk and Improvement Committee (ARIC), including appointment of two independent members to the ARIC.

### EXECUTIVE SUMMARY

The ARIC membership and terms of reference must be adopted by Council. These two steps complete the requirements relating to the establishment of an ARIC by 1 July 2024.

### BACKGROUND

The ARIC was established by Council on 13 September 2023 (Resolution 2023/58) as a shared committee under agreement with Gilgandra Shire Council, pursuant to section 428B of the *Local Government Act 1993*. Expressions of interest were called for two independent members, which require a resolution of Council for appointment. Further, the ARIC terms of reference must be adopted by Council.

#### (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

None directly related to this report. Costs of the ARIC are included in the operational plan.

### COMMENTARY

#### Terms of Reference

The Office of Local Government (OLG) guidelines *Risk management and internal audit for local government in NSW* contains model terms of reference (TOR) that can be used by councils and joint organisations. Council's draft TOR is based on the model provided by the OLG together with input from the ARIC chairperson that added clarity to the relative role of the ARIC to Council's governing body and the General Manager.

The Terms of Reference details:

- the objectives of the committee;
- independence criteria;
- authority of the committee;
- composition and tenure;

- the role of the committee;
- responsibilities of members:
  - independent members;
  - councillor member;
- conduct of members;
- conflicts of interest;
- standards (International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian Standard ISO 31000);
- work plans;
- assurance reporting;
- administrative arrangements:
  - meetings;
  - dispute resolution;
  - secretariat;
  - resignation and dismissal of members;
  - review of arrangements; and
- where to seek further information;
- Schedule 1 – committee responsibilities:
  - internal and external audit;
  - risk:
    - risk management;
    - internal controls;
    - compliance;
    - fraud and corruption;
    - financial management; and
    - governance;
  - improvement:
    - strategic planning;
    - service reviews and business improvement; and
    - performance data and measurement.

### Independent Members

Under the arrangement with Gilgandra Shire Council, the two Councils are to mutually agree to the independent members that will be appointed to the committee.

Each Council is to confirm their appointment by resolution.

An advertisement calling for independent committee members was posted on 20 February 2024, with an application deadline of 18 March 2024.

20 applications were received, and four interviews were conducted on 2-3 May 2024. The selection panel comprised:

- Paul Gallagher, General Manager, Coonamble Shire Council
- David Neeves, General Manager, Gilgandra Shire Council
- Jenni Maundrell, Executive Manager Corporate Governance, Coonamble Shire Council
- Melissa Welsh, Executive Leader Transformational Change, Gilgandra Shire Council.

Following interviews and reference checks, two preferred applicants have been identified:

- Dr Meredith Caelli
- Sam Helweh

Status of compliance

<b>Requirement</b>	<b>Deadline</b>	<b>Compliant (Y/N)</b>	<b>Comments</b>
Establish an audit, risk and improvement committee (ARIC).	04/06/2022	Y	ARIC established by Council resolution September 2023.
Adopt ARIC terms of reference	01/07/2024	N	Report to June 2024 Council meeting.
Appoint an ARIC comprising an independent chairperson and at least two independent members, with an option to appoint one non-voting councillor member.	01/07/2024	N	Chair appointed. Interviews for independent members held May 2024; awaiting appointments to be considered by Council at June 2024 Council meeting.
Implement a risk management framework that is consistent with the current Australian risk management standard and appropriate for Council's risks.	01/07/2024	Y	Council resolution 2024/97 of 8 May 2024
Establish internal audit function to provide an independent unbiased assessment of Council's operations and risk and control activities.	01/07/2024	N	Council has entered into an arrangement with Gilgandra Shire Council to share an internal audit function. Expecting to appoint an external person/organisation to conduct audits; report to June 2024 Council meeting.
Adopt internal audit charter	01/07/2024	N	Report to June 2024 Council meeting.

Appoint an internal audit coordinator.	01/07/2024	N	Not yet finalised; sharing function with Gilgandra Shire Council.
Provide GM annual attestation in annual report.	30/11/2025	NA	Due with annual report handed down in November 2025.

**(a) Governance/Policy Implications**

Council is required to establish an ARIC comprising (at a minimum) a chairperson and two independent members. The ARIC must also have a guiding terms of reference.

**(b) Legal Implications**

As above – the requirements relating to the ARIC are legislated in the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.

**(c) Social Implications**

NA

**(d) Environmental Implications**

NA

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

NA

**(f) Risk Implications**

Council’s adopted risk appetite for non-compliance with legislative requirements is averse.

**CONCLUSION**

Council is required to appoint two independent members to the ARIC, and to adopt terms of reference for the committee.

**RECOMMENDATION**

**That Council:**

- 1. Receive and notes the information contained in the Audit, Risk and Improvement Committee update report.**
- 2. Appoints two independent members of the Coonamble Shire Council Audit, Risk and Improvement Committee, being:**
  - (a) Dr Meredith Caelli, and**
  - (b) Mr. Sam Helweh**
- 3. Adopts the draft Terms of Reference for the Audit, Risk and Improvement Committee.**

Coonamble Shire Council (Council) has established an audit, risk and improvement committee in compliance with section 428A of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

### **1. Objective**

The objective of Council's audit, risk and improvement committee is to provide independent assurance to Council by monitoring, reviewing and providing advice about Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

### **2. Independence**

The committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide Council with robust, objective and unbiased advice and assurance.

The committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the council. The committee will provide independent advice to Council that is informed by Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The committee must always ensure it maintains a direct reporting line to and from Council's internal audit function and act as a mechanism for internal audit to report to the governing body and the General Manager on matters affecting the performance of the internal audit function.

### **3. Authority**

Council authorises the committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from Council;
- use any Council resources it needs;
- have direct and unrestricted access to the General Manager and senior management of Council;
- seek the General Manager's permission to meet with any other Council staff member or contractor;
- discuss any matters with the external auditor or other external parties;
- request the attendance of any employee at committee meetings; and
- obtain external legal or other professional advice in line with Council's procurement policies and in consultation with the General Manager.

Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release Council information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

**4. Composition and tenure**

The committee consists of an independent chairperson and two independent members who have voting rights and one non-voting councillor, as required under the *Local Government (General) Regulation 2021*.

The governing body is to appoint the chairperson and members of the committee . Current committee members are\*:

Graeme Fleming	Independent chairperson (voting)
Meredith Caelli	Independent member (voting)
Sam Helweh	Independent member (voting)
Cr Barbara Deans	Councillor member (non-voting)

All committee members must meet the independence and eligibility criteria prescribed under the *Local Government (General) Regulation 2021*.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chairperson of the committee. Members who have served an eight-year term (either as a member or as chairperson) must have a two-year break from serving on the committee before being appointed again. To preserve the committee’s knowledge of Council, ideally, no more than one member should retire from the committee because of rotation in any one year.

The terms and conditions of each member’s appointment to the committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the chairperson’s or an independent member’s term, the governing body is to undertake an assessment of the chairperson’s or committee member’s performance. Reappointment of the chairperson or a committee member is also to be subject to that person still meeting the independence and eligibility requirements prescribed under the *Local Government (General) Regulation 2021*.

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial

management of Council, the environment in which Council operates, and the contribution that the committee makes to Council. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of Council's financial reporting responsibilities to be able to contribute to the committee's consideration of Council's annual financial statements.

Pursuant to section 428B of the *Local Government Act 1993* (the Act) Council has entered into an arrangement with Gilgandra Shire Council to jointly appoint a committee to exercise functions for both councils. The two councils are to mutually agree to the independent members that will be appointed to the committee. Each council is to confirm their appointment by resolution.

The committee operates as an individual committee for each council and exercises their functions for each council individually.

The committee must maintain a strong understanding of both councils' assurance needs and be able to meet these needs.

The committee must maintain an effective working and reporting relationship with the General Manager and governing body of both councils.

The councillor member will not be shared by both councils. The governing body of each council is to appoint one councillor member for that council only. The councillor member is to only attend committee meetings for their council. The councillor member is to receive information pertaining to their council only.

Secretariat support for the committee is to be shared by the two councils, that is, either Council or Gilgandra Shire Council will provide secretariat support under arrangements made by the councils. These arrangements may be changed from time to time by agreement. See section 9.3 for further detail on the functions of the secretariat.

\* **Note:** The General Manager is authorised to make administrative changes to the table in clause 4 without seeking Council resolution.

## 5. Role

As required under section 428A of the Act, the role of the committee is to review and provide independent advice to Council regarding the following aspects of Council's operations:

- compliance;
- risk management;
- fraud control;
- financial management;
- governance;



- implementation of the strategic plan, delivery program and strategies;
- service reviews;
- collection of performance measurement data by Council; and
- internal audit.

The committee must also provide information to Council for the purpose of improving Council's performance of its functions.

The committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to these terms of reference.

The committee will act as a forum for consideration of Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. Council, committee members and relevant stakeholders recognise that primary responsibility for delivery of the functional areas listed in Schedule 1 to these terms of reference fall to the General Manager and the governing body. The committee is convened four to five times per annum and by its nature is limited to the strategic oversight of standing matters and those items referred to it for review.

The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

## **6. Responsibilities of members**

### **6.1 Independent members**

The chairperson and members of the committee are expected to understand and observe the requirements of the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings;
- contribute the time needed to review and understand information provided to it;
- apply good analytical skills, objectivity and judgement;
- act in the best interests of Council;
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry;
- maintain effective working relationships with Council;
- have strong leadership qualities (chairperson);
- lead effective committee meetings (chairperson); and
- oversee Council's internal audit function (chairperson).

## **6.2 Councillor member**

To preserve the independence of the committee, the councillor member of the committee is a non-voting member. Their role is to:

- relay to the committee any concerns the governing body may have regarding Council and issues being considered by the committee;
- provide insights into local issues and the strategic priorities of Council that would add value to the committee's consideration of agenda items;
- advise the governing body (as necessary) of the work of the committee and any issues arising from it; and
- assist the governing body to review the performance of the committee.

Issues or information the councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.

The councillor member of the committee must conduct themselves in a non-partisan and professional manner. The councillor member of the committee must not engage in any conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

If the councillor member of the committee engages in such conduct or in any other conduct that may bring the committee and its work into disrepute, the chairperson of the committee may recommend to Council that the councillor member be removed from membership of the committee. Where Council does not agree to the committee chairperson's recommendation, Council must give reasons for its decision in writing to the chairperson.

## **6.3 Conduct**

Independent committee members are required to comply with Council's Code of Conduct.

Complaints alleging breaches of Council's Code of Conduct by an independent committee member are to be dealt with in accordance with the Procedures for the Administration of the Code of Conduct. The General Manager must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of Council's Code of Conduct.

## **6.4 Conflicts of interest**

Once a year, committee members must provide written declarations to Council stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of Council's Code of Conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the

start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

### **6.5 Standards**

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian Standard ISO 31000 (Australian standard for risk management) where applicable.

### **7. Work plans**

The work of the committee is to be thoroughly planned and executed. The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the committee.

The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

When considering whether to vary the strategic or annual work plans, the committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

### **8. Assurance reporting**

The committee must regularly report to Council to ensure that it is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of Council or the achievement of Council's goals and objectives.

The committee will provide an update to the governing body and the General Manager of its activities and opinions after every committee meeting.

The committee will provide an annual assessment to the governing body and the General Manager on the committee's work and its opinion on how Council is performing.

The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the General Manager.

The committee may at any time report to the governing body or the General Manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and the chairperson of the committee may also meet at any time to discuss issues relating to the work of the committee.

Should the governing body require additional information, a request for the information may be made to the chairperson by resolution. The chairperson is only required to provide the information requested by the governing body where the chairperson is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual councillors are not entitled to request or receive information from the committee.

## **9. Administrative arrangements**

### **9.1 Meetings**

The committee will meet at least four times per year, including a special meeting to review Council's financial statements.

The committee can hold additional meetings when significant unexpected issues arise, or if the chairperson is asked to hold an additional meeting by a committee member, the General Manager or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the chairperson has the casting vote.

The chairperson of the committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the committee.

The Mayor, General Manager and the internal audit coordinator should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chairperson can request Council's chief finance officer, head of risk management function, senior managers, any councillors, any employee/contractor of Council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and

provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chairperson at any time.

The committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The committee must meet separately with the internal audit coordinator and Council's external auditor at least once each year.

### **9.2 Dispute resolution**

Members of the committee and Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the committee and the General Manager or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.

### **9.3 Secretariat**

The General Manager will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chairperson at least one week before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the chairperson and circulated within three working days of the meeting to each member.

### **9.4 Resignation and dismissal of members**

Where the chairperson or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give four weeks' notice to the chairperson and the governing body prior to their resignation to allow Council to ensure a smooth transition to a new chairperson or committee member.

The governing body can, by resolution, terminate the appointment of the chairperson or an independent committee member before the expiry of their term where that person has:

- breached the council's code of conduct;
- performed unsatisfactorily or not to expectations;
- declared, or is found to be in, a position of a conflict of interest which is unresolvable ;
- been declared bankrupt or found to be insolvent;
- experienced an adverse change in business status;
- been charged with a serious criminal offence;

- been proven to be in serious breach of their obligations under any legislation; or
- experienced an adverse change in capacity or capability.

The position of a councillor member on the committee can be terminated at any time by the governing body by resolution.

**9.5 Review arrangements**

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the committee.

These terms of reference must be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

**10. Further information**

For further information on the committee, contact the Executive Manager Corporate Governance on [governance@coonambleshire.nsw.gov.au](mailto:governance@coonambleshire.nsw.gov.au) or by phone 02 6827 1900.

Reviewed by chairperson of the audit, risk and improvement committee

.....  
[signed]

.....  
[date]

Reviewed by Council in accordance with a resolution of the governing body.

.....  
[signed]

.....  
[date]

.....  
[Resolution reference]

Next review date: September 2025

**Schedule 1 – Audit, risk and improvement committee responsibilities****1. Audit****1.1 Internal audit**

- Provide overall strategic oversight of internal audit activities.
- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit.
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions.
- Review and advise Council:
  - on whether Council is providing the resources necessary to successfully deliver the internal audit function;
  - if Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework;
  - if Council's internal audit charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by Council are suitable;
  - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by Council's internal audit function;
  - if Council's internal audit activities are effective, including the performance of the internal audit coordinator and the internal audit function;
  - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised;
  - of the implementation by Council of these corrective actions;
  - on the appointment of the internal audit coordinator and external providers; and
  - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

**1.2 External audit**

- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit.
- Coordinate as far as is practicable, the work programs of internal audit and external audit.
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations.
- Provide advice to the governing body and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides.

## **2. Risk**

### **2.1 Risk management**

Review and advise Council based on referrals and reports:

- if Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard;
- whether Council is providing the resources necessary to successfully implement its risk management framework;
- whether Council's risk management framework is adequate and effective for identifying and managing the risks Council faces, including those associated with individual projects, programs and other activities;
- if risk management is integrated across all levels of Council and across all processes, operations, services, decision-making, functions and reporting;
- of the adequacy of risk reports and documentation, for example, Council's risk register and risk profile;
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings;
- whether appropriate policies and procedures are in place for the management and exercise of delegations;
- if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour;
- if there is a positive risk culture within Council and strong leadership that supports effective risk management;
- of the adequacy of staff training and induction in risk management;
- how Council's risk management approach impacts on Council's insurance arrangements;
- of the effectiveness of Council's management of its assets; and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

### **2.2 Internal controls**

Review and advise Council based on referrals and reports:

- whether Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective;
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated;
- whether appropriate policies and procedures are in place for the management and exercise of delegations;
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with;
- if Council's monitoring and review of controls is sufficient; and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.



### **2.3 Compliance**

Review and advise Council through the work program of the adequacy and effectiveness of Council's compliance framework, including:

- if Council has appropriately considered legal and compliance risks as part of Council's risk management framework;
- how Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements; and
- whether appropriate processes are in place to assess compliance.

### **2.4 Fraud and corruption**

Review and advise Council through the work program of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

### **2.5 Financial management**

Review and advise Council based on referrals and reports:

- if Council is complying with accounting standards and external accountability requirements;
- of the appropriateness of Council's accounting policies and disclosures;
- of the implications for Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations;
- whether Council's financial statement preparation procedures and timelines are sound;
- the accuracy of Council's annual financial statements prior to external audit, including:
  - management compliance/representations;
  - significant accounting and reporting issues;
  - the methods used by Council to account for significant or unusual transactions and areas of significant estimates or judgements; and
  - appropriate management signoff on the statements;
- if effective processes are in place to ensure financial information included in Council's annual report is consistent with signed financial statements;
- if Council's financial management processes are adequate;
- the adequacy of cash management policies and procedures;
- if there are adequate controls over financial processes, for example:
  - appropriate authorisation and approval of payments and transactions;
  - adequate segregation of duties;
  - timely reconciliation of accounts and balances; and
  - review of unusual and high value purchases;
- if policies and procedures for management review and consideration of the financial position and performance of Council are adequate; and
- if Council's grants and tied funding policies and procedures are sound.

## **2.6 Governance**

Review and advise Council through the work program of the adequacy and effectiveness regarding its governance framework, including Council's:

- decision-making processes;
- implementation of governance policies and procedures;
- reporting lines and accountability;
- assignment of key roles and responsibilities;
- committee structure;
- management oversight responsibilities;
- human resources and performance management activities;
- reporting and communication activities;
- information and communications technology (ICT) governance; and
- management and governance of the use of data, information and knowledge.

## **3. Improvement**

### **3.1 Strategic planning**

Review and advise Council based on referrals and reports:

- of the adequacy and effectiveness of Council's integrated, planning and reporting (IP&R) processes;
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives; and
- whether Council is successfully implementing and achieving its IP&R objectives and strategies.

### **3.2 Service reviews and business improvement**

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies).
- Review and advise Council through the work program:
  - if Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance;
  - if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance; and
  - how Council can improve its service delivery and Council's performance of its business and functions generally.

### **3.3 Performance data and measurement**

Review and advise Council through the work program:

- if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives;
- if the performance indicators Council uses are effective; and
- of the adequacy of performance data collection and reporting.

## 10.7 INTERNAL AUDIT FUNCTION

**File Number:** A-3-5

**Author:** Jenni Maundrell-Executive Manager Corporate Governance

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** 1. Draft Internal Audit Charter [↓](#) 

### PURPOSE

To update Council on the internal audit function, and to seek Council adoption of the Internal Audit Charter.

### EXECUTIVE SUMMARY

In accordance with the Office of Local Government (OLG) guidelines *Risk management and internal audit for local government in NSW* each council and joint organisation must have an independent internal audit function that reports to the Audit, Risk and Improvement Committee (ARIC) and is consistent with current international standards for internal audit.

### BACKGROUND

Council has arranged to share its internal audit function with Gilgandra Shire Council.

An advertisement for expressions of interest to conduct the audits is to be published in June 2024, followed by an appointment shortly thereafter. It is anticipated that an external individual or organisation will be engaged to conduct the audits.

#### (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

The budget for operation of the internal audit function is included in the risk management line of the 2024/25 operational plan.

### COMMENTARY

According to the OLG guidelines:

- the internal audit function operates independently and with appropriate expertise in a manner that is appropriate for Council;
- the internal audit function has access to all Council information necessary to fulfil its role and responsibilities;
- the internal audit function is appropriately positioned in Council's governance framework to ensure its work complements the work of other internal and external assurance providers;
- the internal audit function has a comprehensive work plan linked to Council's strategic objectives and current and emerging risks;

- the Audit, Risk and Improvement Committee receives relevant and timely advice from the internal audit function to ensure the committee can fulfil its role and responsibilities;
- the internal audit function operates in a manner consistent with accepted international standards;
- the work of the internal audit function is thoroughly planned and executed, risk-based, client-focused and linked to Council's strategic goals;
- the internal audit function adds value to Council and is held accountable by the committee and governing body for its performance; and
- Council is accountable to the community for the effective implementation of its internal audit function.

The internal audit function is to be independent from Council management, with dual reporting lines to the General Manager (administratively) and the Audit, Risk and Improvement Committee (functionally).

The governing body and the General Manager must ensure the internal audit function is sufficiently resourced to effectively carry out its work. The internal audit function is included (under Risk Management) in the 2024/25 operational plan.

To provide the internal audit function with clear guidance on how it should support the Audit, Risk and Improvement Committee (ARIC) and Council, the *Local Government (General) Regulation 2021* at section 216O requires councils to adopt an internal audit charter to guide how the internal audit will be undertaken.

Due to the varying nature of local government in terms of size, needs, budget and operational complexity, councils may choose to establish an internal audit function for their own exclusive use, or share their internal audit function with another council, county council, or joint organisation.

Council has entered into an arrangement to share the function with Gilgandra Shire Council. Further, councils may either establish an in-house function comprising of Council staff and/or outsource the function to an external provider. It is anticipated that an external provider will be appointed; however, the two councils must still appoint internal coordinators (or share an internal coordinator) of the internal audit function. The internal audit coordinator is an operational member of Council staff.

A four-year strategic work plan for the internal audit function is to be guided by the work plan adopted by the ARIC. Internal audits must be performed in accordance with the requirements of the International Professional Practices Framework.

The OLG guidelines contain a model Internal Audit Charter that can be used by councils, county councils and joint organisations. The draft Charter is based on the OLG model.

**(a) Governance/Policy Implications**

Council is required to establish an internal audit function, including corresponding Internal Audit Charter.

**(b) Legal Implications**

As above -the requirement is included in the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.

**(c) Social Implications**

NA

**(d) Environmental Implications**

NA

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

NA

**(f) Risk Implications**

Council's adopted risk appetite for non-compliance with legislative requirements is averse.

**CONCLUSION**

Council must establish an internal audit function, including a corresponding charter for internal audits.

**RECOMMENDATION****That Council:**

- 1. Receive and note the information contained in the Internal Audit Function report.**
- 2. Adopt the draft Internal Audit Charter.**

Coonamble Shire Council (Council) has established the Council Internal Audit (Internal Audit) as a key component of Council's governance and assurance framework, in compliance with the *Local Government (General) Regulation 2021* and the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. This charter provides the framework for the conduct of the Internal Audit in Council and has been approved by the governing body taking into account the advice of Council's audit, risk and improvement committee.

### **1. Purpose of internal audit**

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve Council's operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, General Manager and audit, risk and improvement committee about Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists Council to improve its business performance.

### **2. Independence**

Council's Internal Audit is to be independent of Council so it can provide an unbiased assessment of Council's operations and risk and control activities.

The Internal Audit reports functionally to Council's audit, risk and improvement committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the General Manager to facilitate day-to-day operations. Internal audit activities are not subject to direction by Council and Council's management has no role in the exercise of Council's internal audit activities.

The audit, risk and improvement committee is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the chairperson by resolution. The chairperson is only required to provide the information requested by the governing body where the chairperson is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual councillors are not entitled to request or receive information from the committee.

The General Manager must consult with the chairperson of Council's audit, risk and improvement committee before appointing or making decisions affecting the employment of the Internal Audit Coordinator.

Where the chairperson of Council's audit, risk and improvement committee has any concerns about the treatment of the Internal Audit Coordinator, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the governing body.

The Internal Audit Coordinator is to confirm at least annually to the audit, risk and improvement committee the independence of internal audit activities from Council.

### **3. Authority**

Council authorises the Internal Audit to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the Internal Audit Coordinator considers necessary for the Internal Audit to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The Internal Audit Coordinator and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of Council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to the Internal Audit are not to be made publicly available. The Internal Audit may only release Council information to external parties that are assisting the Internal Audit to undertake its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

### **4. Role**

The Internal Audit is to support Council's audit, risk and improvement committee to review and provide independent advice to Council in accordance with section 428A of the *Local Government Act 1993*. This includes conducting internal audits of Council and monitoring the implementation of corrective actions.

The Internal Audit is to also play an active role in:

- developing and maintaining a culture of accountability and integrity;
- facilitating the integration of risk management into day-to-day business activities and processes; and
- promoting a culture of high ethical standards.

Internal Audit has no direct authority or responsibility for the activities it reviews. Internal Audit has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Council functions or activities (except in carrying out its own functions).

## 5. Internal Audit Coordinator

Council's Internal Audit is to be led by a member of Council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to Council and the audit, risk and improvement committee. The Internal Audit Coordinator must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the Internal Audit Coordinator include:

- contract management;
- managing the internal audit budget;
- ensuring the external provider completes internal audits in line with the audit, risk and improvement committee's annual work plan and four-year strategic work plan;
- forwarding audit reports by the external provider to the audit, risk and improvement committee;
- acting as a liaison between the external provider and the audit, risk and improvement committee;
- monitoring Council's implementation of corrective actions that arise from the findings of audits and reporting progress to the audit, risk and improvement committee; and
- assisting the audit, risk and improvement committee to ensure Council's internal audit activities comply with the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*.

The Internal Audit Coordinator has a dual role in Council and must remain independent, reporting functionally to the Audit, Risk and Improvement Committee in relation to their internal audit responsibilities. For other Council responsibilities, the Internal Audit Coordinator reports functionally through normal reporting lines to the General Manager.

Safeguards to limit any real or perceived bias or conflicts of interest between roles for the Internal Audit Coordinator include, but are not necessarily limited to:

- any potential issues or conflicts of interest arising from a dual role being formally documented in the Internal Audit Charter;
- the Audit, Risk and Improvement Committee endorsing the dual roles;
- the coordinator not having responsibility for managing any risks or implementing any audit recommendations or corrective actions in their other role/s; and
- the Audit, Risk and Improvement Committee including an assessment of the independence and objectivity (for internal audit purposes) of the coordinator of the internal audit function in their annual assessment report to the governing body.

Council has entered into an arrangement with Gilgandra Shire Council to share an internal audit function. The shared internal audit function operates as a standalone



function for each council. The two councils will each appoint an internal audit coordinator for their council.

#### **6. Internal Audit team**

Council is to contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the Internal Audit Coordinator is to ensure the external provider:

- does not conduct any audits on specific Council operations or areas that they have worked on within the last two years;
- is not the same provider conducting Council's external audit;
- is not the auditor of any contractors of Council that may be subject to the internal audit; and
- can satisfy the requirements of the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*.

The Internal Audit Coordinator must consult with the audit, risk and improvement committee and General Manager regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged by Council.

The third-party provider is to be contracted in agreement with Gilgandra Shire Council under arrangements to share the internal audit function.

#### **7. Performing internal audit activities**

The work of the Internal Audit is to be thoroughly planned and executed. Council's audit, risk and improvement committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee must also develop an annual work plan to guide the work of the internal audit function over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian Standard ISO 31000.

The Internal Audit Coordinator is to provide the findings and recommendations of internal audits to the audit, risk and improvement committee at the end of each audit. Each report is to include a response from the relevant senior manager.

The Internal Audit Coordinator is to establish an ongoing monitoring system to follow up Council's progress in implementing corrective actions.

The General Manager, in consultation with the audit, risk and improvement committee, is to develop and maintain policies and procedures to guide the operation of Council's Internal Audit.

The Internal Audit Coordinator is to ensure that the audit, risk and improvement committee is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

## **8. Conduct**

Internal audit personnel must comply with Council's Code of Conduct. Complaints about breaches of Council's Code of Conduct by internal audit personnel are to be dealt with in accordance with the Procedures for the Administration of the Code of Conduct. The General Manager must consult with Council's audit, risk and improvement committee before any disciplinary action is taken against the Internal Audit Coordinator in response to a breach of Council's Code of Conduct. Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

## **9. Administrative arrangements**

### **9.1 Audit, risk and improvement committee meetings**

The Internal Audit Coordinator will attend audit, risk and improvement committee meetings as an independent non-voting observer. The Internal Audit Coordinator can be excluded from meetings by the committee at any time.

The Internal Audit Coordinator must meet separately with the audit, risk and improvement committee at least once per year.

The Internal Audit Coordinator can meet with the chairperson of the audit, risk and improvement committee at any time, as necessary, between committee meetings.

### **9.2 External audit**

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

### **9.3 Dispute resolution**

Internal Audit should maintain an effective working relationship with Council and the audit, risk and improvement committee and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between Internal Audit and Council, the dispute is to be resolved by the General Manager and/or the audit, risk and improvement committee. Disputes between Internal Audit and the audit, risk and improvement committee are to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.

#### **9.4 Review arrangements**

Council's audit, risk and improvement committee must review the performance of the internal audit function each year and report its findings to the governing body. A strategic review of the performance of Internal Audit must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the governing body.

This charter is to be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

#### **10. Further information**

For further information on Council's internal audit activities, contact the Executive Manager Corporate Governance on [governance@coonambleshire.nsw.gov.au](mailto:governance@coonambleshire.nsw.gov.au) or by phone 02 6827 1900.

Reviewed by Internal Audit Coordinator

..... [signed] [date] .....

Reviewed by chairperson Council’s audit, risk and improvement committee.

..... [signed] [date] .....

Reviewed by General Manager

..... [signed] [date] .....

Reviewed by Council in accordance with a resolution of the governing body.

..... [signed] [date] .....

..... [Resolution reference] .....

**Schedule 1 – Internal audit function responsibilities****1. Audit****1.1 Internal audit**

- Conduct internal audits as directed by Council's audit, risk and improvement committee.
- Implement Council's annual and four-year strategic internal audit work plans.
- Monitor the implementation by Council of corrective actions.
- Assist Council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

**1.2 External audit**

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

**2. Risk****2.1 Risk management**

Review and advise:

- if Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard;
- whether Council's risk management framework is adequate and effective for identifying and managing the risks Council faces, including those associated with individual projects, programs and other activities;
- if risk management is integrated across all levels of Council and across all processes, operations, services, decision-making, functions and reporting;
- of the adequacy of risk reports and documentation, for example, Council's risk register and risk profile;
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings;
- whether appropriate policies and procedures are in place for the management and exercise of delegations;
- if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour;
- if there is a positive risk culture within Council and strong leadership that supports effective risk management;
- of the adequacy of staff training and induction in risk management;
- how Council's risk management approach impacts on Council's insurance arrangements;

- of the effectiveness of Council's management of its assets; and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

## **2.2 Internal controls**

Review and advise:

- whether Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective;
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated;
- whether appropriate policies and procedures are in place for the management and exercise of delegations;
- whether staff are informed of their responsibilities, and compliance with processes and procedures to implement controls;
- if Council's monitoring and review of controls is sufficient; and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

## **2.3 Compliance**

Review and advise Council of the adequacy and effectiveness of Council's compliance framework, including:

- if Council has appropriately considered legal and compliance risks as part of Council's risk management framework;
- how Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements; and
- whether appropriate processes are in place to assess compliance.

## **2.4 Fraud and corruption**

Review and advise of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

## **2.5 Financial management**

Review and advise:

- if Council is complying with accounting standards and external accountability requirements;
- of the appropriateness of Council's accounting policies and disclosures;
- of the implications for Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations;
- whether Council's financial statement preparation procedures and timelines are sound;

- the accuracy of Council's annual financial statements prior to external audit, including:
  - management compliance/representations;
  - significant accounting and reporting issues;
  - the methods used by Council to account for significant or unusual transactions and areas of significant estimates or judgements; and
  - appropriate management signoff on the statements;
- if effective processes are in place to ensure financial information included in Council's report is consistent with signed financial statements;
- if Council's financial management processes are adequate;
- the adequacy of cash management policies and procedures;
- if there are adequate controls over financial processes, for example:
  - appropriate authorisation and approval of payments and transactions;
  - adequate segregation of duties;
  - timely reconciliation of accounts and balances; and
  - review of unusual and high value purchases;
- if policies and procedures for management review and consideration of the financial position and performance of Council are adequate; and
- if Council's grants and tied funding policies and procedures are sound.

## **2.6 Governance**

Review and advise of the adequacy of Council's governance framework, including Council's:

- decision-making processes;
- implementation of governance policies and procedures;
- reporting lines and accountability;
- assignment of key roles and responsibilities;
- committee structure;
- management oversight responsibilities;
- human resources and performance management activities;
- reporting and communication activities;
- information and communications technology (ICT) governance; and
- management and governance of the use of data, information and knowledge.

## **3. Improvement**

### **3.1 Strategic planning**

Review and advise:

- of the adequacy and effectiveness of Council's integrated, planning and reporting (IP&R) processes;
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives; and
- whether Council is successfully implementing and achieving its IP&R objectives and strategies.

**3.2 Service reviews and business improvement**

Review and advise:

- if Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance;
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance; and
- how Council can improve its service delivery and Council's performance of its business and functions generally.

**3.3 Performance data and measurement**

Review and advise:

- if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives;
- if the performance indicators Council uses are effective; and
- of the adequacy of performance data collection and reporting.



## 10.8 MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING - 4 JUNE 2024

**File Number:** C-6-19

**Author:** Jenni Maundrell-Executive Manager Corporate Governance

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** 1. Minutes - ARIC meeting 20240604 [↓](#) 

### PURPOSE

To present Council with minutes of the Audit, Risk and Improvement Committee (ARIC) meeting held on Tuesday 4 June 2024.

### EXECUTIVE SUMMARY

The quarterly ARIC meeting was held at the Gilgandra Shire Council administration building on Tuesday 4 June 2024. Minutes of the meeting are attached to this report.

### BACKGROUND

The Audit, Risk and Improvement Committee was established by Council resolution 2023/58 (13 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

Council is in an agreement with Gilgandra Shire Council to share a common ARIC.

The ARIC meeting of 4 June 2024 was held at Gilgandra.

Items discussed at the meeting were:

- Risk Management and WHS
  - The adopted risk management framework and risk appetite statement.  
The committee also noted the number of works in progress in this area.
- Business continuity planning.
- Financial management
  - Quarterly budget review
  - Investment certification
  - Any changes in accounting policies and strategies (none to report).
- Internal audit.
- Governance

- IT governance – draft Cyber Security Framework; mandatory notification of data breach scheme
  - Data management and control
  - Public interest disclosures – no PIDs to report; however, the committee reviewed the draft PID policy.
- Implementation of the delivery program and strategies.
  - Status update on Council’s compliance with the OLG guidelines for risk management and internal audit.

**(a) Governance/Policy Implications**

The ARIC is a key component of Council’s corporate governance.

**(b) Legal Implications**

It is a statutory requirement to have an ARIC.

**(c) Social Implications**

Nil

**(d) Environmental Implications**

Nil

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

Nil

**(f) Risk Implications**

None attached to this report.

**CONCLUSION**

The next ARIC meeting is due to be held in September 2024.

**RECOMMENDATION**

**That Council receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on Tuesday 4 June 2024.**



**Coonamble Shire Council  
ARIC Committee Meeting**

Tuesday 4 June 2024  
Gilgandra Shire Council Administration Building  
Meeting Room  
11.00am

**Present**

Chair – Graeme Fleming PSM, Executive Manager Corporate Governance – Jenni Maundrell, Risk Specialist – Noel Chalibbulaca, Director Corporate Services – Bruce Quarmby (via videoconference from 12:00pm)

**Acknowledgement of Country**

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

**Apologies**

General Manager – Paul Gallagher, Councillor Member – Cr Barbara Deans, Executive Assistant – Marina Colwell.

Declarations of interest

Chair Graeme Fleming declared a Standing Declaration of Potential Interest as an occasional provider of consultancy services to local government and as Chair of Lachlan, Warren and Gilgandra ARIC committees. He advised there were no subjects or issues which were directly affected on the current meeting agenda.

**Minutes of previous meeting**

**RECOMMENDATION:** The Committee noted the minutes of the Coonamble Shire Council Audit, Risk and Improvement Committee meeting held on Thursday 22 February 2024.

It was noted that 'Business arising' will be made a standing agenda item going forward.

ARIC MEETING  
Tuesday 4 June 2024  
Page 1 of 5



### **Business arising**

1. The Chair's standing declaration of potential interest will be added as a permanent item on the agenda.
2. An action plan arising from the meeting will be added as a standard agenda item.

### **Reports**

#### **Report 1 Risk Management**

**RECOMMENDATION:** The Committee notes:

1. The quarterly report on Risk Management and WHS, including adoption of a Risk Appetite Statement and Risk Management Framework in compliance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and the Office of Local Government's *Guidelines for Risk Management and Internal Audit*.
2. Completed work and works in progress in relation to risk management.

#### **Report 2 – Business Continuity Planning**

**RECOMMENDATION:** The committee notes the actions being taken in relation to business continuity planning.

#### **Report 3 – Financial Management**

Questions arising on financial management included:

- the level of integration between the form fleet management system and Council's overall software;
- an explanation as to how Council operates its plant fleet and plant reserve and replacement program;
- the risk or risks of pollution, contamination, or containment at the old waste (tip) site, including an explanation for why the site is under notice from the EPA;
- outstanding grants and capital works



- Council's long term financial situation and in particular any areas that need to be brought to the committee's attention;
- quarry operations including major risks, issues and improvements, and financial operations.

**RECOMMENDATION:** The Committee:

1. Notes the report on financial management, including the estimated result after the March 2024 quarterly budget review of an operational deficit of \$1,626,738.
2. Requests reports to the next meeting on:
  - a. the risk or risks of pollution, contamination, or containment at the old waste (tip) site, including an explanation for why the site is under notice from the EPA;
  - b. outstanding grants and capital works;
  - c. Council's long term financial situation, identifying the major risks and issues
  - d. update on quarry operations identifying major risks, issues and improvements, and financial operations.

**Report 4 – Internal audit**

**RECOMMENDATION:** The Committee:

1. Notes actions taken in conjunction with Gilgandra Shire Council this quarter in relation to establishing an internal audit function.
2. Requests an update report on the internal audit function to the next committee meeting.

**Report 5 – Governance**

The Executive Manager Corporate Governance advised that the intention is to have Council's System and Network Administrator and the Risk Specialist working together on cyber security, including creating a quarterly cyber security report.

**RECOMMENDATION:** The Committee:

1. Notes the actions taken this quarter in relation to governance, including IT governance.



2. Notes the draft:
  - a. Cyber Security Framework;
  - b. Data Breach Policy;
  - c. Data Breach Response Action Plan;
  - d. Incident Register (data breach); and
  - e. Public Interest Disclosures Policy
  
3. Emphasised the critical importance of Cyber Security as one of the Key Organisational Risks and endorses actions to have Council's IT staff and Risk Specialist working together on cybersecurity and to create quarterly cybersecurity report.

### **Report 6 – Implementation of the Delivery Program and strategies**

The Chair emphasised the need for simple reports identifying key issues.

**RECOMMENDATION:** The Committee notes:

1. The timeline for adoption of the 2024/25 Operational Plan and review of the Delivery Program.
  
2. The six-monthly Delivery Program progress report.

### **Report 7 – Status report – Compliance with OLG guidelines**

The Executive Manager Corporate Governance advised there is a more detailed supporting document.

**RECOMMENDATION:** The Committee:

1. Notes the status of Council's compliance with implementation of the Office of Local Government's Risk Management and Internal Audit guidelines.
  
2. Requests the more detailed supporting document to the status report be provided to next committee meeting.

### **General business**

**RECOMMENDATION:**

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Tuesday 4 June 2024  
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1. That confidentiality procedures for committee reports are in accordance with the *Local Government Act 1993* and Council's adopted procedures for confidential reports.

The Director Corporate Services joined the meeting via videoconference. The Director spoke to questions raised in Report 3 – Financial Management:

- the level of integration between the form fleet management system and Council's overall software;
- an explanation as to how Council operates its plant fleet and reserve.

**Conclusion of the Meeting:**

The meeting Closed at 12:43pm

.....  
Chairperson

## 10.9 AGENCY INFORMATION GUIDE

**File Number:** A3-4

**Author:** Jenni Maundrell-Executive Manager Corporate Governance

**Authoriser:** Paul Gallagher, General Manager

**Annexures:** 1. Draft Agency Information Guide 2024 [↓](#) 

### PURPOSE

To seek adoption of the draft Agency Information Guide 2024.

### EXECUTIVE SUMMARY

Council is required by the *Government Information (Public Access) Act 2009* (NSW) (the GIPA Act) to have an Agency Information Guide. Council is currently not compliant with that requirement.

A draft Agency Information Guide has been prepared and is now presented for adoption.

### BACKGROUND

Under section 20 of the *Government Information (Public Access) Act 2009* (NSW) (GIPA), all government agencies, other than a Minister, must have a guide known as its 'agency information guide' that:

- describes the structure and functions of the agency;
- describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions;
- identifies the various kinds of government information held by the agency;
- identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available;
- specifies the manner in which the agency makes (or will make) government information publicly available; and
- identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

#### (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 draft Agency Information Guide has been developed in line with the requirements of s 20 of the GIPA Act, and in consultation with Council staff for accuracy and relevance.

The object of the GIPA Act is to open government information to the public to maintain and advance a system of responsible and representative democratic government.

The Information and Privacy Commission of NSW requires agencies to submit their draft agency information guides to the Commissioner before adoption by Council. The Information and Privacy Commission has reviewed the draft, and their feedback has been incorporated into the draft now presented to Council.

Once adopted by Council, the Agency Information Guide will be published on Council's website at [Access to Information - Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/access-to-information-coonamble-shire-council).

Under s 21 of the GIPA Act, the Agency Information Guide must be reviewed, and the new guide adopted at intervals of not more than 12 months.

**(a) Governance/Policy Implications**

Council does not currently have an agency information guide and is therefore not compliant with s 20 of the GIPA Act.

**(b) Legal Implications**

Currently non-compliant with legislation.

**(c) Social Implications**

NA

**(d) Environmental Implications**

NA

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

NA

**(f) Risk Implications**

Council's adopted risk appetite for non-compliance with legislative requirements is averse.

## CONCLUSION

Council must adopt an agency information guide. The draft presented conforms with requirements and incorporates feedback from the Information and Privacy Commissioner.

## RECOMMENDATION

**That Council adopts the Agency Information Guide 2024.**

**COONAMBLE**  
SHIRE C@UNCIL

AGENCY  
INFORMATION  
GUIDE  
2024-2025

Adopted XXX  
Version 1

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## 1. Introduction

This document has been produced in accordance with section 20 of the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act). It forms the Coonamble Shire Council Agency Information Guide and is reviewed annually.

The purpose of the Agency Information Guide is to provide the community and Council staff with information relating to:

- the structure and functions of Council;
- the way in which the functions (including the decision-making functions) of Council affect members of the public;
- the ways in which members of the public are able to participate in policy development and the exercise of Council's various functions; and
- the various kinds of information which Council holds and how it will be made available.

The Agency Information Guide is available on Council's website [Access to Information - Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/councils/coonamble).

## 2. Structure and Functions

The Coonamble local government area (LGA) is located on the traditional lands of the Wailwan and Gamilaraay people. The LGA covers an area of 9,955 km<sup>2</sup>, encompassing the township of Coonamble and the villages of Gulargambone and Quambone, the gateway to the Macquarie Marshes.

### 2.1 Structure

Coonamble Shire Council is constituted under the *Local Government Act 1993* (NSW) (LG Act).

The Coonamble Shire Community Strategic Plan 2022-2032 strategically directs the operations of Council in a way to achieve priorities set by the community.

The leadership of Coonamble Shire Council is provided by nine councillors working together for the benefit of the community. The nine councillors elect a mayor and deputy mayor from among their number. During the current term of Council, which commenced following the local government elections held on 4 December 2021, two councillors have resigned. In September 2023, councillors resolved to elect two deputy mayors until the local government elections scheduled for September 2024.

The Mayor presides at meetings of the council and carries out the civic and ceremonial functions of the office. The Mayor may exercise, in cases of necessity, the decision making functions of the council between Council meetings and perform any other functions that the council determines.

The councillors have responsibility for policy making/administration and good governance of the council.

Information on the councillors, including contact details, can be found on Council's website [Councillors - Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/councils/coonamble).

The role of the governing body is defined at section 223 of the LG Act:

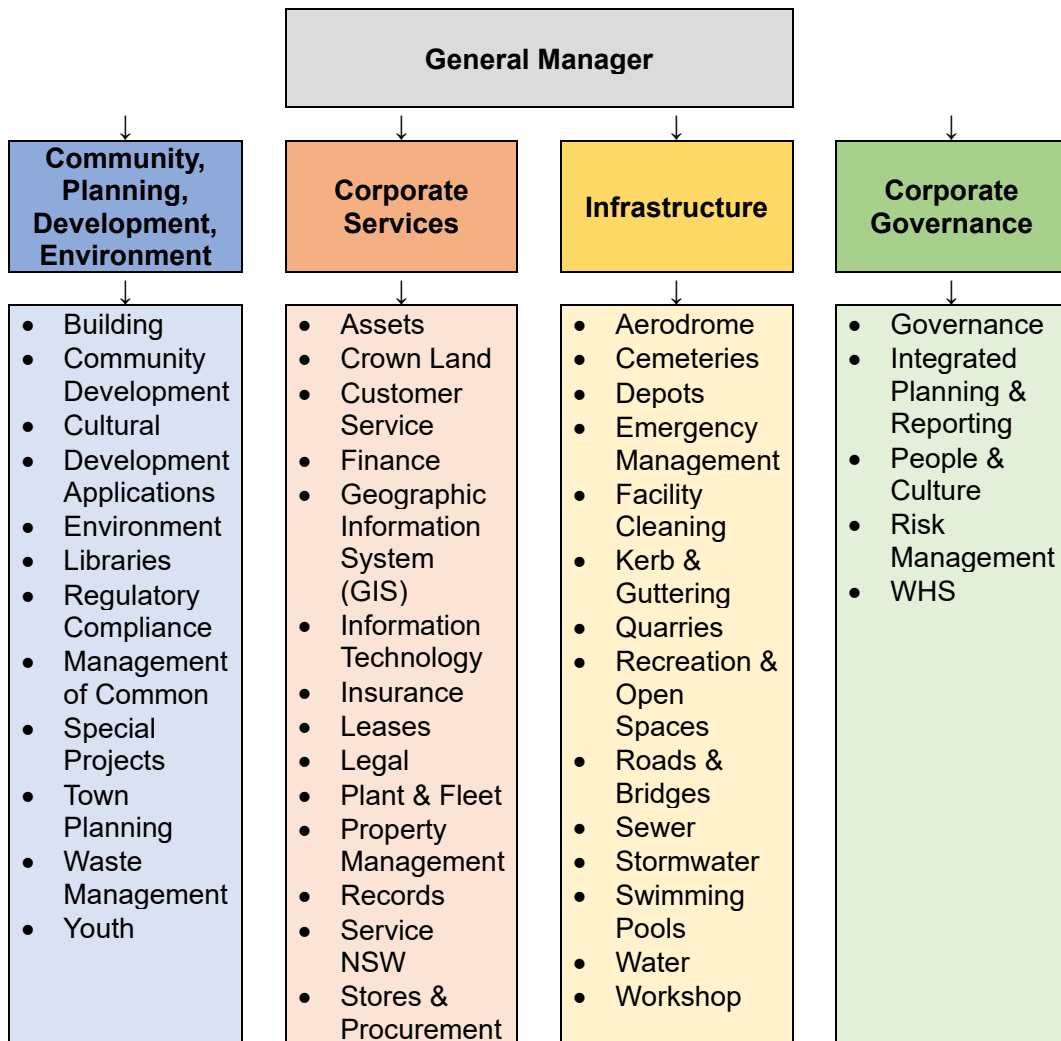
**223 ROLE OF GOVERNING BODY**

- (1) *The role of the governing body is as follows--*
  - (a) *to direct and control the affairs of the council in accordance with this Act,*
  - (b) *to provide effective civic leadership to the local community,*
  - (c) *to ensure as far as possible the financial sustainability of the council,*
  - (d) *to ensure as far as possible that the council acts in accordance with the principles set out in Chapter 3 and the plans, programs, strategies and policies of the council,*
  - (e) *to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council,*
  - (f) *to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the strategic plans (including the community strategic plan) of the council and for the benefit of the local area,*
  - (g) *to keep under review the performance of the council, including service delivery,*
  - (h) *to make decisions necessary for the proper exercise of the council's regulatory functions,*
  - (i) *to determine the process for appointment of the general manager by the council and to monitor the general manager's performance,*
  - (j) *to determine the senior staff positions within the organisation structure of the council,*
  - (k) *to consult regularly with community organisations and other key stakeholders and keep them informed of the council's decisions and activities,*
  - (l) *to be responsible for ensuring that the council acts honestly, efficiently and appropriately.*
- (2) *The governing body is to consult with the general manager in directing and controlling the affairs of the council.*

The General Manager is responsible for the day to day operations of the council as well as delegating functions of the council and implementation of the Equal Opportunity Management Plan in all areas of human resourcing. The General Manager is assisted in the exercise of these functions through the three Divisions of Council being Community, Planning, Development and Environment; Corporate Services; and Infrastructure.

Each Division is led by a Director Each Division is further structured into a number of units.

Additionally, the General Manager is assisted in the exercise of these functions through the Corporate Governance unit, led by an Executive Manager.



Elected members, as at 14 September 2023:

**Mayor**

Councillor Tim Horan  
Telephone: 0488 425 312  
Email: [tim.horan@coonambleshire.nsw.gov.au](mailto:tim.horan@coonambleshire.nsw.gov.au)

**Deputy Mayor**

Councillor Adam Cohen  
Telephone: 0448 225 879  
Email: [adam.cohen@coonambleshire.nsw.gov.au](mailto:adam.cohen@coonambleshire.nsw.gov.au)

**Deputy Mayor**

Councillor Bill Fisher  
Telephone: 0427 235 818  
Email: [bill.fisher@coonambleshire.nsw.gov.au](mailto:bill.fisher@coonambleshire.nsw.gov.au)

**Councillors**

Councillor Pat Cullen  
Telephone: 0428 221 143  
Email: [pat.cullen@coonambleshire.nsw.gov.au](mailto:pat.cullen@coonambleshire.nsw.gov.au)

Councillor Barbara Deans  
Telephone: 0428 438 266  
Email: [barbara.deans@coonambleshire.nsw.gov.au](mailto:barbara.deans@coonambleshire.nsw.gov.au)

Councillor Terry Lees  
Telephone: 0419 495 034  
Email: [terence.lees@coonambleshire.nsw.gov.au](mailto:terence.lees@coonambleshire.nsw.gov.au)

Councillor Brian Sommerville  
Telephone: 0428 151 645  
Email: [brian.sommerville@coonambleshire.nsw.gov.au](mailto:brian.sommerville@coonambleshire.nsw.gov.au)

Executive Management Team, as at 8 April 2024:

Paul Gallagher	General Manager
Bruce Quarmby	Director of Corporate Services
Kerrie Murphy	Director of Infrastructure
Barry Broe	Director – Community, Planning Development and Environment
Jenni Maundrell	Executive Manager – Corporate Governance

Council can be contacted by:

Telephone 02 6827 1900  
Fax 02 6822 1626  
Email [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)  
Mail General Manager, PO Box 249, Coonamble, NSW, 2829  
Office 80 Castlereagh Street, Coonamble, NSW, 2829  
Website [www.coonambleshire.nsw.gov.au](http://www.coonambleshire.nsw.gov.au)

## 2.2 Functions

The main legislation that authorises the functions of Coonamble Shire Council is the LG Act and can be grouped into the following categories:

### Service functions

- Civil infrastructure planning, construction and maintenance
- Management of Public Land
- Water supply and sewerage
- Management of waste
- Community Land

### Regulatory functions

- Approvals
- Orders

### Ancillary functions

- Resumption of land
- Powers of entry and inspection

### Administrative functions

- Structure
- Employment of staff
- Council meetings
- Delegations of staff
- Financial management

### Revenue functions

- Rates and charges
- Fees
- Loans
- Investments

### Enforcement functions

- Proceedings for breaches of the Local Government Act and other legislation
- Recovery of rates and charges



In addition to the LG Act, Council is authorised to act under other statute authority including but not limited to:

- *Building and Development Certifiers Act 2018*
- *Civil Liability Act 2002*
- *Community Land Development Act 2021*
- *Companion Animals Act 1998*
- *Contaminated Land Management Act 1997*
- *Conveyancing Act 1919*
- *Crown Lands Management Act 2016*
- *Environmental Planning and Assessment Act 1979*
- *Food Act 2003*
- *Government Information (Public Access) Act 2009*
- *Impounding Act 1993*
- *Library Act 1939*
- *Modern Slavery Act 2018*
- *National Parks and Wildlife Act 1974*
- *Plumbing and Drainage Act 2011*
- *Privacy and Personal Information Protection Act 1998*
- *Protection of the Environment Operations Act 1997*
- *Public Health Act 2010*
- *Public Interest Disclosures Act 2022*
- *Recreation Vehicles Act 1983*
- *Road Transport Act 2013*
- *Roads Act 1993*
- *State Emergency and Rescue Management Act 1989*
- *State Emergency Service Act 1989*
- *State Records Act 1998*
- *Strata Schemes Development Act 2015*
- *Strata Schemes Management Act 2015*
- *Swimming Pools Act 1992*
- *Unclaimed Money Act 1995*
- *Work Health and Safety Act 2011*
- *Workplace Injury Management and Workers Compensation Act 1998*
- *Workplace Surveillance Act 2005*

### 3. Effect of Functions on the Public

*GIPA Act section 20(1)(b) – an agency must have a guide (its ‘Agency Information Guide’) that describes the way in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public.*

Most of Council's functions have a direct impact on members of the public. This impact is summarised below:

- Council currently employs almost 120 people. Staff are members of local communities. Council supports local businesses with a Local Preference Purchasing Policy.
- Council processes applications dealing with a variety of requests. Applications dealing with land (subdivision and development) and the use of buildings are a large component of Council's activities. Council also receives requests for the opening and/or closure of roads, permission to hold special events, and applications to use public facilities.
- Council is responsible for the monitoring and enforcement of any conditions imposed under its role as a Consent Authority together with enforcement of regulatory conditions which extend to bushfire control, animal control and any activities involving public property.
- Council is responsible for ensuring that the infrastructure and land use zonings are capable of accommodating future growth needs.
- Council is also responsible for the licensing of public halls, food outlets, caravan parks and companion animals. Monitoring of the approvals to ensure compliance with the licence conditions is an ongoing activity.
- Libraries, public halls, parks, cemeteries, reserves and swimming pools are some of a wide range of facilities provided by Council.
- Council is actively seeking to promote economic development with the employment of staff in this area, undertaking strategic projects aimed at diversifying and improving the local economy, and is actively involved with tourism through the Visitor Information Centre.
- The provision of waste management, water supply and sewerage services is a major component of Council's budget and these activities have a direct impact on all properties serviced by the various schemes throughout the LGA.
- Council provides a range of community service functions delivering services to seniors, young people, the arts, library services, health and recreation, culture and identity, and Service NSW. Further, Council works closely with a wide range of community and support services across the LGA.
- Coonamble Shire Council has developed a good working relationship with the State Member for Barwon (Roy Butler MP) and Federal Member for Parkes (Hon Mark Coulton MP). These relationships have assisted Council in representations on behalf of the community to both State and Federal Governments with some positive outcomes for the LGA flowing from those representations.

#### **4. Public Participation in Council's Policy Development**

*GIPA Act section 20(1)(c) – an agency must have a guide (it's 'Agency Information Guide') that specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and exercise of the agency's functions.*

##### **4.1 Council meetings and community consultation sessions**

Monthly meetings of Council are advertised and attendance by members of the public is encouraged. Community consultation sessions are provided before the commencement of each monthly Council meeting, and community members are invited to address Council and senior staff on items appearing on the agenda for that meeting.

To speak at community consultation sessions is advertised regularly. Members of the public wishing to address Council at a community consultation session should contact Council on (02) 6827 1900 by midday the day before the meeting. Before the meeting, each speaker is provided with a copy of Council's Community Consultation Session Policy and is required to complete an Application to Speak form before addressing the session. Councillors are encouraged to ask questions at the time of the session presentation and the Mayor accepts written information that may be provided at that time for distribution to each councillor.

The Council considers matters referred to it by and through the General Manager from division heads, other organisations (public and private) and constituents of the area. Input from community members in any area of Council's operations is invited and welcomed.

Ordinary meetings of Council are held on the second Wednesday of each month commencing at 3:00pm. Monthly Council meetings are generally held at the Coonamble Council Chambers, except for annual meetings held at Gulargambone (March) and Quambone (October). Any change of venue and time is advertised in the local papers, and on Council's website and social media channels.

Extraordinary Council Meetings are held for the consideration of specific issues as required.

Both Ordinary and Extraordinary meetings are open to the public, except for matters which are of a confidential nature, and public attendance at these meetings is invited.

##### **4.2 Public exhibition**

Copies of the Draft Operational Plan incorporating budget proposals for the ensuing year and other draft policies are displayed on the Council website and placed in the Council office building for community input. Draft plans and policies are advertised with public comment invited. Items on public exhibition can be viewed, and submissions may be made, at [Public Exhibition - Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au).

### 4.3 Committees

Council is active in the following external committees, which may have community representation and act as advisory bodies to Council:

- Bushfire Management
- Castlereagh Macquarie Weeds County Council
- Chamber of Commerce
- Coonamble Together Partnership Group
- Local Emergency Management
- North-Western Library Cooperative
- Outback Arts

### 5. Various Kinds of Government Information Held by Council

*GIPA Act section 20(1)(d) - an agency must have a guide (its 'Agency Information Guide') that identifies the various kinds of government information held by the agency.*

Council holds a wide range of information, in both hard copy and electronic form in respect of the variety of functions undertaken by it. That information is contained in:

- Files – either physical or electronic
- Policy documents
- General documents

Information included under the heading 'General Documents' of this Agency Information Guide (see below) may be made available to the public on request unless there is an overriding public interest not to do so.

Some information may require a formal access application in accordance with the GIPA Act.

#### 5.1 Files

Hard copy files are maintained for all matters relating to the business of Council. Files are archived and dealt with under the provisions of the General Retention and Disposal Authority – Local Government (GA39).

Information contained in Council files may be made available either by informal release or via an access application, unless there is an overriding public interest against disclosure of the information, in accordance with provisions of the GIPA Act.

Members of the public who require an informal release or an access application can do so by contacting Council.

#### 5.2 Policy Documents

Council policies can be viewed on the website [Policies - Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/policies-coonamble-shire-council)

#### 5.3 General Documents

The following list of general documents held by Council has been divided into four sections as outlined in the *Government Information (Public Access) Regulation 2018 (NSW)* (GIPA Regulation):

1. Information about Council
2. Plans and policies
3. Information about Development Applications
4. Approvals, Orders and other documents

**6. Kinds of information that will be made publicly available**

*GIPA Act section 20(1)(e) - an agency must have a guide (its 'Agency Information Guide') that identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available.*

**AND**

**7. Kinds of information available free of charge and those kinds for which a charge is imposed**

*GIPA Act section 20(1)(g) - an agency must have a guide (its 'Agency Information Guide') that identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.*

The GIPA Regulation requires that information contained in the following records held by Council are to be made publicly available for inspection, free of charge. The public is entitled to inspect these records on Council's website (unless there is an unreasonable additional cost to Council to publish these records on the website) and copies may also be inspected at the Council office during ordinary office hours or at any other place as determined by Council.

Open information is also available from other agencies, such as Data.NSW, accessible online at [www.data.nsw.gov.au](http://www.data.nsw.gov.au). Data.NSW aims to increase the safe use of data across NSW government in order to support data-driven decision-making, and provides a single search environment for NSW data assets.

Copies of open information held by Council can be supplied for reasonable copying charges as set out in Council's Fees and Charges.

Open information records are:

1. Information about Council

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information and may be inspected by the public free of charge. Documents are published on Council's website [Welcome to Coonamble Shire Council \(nsw.gov.au\)](http://www.coonamble.nsw.gov.au).

- The Model Code prescribed under section 440(1) of the LG Act.
- Council's adopted Code of Conduct.
- Code of Meeting Practice.
- Annual Report.
- Annual financial reports.
- Auditor's report.
- Community Strategic Plan.

- Resourcing Strategy – Long Term Financial Plan, Workforce Management Plan, and Asset Management Plan.
- Operational Plan and Delivery Program.
- Equal Employment Opportunity Management Plan.
- Policy concerning the payment of expenses and the provision of facilities to councillors.
- Annual reports of bodies exercising functions delegated by Council.
- Any Codes referred to in the LG Act

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

- Returns of the interests of councillors, designated persons and delegates.
- Agendas and business papers for any meeting of Council or any Committee of Council (excluding business papers for matters considered when part of a meeting is closed to the public).
- Minutes of any meeting of Council or any Committee of Council but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting.
- Departmental representative reports presented at a meeting of Council in accordance with section 433 of the LGA.

Information contained in the current version of the following records is prescribed as open access information and may be inspected by the public free of charge.

- Land Register
- Register of Investments
- Register of Delegations
- Register of graffiti removal work kept in accordance with section 13 of the *Graffiti Control Act 2008*
- Register of current declarations of disclosures of political donations
- Register of voting on planning matters.

## 2. Plans and Policies

Information contained in the current version and the most recent previous version of the following is prescribed as open access information and may be inspected by the public free of charge.

- Local policies adopted by Council concerning approvals and orders.
- Plans of Management for Community Land.
- Environmental planning instruments, development control plans, and contribution plans made under the *Environmental Planning and Assessment Act 1979* (NSW) (EP&A Act) applying to land within the Coonamble LGA.

## 3. Information about Development Applications

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

Development applications (within the meaning of the EP&A Act) made on or after 1 July 2010 and any associated information received in relation to a proposed development including the following:

- Home warranty insurance documents.
- Construction certificates.
- Occupation certificates.
- Structural certification documents.
- Town planning reports.
- Submissions received on development applications.
- Heritage reports.
- Tree inspection reports.
- Acoustic reports.
- Land contamination reports.
- Records of decisions on development applications including decisions made on appeal.
- Records describing general nature of documents that Council decides are excluded from public view including the plans and internal specifications and configurations for any residential parts of a proposed building and commercially sensitive information if that information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

#### 4. Approvals, Orders and Other Documents

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

- Applications for approvals under part 1 of chapter 7 of the LG Act and any associated documents received in relation to such an application.
- Applications for approvals under any other Act and any associated documents received in relation to such an application.
- Records of approvals granted or refused, any variation from Council policies with reasons for the variation, and decisions made on appeals concerning approvals.
- Orders given under part 2 of chapter 7 of the LG Act, and any reasons given under section 136 of the LG Act.
- Orders given under the authority of any other Act.
- Records of building certificates under the EP&A Act.
- Plans of land proposed to be compulsorily acquired by Council.
- Compulsory acquisition notices.
- Leases and licenses for use of Public Land classified as Community Land.
- Performance improvement orders issued to a council under part 6 of chapter 13 of the LG Act.

All other types of information held by Council are not considered to be open access and a fee may be charged to access this information. Applications to access information may be made under the *Government Information (Public Access) Act 2009* (GIPA Act). Charges are made in accordance with the Information and Privacy Commission's [GIPA Act Fees and Charges \(nsw.gov.au\)](https://www.ipc.nsw.gov.au/gipa-act-fees-and-charges).

## 8. Privacy Management Plan

Council's endorsed Privacy Management Plan under the terms of the *Privacy and Personal Information Protection Act 1998* (NSW) (PIIP Act) and *Health Records and Information Privacy Act 2002* (NSW) (HRIP Act) provides for the protection of personal information and for the protection of the privacy of individuals.

Councils are required to collect personal information but must ensure the privacy rights of individuals are not infringed. Council is bound by the terms of the PIIP Act and HRIP Act and has established procedures to ensure that the provision of information sought from Council meets the requirements of the Acts.

## 9. Applications for access to Council records

If you ask for records or documents and you are not able to obtain them, you can apply for them under the GIPA Act by:

1. Completing an access application. These forms are available on Council's website at [Access to Information - Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/access-to-information-coonamble-shire-council) or at the Council office. Application forms can also be accessed via the Information and Privacy Commissioner's website [Information Access Forms for Citizens \(nsw.gov.au\)](https://www.nsw.gov.au/information-access-forms-for-citizens).
2. Present the form, the appropriate fee and, where necessary, identification to the Council office using any of the Council's contact information. Details of procedures, fees and reductions in certain cases can be obtained from the application form.

## 10. Manner in which information will be made publicly available

*GIPA Act section 20(1)(f) – an agency must have a guide (its 'Agency Information Guide') that specifies the manner in which the agency makes (or will make) government information publicly available.*

Council has a vast range of information that can be accessed in varying ways. Council regularly reviews publicly available information and is proactive about releasing as much information as possible on Council's website. Other information/ records can be inspected at or obtained from the Council office during normal business hours.

### 10.1 Access arrangements

In most instances, access will be provided to information that is available to members of the public without the need to apply in writing. Access can be obtained by contacting Council.

Enquiries relating to matters of a confidential nature, court proceedings, private affairs or subject to legal professional privilege will be referred to the General Manager as Principal Officer. It may then be necessary to lodge an application under the GIPA Act and the necessary forms will be provided to you.

It should be noted however that personal information relating to individuals may be protected under the PIIP Act and may not be able to be made available without the consent of the individual/s or organisation/s concerned.



An initial application fee of \$30.00 is required and, dependent on processing time involved, extra charges may also be payable.

The application fee covers the first hour of processing time. A further processing charge of \$30.00 per hour may be applicable. If the application is refused, reasons will be given and information provided on how to appeal the decision.

#### **11. Public Officer – Right to Information Officer**

The Director of Corporate Services has been appointed as the Public Officer. Among other duties, the Public Officer may deal with requests from the public concerning Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council.

The Executive Manager Corporate Governance is Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records. If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer.

If you would like to amend a document that you feel is incorrect, you must make written application to the Public Officer in the first instance.

#### **12. Office of the Information Commissioner**

If you require any other advice or assistance about access to information you may contact the Office of the Information and Privacy Commissioner by telephone on 1800 472 679 (free call) or by email at [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au).

Information and Privacy Commission NSW  
Level 17, 201 Elizabeth Street  
SYDNEY NSW 2000

## 10.10 AMENDMENTS TO THE PRIVACY AND PERSONAL INFORMATION PROTECTION ACT

**File Number:** A-3-7

**Author:** Jenni Maundrell-Executive Manager Corporate Governance

**Authoriser:** Paul Gallagher, General Manager

**Annexures:**

1. Reviewed Privacy Management Plan [↓](#) 
2. Draft Data Breach Policy [↓](#) 
3. Draft Data Breach Response Action Plan [↓](#) 

### PURPOSE

To update Council on changes to the *Privacy and Personal Information Act 1998* (PPIP Act) and seek endorsement of policies related to the Act.

### EXECUTIVE SUMMARY

Amendments to the PPIP Act took effect in late 2023. Among the changes is the establishment of the NSW Mandatory Notification of Data Breach (MNDB) Scheme, which requires all agencies to notify the Privacy Commissioner and affected individuals of eligible data breaches.

Policies have been drafted in line with compliance with the PPIP Act and are attached to this report.

### BACKGROUND

The PPIP Act provides for the protection of personal information and protection of the privacy of individuals generally. The PPIP Act has been amended to include mandatory notification provisions, requiring agencies to provide notifications to affected individuals and the Privacy Commissioner in the event of an eligible data breach of their personal or health information by a NSW public sector agency or state-owned corporation.

#### (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

Part 6A of the PPIP Act establishes the NSW Mandatory Notification of Data Breach (MNDB) Scheme. The MNDB Scheme requires every NSW public sector agency bound by the PPIP Act to notify the Privacy Commissioner and affected individuals of eligible data breaches.

A data breach occurs when there is a failure that has caused unauthorised access to, or disclosure of, confidential information held by Council.

The Office of the Australian Information Commissioner (OAIC) describes an 'eligible data breach' as a data breach that is likely to result in serious harm to any of the

individuals to whom the information is related. An eligible data breach arises when the following three criteria are satisfied:

1. there is unauthorised access to or unauthorised disclosure of personal information, or a loss of personal information, that an entity holds;
2. this is likely to result in serious harm to one or more individuals; and
3. the entity has not been able to prevent the likely risk of serious harm with remedial action.

The OAIC also provides guidance on identifying the likelihood of serious harm:

- A data breach may be an 'eligible data breach' if, from the perspective of a reasonable person, the data breach would be likely to result in serious harm to an individual whose personal information was part of the data breach.
- A 'reasonable person' means a person in the entity's position (rather than the position of an individual whose personal information was part of the data breach or any other person) who is properly informed, based on information immediately available or following reasonable enquiries or an assessment of the data breach. In general, entities are not expected to make external enquiries about the circumstances of each individual whose information is involved in the breach.
- The phrase 'likely to occur' means the risk of serious harm to an individual is more probable than not (rather than possible).
- Serious harm in the context of a data breach may include serious physical, psychological, emotional, financial, or reputational harm.

Under the MNDB Scheme, councils have an obligation to:

- immediately make all reasonable efforts to contain a data breach;
- undertake an assessment within 30 days where there are reasonable grounds to suspect there may have been an eligible data breach;
- during the assessment period, make all reasonable attempts to mitigate the harm done by the suspected breach;
- decide whether a breach is an eligible data breach or there are reasonable grounds to believe the breach is an eligible data breach;
- notify the Privacy Commissioner and affected individuals of the eligible data breach; and
- comply with other data management requirements.

The Information and Privacy Commission (IPC) has released a Data Breach Notification to the Privacy Commissioner standard form ([Form: Data Breach Notification to the Privacy Commissioner \(nsw.gov.au\)](https://www.nsw.gov.au/privacy/privacy-commissioner/privacy-commissioner-forms)), which sets out the information that agencies must supply when making notification of an eligible data breach, including:

- the type of personal information that was the subject of the breach;
- a description of the eligible data breach;
  - details of the discovery of the breach;
  - description of how the breach occurred; and

- cause/s of the breach;
- remedial action taken;
- remedial action to be taken;
- notification to affected persons;
- recommendations made to affected individuals about the steps they should take to mitigate the effects of the breach;
- estimated cost of the breach to the agency;
- other bodies notified; and
- upload of related documents.

To be compliant with the MNDB Scheme, councils should:

- establish clear roles and responsibilities for managing a data breach or suspected data breach;
- review and update their Privacy Management Plan to include reference to their data breach policy;
- prepare and publish a data breach policy;
- review and update any relevant policies and procedures to comply with obligations under the MNDB Scheme;
- establish and maintain an internal incident register of eligible data breaches; and
- maintain a public notification register of any notifications made, which will be publicly available for at least 12 months after the date of publication.

Actions taken to become compliant with the MNDB Scheme are:

- the Privacy Management Plan has been reviewed and updated;
- a draft Data Breach Policy has been prepared, which includes identification of roles and responsibilities;
- a Data Breach Response Action Plan has been drafted;
- an Incident Register has been developed that includes the information required to be reported to the Privacy Commissioner in the event of a data breach; and
- a Data Breach Public Notification Register has been added to Council's website.

Note, the data breach response action plan and the incident register are operational documents to be used by Council staff in the event of a data breach.

The Privacy Management Plan was last reviewed in 2013. At that time, the Office of Local Government had a Model Privacy Management Plan available, which was used by Council to draft its plan. This Office of Local Government no longer publishes a Model Privacy Management Plan, and so the draft Plan was developed with reference to the IPC guidelines and checklist.

The data breach policy and response action plan were drafted with reference to guidelines provided by the IPC. The Data Breach Policy is required to be published on the Council website. The draft policy:

- defines a data breach;
- explains how Council will manage a data breach, including details of the five key steps required in responding to a data breach:
  - initial report and triage;
  - containing the breach;
  - evaluating and mitigating the associated risks;
  - considerations for notifying affected individuals/organisations; and
  - preventing a repeat;
- refers to the Data Breach Response Action Plan in the event of a data breach;
- identifies roles and responsibilities; and
- provides a notification template to be used for communication to affected parties in the event of a data breach.

**(c) Governance/Policy Implications**

Council is not currently compliant with the MNDB Scheme.

**(d) Legal Implications**

Non-compliance with legislation.

**(e) Social Implications**

Potential to be unprepared to deal with implications for community members in the event of a data breach.

**(f) Environmental Implications**

NA

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

NA

**(h) Risk Implications**

Council's risk appetite for non-compliance with legislation is averse. The current non-compliance with legislation inherently places Council outside of the adopted risk appetite.

## CONCLUSION

Council must take all reasonable steps to comply with the MNDB Scheme, made under the PPIP Act.

## RECOMMENDATION

### That:

1. **Council receives and notes the information contained in the report on amendments to the Privacy and Personal Information Protection Act 1998.**

- 2. Council places the draft Privacy Management Plan and the draft Data Breach Policy, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.**
- 3. Council receives a further report, together with all submissions received at the conclusion of the public exhibition period, for the purpose of further consideration and adoption of the draft Privacy Management Plan and draft Data Breach Policy.**
- 4. In the event that no submissions being received within the prescribed exhibition period, Council formally adopts the draft Privacy Management Plan and the draft Data Breach Policy without any changes as policies of Council.**

## 1. INTRODUCTION

The *Privacy and Personal Information Protection Act 1998* (NSW) (PPIP Act) provides for the protection of personal information and for the protection of the privacy of individuals.

Section 33 of the PPIP Act requires all councils to prepare a Privacy Management Plan (the Plan) to deal with:

- the devising of policies and practices to ensure compliance by the council with the requirements of the PPIP Act and the *Health Records and Information Privacy Act 2002* (NSW) (HRIP Act);
- the dissemination of those policies and practices to persons within the council;
- the procedures that the council proposes for internal review of privacy complaints;
- such other matters as are considered relevant by the council in relation to privacy and the protection of personal information held by it.

This Plan has been prepared for the purpose of section 33 of the PPIP Act.

The PPIP Act provides for the protection of personal information by means of 12 Information Protection Principles. Those principles are:

1. Collection of personal information for lawful purposes.
2. Collection of personal information directly from individual.
3. Requirements when collecting personal information.
4. Other requirements relating to collection of personal information.
5. Retention and security of personal information.
6. Information about personal information held by agencies.
7. Access to personal information held by agencies.
8. Alteration of personal information.
9. Agency must check accuracy of personal information before use.
10. Limits on use of personal information.
11. Limits on disclosure of personal information.
12. Special restrictions on disclosure of personal information.

Those principles are modified by the *Privacy Code of Practice for Local Government* (the Code) made by the Attorney General. To date there has been no Health Records and Information Privacy Code of Practice made for Local Government.

The Code has been developed to enable Local Government to fulfil its statutory duties and functions under the *Local Government Act 1993* (NSW) (LG Act) in a manner that seeks to comply with the PPIP Act.

This Plan outlines how Coonamble Shire Council (Council) will incorporate the 12 Information Protection Principles into its everyday functions.

This Plan should be read in conjunction with the Code.

Nothing in this Plan is to:

- affect any matter of interpretation of the Codes or the Information Protection Principles and the Health Privacy Principles as they apply to Council;
- affect any obligation at law cast upon Council by way of representation or holding out in any manner whatsoever;
- create, extend or lessen any obligation at law which Council may have.

This Plan is designed to introduce policies and procedures to maximise compliance with the PPIP Act and HRIP Act.

Where Council has the benefit of an exemption it will nonetheless describe procedures for compliance in this Plan. By doing so, it is not to be bound in a manner other than that prescribed by the Codes.

Council collects, stores and uses a broad range of information. A significant part of that information is personal information. This Plan applies to that part of Council's information that is personal information.

It may mean in practice that any information that is not personal information will receive treatment of a higher standard; namely, treatment accorded to personal information where the information cannot be meaningfully or practicably separated.

### **1.1 What is personal information?**

Personal information is defined in section 4 of the PPIP Act:

*"... information or an opinion (including information or an opinion forming part of a database and whether or not recorded in material form) about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion."*

### **1.2 What is not personal information?**

Personal information does not include information about an individual that is contained in a publicly available publication. Personal information, once it is contained in a publicly available publication, ceases to be covered by the PPIP Act.



Where Council is requested to provide access or make a disclosure and that information has already been published, then Council will rely on the provisions of the relevant Act that authorises Council to hold that information and not the PPIP Act, eg section 8 of the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act).

In accordance with the GIPA Act, when inviting public submissions Council will advise people that their submission may be made publicly available. In most instances, such submissions will be redacted of personally identifiable information such as names and contact details.

### **1.3 What is health information?**

Health information is defined in section 6 of the HRIP Act:

*“personal information that is information or an opinion about the physical or mental health or a disability (at any time) of an individual or an individual’s express wishes about the future provision of health services to him or her or a health service provided or to be provided to an individual.”*

### **1.4 Application of this Plan**

The PPIP Act, the HRIP Act and this Plan apply, wherever practicable, to:

- Councillors;
- Council employees;
- consultants and contractors of Council;
- Council owned businesses;
- Council committees, including community members of those committees that may be established under section 355 of the LG Act; and
- customers, ratepayers and residents of Coonamble Shire Council.

### **1.5 Personal information held by Council**

Council holds personal information concerning councillors, such as but not necessarily limited to:

- personal contact information;
- complaints and disciplinary matters;
- disclosure of interest returns;
- entitlements to fees, expenses and facilities; and
- bank account information.

Council holds personal and health information concerning its customers, ratepayers and residents in records such as but not necessarily limited to:

- rates records;
- customer requests, complaints and claims;
- library lending records;

- community service utilisation;
- CCTV footage;
- donation, grant and sponsorship applications;
- submissions and information collected as part of Council's community engagement and consultation activities;
- public forum applications; and
- development applications and related submissions.

Council holds personal and health information concerning its current and former employees in records such as but not necessarily limited to:

- recruitment material;
- pre-employment medical information;
- workers compensation investigations;
- public interest disclosure investigations;
- leave and payroll data;
- personal contact information;
- performance management plans;
- disciplinary matters;
- disclosure of interest returns;
- wage and salary entitlements; and
- bank account information.

#### **1.6 Applications for suppression in relation to general information (not public registers)**

Under section 739 of the LG Act, a person can make an application to suppress certain material that is available for public inspection in circumstances where the material discloses or would disclose the person's place of living if the person considers that the disclosure would place the personal safety of the person or their family at risk.

Section 739 of the LG Act relates to publicly available material other than public registers. As such, it limits disclosure in those circumstances where an application for suppression is successful. An application for suppression must be verified by statutory declaration and otherwise meet the requirements of section 739. When in doubt, Council will err in favour of suppression.

For more information regarding disclosure of information (other than public registers) see the discussion of IPPs 11 and 12 in Part 3 of this Plan. For information regarding suppression of information on public registers, see Part 2 of this Plan.

### **1.7. Unsolicited information**

Unsolicited information is personal or health information received by Council in circumstances where Council has not asked for or required the information to be provided. It includes gratuitous or irrelevant information received. Such information is not deemed to have been collected by Council but the retention, use and disclosure principles of the information will apply to any such information in Council's possession.

Personal information contained in petitions received in response to a call for submissions or unsolicited petitions tabled at Council meetings will be treated the same as any other submission and be made available for release to the public.

### **1.8 Applications for access to own personal or health information**

Pursuant to section 14 of the PPIP Act, Council must at the request of the individual to whom the information relates and without excessive delay or expense, provide the individual with access to the information.

Additionally, section 15 of the PPIP Act requires Council, at the request of the individual to whom the information relates, to make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the personal information:

- is accurate; and
- having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.

Individuals wanting to access Council's records to confirm or amend their own personal or health information, such as updating contact details can do so by contacting Council either in person or in writing. Council will take steps to verify the identity of the person requesting access or changes to information.

Where a person makes an application for access under the PPIP Act which is involved or complex, and requires a formal determination, Council will provide a response within 20 working days of the application being made.

### **1.9 Accessing or amending other people's personal or health information**

Council is restricted from giving individuals access to someone else's personal and/or health information unless that person provides us with written consent. An authorised person must confirm their identification to act on behalf of someone else by providing proof of identity. If applicable, the authorised person must provide a valid power of attorney document to act on the individual's behalf.

There may be other reasons Council may be authorised to disclose personal and health information, such as in the event of a serious and imminent threat to the life, health and safety of the individual, to find a missing person or for compassionate reasons.

Council will not provide access to a person's personal or health information records for any private matter unless compelled to do so for a statutory purpose or to comply with a court order.

## **2. PUBLIC REGISTERS**

### **2.1 Definition**

A public register is defined in section 3 of the PPIP Act:

*"... a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee)."*

Council holds the following public registers under the *Environmental Planning and Assessment Act 1979* (NSW):

- Register of consents and certificates; and
- Record of building certificates.

Council holds the following public register under the *Protection of the Environment (Operations) Act 1997* (NSW):

- Public register of licences.

Council holds the following public register under the *Impounding Act 1993* (NSW):

- Record of impounding.

Members of the public may enquire only in accordance with the primary purpose of any of these registers. The primary purpose for each of these registers is set out in the sections that follow.

### **2.2 Disclosure of personal information contained in public registers**

Pursuant to section 57 of the PPIP Act, personal information contained in a public register, other than where required by legislation, will only be disclosed where Council is satisfied that it is to be used for a purpose relating to the purpose of the register.

Disclosure in relation to personal information not contained in a public register must comply with the Information Protection Principles as outlined in this Plan.

A person seeking a disclosure concerning someone else's personal information from a public register must give particulars, in the form of a statutory declaration, as to the intended use of any information obtained from the inspection.

### **2.3 Purposes of public registers**

In the following section, by way of guidance only, what might be called the 'primary' purpose (or 'the purpose of the register') has been specified for each identified register. In some cases, a 'secondary purpose' has also been specified, by way of guidance as to what might constitute 'a purpose relating to the purpose of the register'.

#### Land Register

The primary purpose is to identify all land vested in Council, or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council. Third party access is therefore a secondary purpose.

#### Records of Approvals

The primary purpose is to identify all approvals granted under the LG Act.

#### Register of Disclosures of Interests

The primary purpose is to determine whether or not a Council official has a pecuniary interest in any matter with which the council is likely to become concerned. There is a corresponding public accountability purpose and third party access is a secondary purpose.

#### Register of consents and certificates

The primary purpose is to identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.

#### Record of building certificates

The primary purpose is to identify all building certificates.

#### Public register of licences

The primary purpose is to identify all licences granted under the POEO Act.

#### Record of impounding

The primary purpose is to identify any impounding actions by Council.

### **2.4 Secondary purpose of all public registers**

Council aims to be open and accountable and it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Disclosure of specific records from public registers would normally be permitted.

Requests for access, copying or the sale of the whole or substantial part of a public register will not necessarily fit within this purpose. Council will make an assessment as to the minimum amount of personal information that is required to be disclosed with regard to any request.

### **2.5 Other registers**

Council may keep other registers that are not public registers. The Information Protection Principles, this Plan, the Code and the PPIP Act apply to the use and disclosure of information in those registers.

A register that Council keeps that is not a public register is the rates record. Council's position on this record is:

#### Rates Record

The primary purpose is to record the value of a parcel of land and record rate liability in respect of that land. The secondary purpose includes recording the owner or lessee of each parcel of land. For example, a disclosure on a rating certificate that a previous owner was a pensioner is considered to be allowed, because the secondary purpose is a 'purpose relating to the purpose of the register'. Public access to the rates record will only be granted where the purpose of the access is to obtain information necessary for a statutory purpose for which Council has an obligation to comply with, such as notifying relevant land owners of development applications and other matters where Council is required or wishes to consult its local community.

#### **2.6 Applications for suppression of personal information in a public register**

Pursuant to section 58 of the PPIP Act, a person about whom personal information is contained (or is proposed to be contained) in a public register may request Council to have the information removed from or not placed on the register by submitting an application in the form of a Statutory Declaration.

If Council is satisfied that the safety or well-being of any person would be affected by not suppressing the person's personal information, Council will suppress the information in accordance with the request unless Council is of the opinion that the public interest in maintaining public access to the information outweighs any individual interest in suppressing the information.

The information may still be used in the exercise of Council functions, but it cannot be disclosed to third parties.

### **3. POLICIES AND LEGISLATION**

Policies and legislation affecting the processing of information and related to this Plan include:

#### *Environmental Planning and Assessment Act 1979 (EPA Act)*

The EPA Act contains provisions that require Council to make development applications and accompanying information publicly available and provides a right for people to inspect and make copies of elevation plans during the submission period.

The EPA Act is available for viewing at [Environmental Planning and Assessment Act 1979 No 203 - NSW Legislation](#).

#### Health Records and Information Privacy Act 2002 (HRIP Act)

The HRIP Act governs both the public and private sectors in NSW. It contains a set of 15 Health Privacy Principles and sets up a complaints mechanism to ensure agencies abide by them.

The HRIP Act is available for viewing at [Health Records and Information Privacy Act 2002 No 71 - NSW Legislation](#).

#### Privacy and Personal Information Protection Act 1998 (PPIP Act)

In addition to requirements covered in this Plan, the PPIP Act prohibits disclosure of personal information by public sector officers that are not done in accordance with the performance of their official duties. These provisions are generally directed at corrupt or irregular disclosure of personal information that staff may have access to at work and not inadvertent failure to follow procedures or guidelines. Corrupt or irregular disclosure can include intentionally disclosing or using personal information accessed in doing our jobs for an unauthorised purpose, or to offer to supply personal information that has been disclosed unlawfully. Offences can be found listed in sections 62-68 of the PPIP Act, are considered serious and may, in some cases, lead to imprisonment.

The PPIP Act is available for viewing at [Privacy and Personal Information Protection Act 1998 No 133 - NSW Legislation](#).

#### Public Interest Disclosures Act 2022 (PID Act)

The definition of personal information under the PPIP Act excludes information contained in a public interest disclosure. This means that a person cannot seek review of the use or disclosure of a public interest disclosure or be prosecuted for unauthorised disclosure of public interest disclosure information under the PPIP Act.

However, this Plan is still able to address strategies for the protection of personal information disclosed under the PID Act.

The PID Act is available for viewing at [Public Interest Disclosures Act 2022 No 14 - NSW Legislation](#). Further information can be obtained from the NSW Ombudsman at [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au).

### **4. INFORMATION PROTECTION AND HEALTH PRIVACY PRINCIPLES**

**4.1** Council complies with the Information Protection Principles (IPPs) prescribed under the PPIP Act and the Health Privacy Principles (HPPs) prescribed under the HRIP Act as follows:

#### IPP1 and HPP1 – Lawful collection

Council will collect personal and/or health information that is reasonably necessary for a lawful purpose that is directly related to its functions and/or other activities. Such

personal and health information may include names, residential addresses, phone numbers, email addresses, signatures, medical certificates, photographs and video footage (CCTV).

#### IPP2 and HPP2 – Direct collection

Personal information will be collected directly from the individual, unless that person consents otherwise. Parents or guardians may give consent for minors.

Health information will be collected directly from the person concerned, unless it is unreasonable or impracticable to do so.

Collection may occur via phone, written correspondence to Council, email, fax, Council forms or in person.

#### IPP 3 and HPP 3 – Requirements when collecting

Council will inform individuals that their personal information is being collected, why it is being collected and who will be storing and using it. Council will also inform the person how they can view and correct their information. A Privacy Statement is published on Council's website and included on forms where personal or health information is collected.

Council will inform individuals why health information is being collected about them, what will be done with it and who might see it. Council will also inform the person how they can view and correct their health information and any consequences if they do not provide their information. If health information is collected about a person from someone else, reasonable steps will be taken to ensure that the person has been notified as above.

#### IPP4 and HPP4 – Relevance of collection

Personal and health information collected will be relevant to Council's functions and services, accurate, up to date, complete and not excessive. The collection will not unreasonably intrude into the individual's personal affairs.

Council will rely on the individual to supply accurate, complete information, although in special circumstances some verification processes may be necessary.

#### IPP5 and HPP5 – Secure storage

Council will store personal information securely, for no longer than is required by the General Retention and Disposal Authorities for Local Government Records issued by State Records Authority of NSW, and will be disposed of appropriately. It will be protected from unauthorised access, use or disclosure by application of appropriate access levels to Council's electronic data management system and/or Council files, and staff training.



If it is necessary for the information to be given to a person in connection with the provision of a service to Council (eg, consultants and contractors), everything reasonably within the power of Council is done to prevent unauthorised use or disclosure of the information.

#### IPP6 and HPP6 – Transparent access

Council stores information for the purpose of carrying out its services and functions and in order to comply with relevant record keeping legislation.

Individuals have a right to request access to their own information to determine what, if any, information is stored, how long it will be stored for and how it is stored (eg, electronically with open or restricted access to staff, in hard copy in a locked cabinet etc).

Council will provide reasonable details about what personal and/or health information is stored on an individual if they receive an access application from the individual which the information pertains to.

#### IPP7 and HPP7 – Access to own information

Council will ensure individuals are allowed to access their own personal and health information without unreasonable delay or expense by way of implementation of appropriate procedures for access to this information.

#### IPP8 and HPP8 – Right to request to alter own information

Council will, at the request of a person, allow them to make appropriate amendments (ie, corrections, deletions or additions) to their own personal and health information.

Changes of name, address and other minor amendments require appropriate supporting identification or documentation.

Where substantive amendments are involved, an application form will be required and appropriate evidence must be provided as to why the amendment is needed.

#### IPP9 and HPP9 – Accurate use of information collected

Taking into account the purpose for which the information is proposed to be used, Council will ensure that personal and health information is accurate before using it. Council will ensure that the information it proposes to use is the most recent information kept on file, it is not unreasonably out of date, or where it is reasonable and necessary to do so, write to the individual to whom the information relates to confirm the accuracy of the information.

#### IPP10 and HPP10 – Limits on the use of information collected

Council will only use personal and health information for the purpose for which it was collected, for a directly related purpose, or for a purpose for which a person has given consent. It may also be used without consent in order to deal with a serious and

imminent threat to any person's life, health or safety, for the management of a health service, for training, research or to find a missing person. Additionally, a secondary purpose includes investigation of suspected unlawful activity, to exercise complaint handling functions or investigative functions.

#### IPP11 and HPP11 – Restricted and limited disclosure of personal and health information

Council will only disclose personal and health information with the individual's consent or if the individual was told at the time of collection that it would do so. Council may also disclose information if it is for a related purpose and it considers that the individual would not object. Personal and health information may also be used without the individual's consent in order to deal with a serious and imminent threat to any person's life, health, safety, for the management of a health service, for training, research or to find a missing person.

Additionally, a secondary purpose includes investigation of suspected unlawful activity, to exercise complaint handling or investigation functions.

#### IPP12 – Special limits on disclosure

Council will not disclose sensitive personal information relating to an individual's:

- ethnic or racial background;
- political opinions;
- religious or philosophical beliefs;
- trade union membership; or
- health or sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person.

Council will not disclose this information to any person or body that is in a jurisdiction outside New South Wales unless:

- a relevant privacy law that applies to the personal information concerned is in force in that jurisdiction; or
- the disclosure is permitted under a Privacy Code of Practice.

#### Specific Health Privacy Principles

Health information is given a higher level of protection regarding use and disclosure than other personal information. In addition to the privacy principles above that apply to both personal and health information, the following four additional principles apply specifically to health information.

#### HPP12 – Unique identifiers

Council will only assign identifiers to individuals if the assignment of identifiers is reasonably necessary to enable Council to carry out any of its functions efficiently.

#### HPP13 – Anonymity

Wherever it is lawful and practicable, individuals must be given the opportunity to not identify themselves when entering into transactions with or receiving any health service/s from Council.

#### HPP14 – Transborder data flow

Health information must only be transferred outside NSW if Council reasonably believes that the recipient is subject to laws or obligations substantially similar to those imposed by the HRIP Act, or consent has been given, or transfer is under a contract between Council and the individual, or transfer will benefit the individual, or to lessen a serious threat to an individual's health and welfare, or steps have been taken to ensure that the information will not be handled inconsistently with the HRIP Act, or transfer is permitted or required under any other law.

#### HPP15 – Cross-organisational linkages

Council will seek the express consent of individuals before participating in any system that links health records across more than one organisation. Health information or the disclosure of their identifier for the purpose of the health records linkage system will only be included if the person has given express consent.

### **4.2 How the Privacy Code of Practice for Local Government affects the IPPs**

The Privacy Code of Practice for Local Government makes provisions for councils to depart from IPPs.

The Privacy Code of Practice for Local Government is available for viewing at [Privacy Code of Practice Local Government \(nsw.gov.au\)](https://www.nsw.gov.au/privacy-code-of-practice-local-government).

## **5. APPLICATION OF THE PRIVACY MANAGEMENT PLAN**

### **5.1 Training seminars/induction**

During an induction, all employees should be made aware that the performance management system has the potential to include personal information on their individual work performance or competency.

Councillors, all staff of Council including staff of Council businesses, and members of Council committees should be acquainted with the general provisions of the PPIP Act, the HRIP Act and in particular, the 12 IPPs, the 15 HPPs, the public register provisions, the Privacy Code, this Plan and any other applicable Code of Practice.

Council makes its staff, including volunteers and contractors, aware of their privacy obligations by:

- publishing this Plan in a prominent place on its website;
- including this Plan as part of its induction training for new staff members and providing training as required;
- providing refresher, specialised and on-the-job training as required; and
- highlighting and promoting the Plan at least annually (eg during Privacy Awareness Week).

When staff have questions about how to manage personal and health information under this Plan, they may consult their manager or the Privacy Contact Officer. Councillors should contact the General Manager or Privacy Contact Officer for assistance.

## **5.2 Responsibilities of the Privacy Contact Officer**

The Privacy Contact Officer is the Executive Manager Corporate Governance, or in their absence, the Public Officer within Council, unless the General Manager directs otherwise.

In order to ensure compliance with the PPIP Act and HRIP Act, the Privacy Contact Officer will review all new contracts and agreements with consultants and other contractors, rates notices, application forms of whatsoever nature, and other written requests by which personal information is collected by Council, to ensure that Council is compliant with the PPIP Act.

Measures to ensure compliance with IPP 3 may include the use of stamps or printed slips that contain the appropriate wording (see Appendix 3).

The Privacy Contact Officer will ensure Council in its public areas has special provisions for working with computer screens. Computer screens may require:

- fast screen savers;
- face the computers away from the public; or
- only allow the record system to show one record at a time.

Council's electronic databases should also be reviewed to ensure that they contain procedures and protocols to check the accuracy and currency of personal and health information.

The Privacy Contact Officer will also provide opinions within Council as to:

- whether the personal or health information is collected for a lawful purpose;
- if that lawful purpose is directly related to a function of Council; and

- whether or not the collection of that personal or health information is reasonably necessary for the specified purpose.

Any further concerns of a legal nature will be referred to Council's legal representative/s.

### **5.3 Devising policies**

When new policies, procedures and guidelines are developed, Council is required to refer to this Plan to ensure compliance with the PPIP Act and HRIP Act. Staff can contact the Executive Manager Corporate Governance for assistance and advice.

## **6. COMPLAINTS AND PROCEDURES FOR INTERNAL REVIEW**

### **6.1 Internal review**

Pursuant to section 53 of the PPIP Act, if an individual is not satisfied with Council's conduct in relation to their privacy request, disclosure of personal information on a public register or believe Council is contravening a privacy principle or privacy code of practice, they can make an application for internal review of Council's conduct or decision by writing to Council's Privacy Contact Officer.

The written application must be addressed to Council, include a return postal address in Australia and be received by Council within six months of the individual becoming aware of the conduct or decision that is the subject of the application.

### **6.2 How does the process of internal review operate?**

The Privacy Contact Officer will appoint a reviewing officer to conduct the internal review. The reviewing officer will report their findings to the Privacy Contact Officer.

The review is to be completed within 60 calendar days of receipt of the application. The applicant will be notified of the outcome of the review within 14 calendar days of its determination.

Pursuant to section 54 of the PPIP Act, the NSW Privacy Commissioner will be notified by the Privacy Contact Officer of a review application as soon as is practicable after it is received. Council will brief the NSW Privacy Commissioner on the progress of an internal review and notify them of the outcome.

The NSW Privacy Commissioner may make submissions to Council in relation to the subject matter of the application for internal review. Council may, if it deems it appropriate, ask the NSW Privacy Commissioner to conduct the internal review.

### **6.3 What happens after an internal review?**

Pursuant to section 55 of the PPIP Act, if the applicant remains dissatisfied with the outcome of a review, an application may be made to the NSW Civil and Administrative Tribunal for a review of Council's conduct.

#### **6.4 Alternative to lodging an application for internal review**

If a person does not want to lodge an application for internal review with Council, they may contact the Privacy Commissioner directly through the Information and Privacy Commission.

### **7. SPECIFIC EXEMPTIONS IN THE PPIP ACT AND HRIP ACT RELEVANT TO COUNCIL**

There are a number of exemptions from compliance with the PPIP Act and HRIP Act that apply directly to Council.

These relate to situations where:

- information is collected in connection with proceedings (whether commenced or not) before any Court or Tribunal;
- information is collected for law enforcement purposes;
- information is used for a purpose reasonably necessary for law enforcement purposes or to protect the public revenue;
- Council is authorised or required by subpoena or search warrant or other statutory instrument;
- Council is investigating a complaint that may be referred or made to an investigative agency;
- Council is permitted by a law or statutory instrument not to comply;
- compliance would prejudice the interests of the individual to whom the information relates;
- the individual to whom the information relates has given express consent to Council not to comply; or
- disclosure is permitted under the Privacy Code of Practice for Local Government.

### **8. OTHER INFORMATION**

#### **8.1 Contracts with consultants and other private contractors**

It is necessary to have specific provisions to protect Council in any dealings with private contractors.

#### **8.2 Other agencies and community outreach**

Council occasionally holds community events or participates in events held by other agencies or organisations. During these events, Council may collect general information such as the number of visitors to a stall, questions visitors asked, what resources were provided and general demographic information such as broad age groups or gender.

Depending on the event, Council may intentionally or unintentionally collect personal or health information about someone. For example, if Council participates in a session designed for people with disabilities or a particular cultural background, it could be deduced that someone has or is likely to have a disability or has a particular cultural background.

Council sometimes seeks voluntary completion of surveys to help it identify current issues. These surveys may collect different types of demographic data. Council ensures that any proposed survey or other kind of collection complies with the PPIP Act and HRIP Act.

Council engages with a wide variety of community and service providers within the LGA and the wider region. Any information shared between agencies is done within the parameters set out and described above in the IPPs and HPPs.

### **8.3 Closed Circuit Television (CCTV)**

Council installs and maintains CCTV cameras on Council premises and facilities for a number of purposes, including but not necessarily limited to:

- to ensure the safety and security of staff, students and visitors whilst on Council premises or facilities;
- to protect assets and property of Council and others;
- to assist in crime prevention and aid in the investigation of criminal activity or other suspected misconduct and/or wrongdoing; and
- to assist Council to manage its premises and facilities.

Prominent signage notifies all Council staff, contractors, volunteers and members of the public of CCTV and that they may be under surveillance, and the cameras are clearly visible.

### **8.4 Data breaches**

A data breach occurs when there is a failure that has caused or has the potential to cause unauthorised access to Council's data. Examples include malware; hacking and data theft; accidental loss of a paper record, laptop or USB stick; and emails sent to the wrong recipients if they contain classified or personal information.

Under section 6A of the PPIP Act, Council must notify the Privacy Commissioner and affected individuals of data breaches involving personal or health information likely to result in serious harm.

Separate from this Plan, Council has a Data Breach Policy and procedures that set out Council's guidelines and processes for managing a data breach, including the considerations around notifying those persons whose privacy may be affected by the breach.

**8.5 Confidentiality**

The obligation of confidentiality is additional to and separate from that of privacy. Nevertheless, a duty to withhold information lies at the heart of both concepts. Confidentiality attaches to information per se, personal or health information to the person to whom that information relates.

An obligation of confidentiality exists for all employees whether express or implied as a matter of law.

Information which may be confidential is also likely to have separate and independent obligation attaching to it in the form of privacy and in that regard, a release for the purposes of confidentiality will not suffice for privacy purposes. Two separate releases will be required and, in the case of privacy, the person to whom the information relates will be required to provide the release.

**8.6 Misuse of personal or health information**

Section 664 of the LG Act makes it an offence for anyone to disclose information except in accordance with that section. Whether or not a particular disclosure is made with lawful justification is a matter that requires legal opinion from case to case.

**8.7 Regular review of the collection, storage and use of personal or health information**

The information practices relating to the collection, storage and use of personal or health information will be reviewed by Council every three years. Any new program initiatives will be incorporated into the review process with a view to ascertaining whether or not those programs comply with the PPIP Act.

**8.8 Offences**

Both the PPIP Act and HRIP Act, as well as other Acts, contain offence provisions applicable to staff, agents and contractors who use or disclose personal or health information without authority. The offences are summarised below.

<b>Offence</b>	<b>Maximum penalty</b>	<b>Legislative provision</b>
It is a criminal offence for a public sector official to intentionally disclose or use personal or health information about another person to which the staff member has access in doing their job, for any other purpose than that which is authorised.	Fine of up to 100 penalty units (\$11,000); or imprisonment for 2 years; or both.	Section 62 of the PPIP Act. Section 68 of the HRIP Act.



Offence	Maximum penalty	Legislative provision
It is a criminal offence for a public sector official to offer to supply personal or health information that has been disclosed unlawfully.	Fine of up to 100 penalty units (\$11,000); or imprisonment for 2 years; or both.	Section 63 of the PPIP Act. Section 69 of the HRIP Act.
It is a criminal offence for a person to wilfully: <ul style="list-style-type: none"> <li>• obstruct, hinder or resist; or</li> <li>• fail or refuse to comply with any lawful requirement; or</li> <li>• make any false statement to attempt to or mislead (or attempt to mislead) the Privacy Commissioner (or a member of their staff) in the exercise of their functions under the PPIP Act or any other Act.</li> </ul>	Fine of up to 10 penalty units (\$1,100).	Section 68(1) of the PPIP Act.
A person must not (by threat, intimidation, or misrepresentation) persuade or attempt to persuade an individual to: <ul style="list-style-type: none"> <li>• refrain from making or pursuing a request for access to health information, a complaint to the Privacy Commission or NCAT or an application for an internal review; or</li> <li>• withdraw such a request, complaint or application.</li> </ul>	Fine of up to 100 penalty units (\$11,000).	Section 70(1) of the HRIP Act.
A person must not (by threat, intimidation, or false representation) require another person to give consent under the HRIP Act or to do (without consent) an act for which consent is required.	Fine of up to 100 penalty units (\$11,000).	Section 70(2) of the HRIP Act.
It is a criminal offence to access or modify restricted data held in a computer where authorisation has not been provided.	Imprisonment for 2 years.	Section 308H of the <i>Crimes Act 1900</i> (NSW).

### **8.9 Compliance, monitoring and review**

Suspected breaches or misuse of this Plan are to be reported to the General Manager. Alleged breaches of this Plan shall be dealt with by the processes outlined for breaches of the Code of Conduct, as detailed in the Code of Conduct and in the Procedures for the Administration of the Code of Conduct.

This Plan will be reviewed at a minimum every two years. When information practices are reviewed from time to time, the Privacy Management Plan will also be reviewed to ensure that the Plan is up to date.

### **8.10 Further Information**

For assistance in understanding the processes under the PPIP Act and the HRIP Act, please contact Council or the Office of the Privacy Commissioner NSW.

### **8.11 Contact details**

#### Coonamble Shire Council

80 Castlereagh Street  
Coonamble, NSW, 2829

The General Manager  
PO Box 249  
Coonamble, NSW, 2829

Phone: 02 6827 1900  
Fax: 02 6822 1626  
Email: [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)

#### Information and Privacy Commission

GPO Box 7011  
Sydney, NSW, 2001

Phone: 1800 472 679  
Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)  
Web: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

#### NSW Civil and Administrative Tribunal (NCAT)

86-90 Goulburn Street  
Sydney, NSW, 2000

Phone: 1300 006 228

## 9. Related Resources

### Legislation:

- *Government Information (Public Access) Act 2009* (NSW)
- *Health Records and Information Privacy Act 2002*
- *Local Government Act 1993* (NSW)
- *Privacy and Personal Information Protection Act 1998* (NSW)
- *State Records Act 1998* (NSW)

### Associated/internal documents

- Privacy Code of Practice for Local Government
- Coonamble Shire Council
  - Code of Conduct for Councillors
  - Code of Conduct for Staff
  - Complaints Policy

Council policies are available on the website at [Policies - Coonamble Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/policies-coonamble-shire-council).

<b>Title:</b> Privacy Management Plan		
<b>Department:</b> Corporate Governance		
<b>Version</b>	<b>Date</b>	<b>Author</b>
1	15 May 2013	General Manager
2	May 2024	J Maundrell
<b>Review date:</b> September 2025		
<b>Amendments in the release:</b>		
<b>Amendment history</b>	<b>Date</b>	<b>Detail</b>
1	15 May 2013	Adopted by Council
2	May 2024	Reviewed in line with IPC guidelines following changes to PPIP Act
<b>Annexure attached:</b>		
<p>Appendix 1: Statutory Declaration for Access Under Section 57 of the <i>Privacy and Personal Information Protection Act 1998</i> to a Public Register Held by Council.</p> <p>Appendix 2: Privacy Statement.</p> <p>Appendix 3: Privacy Notification Form</p> <p>Appendix 4: Application to determine whether Council holds personal information about a person.</p> <p>Appendix 5: Application for access to personal information.</p> <p>Appendix 6: Application for alteration of applicant's personal information.</p>		
<b>Paul Gallagher</b>		
<b>General Manager</b>		

**APPENDICES**

**Appendix 1: Statutory Declaration for Access Under Section 57 of the *Privacy and Personal Information Protection Act 1998* to a Public Register Held by Council**

**Statutory Declaration**

**Oaths Act 1900, Eighth Schedule**

I, the undersigned <sup>(1)</sup> ..... (1) insert full name

of <sup>(2)</sup> ..... (2) insert address

in the State of New South Wales, do solemnly and sincerely declare that:

I am <sup>(3)</sup> ..... (3) insert relationship to person inquired about

I seek to know whether <sup>(4)</sup> ..... (4) insert name

is on the public register of <sup>(5)</sup> ..... (5) applicant to describe the public register

The purpose for which I seek this information is <sup>(6)</sup> ..... (6) insert purpose for seeking information

The purpose for which the information is required is to <sup>(7)</sup> ..... (7) insert purpose

**And I make this solemn declaration conscientiously believing the same to be true and by virtue of the *Oaths Act 1900*.**

..... **Signature of Applicant**

Declared at: ..... (town)

in the said State this ..... day of ..... 2024

..... **Signature of Justice of the Peace/Solicitor**

..... **Name of Justice of the Peace/Solicitor (print)**

**Appendix 2: Privacy Statement**

In this privacy statement the term 'personal information' means any information from which your identity is apparent or can be reasonably ascertained.

Coonamble Shire Council (Council) collects personal information directly from you in order to conduct business and meet statutory and regulatory obligations.

You can ask us to correct any errors or make amendments to personal information we have about you (subject to you providing evidence of identity).

We do not collect personal information about individuals who are browsing the Council website.



**Appendix 4: Application to determine whether Council holds personal information about a person**

**Pursuant to section 13 of the *Privacy and Personal Information Protection Act 1998* (NSW) (PPIP Act)**

**Personal information held by the Council**

I, <sup>(1)</sup> ..... (1) insert full name

of <sup>(2)</sup> ..... (2) insert address

hereby request the General Manager of <sup>(3)</sup> ..... (3) insert name of Council

provide the following:

- Does the Council hold personal information about me?  Yes  No
- If so, what is the nature of that information? .....
- What is the main purpose for holding the information? .....
- Am I entitled to access the information?  Yes  No

My address for response to this application is (either postal or email):

.....  
.....

Note to applicants

Council **will not** record your address or any other contact details that you provide for any other purpose than to respond to your application.

As an applicant, under section 14 of the PPIP Act you have a right of access to personal information concerning yourself that is held by the Council. There is a separate application form to gain access.

The Council may refuse to process this application in part or in whole if:

- there is an exemption to s 13 of the PPIP Act; or
- a Code of Practice may restrict the operation of s 14.

Enquiries concerning this matter can be addressed to: .....



**Appendix 5: Application for access to personal information**

**Pursuant to section 14 of the *Privacy and Personal Information Protection Act 1998* (NSW) (PPIP Act)**

**Personal information held by the Council**

I, <sup>(1)</sup> ..... (1) insert full name

of <sup>(2)</sup> ..... (2) insert address

.....

hereby request that the <sup>(3)</sup> ..... (3) insert name of Council

.....

provide me with:

access to all personal information held concerning myself; OR

access to the following personal information only (list information required below):

.....

.....

My address for response to this application is (either postal or email):

.....

.....

Note to applicants

As an applicant, you have a right of access under section 14 of the PPIP Act to personal information concerning yourself that is held by Council.

You are entitled to have access without excessive delay or cost.

Council may refuse to process your application in part or in whole if:

- the correct amount of fees has not been paid;
- there is an exemption to s 14 of the PPIP Act; or
- a Code of Practice may restrict disclosure.

Enquiries concerning this matter can be addressed to: .....

**Appendix 6: Application for alteration of applicant’s personal information**

**Pursuant to section 15 of the *Privacy and Personal Information Protection Act 1998 (NSW) (PIIP Act)***

**Personal information held by the Council**

I, <sup>(1)</sup> ..... (1) insert full name

of <sup>(2)</sup> ..... (2) insert address

hereby request that the <sup>(3)</sup> ..... (3) insert name of Council

alter personal information regarding myself in the following manner:

- I propose the following change/s: .....
- The reason/s for the change/s are as follows:.....
- The documentary basis for the change/s is as shown on the attached document/s: .....

Note to applicants

You have a right to request appropriate amendments are made (whether by way of corrections, deletions or additions) to ensure that the personal information held by the Council:

- (a) is accurate, and
- (b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up-to-date, complete and not misleading.

If council is not prepared to amend the personal information in accordance with a request by you, Council must take such steps as are reasonable to attach to the information in such a manner as is capable of being read with the information, any statement provided by you.

If your personal information is amended, you are entitled under the PPIP Act, if it is reasonably practicable, to have recipients of that information notified of the amendments made by Council.

Council may refuse to process your application in part or in whole if:

- there is an exemption to section 15 of the PPIP Act; or
- a Code of Practice may restrict alteration.

Enquiries concerning this matter can be addressed to .....

## 1. BACKGROUND

Part 6A of the *Privacy and Personal Information Protection Act 1998* (NSW) (PPIP Act) establishes the NSW Mandatory Notification of Data Breach (MNDB) Scheme. The MNDB Scheme requires every NSW public sector agency bound by the PPIP Act to notify the Privacy Commissioner and affected individuals of eligible data breaches. Under the scheme, public sector agencies are required to prepare and publish a Data Breach Policy for managing such breaches as well as maintaining an internal register and public register of eligible data breaches.

## 2. PURPOSE

To provide guidance to Coonamble Shire Council (Council) employees in responding to a data breach of Council held information.

This policy assists with:

- Meeting Council's obligations under the *Privacy Act 1988* (Cth).
- Protection of an important business asset – the personal information of Council's constituents, including but not limited to residents, property owners, staff, councillors, contractors, and visitors to the Coonamble local government area.
- Dealing with adverse media or stakeholder attention from a breach or suspected breach.
- Instilling public confidence by responding to a breach systematically and effectively, with the aim of meeting Council obligations and protecting business and personal assets.

## 3. POLICY OBJECTIVE

This policy sets out Council's procedures for managing a data breach, including the considerations around notifying persons whose privacy may be affected by the breach.

## 4. LEGISLATION AND RELATED DOCUMENTS

### Legislation and Guidelines

- [Data breach self-assessment tool for mandatory notification of data breach](#)
- [Fact Sheet - MNDB Scheme: Exemptions from notification requirements](#)
- [Fact sheet - NSW public sector agencies and data breaches involving tax file numbers](#)

- [Form: Data breach notification to the Privacy Commissioner](#)
- *Government Information (Public Access) Act 2009* (NSW)
- [Guide - MNDB Scheme: Managing data breaches in accordance with the PPIP Act](#)
- [Guide - MNDB Scheme: Guide to preparing a data breach policy](#)
- [Guide to making privacy management plans](#)
- [Guide to regulatory action under the MNDB Scheme](#)
- [Guidelines on the assessment of data breaches under Part 6A of the PPIP Act](#)
- [Guidelines on the exemption for compromised cyber security under section 59X](#)
- [Guidelines on the exemption for risk of serious harm to health or safety under section 59W](#)
- *Health Records and Information Privacy Act 2002* (NSW)
- [Mandatory Notification of Data Breach Scheme](#)
- *Privacy and Personal Information Protection Act 1998* (NSW)
- *Privacy Code of Practice for Local Government 2000*

#### Policies, Plans, Procedures and other documents

- Complaints Policy
- Cyber Security Framework
- Data Breach Response Action Plan Template (File A-3-7)
- Eligible Data Breach Incident Register (File A-3-7)
- Privacy Management Plan
- Public Notification Register

#### **5. APPLICATION/SCOPE**

This policy applies to:

- councillors;
- employees;
- consultants and contractors;
- volunteers, trainees, and apprentices;
- employees of Council-owned businesses; and
- committees, including community members of those committees which may be established under section 355 of the *Local Government Act 1993* (NSW).

For the purposes of this Policy, any reference to Council or Council employee is inclusive of the parties listed above.

## 6. POLICY

Effective breach management, including notification where warranted, assists Council in avoiding or reducing possible harm to affected individuals/organisations. It also provides the opportunity for lessons to be learned which may prevent future breaches.

In the event of a data breach, Council will form a Data Breach Response Team, whose role it is to investigate, respond and report internally on any known or notified data breach involving confidential information.

Having a data breach response plan is part of establishing robust and effective privacy and information governance procedures (refer to the associated Data Breach Management Procedure). Further, having clear roles and responsibilities is the foundation to a comprehensive and well-managed privacy and information governance program.

### 6.1 Data Breach Definition

A data breach occurs when personal information held by Council (whether held in digital or hard copy) is subject to unauthorised access, unauthorised disclosure, or is lost in circumstances where the loss is likely to result in unauthorised access or unauthorised disclosure.

This may or may not involve disclosure of personal information external to Council, or publicly. For example, unauthorised access to personal information by a Council employee, or unauthorised sharing of personal information between teams within Council may amount to a data breach.

A data breach may occur as the result of malicious action, systems failure, or human error. A data breach may also occur because of a misconception about whether a particular act or practice is permitted under the Information Protection Principles (IPPs).

Examples of data breaches include:

1. Malicious or criminal attack
  - Cyber incidents such as ransomware, malware, hacking, phishing, or brute force access attempts resulting in access to or theft of personal information.
  - Social engineering or impersonation leading to inappropriate disclosure of personal information.
  - Insider threats from Council employees using their valid credentials to access or disclose personal information outside the scope of their duties or permissions.

- Theft of a physical asset such as a paper record, laptop, USB stick, or mobile phone containing personal information.
2. System failure
    - Where a coding error allows access to a system without authentication, or results in automatically generated notices including the wrong information or being sent to incorrect recipients.
    - Where systems are not maintained through the application of known and supported patches.
  3. Human error
    - When a letter or email is sent to the wrong recipient.
    - When system access is incorrectly granted to someone without appropriate authorisation.
    - When a physical asset such as a paper record, laptop, USB stick, or mobile phone containing personal information is lost or misplaced.
    - When an employee fails to implement appropriate password security, for example not securing passwords, or sharing password and log in details.

The MNDB Scheme applies where an 'eligible data breach' has occurred. For a data breach to constitute an 'eligible data breach' under the MNDB Scheme, there are two tests to be satisfied:

1. There is an unauthorised access to, or unauthorised disclosure of, personal information held by Council, or there is a loss of personal information held by Council in circumstances that are likely to result in unauthorised access to, or unauthorised disclosure of, the information; and
2. A reasonable person would conclude that the access or disclosure of the information would be likely to result in serious harm to an individual to whom the information relates.

*Note:* The term 'serious harm' is not defined in the PPIP Act. Harms that can arise as the result of a data breach are context-specific and will vary based on the:

- type of personal information accessed, disclosed, or lost, and whether a combination of types of personal information might lead to increased risk;
- level of sensitivity of the personal information accessed, disclosed, or lost;
- amount of time the information was exposed or accessible, including the amount of time information was exposed before the breach was discovered;

- circumstances of the individuals affected and their vulnerability or susceptibility to harm (ie, if any individuals are at heightened risk of harm or have decreased capacity to protect themselves from harm);
- circumstances in which the breach occurred; and
- actions taken by Council to reduce the risk of harm following the breach.

Serious harm occurs where the harm arising from the eligible data breach has, or may, result in a real and substantial detrimental effect to the individual. The effect on the individual must be more than mere irritation, annoyance, or inconvenience.

Harm to an individual includes physical harm, economic, financial, or material harm, emotional or psychological harm, reputational harm, and other forms of serious harm that a reasonable person in Council's position would identify as a possible outcome of the data breach.

## **6.2. Managing a Data Breach**

Council's IT network and infrastructure is protected by a number of cyber security measures to mitigate the risk of data breaches, in line with Council's Cyber Security Framework.

Council will ensure third-party providers, if any, who store personal and health information on behalf of Council are aware of the MNDB Scheme and the obligations under this Policy to report any data breaches to Council.

Council maintains an internal register of data breaches and is committed to implementing recommended changes to systems, processes and policies in response to reviewing the causes of data breaches to assist in preventing future breaches.

Presentations and training will be provided to Council employees on the MNDB Scheme, and reporting and managing data breaches. Council will continue to review the training needs of staff with respect to data breaches and provide any training required, such as reporting, managing, and responding to data breaches.

Council has included the risk of a cyber security incident (which may involve a data breach) in its Risk Register and established controls to mitigate this risk and its impact on Council systems, data holdings, and individuals.

The loss of IT systems resulting from a cyber security incident is included in the Cyber Security Framework and Business Continuity Plan. Council conducts annual cyber security exercises to test its responsiveness to a cyber attack on Council's IT system.

Cyber security activities are overseen by the System and Network Administrator and Director of Corporate Services.

### **6.3 Responding to a Data Breach**

Where a data breach is suspected, the General Manager or their delegate must be informed to ensure the application of this policy.

Council must also inform Cyber NSW and the Australian Signals Directorate of any data breach resulting from a cyber attack.

There are five key steps required in responding to a data breach:

1. Initial report and triage.
2. Contain the breach.
3. Evaluate and mitigate the associated risks.
4. Consider notifying affected individuals/organisations.
5. Prevent a repeat.

Each step is set out in further detail below. The first four steps should be carried out concurrently where possible. The last step provides recommendations for longer-term solutions and prevention strategies.

In the event of a significant data breach Council may invoke its Disaster Recovery Plan and/or Business Continuity Plan.

The System and Network Administrator in the Corporate Services directorate of Council supplies and maintains the IT systems. The Executive Manager Corporate Governance, as Privacy Officer, will coordinate with the Director of Corporate Services and the System and Network Administrator to address and respond to identified data breaches related to Council's IT systems.

Council is required to notify the Privacy Commissioner and affected individuals of data breach involving personal or health information that from the perspective of a reasonable person would be likely to result in serious harm (see clause 7 – Definitions).

#### **6.2.1 Step One: Initial Report and Triage**

Members of the public are encouraged to report any data breaches to Council in writing by using the contact options available at [Welcome to Coonamble Shire Council \(nsw.gov.au\)](https://www.welcome-to-coonamble.nsw.gov.au).

Any employee, contractor or third party supplier who becomes aware that a data breach has occurred, or suspects that a data breach has occurred, must report the



breach within one business day of becoming aware of the breach. The breach is to be reported as follows:

1. Employees, contractors, or third party providers are responsible for notifying the Executive Manager Corporate Governance within one business day of becoming aware that a suspected data breach has occurred and providing information about the type of data breach as detailed in clause 6.1 of this policy.
2. The Executive Manager Corporate Governance (or nominee) is responsible for:
  - immediately notifying the General Manager;
  - notifying the Director of Corporate Services;
  - notifying other relevant director/s;
  - completing the [Data Breach Self-assessment Tool for Mandatory Notification of Data Breach \(nsw.gov.au\)](#)
  - initiating the Data Breach Response Action Plan (File A-3-7)
  - notifying individuals, organisations and regulatory bodies of eligible data breaches as outlined in the Data Breach Response Action Plan; and
  - maintaining the Eligible Data Breach Incident Register and Public Notification Register.

### **6.2.2 Step Two: Contain a Breach**

Containing the data breach will be prioritised by Council. All necessary steps possible must be taken to contain the breach and minimise any resulting damage. For example, recover or request deletion of the information, shut down the system that has been breached, suspend the activity that led to the breach, revoke or change access codes or passwords.

If a third party is in possession of the personal information and declines to return or erase it, it may be necessary for Council to seek legal or other advice on what action can be taken to recover the information. When recovering information, Council will make sure that copies have not been made by a third party or, if they have, that all copies are recovered.

### **6.2.3 Step Three: Evaluate and Mitigate the Associated Risks**

#### Evaluate

The Data Breach Response Action Plan Templated (File A-3-7) must be used to authorise and implement actions in response to the data breach, and to report on the investigation post-response.

The Data Breach Response Team, or relevant Director, will complete the Data Breach Response Action Plan and obtain approval from the General Manager before implementation. The completed Data Breach Response Action Plan must be saved back to File A-3-7.

To determine what steps are needed, an evaluation must be undertaken of the type of data involved in the breach, whether the breach is an eligible breach under the MNDB Scheme, and the risks and potential for serious harm associated with the breach.

Some types of information are more likely to cause harm if compromised. For example, financial account information, health information, and security classified information will be more significant than names and emails on a newsletter subscription list. However, Council will treat any data breach very seriously.

A combination of information will typically create a greater potential for harm than a single piece of data (for example, an address, date of birth and bank account details, if combined, could be used for identity theft).

Factors to consider include:

- Who is affected? Council will review whether individuals and organisations have been affected by the breach, how many individuals and organisations have been affected and whether any of the individuals have personal circumstances which may put them at particular risk of harm.
- What was the cause? Council's assessment will include reviewing whether the breach occurred as part of a targeted attack or through human error or an inadvertent oversight.

The assessment will aim to determine:

- Was it a one-off incident, has it occurred previously, or does it expose a more systemic vulnerability?
- What steps have been taken to contain the breach?
- Has the data been recovered or erased by the recipient?
- Is the data encrypted or otherwise not readily accessible?
- What is the foreseeable harm to affected individuals/organisations? Council's assessment will include reviewing what possible use there is for the data and any likelihood of serious harm. This involves considering if the data includes personal information or health information. The harm that arises as a result of a data breach will be context specific and vary for each case.

The assessment will aim to determine:

- Who is in receipt of the information?

- What is the risk of further access, use or disclosure, including via media or online?
  - If case-related, does it risk embarrassment or harm to a client and/or damage Council's reputation?
- Guidance issued by the Privacy Commissioner on assessing eligible data breaches
  - The [Guidelines on the assessment of data breaches under Part 6A of the PPIP Act \(nsw.gov.au\)](https://www.nsw.gov.au/privacy/assessing-data-breaches) supplement the provisions of the PPIP Act. Under section 59I of the PPIP Act, Council must have regard to the guidelines in carrying out an assessment.
  - The [Guidelines on the exemption for risk of serious harm to health or safety under section 59W \(nsw.gov.au\)](https://www.nsw.gov.au/privacy/exemption-serious-harm).

Council's assessment will also include consideration of whether the data breach would be considered an Eligible Data Breach and reportable under the MNDB scheme.

#### Breach managed by Data Breach Response Team

The Executive Manager Corporate Governance, in consultation with the relevant Director, will convene the Data Breach Response Team in instances where the data breach:

- a. was the result of action/s of a Council employee; or
- b. involved highly sensitive information, has a high risk of harm to individuals and affects more than one individual.

The General Manager will determine whether the Mayor and councillors are to be notified.

The Data Breach Response Team will consist of:

- Executive Manager Corporate Governance (as Privacy Officer)
- Director Corporate Services (or nominated Manager)
- Risk Specialist
- System and Network Administrator
- Additional Council employees as required.

The Data Breach Response Team will be responsible for completing and implementing the Data Breach Response Action Plan.

#### Breach managed by business unit

Where the Executive Manager Corporate Governance, in consultation with the relevant Director, determines that the breach is relatively minor in nature and can be

managed at a local level, the Data Breach Response Team does not need to be convened. The Director (or their nominated Manager) will be responsible for completing and implementing the Data Breach Response Action Plan.

### Mitigate

To mitigate the breach, the following measures will be considered:

1. Implementation of additional security measures within systems and processes to limit the potential for misuse of compromised information.
2. Limiting the dissemination of breached personal information. For example, by scanning the internet to determine whether the lost or stolen information has been published and seeking its immediate removal from public sites.
3. Engaging with relevant third parties to limit the potential for breached personal information to be misused for identity theft or other purposes, or to streamline the re-issue of compromised identity documents. For example, contacting an identity issuer or financial institution to advise caution when relying on particular identity documents for particular cohorts.

#### **6.2.4 Step Four: Consider Notifying Affected Individuals/Organisations**

Factors Council will consider when deciding whether notification is appropriate include:

- Is it considered an Eligible Data Breach?
- Are there any applicable legislative provisions or contractual obligations that require Council to notify affected individuals?
- What type of information is involved?
- Who potentially had access and how widespread was the access?
- What is the risk of harm to the individual/organisation?
- What is the ability of the individual/organisation to take further steps to avoid or remedy harm?

If an eligible data breach has occurred, the notification process under Division 3 of the MNDB Scheme is triggered. There are four elements of the notification process:

1. Notify the Privacy Commissioner immediately after an eligible data breach is identified using the [Form: Data Breach Notification to the Privacy Commissioner \(nsw.gov.au\)](#).
2. Determine whether an exemption applies. If one of the six exemptions set out in Division 4 of the MNDB Scheme applies in relation to an eligible data breach, Council may not be required to notify affected individuals. See the Information and Privacy Commission [Fact Sheet - Mandatory Notification of Data Breach](#)

[Scheme: Exemptions from notification requirements \(nsw.gov.au\)](#) and [Guidelines on the exemption for compromised cyber security under section 59X \(nsw.gov.au\)](#) for further information.

3. Notify individuals. Unless an exemption applies, notify affected individuals or their authorised representatives as soon as reasonably practicable.
4. Provide further information to the Privacy Commissioner.

Notification to individuals/organisations affected by a data breach can assist in mitigating any damage for those affected. Notification demonstrates a commitment to open and transparent governance.

Council will also have regard to the impact upon individuals in recognition of the need to balance the harm and distress caused through notification against the potential harm that may result from the breach. There are occasions where notification can be counterproductive. For example, notifying individuals about a privacy breach which is unlikely to result in an adverse outcome for the individual may cause unnecessary anxiety and desensitise individuals to a significant privacy breach.

The method of notifying affected individuals/organisations will depend in large part on the type and scale of the breach, as well as immediately practical issues such as having contact details for the affected individuals/organisations.

Considerations include the following:

- When to notify.  
In general, individuals/organisations affected by the breach should be notified as soon as possible (within five working days). Circumstances where it may be appropriate to delay notification include where notification would compromise an investigation into the cause of the breach or publicly reveal a system vulnerability.
- How to notify.  
Affected individuals/organisations should be notified directly, that is, by telephone, letter, email or in person. Indirect notification such as information posted on Council's website, a public notice in a newspaper, or a media release, should generally only occur when any or all of the individuals affected by an Eligible Data Breach are unable to be notified individually (eg contact information is unknown), or where direct notification is prohibitively expensive could cause further harm (eg by alerting a person who stole a laptop as to the value of the information contained). Any public notification will be recorded on the Public Notification Register on Council's website.
- What to say.

Section 59O of the PPIP Act sets out specific information that must, if reasonably practicable, be included in a notification:

- the date the breach occurred;
- a description of the breach;
- how the breach occurred;
- the type of breach that occurred;
- the personal information included in the breach;
- the amount of time the personal information was disclosed for;
- actions that have been taken or are planned to secure the information, or to control and mitigate the harm;
- recommendations about the steps an individual should take in response to the breach;
- information about complaints and reviews of Council conduct;
- Council's name and any other agencies that were subject to the breach; and
- contact details for Council or the nominated person to contact about the breach.

See Appendix A – Notification Template

#### Other obligations

Council will consider whether notification is required by contract or by other laws or administrative arrangements to take specific steps in response to a data breach. These may include taking specific containment or remediation steps or engaging with or notifying external stakeholders (in addition to the Privacy Commissioner) where a data breach occurs.

Depending on the circumstances of the data breach, this could include:

- a. NSW Police Force and/or Australian Federal Police, where Council suspects a data breach is a result of criminal activity;
- b. Cyber Security NSW and the Australian Cyber Security Centre, where a data breach is a result of a cyber security incident;
- c. Office of the Australian Information Commissioner, where a data breach may involve agencies under the Federal jurisdiction;
- d. third party organisations or agencies whose data may be affected;
- e. financial services providers, where a data breach includes an individual's financial information;
- f. professional associations, regulatory bodies or insurers, where a data breach may have an impact on these organisations, their functions and their clients;

- g. Australian Cyber Security Centre where a data breach involves malicious activity from a person or organisation based outside Australia;
- h. Australian Taxation Office where a data breach involves tax file information; and
- i. professional associations, regulatory bodies, or insurers.

### **6.2.5 Step Five: Prevent a Repeat**

Council will further investigate the circumstances of the breach to determine all relevant causes and consider what short or long-term measures could be taken to prevent any recurrence.

Preventative actions could include a:

- review of IT systems and remedial actions to prevent future data breaches;
- security audit of both physical and technical security controls;
- review of policies and procedures;
- review of staff/contractor training practices;
- review of contractual obligations with contracted service providers.

Any recommendations to implement the above preventative actions are to be approved by the General Manager and documented in Council files. Relevant matters will be reported to the Audit, Risk and Improvement Committee.

### **6.3 Roles and Responsibilities**

All employees will:

- Immediately report any actual or suspected data breach in accordance with this policy to the Executive Manager Corporate Governance.

Executive Manager Corporate Governance (Privacy Officer) will

- Receive report of suspected data breach.
- Notify the General Manager and Director of Corporate Services of the breach.
- Determine whether the breach is an eligible data breach under the MNDB Scheme.
- Maintain the Eligible Data Breach Incident Register, and the Public Notification Register.
- Determine whether a Data Breach Response Team will be convened.
- Undertake notifications as required to affected individuals/organisations and the NSW Privacy Commissioner.
- Prepare a data breach incident report for each separate data breach incident.

- Evaluate the associated risks.
- Prepare and send internal notifications.
- Maintain this policy.

The Data Breach Response Team will:

- Review, assess and remediate incidents escalated to the team.
- Follow this policy when responding to a data breach.
- Consult with internal and external stakeholders as required.

Director of Corporate Services will:

- Take immediate and any longer-term steps to contain and respond to security threats to Council’s IT systems and infrastructure.

Directors will:

- Review Data Breach Response Action Plan when relevant to their directorate, gain General Manager approval.
- Provide advice on communication and messaging to affected individuals and external reporting agencies.
- Ensure implementation of approved Data Breach Response Action Plan.

General Manager will:

- Approve Data Breach Response Action Plan.

**7. DEFINITIONS**

<b>Term</b>	<b>Definition</b>
Confidential information	Information and data (including metadata) including personal information, health information, information protected under legal professional privilege, information covered by secrecy provisions under any legislation, commercial-in-confidence provisions, floor plans of significant buildings, security classified information, and information related to Council’s IT/cyber security systems.
Data breach	For the purpose of this policy, a data breach occurs when there is a failure that has caused unauthorised access to, or disclosure of, confidential information held by Council.



Data breach response team	Comprises the Director Corporate Services, the Executive Manager Corporate Governance, the Risk Management Specialist, and the System and Network Administrator.
Eligible data breach	<p>A data breach that is likely to result in serious harm to any of the individuals to whom the information is related. An eligible data breach arises when the following three criteria are satisfied:</p> <ol style="list-style-type: none"> <li>1. there is unauthorised access to or unauthorised disclosure of personal information, or a loss of personal information that an entity holds;</li> <li>2. this is likely to result in serious harm to one or more individuals; and</li> <li>3. the entity has not been able to prevent the likely risk of serious harm with remedial action.</li> </ol>
Health information	A specific type of personal information which may include information about a person’s physical or mental health or their disability. This includes, for example, medical certificates, information about medical appointments or test results.
Likely to occur	The phrase ‘likely to occur’ means the risk of serious harm to an individual is more probable than not (rather than possible).
Personal information	Information or an opinion (including information or an opinion forming part of a database and whether or not in recorded form) about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion. This includes, for example, their name, address, email address, phone number, date of birth or photographs.
Reasonable person	A person in Council’s position (rather than the position of an individual whose personal information was part of the data breach or any other person), who is properly informed based on information immediately available or following reasonable enquiries or an assessment of the data breach.

Security classified information	Information and data (including metadata) that is marked as Protected, Secret, or Top Secret as per the Commonwealth Attorney Generals' Department's Protective Security Policy Framework.
Serious harm	In the context of a data breach, serious harm to an individual may include serious physical, psychological, emotional, financial, or reputational harm.
Unauthorised access	Examples include: <ul style="list-style-type: none"> <li>• an employee browsing customer records without a legitimate purpose; or</li> <li>• a computer network being compromised by an external attacker resulting in personal information being accessed without authority.</li> </ul>

<b>Title:</b> Data Breach Management		
<b>Department:</b> Governance		
<b>Version</b>	<b>Date</b>	<b>Author</b>
1	9 April 2024	J. Maundrell
<b>Review Date:</b> April 2027		
<b>Amendments in the release:</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
<b>Annexure Attached:</b>		
<b>Paul Gallagher</b> <b>General Manager</b>		

Coonamble Shire Council  
Data Breach Policy

**Appendix A – Notification Template**

Dear [name]

I am writing to you with important information about a recent data breach involving [your personal information OR information about your organisation].

Coonamble Shire Council became aware that a breach had occurred on [date] and occurred as follows:

- a. *Description of the breach.*
- b. *How the breach occurred.*
- c. *The type of breach that occurred.*
- d. *The personal information included in the breach.*
- e. *The amount of time the personal information was disclosed for.*
- f. *Actions that have been taken or are planned to secure the information, or to control and mitigate the harm.*
- g. *Recommendations about the steps an individual should take in response to the breach.*
- h. *Information about complaints and reviews of Council conduct.*

Please contact me directly with any questions or concerns you may have regarding the data breach.

Coonamble Shire Council takes our role in safeguarding your data and using it in an appropriate manner seriously. Please be assured that we are doing everything we can to rectify the situation.

Under the *Privacy and Personal Information Protection Act 1998* you are entitled to register a complaint with the NSW Privacy Commissioner with regards to this breach. Complaints may be lodged via:

NSW Privacy Commissioner  
GPO Box 7011  
Sydney NSW 2001

1800 472 679  
[icinfo@ipc.nsw.gov.au](mailto:icinfo@ipc.nsw.gov.au)  
[www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

Please do not hesitate to contact me if you have any questions regarding this notice.

Yours sincerely

[name]  
[position]

---

Coonamble Shire Council  
Data Breach Policy



**DATA BREACH RESPONSE ACTION PLAN TEMPLATE**

<b>Breach Name</b>	<b>[short name for data breach]</b>
Description	[brief description]
Notification date	[date Council became aware of incident]
Completed by	[name, position]
Reviewed by	[Director name, Division]
Approved by	[General Manager name]

**Contents**

**1. Introduction**

Part 6A of the *Privacy and Personal Information Protection Act 1998* (PIIP Act) establishes the NSW Mandatory Notification of Data Breach (MNDB) Scheme. The MNDB Scheme requires Coonamble Shire Council (Council), as a public sector agency bound by the PIIP Act, to notify the Privacy Commissioner and affected individuals of eligible data breaches.

The Data Breach Response Action Plan template (Action Plan) outlines how Council will comply with the MNDB Scheme, respond to a data breach, record a data breach, who will be notified of a data breach, and the strategies for containing, assessing, and managing a data breach.

Please refer to the Data Breach Policy for details on how to complete this Action Plan.

**2. Initial Report and Triage**

**2.1 Notification**

On [insert date] a data breach notification was received by [insert name] from [insert name] via [form/email/letter].

**2.2 Report**

The data breach notification reported the following:

[insert copy of notification]

**2.3 Employee Involvement**

*[Note: include here any employee involvement in the data breach, their role in the breach, and role at Council.]*

**2.4 Eligible Data Breach Determination**

To help determine if the breach is an eligible data breach under the MNDB Scheme, the Executive Manager Corporate Governance (or nominee) should complete the [Data Breach Self-assessment Tool for Mandatory Notification of Data Breach \(nsw.gov.au\)](https://www.nsw.gov.au/privacy/mandatory-notification-of-data-breach) (Self-Assessment Tool). The report generated by the Self-Assessment Tool must be saved to (Council file A-3-7) and can be referenced when completing the detailed assessment (item 4) of this Action Plan.

*[Note: complete the assessment under item 4 **before** completing the below determination.]*

The Executive Manager Corporate Governance, as Privacy Officer, has determined that the data breach [does/does not] constitute an Eligible Data Breach under the MNDB Scheme as it [does/does not] satisfy the two mandatory tests for an Eligible Data Breach:

1. There [was/was not] unauthorised access to, or unauthorised disclosure of, personal information held by Council, **or**, there [is/is not] a loss of personal information held by Council in circumstances that are likely to result in authorised access to, or unauthorised disclosure of, the information; **and**
2. A reasonable person [would/would not] conclude that the access or disclosure of the information would be likely to result in serious harm to an individual to whom the information relates.

**3. Containment**

All reasonable steps have been taken to contain the breach and minimise any resulting damage. These are listed in the below table.

*[Note: the below are examples and must be customised to each individual breach.]*

<b>Breach (Examples)</b>	<b>Containment Action</b>
A letter has been sent to the wrong recipient.	<ul style="list-style-type: none"> <li>• Contact recipient and request the deletion of the personal information received.</li> <li>• If the personal information was highly sensitive, this could be evidenced by a statutory declaration or non-disclosure agreement.</li> </ul>
A document is sent via a postal service and is lost in transit.	<ul style="list-style-type: none"> <li>• Confirm (if possible) whether document was properly addressed.</li> <li>• Contact postal service to enquire as to the location of the document and whether it was confirmed as delivered.</li> <li>• Work with postal service (if possible) to recover the document or confirm its destruction.</li> </ul>
An email has been sent to the wrong recipient.	<ul style="list-style-type: none"> <li>• Contact the recipient to:                             <ul style="list-style-type: none"> <li>○ request that they delete the email from their inbox and trash items; and</li> <li>○ seek confirmation that they have not forwarded or printed the document.</li> </ul> </li> <li>• If the email or attachment was encrypted, it may be possible to remotely revoke access.</li> <li>• If Council controls the recipient email inbox (eg, if the email was incorrectly sent to an internal recipient) it may be possible to recall or delete the email from the recipient inbox.</li> </ul>
A physical asset containing personal information has been lost or misplaced.	<ul style="list-style-type: none"> <li>• Remotely wipe the device.</li> <li>• Work with police to locate and recover the device.</li> </ul>
A system failure has resulted in a computer system exposing or distributing personal	<ul style="list-style-type: none"> <li>• If practicable, shut down the system pending investigation and resolution of issue.</li> <li>• Roll back to a previous software version not subject to the same issue.</li> </ul>

information in an unintended way.	
A cyber attack has led to the compromise of a system containing personal information.	<ul style="list-style-type: none"> <li>Isolate system or compromised area of system pending full investigation and response.</li> <li>In extreme cases, a full system shutdown may be required.</li> </ul>
An employee has misused their valid credentials to access or disclose personal information outside the scope of their duties.	<ul style="list-style-type: none"> <li>Suspend employee’s system access pending full investigation.</li> </ul>

**4. Assessment and Mitigation**

As required under section 59I of the PPIP Act, regard was given to the [Guidelines on the assessment of data breaches under Part 6A of the PPIP Act \(nsw.gov.au\)](#) during the process of assessing this breach.

**4.1 Assessment**

Reference can be made to the [Data Breach Self-assessment Tool for Mandatory Notification of Data Breach \(nsw.gov.au\)](#) when completing the following sections.

**4.1.1 Information Released**

Personal and/or health information subject to the breach includes:

- [insert type – eg, name]
- [insert type – eg, phone number]
- [insert type – eg, vaccination record]

*[Note: ensure all information breached is listed above.]*

**4.1.2 Cause of Breach**

The breach was caused by [insert cause – eg, cyber incident] due to [insert an explanation of why and how the breach occurred.]

*[Note: see clause 6.1 of the Data Breach Policy for examples of data breaches.]*

It has been determined that the breach was a [one-off incident/result of system vulnerability] due to [insert reason/s]. There [is/is not] a risk of repeated breach occurring.

**4.1.3 Affected Individuals and Organisations**

*[Note: the below are examples and must be customised to each data breach.]*

Affected Individual/Organisation	No. Affected
Individuals	[insert number]
Organisations	[insert number]
Employees	[insert number]
Other	[insert number]

**4.1.4 Risk of Serious Harm**

[No individuals have been identified as being at risk of serious harm as a result of this data breach.

**OR**

Individuals are risk of serious harm are listed in the below table.]

*[Note: the below are examples and must be customised to the personal information involved.]*

<b>Information Released</b>	<b>No. Affected</b>	<b>Serious Harm Identified (Examples)</b>
[insert type]	[insert number]	Identity theft or fraud
[insert type]	[insert number]	Financial loss
[insert type]	[insert number]	Disruption to access to Council services
[insert type]	[insert number]	Emotional distress, embarrassment or humiliation
[insert type]	[insert number]	Reputational damage, loss of employment/business opportunities
[insert type]	[insert number]	Physical harm, stalking, harassment or intimidation.
[insert type]	[insert number]	Family or domestic violence.

Individuals/organisations [have/have not] been identified as particularly vulnerable or susceptible to harm due to their age, mental or physical health status, disability status, literacy, profession, employment/unemployment, past experiences, financial stress, homelessness, or caring obligations.

*[Note: not all types of vulnerabilities will lead to greater susceptibility to harm from a data breach.]*

**4.1.5 Data Berach Response Team**

[The Executive Manager Corporate Governance, as Privacy Officer, convened the Data Breach Response Team for the management and implementation of this Action Plan.

**OR**

The Executive Manager Corporate Governance, as Privacy Officer, determined that the Director [insert Division] (or nominee) is responsible for the management and implementation of this Action Plan.]

*[Note: if the breach is determined to be an Eligible Data Breach under the MNDB Scheme, the Data Breach Response Team should be convened. For information, see clause 6.2.1 of the Data Breach Policy.]*

**4.2 Mitigation**

In order to mitigate the breach, the following measures have been taken:

*[Note: the below are examples and must be customised to the breach.]*

- a. Implementation of additional security measures within systems and processes to limit the potential for misuse of compromised information.
- b. Limiting the dissemination of breached personal information. For example, by scanning the internet to determine whether the lost or stolen information has been published and seeking its immediate removal from public sites.
- c. Engaging with relevant third parties to limit the potential for breached personal information to be misused for identity theft or other purposes, or to streamline the re-issue of compromised identity documents. For example, contacting an identity issuer or financial institution to advise caution when relying on particular identity documents for particular cohorts.

**5. Notification**

**5.2 Affected Individuals and Organisations**

Notification to the individuals/organisations listed under item 4.1 [is/is not] required.

*[Note: the below are examples and must be customised to each individual breach.]*

Affected Individual/ Organisation	Notification Type	Date of Notification
Individuals	[email/letter etc]	[dd/mm/yyyy]
Organisations	[email/letter etc]	[dd/mm/yyyy]
Employees	[email/letter etc]	[dd/mm/yyyy]
Other	[email/letter etc]	[dd/mm/yyyy]

**5.2 Regulatory Bodies**

Notification to the following regulatory and law enforcement bodies [is/is not] required.

*[Note: the below table lists examples of regulatory bodies that require mandatory notification and must be customised depending on the type of personal information released.]*

Regulatory Body	Notification Type	Date of Notification
Privacy Commissioner	<a href="#">Data Breach Notification to the Privacy Commissioner</a>	[dd/mm/yyyy]
Office of the Australian Information Commissioner	<a href="#">OAIC</a>	[dd/mm/yyyy]
NSW Police Force	<a href="#">NSW Police</a>	[dd/mm/yyyy]
Australian Federal Police	<a href="#">Australian Federal Police</a>	[dd/mm/yyyy]
Cyber Security NSW	<a href="#">Cyber Security NSW</a>	[dd/mm/yyyy]
Australian Cyber Security Centre	<a href="#">Australian Cyber Security Centre</a>	[dd/mm/yyyy]
Australian Taxation Office	<a href="#">Australian Taxation Office</a>	[dd/mm/yyyy]

**5.3 Exemptions from Notification Requirements**

The General Manager has determined that under Part 6A, Division 4 of the PPIP Act, that Council is exempt from the requirement to notify affected individuals of an eligible data breach due to the following circumstance.



*[Note: the below examples must be customised depending on the type of data breach and personal information released.]*

The breach involved multiple agencies

[The exemption under section 59S does not apply to the breach.

**OR**

The exemption under section 59S applies to the breach as follows:

- a. Data breach involved more than one agency;
- b. Council has undertaken an assessment of the breach;
- c. The General Manager has made a data breach notification to the Privacy Commissioner; and
- d. [insert name of other agency involved in the breach] has undertaken to notify affected individuals of the eligible data breach.]

Investigations and legal proceedings

[The exemption under section 59T does not apply to the breach.

**OR**

The exemption under section 59T applies to the breach as the General Manager reasonably believes notification would likely prejudice:

- a. an investigation that could lead to the prosecution of an offence;
- b. proceedings before a court or tribunal; or
- c. another matter prescribed by regulations.]

Mitigation of harm

[The exemption under section 59U does not apply to the breach.

**OR**

The exemption under section 59U applies to the breach due to Council:

- a. taking action to mitigate the harm done by the breach; and
- b. the action was taken before the breach resulted in serious harm to an individual; and
- c. because of the action taken, a reasonable person would conclude that the breach would not be likely to result in serious harm to the individual.]

Secrecy provisions

[The exemption under section 59V does not apply to the breach.

**OR**

The exemption under section 59V applies to the breach as compliance by Council with the notification requirements would be inconsistent with a secrecy provision.]

Serious risk of harm to health or safety

[The exemption under section 59W does not apply to the breach.

**OR**

The [Guidelines on the exemption for risk of serious harm to health or safety under section 59W](#) supplement the provisions of the PPIP Act. The General Manager has given regard to these guidelines in accordance with section 59I of the PPIP Act, notified the Privacy Commissioner of the decision to rely upon this exemption, documented the decision-making process, and will review the decision on a monthly basis.

The General Manager has determined that the s59W exemption applies due to a reasonable belief that notification would create a serious risk of harm to an individual's health or safety due to the following:

- a. [The decision to rely upon this exemption];
- b. Determination that the exemption is [temporary and will expire on {insert date}]/ [permanent];
- c. The number of people to whom the exemption is applied;
- d. The total number of people affected by the breach;
- e. The nature of the serious risk of harm to health or safety expected to arise from notification;
- f. The risk arising from notifying affected individuals outweighs the risk of not notifying because [insert explanation];
- g. The nature and age of information the agency relied on to form its reasonable belief; and
- h. Whether agency records were searched to assess the impact of notification and the grounds on which the search was authorised.]

#### Risk to cyber security

[The exemption under section 59X does not apply to the breach.

#### **OR**

The [Guidelines on the exemption for compromised cyber security under section 59X](#) supplement the provisions of the PPIP Act. The General Manager has given regard to these guidelines in accordance with section 59I of the PPIP Act, notified the Privacy Commissioner of the decision to rely upon this exemption, documented the decision-making process, and will review the decision on a monthly basis.

The General Manager has determined that the s59X exemption applies due to a reasonable belief that notification would lead to further unauthorised access, unauthorised disclosure or loss of information, due to the following:

- a. [The decision to rely upon this exemption];
- b. Determination that the exemption is temporary and will expire on [insert date];
- c. The process to review the exemption;
- d. The number of people to whom the exemption is applied;
- e. [An explanation of why notification is believed to worsen Council's cyber security or lead to further breaches];
- f. Council has consulted with Cyber Security NSW in relation to the decision to exercise the exemption; and
- g. [An explanation of the works planned and timelines to remedy the cyber security issue to enable notification.]

#### **6. Review**

The following long-term measures have been identified to prevent a reoccurrence of the breach:

*[Note: the below examples must be customised depending on the type of data breach and personal information released.]*

- a. Review of IT systems and remedial actions to prevent future data breaches;
- b. Security audit of both physical and technical security controls;
- c. Review of policies and procedures;
- d. Review of training practices; and

- e. Review of contractual obligations with contracted service providers.

The General Manager has determined that the Audit, Risk and Improvement Committee [is/is not] to be informed of the breach as it [is/is not] an eligible data breach under the MNDB Scheme.

<b>Title:</b> Data Breach Management		
<b>Department:</b> Governance		
<b>Version</b>	<b>Date</b>	<b>Author</b>
1	9 April 2024	J. Maundrell
<b>Review Date:</b> April 2027		
<b>Amendments in the release:</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
<b>Annexure Attached:</b>		
Paul Gallagher General Manager		

**10.11 CORPORATE GOVERNANCE PROGRESS REPORT****File Number: G9-1****Author: Jenni Maundrell-Executive Manager Corporate Governance****Authoriser: Paul Gallagher, General Manager****Annexures: Nil****PURPOSE**

To provide Council a progress report on Corporate Governance.

**EXECUTIVE SUMMARY**

The Corporate Governance division of Council includes all governance matters, human resources/people and culture, WHS and risk management.

**BACKGROUND****(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.

Further, the Corporate Governance section of Council oversees compliance with the Integrated Planning and Reporting Framework.

**(b) Financial Considerations**

Nil in relation to this report.

**COMMENTARY**

*Corporate governance*

**Audit, Risk and Improvement Committee**

Interviews with candidates for the two (2) Independent Member positions were held during May 2024. Two (2) preferred candidates were identified.

An ARIC meeting was held on 4 June 2024. Minutes of that meeting will be reported to the Council meeting.

The June Council meeting includes a separate report containing an ARIC update, including recommendation to appoint two independent members and adopt the terms of reference.

**Internal Audit**

Council's approach to internal audit is in line with the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*.

An audit plan for 2024 has been developed and audits will be conducted externally, in line with International Professional Practices Framework and to best ensure the independence of the audit.

The June Council meeting includes a separate report on the internal audit function, including recommendation to adopt the charter.

### Integrated Planning and Reporting

Council is currently compliant with the Integrated Planning and Reporting (IPR) schedule, with the next items falling due by 30 June 2024; those items are adoption of the annual Operational Plan and provision to Council of the six-monthly Delivery Program progress report.

### Policy Review

Council has been undertaking an extensive review of its policies, with most adopted policies being quite dated. A register of policies is kept, with the aim to review all Council policies within 12 months of the local government election in September 2024.

Draft policies produced and/or progressed this month are:

- Data Breach
- Privacy Management Plan
- Public Interest Disclosures Policy
- Workplace Surveillance Policy

### *People and Culture*

During May 2024 the People and Culture team organised the delivery of Code of Conduct training to all staff.

The rollout of recruitment software, integrated with Council's website, is close to completion.

The People and Culture team is continuing to work through the annual appraisal cycle.

### *Work, Health and Safety and Risk Management*

#### Work Health and Safety

Following a SafeWork NSW site visit, improvement notices have been issued to the Coonamble and Gulargambone waste facilities. Work is underway to address the improvements needed in areas such as traffic management, asbestos management, and emergency management.

The WHS unit is consulting with relevant workers and management to introduce iAuditor, a mobile and web application that allows teams to capture data, identify areas of improvement, share reports and collaborate across work teams.

All staff have completed WHS responsibilities and risk management training this month. The training was delivered by StateCover and customised to workers, managers and the executive to discuss their respective responsibilities for work health and safety, and due diligence.

A testing program is underway to test the adequacy and responsiveness of Council's distress alarms system, including a range of personal distress units. Alarms have been tested at the administration office, library, and Service NSW agency. Before the testing, information was not readily available to suggest how the alarm system works or the procedure if an alarm was triggered.

WHS safety visits have taken place at the Service NSW agency and the library. A report is being prepared; however, it is noted that issues have been raised by staff about security measures across both sites.

Fire warden and fire safety awareness training is planned for all staff. Details are yet to be finalised.

### Risk Management

Council's Risk Specialist is working through the risk management framework, adopted at the May Council meeting, to produce the required documents and train staff in applying the framework.

The next items will be introduction of three separate risk registers and development of a new business continuity plan.

**(a) Governance/Policy Implications**

Governance impacts all of Council's operations.

**(b) Legal Implications**

The Governance unit oversees legislative compliance.

**(c) Social Implications**

NA

**(d) Environmental Implications**

NA

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

NA

**(f) Risk Implications**

The Governance unit oversees risk management within Council.

### **CONCLUSION**

Corporate Governance is overseeing compliance with a range of legislated requirements, including the ARIC and internal audit functions, risk management and policy updates.

### **RECOMMENDATION**

**That Council receive and note the Corporate Governance Progress Report.**

**10.12 RATES AND CHARGES COLLECTIONS - MAY 2024**

**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 May 2024.

**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.

	31 May 2024	31 May 2023
Rates and Charges	\$2,154,130.90	\$1,403,681.61
Water Consumption	\$505,364.55	\$395,527.81
<b>Total</b>	<b>\$2,659,495.45</b>	<b>\$1,799,209.42</b>

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

	31 May 2024	31 May 2023
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	\$8,044,495.68	\$7,518,645.34
Pension Concession	-\$104,149.96	-\$105,637.46
Amounts collected as at 31 May 2024	-\$6,960,018.84	-\$7,029,363.60
<b>Total Rates and Charges to be Collected</b>	<b>\$2,154,130.90</b>	<b>\$1,403,681.61</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 May 2024 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 \$104,149.96; reducing the amount of income derived



from these rates and charges. Of this concession, Council’s contribution is 45%, which represents an amount of \$46,867.48.

The rates and charges as of 31 May 2024 represent 23.37% of the total annual rates and charges levied and outstanding (compared with 16.44% on 31 May 2023).

**Water Consumption Charges**

	31 May 2024	31 May 2023
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	\$1,149,278.52	\$411,858.04
Amounts collected as at 31 May 2024	-\$1,036,937.82	-\$346,090.56
<b>Total Water Consumption Charges to be Collected</b>	<b>\$505,364.55</b>	<b>\$395,527.81</b>

The water consumption charges as at 31 May 2024 represents 32.77% of the total water consumption charges outstanding (compared to 53.33% on 31 May 2023).

Council will note that the main factor contributing to the variation when comparing the two percentages is the Water consumption charges levied year to date for each of the respective years.

**Debt Recovery Agency**

During May 2024 Council staff have continued to liaise with Council’s debt recovery agency with a view to continuing Council’s process outlined within 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 May 2024 represent 23.37% of the total annual rates and charges levied and outstanding from previous years by Council (compared with 16.44% on 31 May 2023). The water consumption charges as of 31 May 2024 represent 32.77% of the total water consumption charges outstanding from previous years (compared to 53.33% on 31 May 2023).

**RECOMMENDATION**

**That Council receives and note the information provided in the report.**

**10.13 STATUS OF INVESTMENTS - MAY 2024**

**File Number:** Investments General - I5  
**Author:** Imogen Pawley-Finance Assistant  
**Authoriser:** Bruce Quarmby, Director Corporate Services  
**Annexures:** 1. Imperium Report [↓](#) 

**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 3 June 2024 after all maturing dates for investments had passed.

The total Capital Value of Investments as of 31 May 2024 is \$23,750,000. This is a decrease of \$500,000 from \$24,250,000 as of 30 April 2024.

Monies of \$500,000 have also been redeemed from the online Saver account, which makes up a decrease of \$1,000,000 in total between the Term deposits and on call investments.

The decrease is due to large creditor payments for the following expenses:

- Contract road maintenance and renewal services.
- Progress payments on several capital renewal projects currently underway.

**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 31 March the balance of unrestricted cash (working funds) was \$92,000. However, it should be noted that Council is awaiting reimbursement of a substantial amount of grant funded expenditure that is currently recognised as a debtor. Once these funds have been received, Council's balance of working funds should return to a more favourable level. At the time of writing this report Council these amounts remain due and payable to council.

**(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 receives and notes the list of investments from 1 May 2024 to 31 May 2024 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

01/05/2024 to 31/05/2024



### Portfolio Valuation as at 31/05/2024

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
IMB Bank	A-2	TD	GENERAL	At Maturity	05/12/2023	05/06/2024	5.2600	2,000,000.00	2,000,000.00	51,591.23	8,934.79
Commonwealth Bank	A-1+	TD	GENERAL	At Maturity	10/07/2023	11/06/2024	5.6800	1,000,000.00	1,000,000.00	50,886.58	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	40,524.66	4,407.95
Commonwealth Bank	A-1+	TD	GENERAL	At Maturity	10/07/2023	10/07/2024	5.7100	2,000,000.00	2,000,000.00	102,310.68	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	86,619.18	8,832.88
IMB Bank	A-2	FRTD	GENERAL	Quarterly	04/08/2022	06/08/2024	4.9117	1,000,000.00	1,000,000.00	3,498.75	3,498.75
NAB	A-1+	TD	GENERAL	At Maturity	05/02/2024	06/08/2024	5.1400	1,000,000.00	1,000,000.00	16,476.16	4,365.48
NAB	A-1+	TD	GENERAL	At Maturity	14/08/2023	14/08/2024	5.2500	1,000,000.00	1,000,000.00	42,000.00	4,458.90
NAB	A-1+	TD	GENERAL	At Maturity	08/11/2023	11/09/2024	5.3200	2,000,000.00	2,000,000.00	60,050.41	9,036.71
NAB	A-1+	TD	GENERAL	At Maturity	11/09/2023	11/09/2024	5.2000	1,500,000.00	1,500,000.00	56,416.44	6,624.66
Westpac	A-1+	TD	GENERAL	At Maturity	16/10/2023	16/10/2024	5.1300	2,000,000.00	2,000,000.00	64,370.96	8,713.97
Westpac	A-1+	TD	GENERAL	At Maturity	24/10/2023	24/10/2024	5.3100	1,000,000.00	1,000,000.00	32,150.96	4,509.86
Westpac	A-1+	TD	GENERAL	At Maturity	03/11/2023	04/11/2024	5.4600	1,000,000.00	1,000,000.00	31,563.29	4,637.26
Westpac	A-1+	TD	GENERAL	At Maturity	01/11/2023	06/11/2024	5.5400	2,500,000.00	2,500,000.00	80,823.29	11,763.01
Unity Bank	Unrated	TD	GENERAL	At Maturity	20/05/2024	18/11/2024	5.1000	250,000.00	250,000.00	419.18	419.18
NAB	A-1+	TD	GENERAL	At Maturity	07/12/2023	09/12/2024	5.2500	1,000,000.00	1,000,000.00	25,458.90	4,458.90
NAB	A-1+	TD	GENERAL	At Maturity	02/05/2024	12/12/2024	5.2500	500,000.00	500,000.00	2,157.53	2,157.53
IMB Bank	A-2	FRTD	GENERAL	Quarterly	17/01/2022	16/01/2025	4.8700	1,000,000.00	1,000,000.00	6,004.11	4,136.16
<b>TOTALS</b>								<b>23,750,000.00</b>	<b>23,750,000.00</b>	<b>753,322.31</b>	<b>105,479.29</b>



## Portfolio by Asset as at 31/05/2024

### Asset Type: TD

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
IMB Bank	A-2	TD	GENERAL	At Maturity	05/12/2023	05/06/2024	5.2600	2,000,000.00	2,000,000.00	51,591.23	8,934.79
Commonwealth Bank	A-1+	TD	GENERAL	At Maturity	10/07/2023	11/06/2024	5.6800	1,000,000.00	1,000,000.00	50,886.58	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	40,524.66	4,407.95
Commonwealth Bank	A-1+	TD	GENERAL	At Maturity	10/07/2023	10/07/2024	5.7100	2,000,000.00	2,000,000.00	102,310.68	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	86,619.18	8,832.88
NAB	A-1+	TD	GENERAL	At Maturity	05/02/2024	06/08/2024	5.1400	1,000,000.00	1,000,000.00	16,476.16	4,365.48
NAB	A-1+	TD	GENERAL	At Maturity	14/08/2023	14/08/2024	5.2500	1,000,000.00	1,000,000.00	42,000.00	4,458.90
NAB	A-1+	TD	GENERAL	At Maturity	08/11/2023	11/09/2024	5.3200	2,000,000.00	2,000,000.00	60,050.41	9,036.71
NAB	A-1+	TD	GENERAL	At Maturity	11/09/2023	11/09/2024	5.2000	1,500,000.00	1,500,000.00	56,416.44	6,624.66
Westpac	A-1+	TD	GENERAL	At Maturity	16/10/2023	16/10/2024	5.1300	2,000,000.00	2,000,000.00	64,370.96	8,713.97
Westpac	A-1+	TD	GENERAL	At Maturity	24/10/2023	24/10/2024	5.3100	1,000,000.00	1,000,000.00	32,150.96	4,509.86
Westpac	A-1+	TD	GENERAL	At Maturity	03/11/2023	04/11/2024	5.4600	1,000,000.00	1,000,000.00	31,563.29	4,637.26
Westpac	A-1+	TD	GENERAL	At Maturity	01/11/2023	06/11/2024	5.5400	2,500,000.00	2,500,000.00	80,823.29	11,763.01
Unity Bank	Unrated	TD	GENERAL	At Maturity	20/05/2024	18/11/2024	5.1000	250,000.00	250,000.00	419.18	419.18
NAB	A-1+	TD	GENERAL	At Maturity	07/12/2023	09/12/2024	5.2500	1,000,000.00	1,000,000.00	25,458.90	4,458.90
NAB	A-1+	TD	GENERAL	At Maturity	02/05/2024	12/12/2024	5.2500	500,000.00	500,000.00	2,157.53	2,157.53
<b>TD SUBTOTALS</b>								<b>21,750,000.00</b>	<b>21,750,000.00</b>	<b>743,819.45</b>	<b>97,844.38</b>



**Asset Type: FRTD**

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
IMB Bank	A-2	FRTD	GENERAL	Quarterly	04/08/2022	06/08/2024	4.9117	1,000,000.00	1,000,000.00	3,498.75	3,498.75
IMB Bank	A-2	FRTD	GENERAL	Quarterly	17/01/2022	16/01/2025	4.8700	1,000,000.00	1,000,000.00	6,004.11	4,136.16
<b>FRTD SUBTOTALS</b>								<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>9,502.85</b>	<b>7,634.91</b>





**Portfolio by Asset Totals** as at 31/05/2024

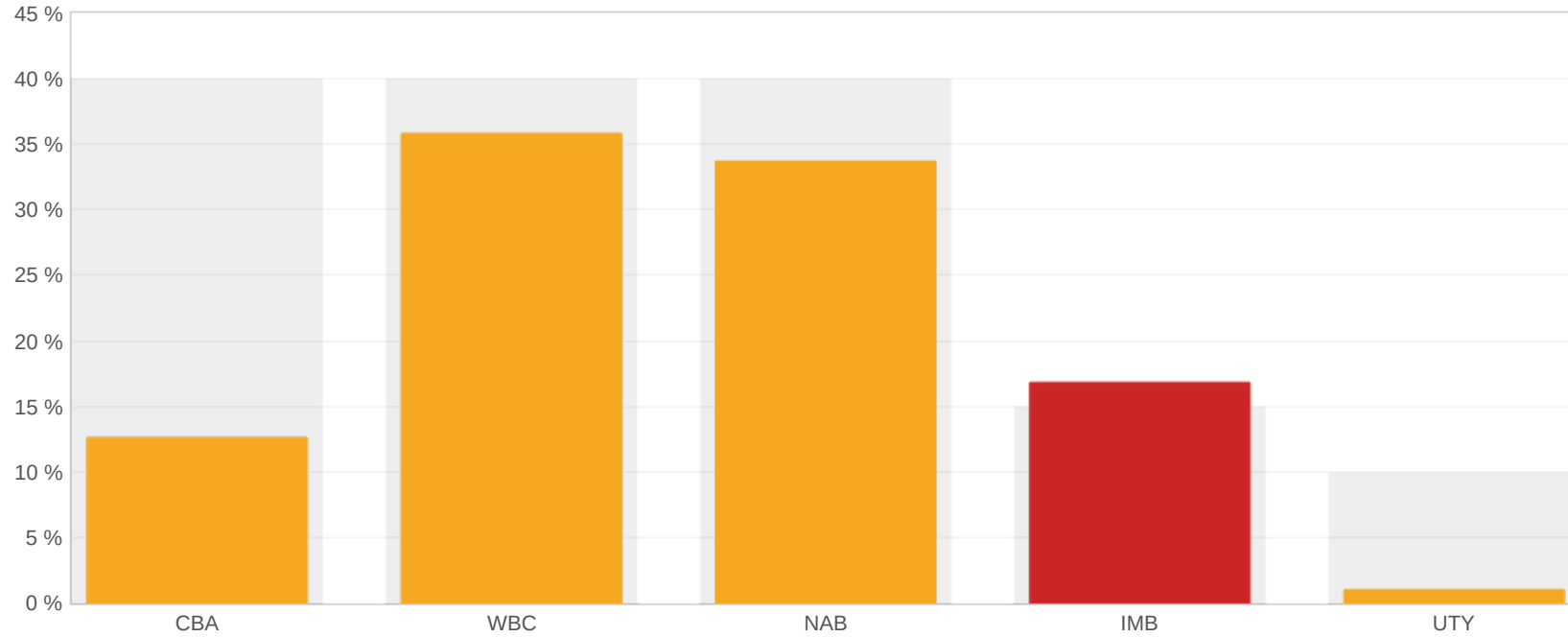
Type	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
TD	21,750,000.00	21,750,000.00	743,819.45	97,844.38
FRTD	2,000,000.00	2,000,000.00	9,502.85	7,634.91
<b>TOTALS</b>	<b>23,750,000.00</b>	<b>23,750,000.00</b>	<b>753,322.31</b>	<b>105,479.29</b>

## Counterparty Compliance as at 31/05/2024

### Short Term Investments

Compliant	Bank Group	Term	Rating	Invested (\$)	Invested (%)	Limit (%)	Limit (\$)	Available (\$)
✓	Commonwealth Bank	Short	A-1+	3,000,000.00	12.63	40.00	-	6,500,000.00
✓	Westpac	Short	A-1+	8,500,000.00	35.79	40.00	-	1,000,000.00
✓	NAB	Short	A-1+	8,000,000.00	33.68	40.00	-	1,500,000.00
✗	IMB Bank	Short	A-2	4,000,000.00	16.84	15.00	-	-437,500.00
✓	Unity Bank	Short	Unrated	250,000.00	1.05	10.00	-	2,125,000.00
<b>TOTALS</b>				<b>23,750,000.00</b>	<b>100.00</b>			

**Counterparty Compliance - Short Term Investments**

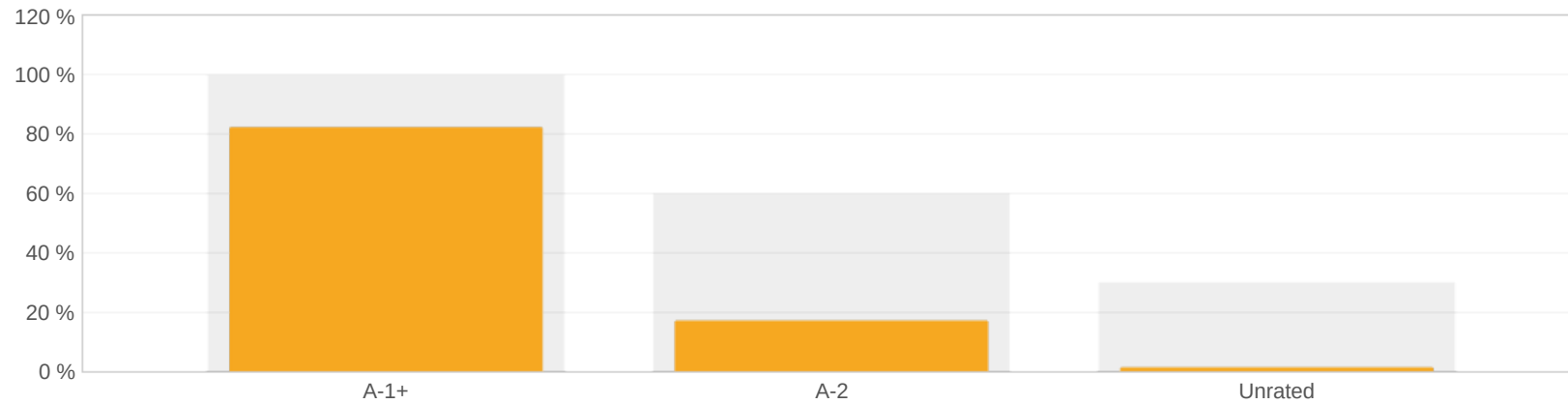


## Credit Quality Compliance as at 31/05/2024

### Short Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available (\$)
✓	A-1+	19,500,000.00	82.11	100.00	4,250,000.00
✓	A-2	4,000,000.00	16.84	60.00	10,250,000.00
✓	Unrated	250,000.00	1.05	30.00	6,875,000.00
<b>TOTALS</b>		<b>23,750,000.00</b>	<b>100.00</b>		

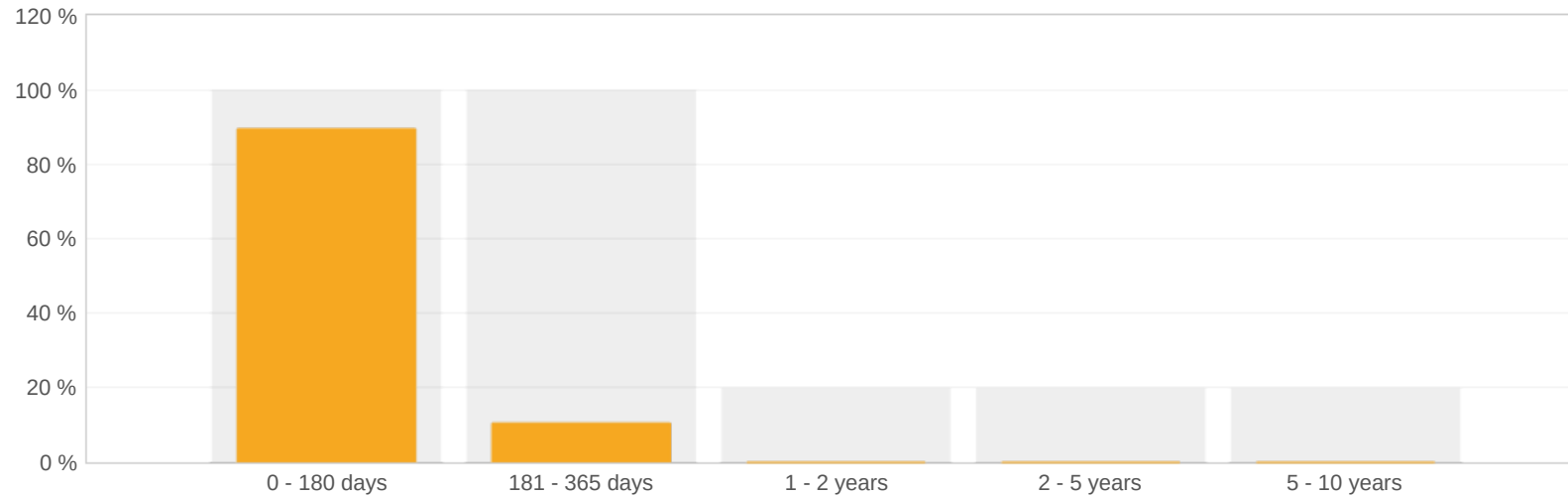
### Credit Quality Compliance - Short Term Investments



**Maturity Compliance** as at 31/05/2024

Compliant	Term	Invested (\$)	Invested (%)	Min Limit (%)	Max Limit (%)	Available (\$)
✓	0 - 180 days	21,250,000.00	89.47	0.00	100.00	2,500,000.00
✓	181 - 365 days	2,500,000.00	10.53	0.00	100.00	21,250,000.00
✓	1 - 2 years	-	0.00	0.00	20.00	4,750,000.00
✓	2 - 5 years	-	0.00	0.00	20.00	4,750,000.00
✓	5 - 10 years	-	0.00	0.00	20.00	4,750,000.00
<b>TOTALS</b>		<b>23,750,000.00</b>	<b>100.00</b>			

**Maturity Compliance**



**10.14 COMMUNITY DEVELOPMENT**

**File Number:** C8

**Author:** Azita Sobhani-Community Services Manager  
Nina Sands-Youth & Community Officer  
Raquel Pickering-Librarian

**Authoriser:** Barry Broe, Director Community, Planning, Development and Environment

**Annexures:** Nil

**PURPOSE**

The purpose of this report is to provide information on the activities within Council's Community Development section for the month of May 2024.

**BACKGROUND**

The Community Development section focuses on our community and our people and the support that Council offers in the delivery of positive outcomes. A short description is provided for Councillors reference for the key areas in the Community Services section as follows:

- **Youth & Community Services**

Council provides 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.

- **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 (2) 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 Council staff.

- **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 Development Report.

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

Community Strategic Plan - P1 Community Services and Wellbeing

CSP1.1 – Initiate and contribute to effective and needs-based community programs which enhance engagement, cohesion, vibrancy and liveability.

**(b) Financial Considerations**

There are no financial considerations arising from this report.

**COMMENTARY**

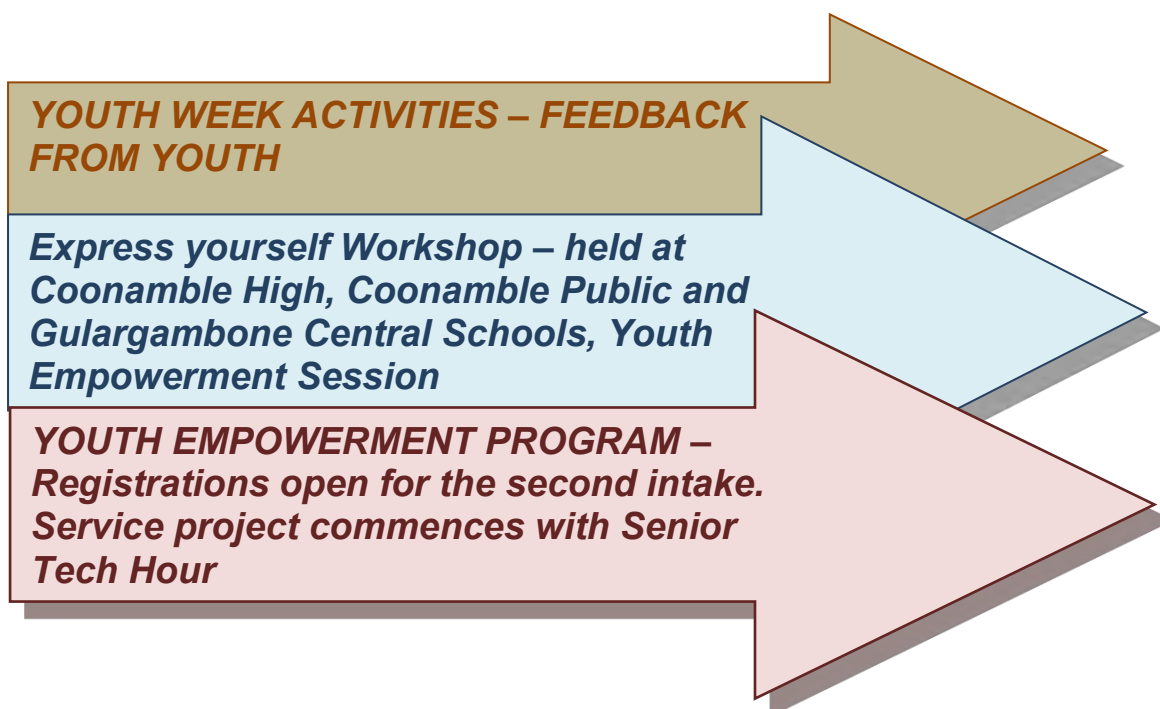
In line with Council’s 2023 / 24 Operational Plan, this report presents a summary of community service progress and activities for the month previous.

**COONAMBLE SHIRE PROVIDES THE FOLLOWING COMMUNITY SERVICES**

- Holiday Program – Coonamble & Gulargambone
- Youth Centre Gulargambone (After School & Holiday Activity)
- After School Care Quambone
- Library Services (Coonamble, Gulargambone, Quambone)
- Running events e.g. Seniors Week Luncheon
- Funding events e.g. the Interagency Resilience Day, October Wellbeing Day
- Youth Empowerment Program (First Light) – Edraak Insights

**FROM COMMUNITY SERVICES TO COMMUNITY DEVELOPMENT**

**PROGRAMS / EVENTS:**



## Youth Week 2024 - Feedback

### *YOUTH WEEK ACTIVITIES FOR AGES > 12: Analysis of the Feedback*

Youth Week in 2024 ran over the last week of the school term and into the first week of the school holiday break. A well thought out and considered programme was presented to the youth in our community with activities targeting educational, mental and physical wellbeing.

**At the two-day LAUNCH**, valuable feedback was collected from the youth who participated. Following is a snapshot of the feedback we received. This is an interesting analysis into the mind and heart of our young population.

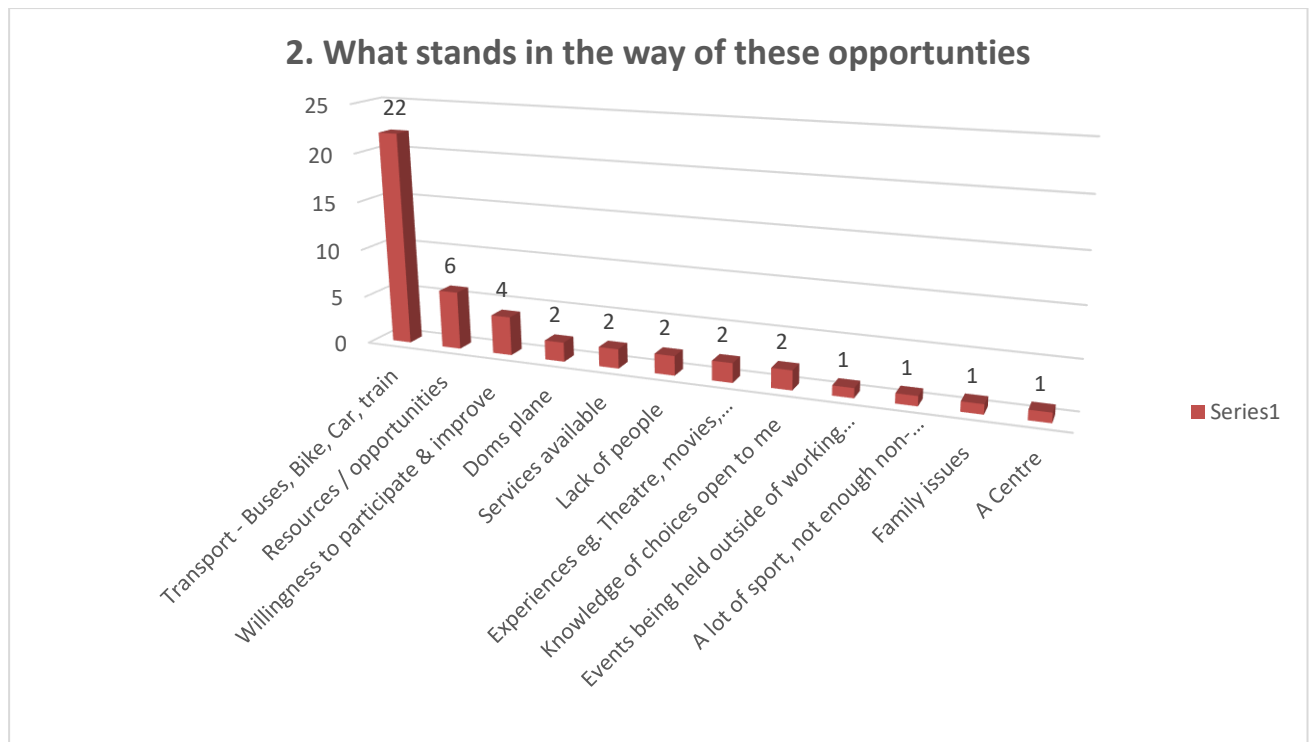
The youth were asked four questions:



It is interesting to see *School* and *Family*, ranking the highest amongst sources of opportunities, joy and hope followed by *Recreation*, *Friendships*, *Opportunities* and the *Youth Empowerment Program*. The rest although less visible seem important for the youth to have noted them down.

Please note that 80% of the feedback received was from students in Gulargambone Central School who were extremely proactive in engaging in the feedback sheets.





In response to the second question above, what seems to stand in the way of our youth is the towering issue of **Transport** at all levels. The community development team will be investigating the options open to the Council and will be coming up with recommendations to address the issue.

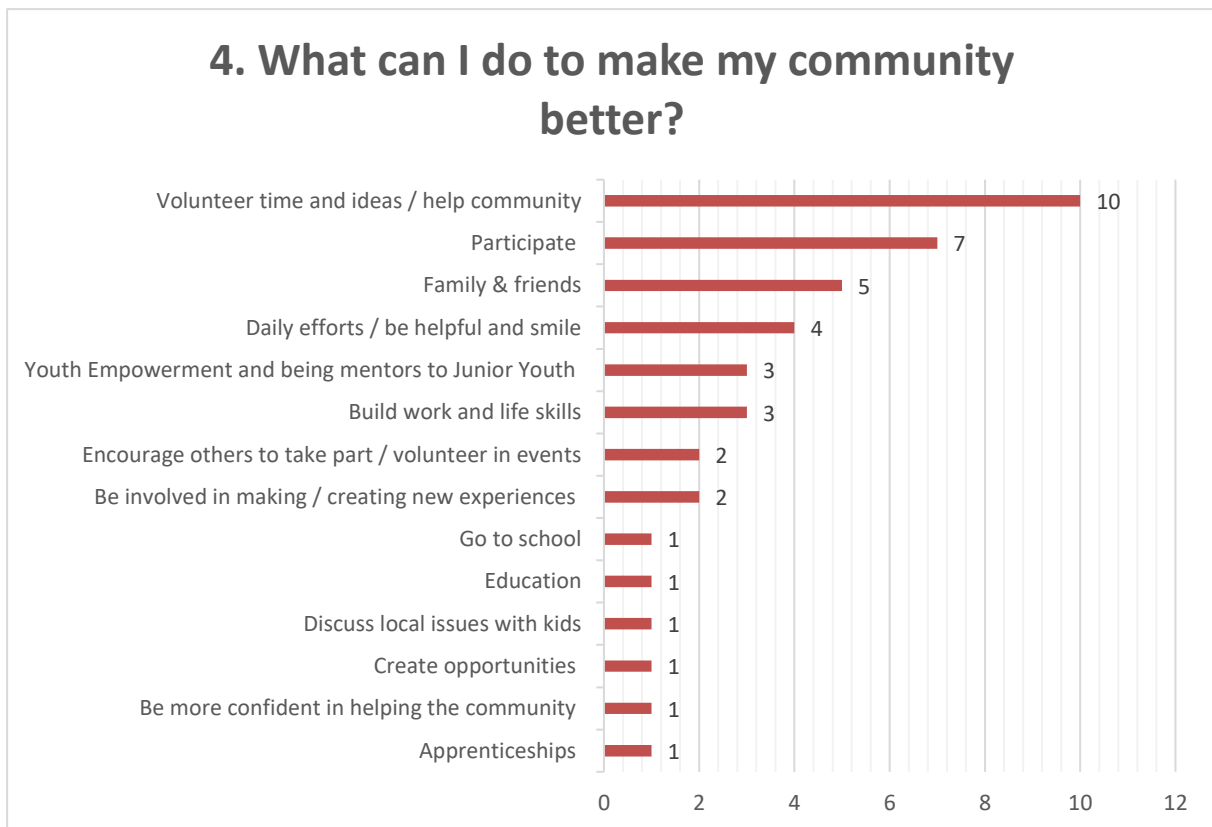
This ranking is followed by insightful feedback around lack of resources and the lack of willingness on the part of the community to put in the effort required to participate, change and improve.



This third question aims to encourage young people to reading their reality. They think about their personal circumstances, and some of the challenges they need to navigate as seen through their eyes.

Insightfully, youth rank highest **personal circumstances and issues with family and friends**. This is followed by a series of psychosomatic indicators such as the following.

- Community not accepting change and new ideas from new people.
- Lack of motivation
- Lack of support
- Lack of connection in the community
- Fear from Crime



This fourth question encourages young people to gauge their strength and take responsibility in doing their part. Here youth rank “*Helping community members and volunteering*”, the highest, which is closely followed by importance of “*participation in activities*” and the need for “*daily efforts, and helpfulness*”. The rest of the axis titles reflect interesting narratives of thoughts and suggestions from our young people.

The evidence provided is extremely significant in understanding our youth better. It seems the youth are extremely aware about what they don’t want to see and want they do want to see.

A heightened intentionality around values such as connection, support, helpfulness, service to the community, need to evolve and improve seems to be high on the radar

of young people. This is coupled with more tangible outcomes such as transport, work opportunities and better education. Family circumstance seems to be a double-edged sword. It is both a great source of joy and hope and a challenge.

- **NATIONAL SORRY DAY**

Observed annually, National Sorry Day remembers and acknowledges the mistreatment of many Aboriginal and Torres Strait Islander people being forcibly removed from their families and communities, which we now know as the Stolen Generation. Members of the Community Development team attended the commemorative ceremony which included moving stories of resilience from Elders. While leaving the ceremony, it was noted by the team, the disconnect between the event they had just participated in, and what the rest of the community was doing. Community Development would like to work with the whole of community to facilitate a more connected and integrated approach to such events within our community by working with all parts of the community.



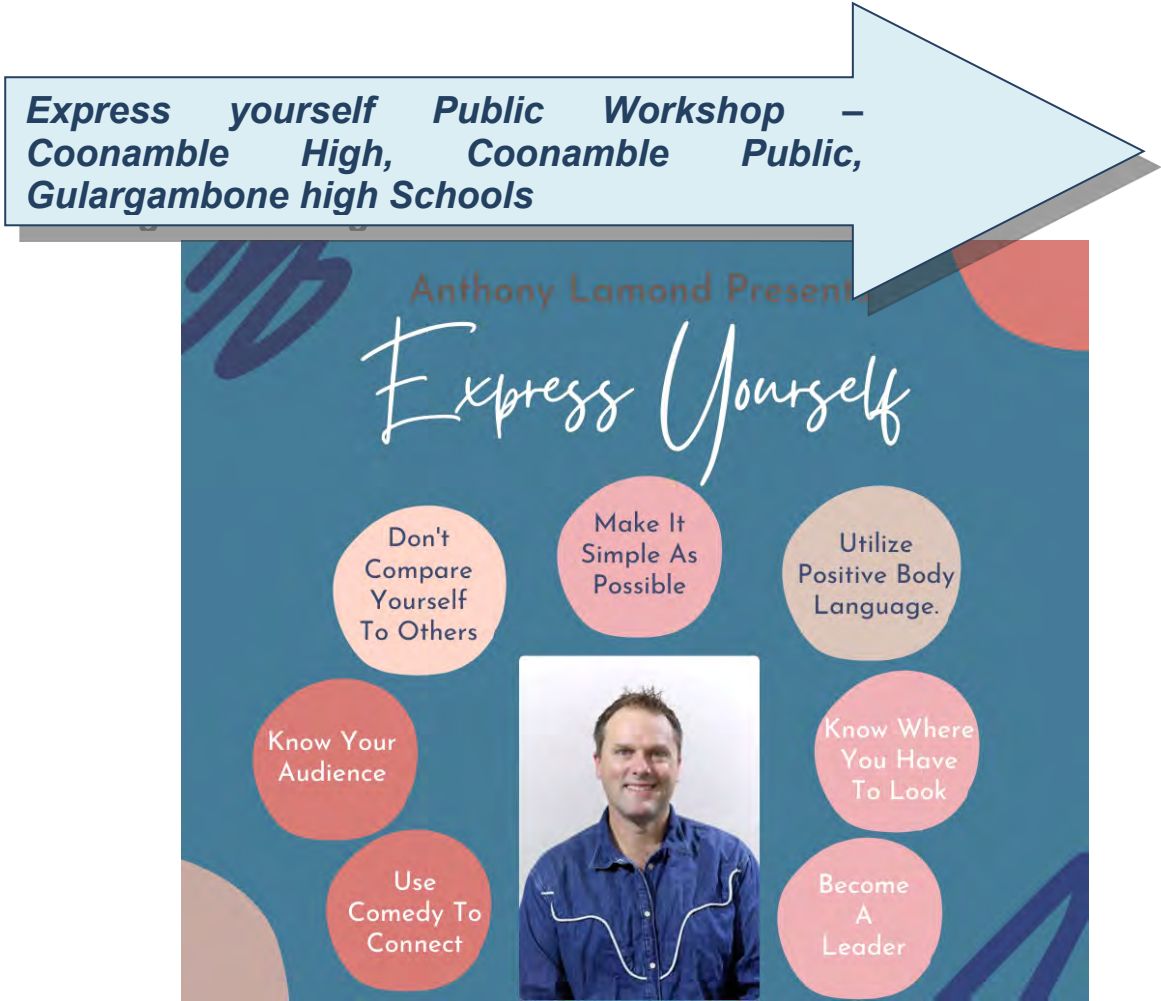
- **QUAMBONE AFTER SCHOOL CARE**

Community Development has endeavoured to travel to Quambone and attend the After School Care team - Abby and Narelle Sinclair - to join in, discuss and evaluate the programme Council has in place. Council supplies food, craft and staffing for this service. During the Easter month Abby and Narelle did lots of Easter activities, celebrating the holiday. At the start of May, the children focused on Mother's Day for inspiration for an art activity.

The children baked three (3) types of biscuits with the CWA five (5) dozen biscuit recipe, splitting into three (3) groups with some dough each. One (1) group had milk

choc chips, one (1) had white choc chips and the other 100's and 1000's. They were then wrapped up for a Mother's Day present.





The Council had an opportunity to engage Anthony Lamond - a professional comedian and speaker, specialising in helping young people to speak in public, use a microphone and build confidence in themselves - to speak with the youth in our shire. Both Coonamble High and Gulargambone Central accepted the opportunity. Students in years 5 and 6 learned interview techniques and public speaking to enhance their power of expression. The question they were responding to was “tell us a dad joke”. In doing so, they considered what are your strengths, your unique talents, and what do you want to become when you grow up?





It was an extremely fun and interactive experience that kept the students engaged for a full two hours. Council hopes that by encouraging our youth to speak up and voice their opinions, we will be able to harness their vision for our community and what they believe it needs to thrive and grow.

***YOUTH EMPOWERMENT PROGRAM – Registrations open for the second intake. Service project commences with Senior Tech Hour***

The Program is excited to invite the second round of intake of registrants with advertisements on the Council website and Facebook page, and flyers going to families through the primary and secondary school. The program coordinators are in also planning with schools for special days where content and information about the program is shared with the students in person.

- **SENIORS TECH HELP**

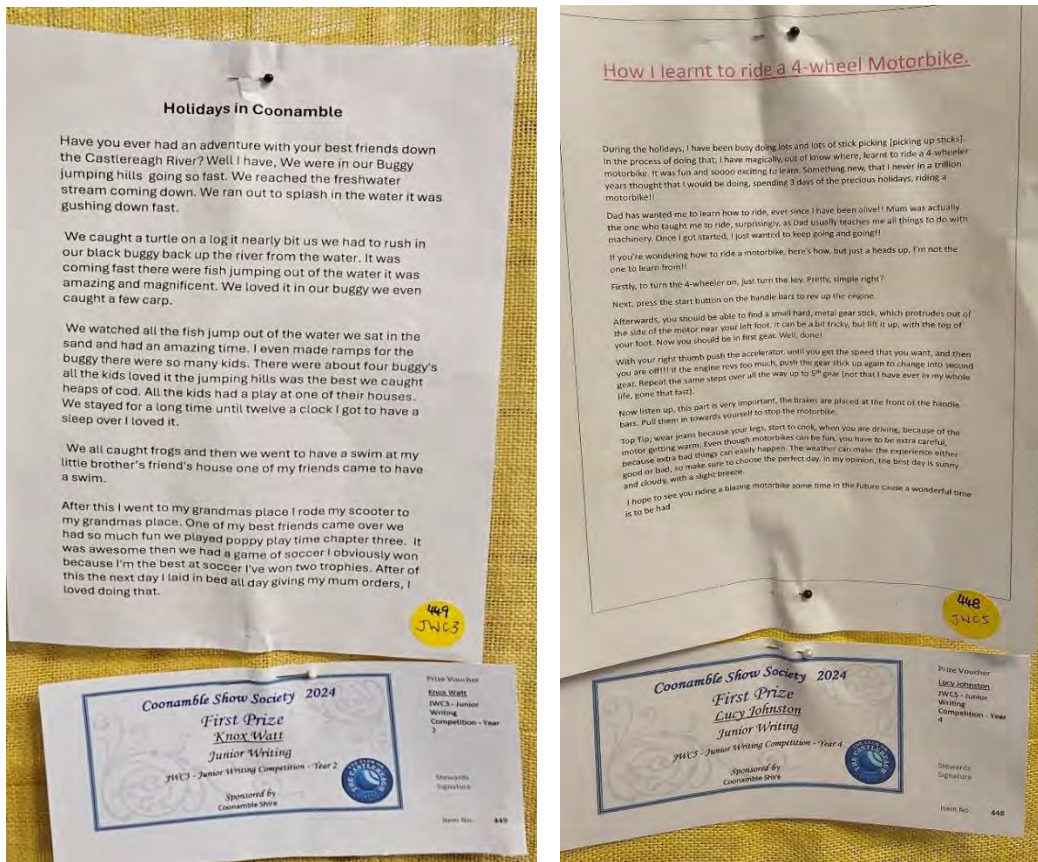
As part of the service projects that the youth need to plan for in the Youth Empowerment Programme, Seniors Tech help is the innovative idea to deliver technology help to seniors in our community. The tech hour is held in the library fortnightly after school and during school term. We hope that the tech program brings teenagers together with older Australians to share digital skills and knowledge and help them gain the confidence they need to navigate the online world. Young people also benefit from taking part in the program by developing teaching and leadership skills and increased social connection and understanding across generations.

**LIBRARY SERVICES**

- **LIBRARY SHOW WRITING COMPETITION**

This is a competition run at the Coonamble Annual Agricultural Show each year open to anyone in our Local Government Area. This year entries were down but we had some great stories. The prompt for Kindergarten to Year 6 was “Holidays in Coonamble” and the kids did not disappoint. The library and Coonamble Show Society will be working with schools this coming year to try to incorporate the Writing Competition into the school’s section of the pavilion schedule, hopefully encouraging

more school classes to enter. If this happens, Coonamble Shire Library will sponsor the section and prizemoney.



• **NWLS REGIONAL LIBRARY MANAGER RETIRES**

The North Western Library Service Regional Library Manager, Pamela Kelly, has notified all members of the NWLS that she is retiring at the end of June. As this position is held at Warren the Warren Shire Council is handling all the details regarding filling the position. Should the new person not start until after Ms Kelly has left, continuity has been assured through the technicians currently working for NWLS.

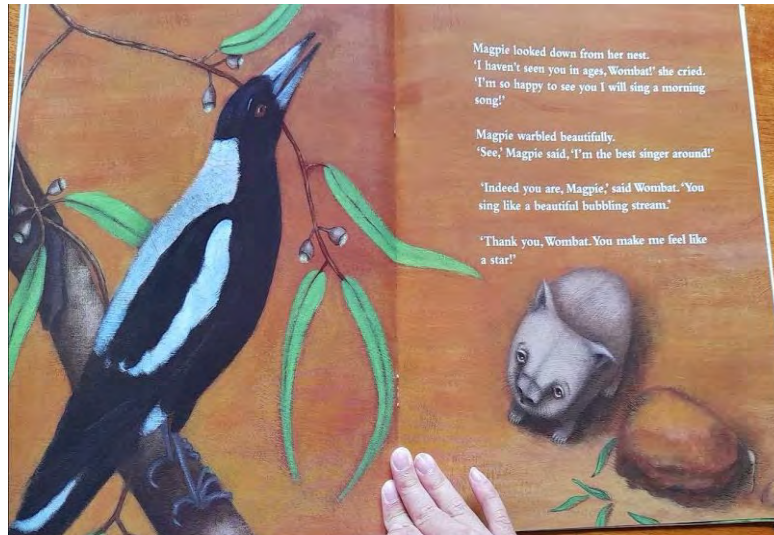


*Pictured: Back Brooke Whaley Bogan Shire Librarian, Elizabeth McCutcheon Gilgandra Shire Librarian. Front Raquel Pickering, Coonamble Shire Librarian, Pam Kelly, Regional Library Manager*



- **RECONCILIATION WEEK STORYTIME**

The Librarian attended story-time at the Coonamble Preschool and read *A Fest for Wombat* by Sally Morgan. We also supplied a number of craft items and colour in pages for the kids. The children participated in the reading, counting the animals, dancing like the dingo and singing like the magpie.



- **SIMULTANEOUS STORYTIME 2024**

The 24<sup>th</sup> Annual Simultaneous Storytime was held on Wednesday 22 May at 12noon. SIM Storytime is an initiative of the Australian Library and Information Association and is held every year, nationwide. Every year a picture book, written and illustrated by an Australian author and illustrator, is read simultaneously in libraries, schools, pre-schools, childcare centres. It is a vibrant, fun event that aims to promote the value of reading and literacy, using an Australian children's book that explores age-appropriate themes, and addresses key learning areas of the National Curriculum. We would like to thank the Coonamble Preschool for joining us at the library this year. A copy of the book and a craft and sensory play activity was prepared and sent out by the librarian for the preschools in Coonamble, Gulargambone and Quambone. We would like to thank the Coonamble Preschool for attending.





**TRULY TRIVIAL**

Just a little library trivia for your information:

- Items held in the Coonamble and Gulargambone libraries: 10,738

- **LIBRARY STATISTICS** (26 April 2024 – 28 May 2024)

Service	Loans	New M/ships	Wi-Fi (hrs)	Internet (people)	Internet (hours)	Kids Comp (children)	Junior Visits	Adult Visits
Coonamble	340	6	58	62	1820	68	98	293
Gular	16	1						

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

Library Visits	Reference Enquiries	Technology Enquiries	Local History	VIC Enquiries
391	4	48	11	3

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

Senior Craft	Pre-School Visits	Housebound	Storytime	Seniors Cinema	Other
12	36	0	4	9	8

**(a) Governance/Policy Implications**

The delivery of community development and integrated planning functions and activities are carried out in accordance with Council’s Operational Plan and Integrated Planning and Reporting Framework.

**(b) Legal Implications**

There are no legal implications arising from this report.

**(c) Social Implications**

Council’s community services section delivers a broad range of support services, activities, and opportunities to all age groups. These services assist in building social capital within the Shire.

**(d) Environmental Implications**

There are no environmental implications arising from this report.

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

The economic implications of community services are positive, in that these services provide employment opportunities, delivering a service to the community and support the local business sector.

**(f) Risk Implications**

There are no risk implications arising from this report.


**CONCLUSION**

The updates provided in this report deliver information to Council on the key activities undertaken in Council’s Community Development section for the month of May 2024.

**RECOMMENDATION**

**That Council receives and notes the information contained in this report**

**10.15 ECONOMIC DEVELOPMENT & GROWTH - PROGRESS REPORT**

**File Number:** D5  
**Author:** David Levick-Manager Economic Development and Growth  
**Authoriser:** Barry Broe, Director Community, Planning, Development and Environment  
**Annexures:** 1. Freight Reform Policy Program submission [↓](#) 

**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**

Economic Development and Growth

This year is the year in which many seasons of infrastructure, program and event planning by Council are yielding their harvest. The following summarise key highlights.

***Infrastructure Projects***

*Coonamble Riverside Holiday Park*

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- Move public dump point and provide improved access

- Water tank removed to create another four powered sites
- Geotech work and service location completed
- Camp Kitchen construction completed
- Resealing of current internal road work (as park usage permits)
- Construction of new road behind the amenities block

Commentary: Camp kitchen installation completed; Requests for Tender for the two components of roadwork considered. Only one tender received. Proposed costs were significant. Decided to de-scope the proposed roadwork to that of re-sealing the current internal road only.

*Coonamble's Main Street Enhancement*

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- Weight/load capacity for awnings in Coonamble’s main street determined
- Integrity of awnings in Coonamble’s main street determined
- Building owners advised of outcomes of inspections
- Immediate remedial actions taken, where advised
- Paint scheme colour palette received for awning painting project
- Lighting determined to highlight Art Deco streetscape
- Three-phase power installed for improved market capability
- CBD Precinct Masterplan developed

Commentary: Suggested paint scheme from consultant received for each building; meeting with Essential Energy suggests holding off provision of Council-controlled three-phase power until a major project in 2025-26, when the power supply will be moved underground.

*Coonamble and Gulargambone Sportsground amenities*

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- Preliminary designs for Women’s Changerooms (Coonamble) prepared
- Preliminary designs for upgraded changerrooms (Gulargambone) prepared
- Tender prepared for both projects
- Tender advertised for both projects
- Upgrades to current amenities, Coonamble, (due end of April)

Commentary: Modifications to the Gulargambone Sportsground amenities made following community consultation. Upgrades to current amenities at Coonamble Sportsground 95% completed.

*Housing Development*

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- Undertake a coordinated approach to Gray’s Estate and Yarran Street property development
- Undertake detailed surveying work for levels of the proposed housing sites
- Prepare a council-funded Regional Housing Strategy
- Install a sewage pumping station at the corner of Yarran and Reid Streets to service that proposed subdivision and development

Commentary: Funding for the purchase and installation of a sewage pumping station included in the FY24-25 Budget. Survey work completed. Sub-division plans being drawn-up. A call for Expressions of Interest from potential developers has been advertised.

*House-keeping land re-zonings*

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- Rezonings determined for more industrial land and for improved alignment of zoning to current usage across Coonamble township
- Prepare Planning Report for the Department of Planning to adjust zonings

*Youth Accommodation – Coonamble and Gulargambone*

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- Advertise call for quotations for design-only and design-and-construct of the youth crisis accommodation units at Coonamble and Gulargambone
- Assess tenders for Youth Accommodation
- Award contract
- Build Youth Accommodation in Coonamble and Gulargambone

Commentary: Demolition quotes to be sought to demolish hose on proposed site.

*Coonamble Artesian and Cultural Experience*

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- Take ownership of site
- Complete Geotech and soil contamination studies
- Complete site clean-up
- Prepare a concept and business plan for the current site

Commentary: A call for Expressions of Interest from potential developers was advertised. Some interest being shown. Site clean-up being implemented. Demolition quotes to be called.

### *'Real Country' Regional Tourism Collaboration*

- |  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|
- Real Country Destination Strategic Plan adopted
  - Real Country project, Warrena Creek Reserve development business case adopted in principle
  - Real Country infrastructure works incorporated into Warren Creek Reserve Plan of Management
  - Community consulted on the draft Plan of Management for Warrena Creek Reserve, incorporating proposed Real Country developments

### Grants

Council has been successful in securing funding for the following activities:

\$3,000 for the NAIDOC Community Day in September.

\$19,080 to determine a Shire-wide baseline of data regarding illegal dumping.

With the end-of-financial year approaching, much of the current focus on grants is in relation to the acquittal of completed grants.

### Industrial Land (Employment Zone)

Please see the separate report regarding the old sheepyards, in relation to efforts to create further Industrial-zoned land (now referred to as Employment Zoning).

### Freight Policy Reform

Coonamble Shire Council has made a submission to the State Government's Freight Policy Reform Program to support a range of priorities to improve the movement of freight from Coonamble Shire to a port with the greatest efficiency.

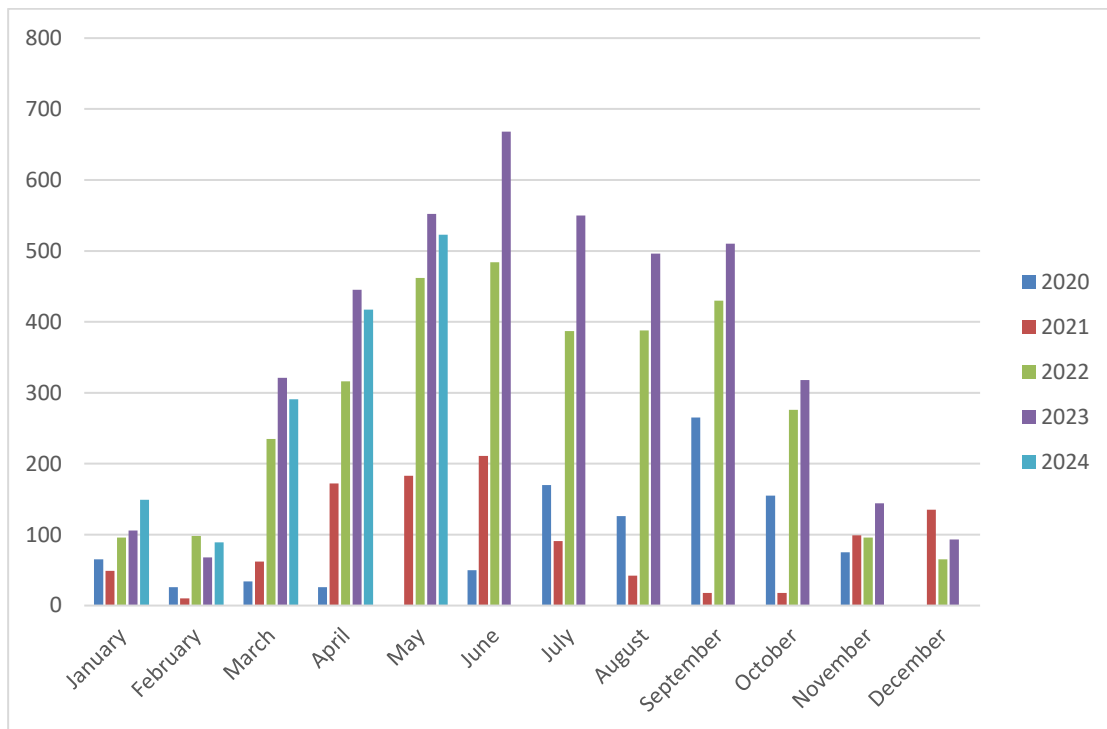
Currently, only 32% of Coonamble Shire's freight is exported through our closest port, the Port of Newcastle, while 45% is exported through the congested Port of Botany, and the remaining 23% leaves Australia via the Port of Kembla on the South Coast.

A copy of Council's submission is attached. The submission gives Council the opportunity to continue involvement in the freight policy reform program.

Tourism and visitation

- **Coonamble Information and Exhibition Centre**

Between 24 April and 31 May 2024, the Information and Exhibition Centre welcomed 594 visitors to the Coonamble Shire. Visitation is increasing and continuing to peak into the cooler months, although trending a little lower than the same time last year. Visitor Information Centres in the region are capturing similar data. It is believed to be evidence of the domestic tourism industry stabilising post-COVID. A recent report released by Destination Marketing Store supports this reasoning.



- **June long weekend hours**

The Coonamble Information and Exhibition Centre opened for extended hours during the June long weekend to support the influx of travellers for the Coonamble Rodeo and Campdraft.

- Friday 8:30 am – 5:00 pm (usual)
- Saturday 10:00 am – 2:00 pm (usual)
- Sunday 10:00 am – 2:00 pm (extended)
- Monday 10:00 am – 2:00 pm (extended)

- **Linen table runner collaboration with Uncle Sooty Welsh**

A formal collaboration with Coonamble artist and Wayilwan Elder Uncle Sooty Welsh has resulted in a special range of linen table runners. These are screen printed by hand with his bold artwork, inspired by the unique markings made by his Wayilwan ancestors. These table runners are 150 cm x 45 cm and are available for purchase from the Coonamble Information and Exhibition Centre



for \$50 each. This product range supports Council's adopted Destination Marketing Plan by promoting local arts and culture, and Aboriginal cultural heritage.



- **DNCO Visitor Economy Conference**

On 8 May, the Tourism and Events Officer attended the Visitor Economy Summit, an event hosted by Destination Country and Outback NSW. Destination Country and Outback (DNCO) is one of seven Destination Networks in NSW. The Summit brings together tourism businesses and operators along with council tourism staff. The theme of this year's annual Summit was 'The Power of Storytelling'.

In addition to the program, of speakers, these events are valuable for networking with representatives from Destination NSW, gaining insights from reports and data presented by the Destination Marketing Store and Tourism Australia, as well as maturing the Real Country perspective by attending the event with staff from Gilgandra Shire Council.

Outcomes from attendance at this event are particularly relevant to the Coonamble Destination Management Plan.

The program of presenters included First Nations perspectives from Blak Douglas and Wajaana Yaam Gumbaynggirr Adventure Tours (NWAC).

Valuable insights were presented by the leading tourism data research agency – Destination Marketing Store. One takeaway was the substantial increase in the Chinese tourism market share in Australia. Feedback from operators has indicated this insight is likely to be relevant to Coonamble Shire. As an example, one Bed & Breakfast operator has reported a visit by a group of

Chinese amateur astronomical photographers, who took advantage of our Dark Sky Country to capture some magnificent images.

*Travellers Pulse* is a report commissioned by Destination Country and Outback, created by the Destination Marketing Store. This report confirmed the sentiment that the domestic tourism industry is stabilising after the huge growth post-COVID. It also highlighted the strength of storytelling and catering to travellers across areas of local government. This supports our strategic *Real Country* partnership developed between Coonamble, Gilgandra and Warrumbungle Shires and the priorities identified in the Business Case and Strategy.

The report highlighted research pointing towards an epidemic of loneliness. This is affecting all ages and will impact the tourism industry through an increased interest in bookable group tours and an increase in planned trips centring on the experience of visiting friends and relatives. The appetite for wellness experiences has expanded to appreciate passive experiences. This supports 'Unlimited Horizons' as a key theme in the Coonamble Destination Management Plan. The need for bookable experiences online was again stressed as being of high importance. On average, travellers are booking and planning for their trip more than 40 days in advance. This is the time frame in which Coonamble Shire must win consideration in the mind of the traveller. Council is implementing a streamlined approach to promoting events and experiences through updates to the tourism pages of Council's website and a supporting program of social media marketing. Quality public infrastructure was also identified as a pillar when it comes to what the evolving traveller is seeking, with a particular focus on infrastructure that supports passive experience building. The infrastructure proposed in Coonamble Shire's Real Country strategy and being pursued for development through Regional Precincts and Partnerships Program funding will satisfy this yearning.

Presentations from event and enterprise businesses, Fodder from the United Kingdom, Armidale Cultural Centre & Keeping Place, Gilay Estate, Art Shack at Wilbagah, Galah Magazine, The Corridor Project and Walcha Open Air Gallery, provided a range of perspectives surrounding the delivery and impact of social events, the development of new tourism products, and the details that matter to their customers and how they have determined and engaged with their target markets.

Determining a target market 'persona' at which to target marketing content was explored as an effective way to streamline marketing plans and support a strong return on investment. In line with this, a workshop activity was carried out where attendees were asked to create a single persona that profiled the ideal traveller they would like to target. This activity simplified the scope of the marketing strategy and demonstrated the clarity that can be gained for

promotional messaging and experience planning. It also challenged the perception the refining focus excluded other target markets, showing that there is a significant cross-over in interests and pain points that are shared by many demographics, so by addressing the needs of one demographic or persona it improves the communication and experience of all.

The summit content provided confidence in the direction and priorities identified by Coonamble Shire and provided specific areas of development, for example, the confirmation of the development and confirmation of the ideal traveller persona to guide tourism marketing and experience.



- **Local Government Excellence Awards 2024**

*Real Country: A Strategic Blend of Natural Beauty, Tourism and Infrastructure in the Orana Region NSW*, has been chosen as a finalist in the Borderless Communities category at the 2024 Local Government Professionals Excellence Awards. Coonamble Shire Council’s Tourism and Events Officer attended the awards dinner and announcement on 6 June 2024, in Sydney.



As the premier celebration of outstanding projects and leaders in the local government sector, this serves as valuable recognition for the *Real Country* partnership and the three councils' innovative approach to collaboration.

## Events

- **Vision Splendid Country Music Festival – October long weekend**

The 'Vision Splendid' Country Music Festival will activate Coonamble's CBD by transforming it with a line-up of professional musicians, food and market stalls, bar and children' amusement activities.

The line-up included Max Jackson, The Wolfe Brothers and the headline, Lee Kernaghan.

This will be an attractive event for residents and tourists, benefiting local businesses, community groups and accommodation providers. The timing of this event is particularly advantageous, complementing a local events program for the October long weekend and spring school holidays, likely to result in a strong attendance.

Flagship events such as *Vision Splendid* provide a strong platform to raise awareness of the Coonamble region as a tourist destination and support a strong events calendar throughout the year.

This event is funded by the NSW Government's Transport for NSW Open Streets Program.

### Upcoming events:

- 7-10 June, Coonamble Rodeo & Campdraft
- 7 – 26 June, Material Girls of Coonamble 21st Annual Quilt Exhibition
- 12 June, Social and Emotional Wellbeing Expo
- 29 June, Marthaguy Picnic Races
- 16 June, Coonamble Jockey Club Cannonball Race Meeting
- 6-7 July, Coonamble Team Penning
- 6-7 July, Quambone Polocrosse Carnival
- 7-14 July, National NAIDOC Week
- 4 August, Variety Bash comes to Coonamble

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

Policies relevant to activities reported here include the Community Engagement 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 and 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 the report be received and noted.**



80 Castlereagh Street, Coonamble NSW 2829  
Telephone. 02 6827 1900 Fax. 02 6822 1626  
Email. council@coonambleshire.nsw.gov.au  
www.coonambleshire.nsw.gov.au  
ABN. 19 499 848 443

All communications to be addressed to the General Manager  
PO Box 249, Coonamble NSW 2829

31 May 2024

The Freight Policy Reform Advisory Panel  
Freight Branch Team  
Transport for NSW

**Re: Freight Policy Reform Program submission**

Coonamble Shire Council, located in the Orana region of New South Wales, plays a significant role in the agriculture sector, particularly in grain and pulse production. Our current freight volume stands at 220,000 tonnes per annum, with projections reaching 256,250 tonnes per annum within the next decade.

Freight transport is evenly split between road and rail.

Our key rail freight corridors include:

- Coonamble – Gilgandra – Dubbo – Newcastle: 35,000 tonnes per annum
- Coonamble – Gilgandra – Dubbo – Botany: 50,000 tonnes per annum
- Coonamble – Gilgandra – Dubbo – Kembla: 25,000 tonnes per annum

Transporting freight to Port Botany adds an extra \$461 per container and 3,080 tonnes of CO<sub>2</sub> annually. Recognising the Port of Newcastle as a container terminal would offer a more direct, lower-carbon, and cost-effective route, significantly benefiting our agricultural businesses and improving overall freight system efficiency.

Key priorities for Coonamble Shire Council include:

- Due to rail and road congestion, lack of rail paths on the Main West Line and competition for freight paths through the Sydney train network, the Port of Newcastle offers a more efficient, cost-effective freight route and competitive option for our producers in the Coonamble Shire.
- Completion of the Inland Rail section from Narromine to Narrabri, with a clear timeline to enable regional businesses to plan for expansion.
- Investing in rail interface connection and road infrastructure to support the development of the Curban Intermodal.
- Ensuring road reclassification from local to regional or state roads happens more frequently and as needed, to support funding to roads where land use changes to support industry growth.
- Maintaining the Coonamble – Dubbo rail line at 25TAL for efficient loading of grain trains and shifting mode from road to rail.
- Construction of the Maryvale-Gulgong Rail Line and upgrading the Ulan-Gulgong line to 25TAL for more efficient transport to the Port of Newcastle.
- Lifting restrictions on PBS2B heavy vehicles on the Golden Highway Corridor from Narromine to Newcastle.

Coonamble Shire Council is keen to engage in future dialogues with the Freight Reform Program and facilitate introductions to local stakeholders where appropriate.

Yours faithfully,

A handwritten signature in blue ink that reads "Barry Broe".

Barry Broe  
Director of Community, Planning, Development and Environment

(Enclosures)



**Current Road Freight Corridor:**



Source: Transport for NSW

**Current Rail Freight Corridor:**



Source: Transport for NSW

## 10.16 REGIONAL PRECINCTS AND PARTNERSHIPS PROGRAM - PRECINCT DELIVERY BUSINESS CASES

**File Number:** G5

**Author:** David Levick-Manager Economic Development and Growth

**Authoriser:** Barry Broe, Director Community, Planning, Development and Environment

**Annexures:** 1. **Regional Precincts and Partnerships Program - Stream 2 - Precinct Delivery - Grant Guidelines** [↓](#) 

### PURPOSE

To inform Council of the next steps in the application under the Regional Precincts and Partnerships Program – Stream 2: Precinct Delivery that gives Council the opportunity to apply for up to \$50 million to develop Coonamble as a regional tourism, housing and employment precinct.

### EXECUTIVE SUMMARY

The Regional Precincts and Partnerships Program is a non-competitive grant opportunity for up to \$50 million to develop regionally significant precincts through a partnership approach.

At the May Ordinary Meeting, Council resolved to authorise the General Manager to prepare an application for this funding (Resolution 2024/100.2).

A case can be made to present the following projects as a coherent and regionally significant tourism, housing and employment precinct development, in partnership with commercial and community stakeholders:

- Coonamble Artesian and Cultural Experience.
- Warrena Creek Reserve development (a *Real Country* project).
- Coonamble Caravan Park expansion.
- Museum Under the Bridge conservation and development work.
- Information and Exhibition Centre expansion.
- Sons of the Soil Hotel refurbishment.
- Panel housing factory.
- (Potential) de-salination plant to create potable water and 'Coonamble Spa Salts' from waste water created by the Artesian development.

Partnerships are essential to this program to plan and deliver precinct proposals collaboratively. Partners can include:

- Not-for-profit entities.
- First Nation groups.
- Regional Development Australia committees.
- Community Organisations, and
- Private Enterprise.

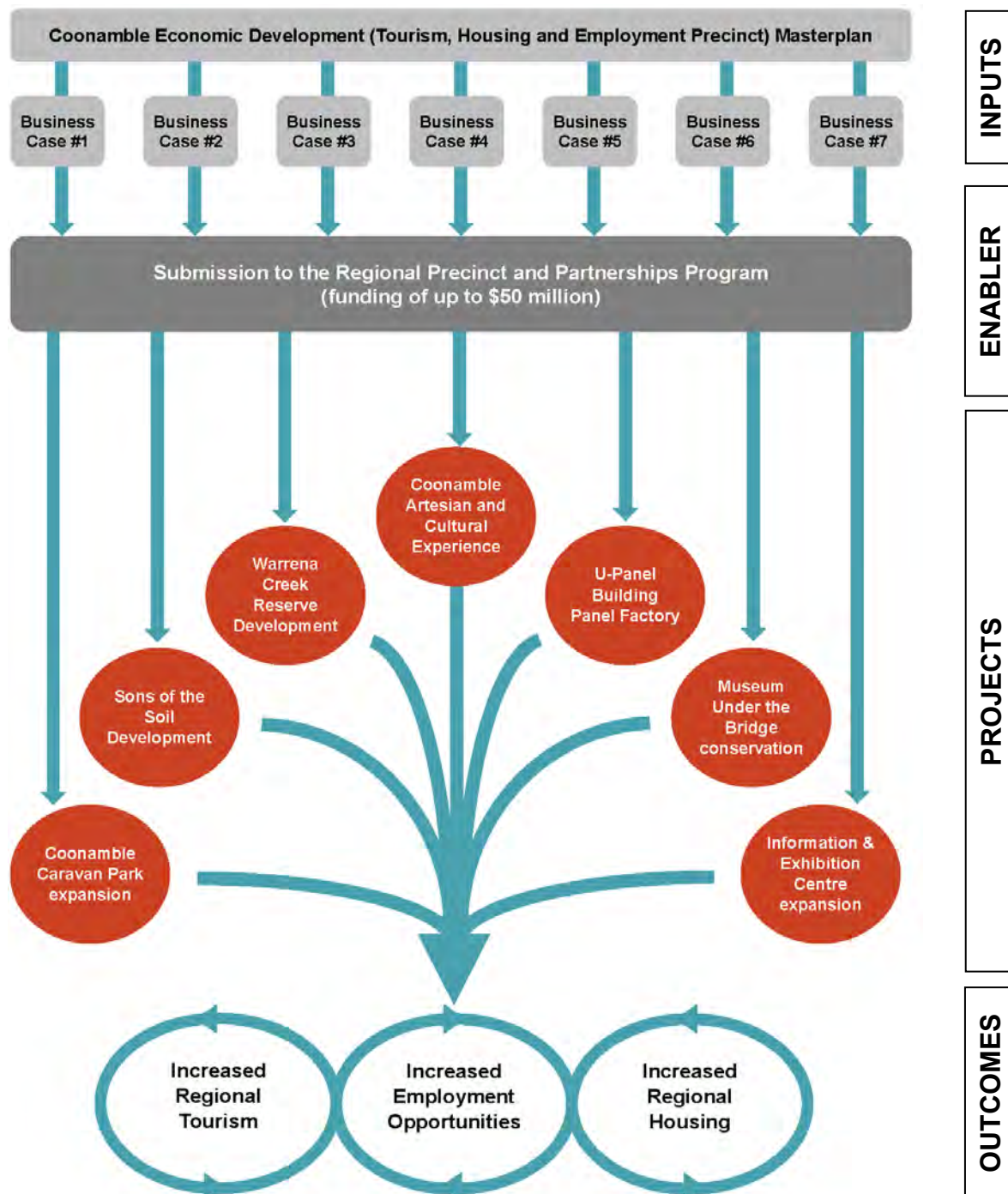


In moving many of the abovementioned proposed developments forward, Council has already established relationships with potential partners.

The next steps are:

- To develop business plans to show the economic viability of the proposed projects, and
- a precinct masterplan and project design.

There is no deadline for submissions, giving Council the opportunity to invest the required time to develop a robust and well-researched and presented application.



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

The proposed projects address several strategies of Council's Community Strategic Plan across multiple dimensions:

P2.1 Deliver and support cultural initiatives which strengthen connection to country and traditional and unique identities.

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.

ED1.1 Grow our reputation as a Local Government Area of choice to live, work and invest.

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

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

L1.1 Support and contribute to initiatives that build our capacity to grow and nurture leadership in our community.

L1.2 Strengthen our engagement and consultation with our local community and stakeholders, including increasing community participation in decision-making.

**(b) Financial Considerations**

The proposed step to advertise for a Request for Tender is within budget and has no serious financial implications. The decision to appoint a tenderer to complete the work, and the significant financial consideration this entails, will be considered by Council in a separate report at a later date.

**COMMENTARY**

The Regional Precincts and Partnerships Program – Stream 2: Precinct Delivery funding opportunity has as its objectives:

- To deliver project(s) that form part of a precinct or foundational infrastructure that activates a precinct.
- To support the delivery of regional precincts that are tailored to their local context and based on a shared vision.

For Stream 2, the 'project' is considered to be one or more elements of a precinct, with the objective of working with partners to support the delivery of precinct projects that provide targeted benefits related to productivity, equity and resilience for regional, rural and remote areas across Australia.

The program has an additional objective of reflecting the Federal Government's approach to regional investment, as outlined in its Regional Investment Framework, that has its priority focus areas:

**Generally:**

- Meeting the needs of, and providing opportunities for, First Nations people.
- Supporting the transformation to a net-zero economy and decarbonisation
- Achieving gender equality.

**Investing in People:**

- Listening to local voices and partnering with communities.
- Targeted investment in skills, educations, training and local leadership capacity.

**Investing in Places:**

- Supporting adaptive, accessible, sustainable and liveable regions.
- Delivering infrastructure where and when it is needed.

**Investing in Industries and Local Economies:**

- Investment to help activate economic and industry growth.
- Supporting the conditions needed for industries to diversify and grow.

The next steps are:

1. Seek feedback from the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, to determine that Council's proposed project(s) would be considered eligible for consideration, and
2. Discuss the proposal with the Federal Member for Parkes, Hon. Mark Coulton, to ascertain his perspectives on the project(s), then
3. Advertise a Request for Tender for development of the Precinct Masterplan, multiple Business Cases and a coherent grant application. The Masterplan, Business Cases and grant application would be funded through the Council co-contribution to the Coonamble Artesian and Cultural Experience grant already provided by the State Government.

In activating Coonamble as a tourism, housing and employment precinct, the proposed project(s) open the possibility for:

- Provision of more affordable housing in Coonamble and across the north-west of the State:
  - Establishment of the U-Panel housing panel factory.
- Increased opportunities for employment within Coonamble in the areas of:
  - Manufacturing (the housing panel factory) and other ancillary industries, such as cabinetry and roofing, that could be established by private enterprise alongside this; along with work in the proposed salt extraction plant.
  - Hospitality (the Coonamble Artesian and Cultural Experience and Coonamble Caravan Park expansion) providing jobs directly.
  - Health and Wellness as ancillary businesses operating from the Coonamble Artesian and Cultural Experience site.
  - Indigenous Cultural Tourism, centred on or operating from the Coonamble Artesian and Cultural Experience site.

- Non-powered watercraft hire at Warrena Creek Reserve and bicycle hire to make greater use of the extensive pathways proposed as part of the Warrena Creek Reserve and other developments.
- Increased tourism accommodation servicing the region at:
  - The Sons of the Soil Hotel development.
  - The Warrena Creek Reserve (RV camping) and eco-cabins.
  - The Coonamble Artesian and Cultural Experience.
  - The Coonamble Caravan Park expansion
- Increased tourism infrastructure with regional significance at:
  - Coonamble Artesian and Cultural Experience.
  - Warrena Creek Reserve development.
  - Coonamble Caravan Park expansion.
  - The Museum Under the Bridge.
  - Information and Exhibition Centre expansion.

## **CONCLUSION**

The Regional Precincts and Partnerships Program offers Council an opportunity to access funding for many of its key infrastructure projects as part of an integrated, coherent development of the Shire.

The partnership aspect of the proposed project(s) minimises the risk to Council in relation to asset management and ongoing operational costs.

## **RECOMMENDATION**

**That Council ratify the steps proposed in making a submission under the Regional Precincts and Partnerships Program.**



**Australian Government**

**Department of Industry, Science and Resources**

**Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts**

## Grant Opportunity Guidelines

# Regional Precincts and Partnerships Program – Stream Two: Precinct delivery

<b>Opening date:</b>	24 August 2023
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA)
<b>Administering entity:</b>	Department of Industry, Science and Resources (DISR)
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	24 August 2023
<b>Type of grant opportunity:</b>	Open non-competitive

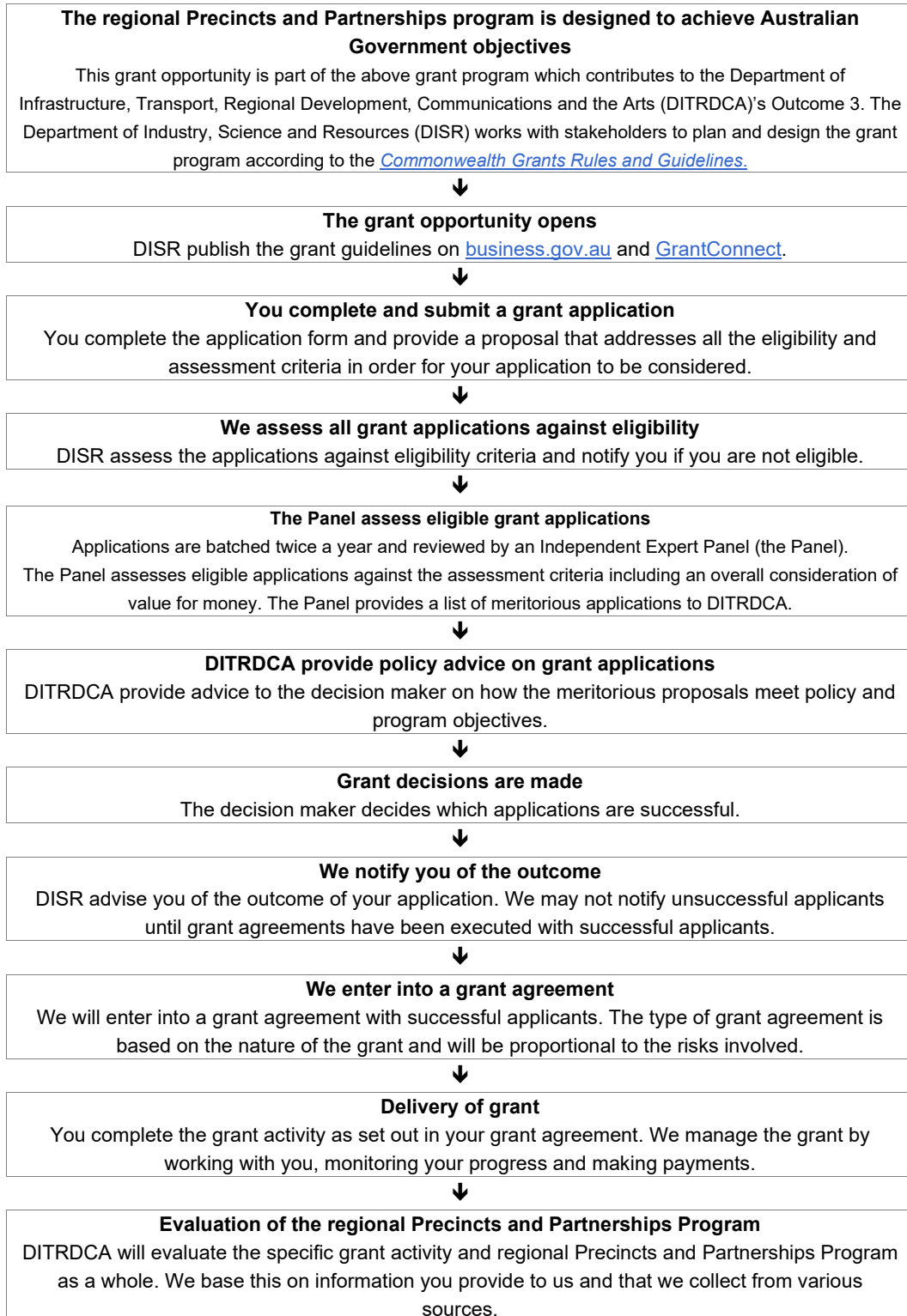
Template Version – April 2022

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## 1. Regional Precincts and Partnerships Program – Precinct delivery processes





## 1.1. Introduction

These guidelines contain information for the regional Precincts and Partnerships Program (the program).

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department/DISR) on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA).

We have defined key terms used in these guidelines in the glossary at section 0.

You should read this document carefully before you fill out an application.

## 2. About the grant program

The program will run over 3 years from 2023-24 to 2025-26. The program was announced as part of the 2022-23 October Budget and reflects the Government's Regional Investment Framework which:

- values local voices and priorities
- is informed by and builds on the evidence-base
- operates with flexibility and transparency and
- guides coordinated responses across government.

The program seeks to deliver transformative investment in regional, rural and remote Australia based on the principles of unifying regional places, growing their economies and serving their communities.

The program will focus on a **partnership approach**, bringing together governments and communities to deliver regional precincts that are tailored to local needs and have a shared vision in how that precinct connects to the region.

The program presents a new opportunity for regional investment through a unique grants process, which features a strong focus on collaboration and joint investment opportunities. The establishment of partnerships, that include local perspectives, will be critical to delivering place-based infrastructure supported by the community. The program allows governments and communities to establish long-term partnerships and jointly invest in genuine regional priorities. The Government is committed to regional development, renewal and supporting population growth by delivering the infrastructure and housing required to create strong and vibrant communities.

The program will support the planning and delivery of regional, rural and remote precincts. Regional precincts or 'places with a purpose' are user defined geographic areas with a specific shared need or theme. Regional precincts may include: business districts, neighbourhoods, activity centres, commercial hubs or community and recreational areas. They will be located in renewal areas and growth areas in regional centres, regional corridors and regional cities, as well as

smaller town centres that serve as service hubs in more remote communities. The scale of regional precinct projects will vary depending on their location and objectives.

Precincts support better integration of land use and ensure the infrastructure investment complements the broader region and its surrounding communities, spaces, transport and activities. The program's place-based, partnership approach will ensure precinct proposals are suitably and strategically designed for their specific contexts and maximise outcomes for their communities.

The objectives of the Program are to:

- facilitate place-based approaches to planning, characterised by collaborative partnerships engaging in shared design, stewardship and accountability of planned outcomes
- provide targeted benefits related to productivity, equity, and resilience for the people of regional, rural or remote Australia
- support community priorities for regional cities, rural or remote centres and areas
- reflect the Government's approach to regional investment as outlined in the Regional Investment Framework.

The intended outcomes of the Program are to:

- demonstrate the value of partnerships between governments, communities and businesses for effective planning, coordination and delivery of regional infrastructure
- develop and deliver regional precincts comprised of multiple infrastructure components, which provide benefits related to productivity, equity and resilience
- contribute to the Australian Government's current policy priorities, including but not limited to Closing the Gap, transition to a net zero economy, Australia's emission reduction goals, social and affordable housing, and National Cultural Policy.

It is the intent of the Program to:

- deliver grants across a broad geographic spread of regional Australia, including remote and very remote areas
- support precinct projects of differing scales and functionalities
- encourage projects from lesser-resourced applicants.

The regional Precincts and Partnerships Program will be an always open grants process, meaning applications can be submitted at any time once the program opens. The program is a non-competitive program to avoid the direct, competitive comparison of applications from organisations of differing sizes and levels of resourcing. This approach provides the ability to ensure the equitable distribution of grants across the country based on the individual merits of a precinct proposal and its benefits to the local community. This allows the opportunity to balance small and large precincts and different types of precincts within the funding profile.

There are two grant opportunities as part of this program:

- Stream One - Precinct development and planning - to activate partnerships and deliver an investment-ready precinct plan
- Stream Two - Precinct delivery - to deliver a specified project or projects as part of a precinct.

We will publish the opening and closing dates and any other relevant information on [business.gov.au](https://business.gov.au) and [GrantConnect](#).

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)<sup>1</sup>.

## 2.1. About the Stream Two Precinct Delivery grant opportunity

This grant opportunity is part of the regional Precincts and Partnerships Program.

The Precinct Delivery grant opportunity provides funding to deliver one or more elements of a precinct. This could include enabling public infrastructure (roads, pathways, underground infrastructure), open spaces between elements, or a particular building/s that is the catalyst for, or complements, other investment within a precinct.

For Stream Two, the **project** is considered to be one or more elements of a precinct. This grant opportunity will provide funding for the delivery of projects, rather than entire precincts. This contrasts with Stream One, where the project is considered to be the planning and development of the whole precinct.

The objective of the grant opportunity is to work with partners to support the delivery of precinct projects that will provide targeted benefits related to productivity, equity, and resilience for regional, rural and remote areas across Australia.

The intended outcomes of the grant opportunity are to:

- deliver project/s that form part of a precinct or foundational infrastructure that activates a precinct
- support the delivery of regional precincts that are tailored to their local contexts and based on a shared vision.

## 2.2. Partnerships

Partnerships are essential to the program, which has a focus on bringing together all interested parties to collaboratively plan or deliver precinct proposals. These partnerships are intended to be conglomerates of relevant entities as well as other local stakeholders, including but not limited to:

- State and Territory government
- Local government
- Regional universities
- Not-for-profit entities
- First Nations groups
- Regional Development Australia committees
- Community organisations
- Private enterprise
- Australian government agencies that have policy/program interests or responsibilities.

Not all entity types listed above are eligible to apply for program funding (see section 4: Eligibility Criteria), however they can form part of the partnership.

The intention behind a partnership is to ensure the precinct is well-considered and allows an opportunity for relevant parties to work through issues, consult early and be investment ready.

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<sup>1</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

First Nations groups should be provided an opportunity to shape projects and influence a stronger outcome that incorporates First Nations experiences, culture and design.

### 3. Grant amount and grant period

#### 3.1. Grants available

The Australian Government has announced a total of \$400 million over 3 years for the program's two streams. For this grant opportunity we estimate a total of \$320 million is available over 3 years from 2023-24, noting this may be reviewed and balanced between streams to meet demand or until funding is exhausted.

- The minimum grant amount is \$5 million.
- The maximum grant amount is \$50 million.

The grant amount will be up to 100 per cent of the eligible expenditure for the project to a maximum amount of \$50 million. While grants up to 100 per cent of the eligible expenditure can be considered, you are required to demonstrate how you will contribute to the successful delivery of your project. Your contributions can be cash or in-kind (such as land or resources), or a combination of both.

Grants are intended to support broader investment in a precinct. You are required to demonstrate your contribution and commitment to the precinct in assessment criteria 4. You will need to provide a precinct funding strategy (see section 7.1) outlining funding contributions for the precinct. This will allow your project and co-contributions to be considered in the context of other investments committed to the precinct.

Any partner contributions and other funding for your project can come from other sources including state, territory and local government grants. Other Commonwealth funding cannot be used for the project, however other parts of the broader precinct can be Commonwealth funded.

You are responsible for the remaining eligible and ineligible project costs.

#### 3.2. Project period

You must complete your project by 31 March 2026.

### 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

#### 4.1. Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN) or Office of the Registrar of Indigenous Organisations (ORIC) registration

and be one of the following entities:

- an Australian State/Territory Government agency or body
- an Australian local government agency or body as defined in section 14
- a Regional University which may be for-profit as defined in section 14
- an incorporated not-for-profit organisation. As a not-for-profit organisation you must demonstrate your not-for-profit status through one of the following:
  - current Australian Charities and Not-for-profits Commission's (ACNC) Registration

- state or territory incorporated association status
- constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.

#### 4.2. Additional eligibility requirements

We can only accept proposals where you:

- have a completed business case, a precinct master plan or equivalent and a project design which is part of the master plan or related to an existing precinct development plan, and is ready for delivery
- have authority for use of the land or infrastructure required to undertake the project at the nominated site (you are required to provide a letter to confirm this authority from the land or infrastructure owner)
- can identify the project partner/s that form your partnership supported with a governance structure outlining the anticipated engagement to carry out a precinct in collaboration
- can provide evidence that the relevant State or Territory government have been invited to participate in the partnership. If the relevant State or Territory government is not part of the partnership, reasoning should be provided in your application
- can provide evidence that the relevant local government agency or body have been invited to participate in the partnership. If the relevant local government agency or body is not part of the partnership, reasoning should be provided in your application
- can provide evidence that the relevant Regional Development Australia (RDA) committee has been contacted to seek their support
- can provide evidence that the relevant Traditional Owner/First Nations groups form part of the partnership or will be consulted on a regular basis throughout the implementation of the precinct in order to ensure their views are considered.

We cannot waive the eligibility criteria under any circumstances.

#### 4.3. Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*
- for-profit organisations (with the exception of regional universities). However, they can form part of the partnership
- any organisation not included in section 4.1.

## 5. What the grant money can be used for

### 5.1. Eligible grant activities

To be eligible your project must:

- be ready to commence construction with a business case, design and consultation already completed
- be aimed at meeting the objectives of the grant opportunity, as outlined in Section 2.1

- have at least \$5 million in eligible expenditure.

Eligible activities must directly relate to the project and may include:

- projects that will develop or improve a regional precinct including:
  - upgrade or extension of existing infrastructure to enhance a precinct
  - construction of new infrastructure
- procurement of suitable equipment and infrastructure.

We may also approve other activities which are linked to the objectives and outcomes of the program.

### 5.2. Eligible locations

The proposed project must be in a regional, rural or remote location, delineated as entirely outside the Australian Bureau of Statistics' Greater Capital City Statistical Areas (GCCSA).

Use the [mapping tool](#) to determine eligibility of your project location.

### 5.3. Ineligible locations

The following are ineligible locations:

- Greater Capital City Statistical Areas - Greater Sydney
- Greater Capital City Statistical Areas - Greater Melbourne
- Greater Capital City Statistical Areas - Greater Perth
- Greater Capital City Statistical Areas - Greater Adelaide
- Greater Capital City Statistical Areas - Greater Brisbane
- Greater Capital City Statistical Areas - Greater Darwin
- Greater Capital City Statistical Areas - Greater Hobart
- All of the Australian Capital Territory (ACT).

### 5.4. Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

- For guidance on eligible expenditure, refer to appendix A
- For guidance on ineligible expenditure, refer to appendix B.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we will ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The program delegate (who is a manager within the department with responsibility for administering the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

## 6. The assessment criteria

You must address all assessment criteria in your application. The Independent Expert Panel (the Panel) will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays character limits for each response.

Demonstrating value for money is a key requirement and will be assessed by comparing the projected benefits and opportunities created by the project against the estimated cost (refer to Section 8.1). Your response to the below assessment criteria should clearly articulate the expected benefits and opportunities that the project will create.

Only applications which score at least 50 per cent against each assessment criterion will be deemed as meritorious and considered for award of grant funding.

### 6.1. Assessment criterion 1

#### **Project alignment with program objectives and Australian Government priorities (25 points).**

You should demonstrate this through identifying how your proposal:

- a. aims to align with regional plans, community priorities and other regional investment strategies and activities
- b. supports a place-based approach to planning, including better integration of land use and regional development and/or renewal
- c. provides economic opportunities, and enhances productivity, equity and resilience
- d. considers and/or or measures climate and energy impacts such as disaster risk, emissions reduction, biodiversity, decarbonisation, circular economies, and energy and water efficiency
- e. contributes to the achievement of Australian Government policy priorities and program objectives, including but not limited to Closing the Gap, transition to a net zero economy, Australia's emission reduction goals, social and affordable housing, and National Cultural Policy, relative to the type of project being considered.

### 6.2. Assessment criterion 2

#### **Project Need (20 points).**

You should demonstrate this through identifying:

- a. how your proposal will address an existing public infrastructure gap and how the precinct, or expansion upon an existing precinct is likely to result in improvements and public benefits in your region
- b. evidence as to why investment in the proposal is needed, including any barriers preventing investment to date

- c. rationale for the elements of the precinct and how these would link a place with a purpose
- d. identification of potential future opportunities for additional private investment in the precinct and/or surrounding region that can build upon the project and help stimulate further expansion, in order to ensure the longevity of the precinct.

### 6.3. Assessment criterion 3

#### **Community engagement, collaboration and partnership (20 points).**

You should demonstrate this through identifying:

- a. how your precinct was supported by local knowledge, evidence and information and how it has identified and leveraged opportunities to address challenges within the region
- b. how your partnership members and links with relevant stakeholders will work together to achieve the project based on the values of shared design, stewardship and accountability of planned outcomes
- c. the governance arrangements of the partnership and how they will support, enhance or achieve community engagement and collaboration for the project
- d. how First Nations groups will be involved to help shape the project and influence a stronger outcome that incorporates First Nations experiences, culture and design.

### 6.4. Assessment criterion 4

#### **Capacity, capability and resources to deliver the project (35 points).**

You should demonstrate this by:

- a. your proven track record of success in delivering similar initiatives or other public infrastructure projects and your sound project planning experience to manage and monitor the project. This should address scope, implementation methodology, timeframes, consultation, budget and risk management
- b. the business or governance structure and how you will adhere to Commonwealth procurement requirements including the use of First Nations employment and suppliers where possible
- c. the total contributions the grant will leverage from all partners by providing the precinct funding strategy
- d. the level of continued support and capacity to extend the project outcomes beyond the term of funding
- e. your readiness to commence the project with appropriate business case, approvals, land use rights, community support and completed engagement/consultation and all relevant legislative requirements in place.

## 7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](http://business.gov.au) and GrantConnect.

Applicants should read all eligibility and assessment criteria closely and attach detailed evidence that supports the assessment criteria.

You will need to set up an account to access our online [portal](#).

To apply, you must:

- complete and submit the application through the online [portal](#)



- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

After submitting your application, we can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. The acceptance of any additional information provided after the submission of your application is at the discretion of the program delegate. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

You can view and print a copy of your submitted application on the portal for your own records.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at [business.gov.au](http://business.gov.au) or by calling 13 28 46.

### 7.1. Attachments to the application

You must provide the following documents with your application:

- a feasible business case, precinct design or existing precinct development plan or master plan that demonstrates your proposal is ready for delivery
- a project budget and precinct funding strategy
- confirmation that you have authority for use of the land or infrastructure to undertake the project at the nominated site
- evidence to support your intended partnership, (e.g. a letter from project partner/s or other type of agreement), including details of all project partners
- a proposed governance structure for your precinct outlining the roles and responsibilities of each project partner
- evidence of support from local community and business as relevant
- evidence that the relevant State or Territory government and local government agency or body has been invited (e.g. an email or letter). If the relevant State or Territory government or local government agency or body is not part of the partnership, reasoning should be provided in your application
- evidence that the relevant RDA committee for the area has been contacted to seek their support (e.g. an email or letter)
- evidence that the relevant Traditional Owner/First Nations groups form part of the partnership or are consulted on a regular basis (e.g. an email, letter or minutes)
- evidence of not-for-profit status (where applicable)
- detailed evidence that supports assessment criteria responses (where applicable)
- trust deed (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

## 7.2. Timing of grant opportunity processes

You can submit an application at any time while the grant opportunity remains open. Proposals will be batched and announcements made twice per financial year at a minimum until funding is exhausted.

If you are successful we expect you will be able to commence your project within 3 months of receiving the offer of grant funding.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	September/October and March/April
Approval and announcement of successful applicants	November/December and May/June
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date you are notified that your proposal has been successful
Project completion date	31 March 2026
End date of grant commitment	30 June 2026

## 7.3. Questions during the application process

If you have any questions during the application period, [contact us](#) at business.gov.au or by calling 13 28 46.

# 8. The grant selection process

## 8.1. Assessment of grant applications

The program’s non-competitive process means applicants will be assessed on their individual merit against the assessment criteria, and will not be compared to other applications.

It is intended that applications will be batched a minimum of twice a year, however the number of batches and the timing of each batch may vary depending on the volume and quality of applications received.

We first review your application against the eligibility criteria.

If eligible, your application will be assessed against the assessment criteria by the Independent Expert Panel.

Only eligible applications will proceed to the assessment stage. Any ineligible proposals will not proceed and are excluded from funding consideration.

We consider your application on its merits, based on:

- how well it meets the criteria

- whether it provides value with relevant money<sup>2</sup> and represents an efficient, effective, economical and ethical use of public resources.

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the spread of projects across geographic areas, precinct types and government objectives
- the relative resources of the applicant and need for the project
- the relative value of the grant sought.

## 8.2. Who will assess applications?

An Independent Expert Panel will assess all eligible proposals and make determinations regarding which proposals are meritorious. The Panel will comprise three members from the Urban Policy Forum, who were selected for their expertise in regional development and urban design and renewal. This will enable them to make assessments based on a thorough understanding of regional needs, best practice planning and sustainable development. The Panel will assess proposals against the assessment criteria, applying their expertise before determining which are considered meritorious. Only proposals that have been deemed as meritorious in the assessment process will be provided to the Minister for final decision making.

The Panel will have robust governance arrangements and will meet twice per year to assess the proposals across the two grant funding streams.

The Panel members will be required to perform their duties in accordance with the CGRGs and will be subject to probity requirements as outlined in section 13.

DITRDCA will provide policy advice on meritorious proposals based on policy considerations and the funding envelope available.

DITRDCA's recommendations on meritorious proposals will be based on:

- the Independent Panel's assessment
- alignment with the Government's approach to regional investment as outlined in the Regional Investment Framework
- alignment with current Australian Government policy priorities, and program objectives including but not limited to:
  - [Closing the Gap](#)
  - transition to a net zero economy
  - [Australia's emission reduction goals](#)
  - delivery of housing, particularly social and affordable housing
  - [National Cultural Policy](#)
- budget allocation available to fund projects
- balance of projects between each Stream across budget allocation.
- geographic area, Government's policy priorities and types of precincts.

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<sup>2</sup> See glossary for an explanation of 'value with money'.

DITRDCA will also identify meritorious applications which propose projects that are:

- located in 'remote and very remote locations'
- submitted by First Nations Community Controlled Organisations
- submitted by 'low rate based' councils.

This information will allow DITRDCA to provide the decision maker with information regarding the diverse range of applicants, particularly lesser-resourced applicants that have submitted proposals assessed as meritorious by the Independent Expert Panel.

### 8.3. Who will approve grants?

DITRDCA will recommend which meritorious proposals should be considered for funding. The Minister decides which grants to approve taking into account the recommendations of DITRDCA, the availability of grant funds, and where necessary, advice from relevant Minister/s for meritorious proposals relevant to their specific portfolio responsibilities.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient funding available across relevant financial years for the program.

## 9. Notification of application outcomes

Due to the nature of the application process, if you are not found meritorious, you will be notified and can submit a new application for the same project while the grant opportunity remains open. You should include new or additional information to improve upon your previous application.

If you were found meritorious but unsuccessful, you will be notified and you can choose to withdraw your application from future panel consideration or submit a variation to your previous application. This variation should include any new or additional information which may enhance your previous application. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

The previous online proposal can be accessed in [portal.business.gov.au](http://portal.business.gov.au) after logging in if you wish to build on the information previously provided. You should select 'My applications', click on the Application Summary and select 'view submitted application'. Alternatively, you can request a pdf of your unsuccessful proposal by contacting [RegionalPrecincts@industry.gov.au](mailto:RegionalPrecincts@industry.gov.au).

### 9.1. Feedback on your application

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

## 10. Successful grant applications

### 10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](http://business.gov.au) and GrantConnect.

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. We are not responsible for any expenditure you incur and cannot make any payments until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister We will identify these in the offer of grant funding.

If you enter an agreement under this grant opportunity, you cannot receive other grants for the same activities from other Commonwealth granting programs, noting funding could be for another element of the precinct.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

## 10.2. Standard grant agreement

We will use a standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

## 10.3. Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/territory legislation in relation to working with children
- Australian Industry Participation policy
- Building and construction requirements.

### 10.3.1. Australian Industry Participation (AIP)

If your approved grant is equal to or over \$20 million, you may need to develop an Australian Industry Participation plan (AIP plan) in accordance with the AIP policy. The AIP policy area will consider whether you need to complete an AIP plan based on the nature of your project and opportunities for Australian suppliers to provide goods and services.

If it is determined that you require an AIP plan:

- The department must approve your AIP plan prior to entering into a grant agreement
- We will publish an executive summary of your approved AIP plan at [www.industry.gov.au/aip](http://www.industry.gov.au/aip) once we execute the grant agreement
- You must submit Implementation Reports showing how you are implementing the AIP plan.

More information on AIP plan requirements can be found at [www.industry.gov.au/aip](http://www.industry.gov.au/aip)

### 10.3.2. Building and construction requirements

Wherever the government funds building and construction activities, the following special regulatory requirements apply:

- Australian Government Building and Construction WHS Accreditation Scheme (WHS Scheme)<sup>3</sup>.

These regulations are subject to the level of funding you receive as outlined below.

#### 10.3.2.1. WHS Scheme

The WHS Scheme is administered by the [Office of the Federal Safety Commissioner](http://www.fsc.gov.au)<sup>4</sup>.

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding; and
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

### 10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments six monthly in arrears, based on your actual eligible expenditure. Payments are subject to satisfactory progress on the project.

We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

### 10.5. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify

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<sup>3</sup> <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

<sup>4</sup> <http://www.fsc.gov.au/sites/FSC>

us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>5</sup>.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

## 11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#), Section 5.3,. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

## 12. How we monitor your grant activity

### 12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

### 12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

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<sup>5</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- progress against agreed project milestones and outcomes
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

#### 12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

#### 12.2.2. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

#### 12.2.3. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- identify the objectives and outcomes the project has achieved
- be submitted by the report due date.

### 12.3. Audited financial acquittal report

We will ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on [business.gov.au](http://business.gov.au) and GrantConnect.

### 12.4. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones



- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines
- changing project activities that do not change the outcome of the project.

The program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. You can submit a variation request via our online portal.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

### 12.5. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

### 12.6. Record keeping

We may also inspect the records you are required to keep under the grant agreement.

### 12.7. Evaluation

DITRDCA will evaluate your project and the grant program to measure how well the outcomes and objectives have been achieved. To support the evaluation of your project, you will be required to collect baseline and routine data as part of your progress reporting, and complete evaluation activities as part of the end of project report.

To support the broader program evaluation, we may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

### 12.8. Acknowledgement

Signage and communications requirements will be stipulated in your grant agreement.

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

## 13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed from time-to-time by DISR. When this happens, the revised guidelines will be published on GrantConnect.

### 13.1. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

General Manager  
Business Grants Hub  
Department of Industry, Science and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

### 13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity and/or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a panel or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Panel members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)<sup>6</sup> on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

### 13.3. Privacy

Unless the information you provide to us is:

- confidential information as per below, or
- personal information as per below.

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the Panel, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>7</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

### 13.4. Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

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<sup>6</sup> [https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf\\_files\\_redirect](https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect)

<sup>7</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

We may disclose confidential information:

- to the Panel and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

### 13.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

## 14. Glossary

Term	Definition
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
application form	The document issued by the program delegate that applicants use to apply for funding under the program.
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
Australian local government body or agency	A local governing body as defined under the Local Government (Financial Assistance) Act 1995 (Cth) as a local governing body established by or under a law of a State.
<a href="#"><u>Commonwealth Grants Rules and Guidelines (CGRGs)</u></a>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	The expected date that the grant activity must be completed and the grant spent by
date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Department	The Department of Industry, Science and Resources.
decision maker	The person who makes a decision to award a grant. For this program this is the Commonwealth Minister for Infrastructure, Transport, Regional Development and Local Government.
eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
eligible application	An application or proposal for grant funding under the program that the program delegate has determined is eligible for assessment in accordance with these guidelines.

Term	Definition
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 0.
eligible expenditure guidance	The guidance that is provided at Appendix A.
First Nations community-controlled organisations	These organisations are an Indigenous Organisation or enterprise and have an Indigenous Corporation Number (ICN) or can declare that they are a Traditional Owner or that their organisation is at least 51 per cent owned or controlled by Indigenous persons or the Indigenous Enterprise has 50 per cent Indigenous ownership.
grant	<p>For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>8</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>9</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake
grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.

<sup>8</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>9</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single DITRDCA Portfolio Budget Statement Program.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grantee	The organisation which has been selected to receive a grant
guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Independent Expert Panel	The body established to assess eligible applications and determine which are meritorious. Panellists comprise a subset of the Urban Policy Forum.
Low rate-based councils	Low rate based councils are determined using the ratio of Financial Assistance Grant to Net Rate Income and are as follows: Yarrabah Aboriginal Shire Council; Cherbourg Aboriginal Shire Council; Shire of Woodanilling; District Council of Orroroo Carrieton; Shire of Tammin; District Council of Peterborough; Shire of Wyalkatchem; Shire of Wickepin; Shire of Dowerin; District Council of Karoonda East Murray; Shire of Kellerberrin; Hay Shire Council; Coolamon Shire Council; Lockhart Shire Council; Balranald Shire Council; Weddin Shire Council; Murrumbidgee Council; Tenterfield Shire Council; Narrandera Shire Council; Wentworth Shire Council; Bland Shire Council; Lachlan Council.
Minister	The Commonwealth Minister for Infrastructure, Transport, Regional Development and Local Government
partnership	For the purposes of the grant opportunity – partnership refers to collaboration between organisations/entities towards a shared goal. Applicants are not required to set up formal business partnership structures for the program, however, as noted in the assessment criteria you must demonstrate evidence, including the provision of an established governance structure, that partners are committed to the goals of the project,

Term	Definition
personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Precinct	Place of purpose as outlined in this document
program delegate	A manager within the department with responsibility for administering the program.
program funding or program funds	The funding made available by the Commonwealth for the program.
project	A project described in an application for grant funding under the program.
proposal	A detailed outline of project/s described in your application
Regional University	For the purposes of the grant opportunity – regional university refers to universities with a main campus or presence or universities that wish to establish a main campus or presence within a regional area as stipulated by the Greater Capital City Statistical Area.
remote or very remote location	Refers to projects located in ‘remote’ or ‘very remote’ locations per the Australian Bureau of Statistics’ Remoteness Structure
selection criteria	Comprises of eligibility criteria and assessment criteria.
value with money	<p>Value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and</li> <li>• the potential grantee’s relevant experience and performance history.</li> </ul>



## Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://business.gov.au) website before preparing your application.

The program delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities (where applicable)
- meet the eligible expenditure guidelines.

### A.1 How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you will be required to provide an independent financial audit of all eligible expenditure from the project.

### A.2 Materials for construction

We consider costs of acquiring materials for the construction of infrastructure as eligible expenditure.

You must list material costs as a separate item within your project budget in the proposal form and in the expenditure table in your progress reports.

We will not make any payments to you for any expenditure you have incurred prior to the execution of your grant agreement. Examples of eligible material costs can include:

- building materials
- ICT cabling
- fit out of the infrastructure, such as window dressings
- fixed furniture (e.g. kitchen fit outs as part of the construction of a building)
- landscaping.

You may show expenditure on materials by providing evidence of:

- purchase price

- payments (e.g. tax invoices and receipts from suppliers confirming payment)
- commitment to pay for the materials (e.g. supplier contract, purchase order or executed lease agreement)
- receipt of materials (e.g. supplier or freight documents)
- associated costs such as freight and installation (e.g. supplier documents)
- photographs of the infrastructure on your premises.

If you claim expenditure for materials, we limit this to:

- the costs of materials
- freight costs.
- plant under a hire purchase agreement, or you use a lease to finance the purchase of the plant, the cost of the item of plant, excluding interest, is capitalised, and then depreciated.

### A.3 Hired/leased plant

You may lease plant and equipment to support your project, and where possible, you should use local suppliers. Examples of eligible hired/leased plants costs can include:

- lease of office spaces
- lease of space for the purpose of construction/site offices
- hire of IT equipment.

You must calculate eligible expenditure for hired, rented, or leased plant by the number of payment periods where you use the plant for the project multiplied by the period hiring fee. If you purchase plant under a hire purchase agreement, or you use a lease to finance the purchase of the plant, the cost of the item of plant, excluding interest, is capitalised, and then depreciated.

Running costs for hired or leased plant are eligible expenditure but you must be able to verify them. They may include items such as rent, light and power, and repairs and maintenance for the duration of the project only.

### A.4 Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$200,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

### A.5 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the purchase or provision of computing equipment directly required or related to the delivery of the project

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \frac{\text{Annual salary package} \times \text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee’s worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

### A.6 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements

- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

Where possible, you should engage local labour and services. Eligible contract expenditure may include:

- Project management
- Quantity surveying
- Building services.

Costs for pre-construction activities including surveying, planning, environmental or other regulatory approvals are limited to 10 per cent of the total amount of eligible project expenditure claimed.

#### A.7 Travel expenditure

Eligible travel expenditure may include

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy airfare costs at the time of travel.

#### A.8 Other eligible expenditure

Other eligible expenditures for the project may include:

- costs associated with consultation sessions including venue hire and light refreshments (excluding alcohol)
- marketing and branding costs
- administration and operational costs directly related to the project including communications and consultation materials
- staff training that directly supports the achievement of project outcomes
- building modifications where you own the modified asset and the modification is required to undertake the project. Modifications to leased buildings may be eligible.
- financial auditing of project expenditure, the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note that we make payments based on actual costs incurred.

Other specific expenditures may be eligible as determined by the program delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://www.business.gov.au) website before preparing your application.

The program delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us notifying you that the application is successful
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must affect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation of plant and equipment beyond the life of the project
- ongoing maintenance costs
- costs of purchasing, leasing, depreciation of, or development of land
- infrastructure development costs, including development of road, rail, port or fuel delivery networks beyond the manufacturing site
- site preparation activities
- ongoing upgrades, updates and maintenance of existing ICT systems and computing facilities
- recurring or ongoing operational expenditure (including annual maintenance, rent, water and rates, postage, legal and accounting fees and bank charges)
- costs related to preparing the grant application
- overseas costs.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

**10.17 PLANNING, REGULATORY & COMPLIANCE PROGRESS REPORT****File Number: E5****Author: Lesley Duncan, Building & Compliance Manager****Authoriser: Barry Broe, Director Community, Planning, Development and Environment****Annexures: Nil****PURPOSE**

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 and public health.

**BACKGROUND**

The Planning, Regulatory & Compliance 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 activities undertaken during May 2024.

The following topics will be included into the Council Report where there is relevant information to report on

- 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**

### **Development Applications Issued 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 May 2024.

<b>May 2024</b>			
<b>Application Number</b>	<b>Description of Works</b>	<b>Address of Proposed Works</b>	<b>Approved Date</b>
<b>Development Applications</b>			
DA014/2024	Change of Use	9401 Castlereagh Hwy Coonamble	27/05/2024
<b>Construction Certificates</b>			
CC/010/2024	Detached Shed	7 Zoccoli Street Coonamble	21/5/2024

**Update on Activities – Planning and Regulatory Matters**

**Overgrown Vegetation**

Four (4) properties were inspected regarding overgrown vegetation during May 2024.

**Saleyards**

A cattle sale was held on Wednesday 22 May 2024 with 1018 cattle sold.

The financial report for May 2024 is provided below:

**Saleyards – May 2024**

Income	8907
Expenditure	3665
<b>Surplus</b>	<b>5242</b>

**Truck Wash**

The financial report for May 2024 is provided below:

**Truck Wash – May 2024**

Income	10,513
Expenditure	1269
<b>Surplus</b>	<b>9244</b>

**Companion Animals**

The Regulatory Officer’s report is provided for May 2024. The following is a summary of companion animal statistics.



<b>CORRESPONDENCE</b>		<b>Year to Date 2023/2024 Total</b>
Infringements (Animals)	1	1
Infringements (Other)	0	0
Change of Details	5	39
Microchipped dogs	7	98
Registrations	4	58
Nuisance dog declaration	0	0
Dangerous dog declaration	0	5
Menace dog declaration	1	1
Notice of Possession	0	8

### **Dog attacks**

Three (3) dog attacks were reported during May 2024:

- 5/5/2024: Attack involving one (1) dog, minor injuries reported to person aged under 16 years.
- 10/5/2024: Attack involving two (2) dogs on an adult, no injuries reported
- 30/5/2024: Attack involving one (1) dog, minor injuries reported to a child aged under 10 years.

Investigations are continuing.

#### **(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 Planning, Regulatory & Compliance Progress Report has considered town planning and strategic land use planning, compliance and regulation, and environmental management and health since the last meeting.

**RECOMMENDATION**

**That the Environment and Strategic Planning Progress Report be received and noted.**

**10.18 SCORES ON DOORS****File Number:** H-2-5**Author:** Lesley Duncan-Building & Compliance Manager**Authoriser:** Barry Broe, Director Community, Planning, Development and Environment**Annexures:** Nil**PURPOSE**

The purpose of this report is for Council to consider participating in the NSW Food Authority Scores on Doors program.

**BACKGROUND**

Council and the community benefit from the local food industry, relying on food premises and the part they play in the local economy. The impact of the COVID-19 pandemic on sanitation practices, consumer safety and community awareness has been substantial, and the program can play an important role in restoring confidence.

Consumers expect:

- Food premises to have the highest levels of compliance with hygiene and food safety standards;
- Access to official information so they can make their own decision about where to eat;
- Transparency around Council activity such as food inspections, and business inspection performance.

Scores on Doors provides a public face for the work that Council is already doing in food safety. Council officers have established food inspections to ensure compliance with hygiene and food safety requirements. Where necessary, they undertake enforcement action.

The program requires no extra commitment from councils as it draws on this existing inspection program. Food inspectors calculate the Scores on Doors hygiene and food safety score as part of their routine unannounced food safety inspection process.

The program provides transparency around the inspections and is an incentive for businesses to maintain and increase their inspection results, improving local food standards.

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

P1.1.2 Enhance safer regulatory and compliance strategies and operations.

**(b) Financial Considerations**

There are no financial considerations arising from this report.

**COMMENTARY**

Scores on Doors is part of a broad suite of measures to reduce foodborne illness in NSW.

The state-wide voluntary program, first piloted in 2010, is founded on a risk-based priority system and encourages the onsite display of the results of a food business's most recent inspection for hygiene and food safety.

The program is focused on retail food service businesses which process and sell food that is ready-to-eat, intended for immediate consumption, and potentially hazardous if not handled correctly and under the right conditions. These are the higher risk premises that have the greatest potential to cause foodborne illness if food is not handled correctly.

These businesses include:

- Restaurants
- Pub bistros
- Hotels
- Cafes
- Bakeries
- Clubs
- Takeaway outlets

Scores on Doors is not intended for:

- Supermarkets
- Delicatessens or greengrocers
- Low risk food premises or businesses that serve pre-packaged food such as service stations and convenience stores.
- Temporary markets, mobile food vending vehicles, or
- Businesses that hold a NSW Food Authority licence and are separately audited such as butchers.

Council is not liable for compliance failures or issues with premises conditions. Certificates are issued in good faith, intended as a general guide only.

During an inspection, the following factors are considered when determining the scores on doors rating:

- The cleanliness of the premises and equipment
- Food handling precautions
- Safe food storage and preparation
- Pest control

The participation of individual food premises is voluntary, if the business qualifies for a Scores on Door rating the business will be issued a certificate based on the outcome of their inspection that they can choose to display.

The ratings shown on the certificate and sticker indicates the following:

Score	Definition
★★★★★	The highest expected level of hygiene and food safety practices
★★★★	Very good hygiene and food safety practices
★★★	Good general standard of hygiene and food safety.

The advantages of participation in the Scores on Doors program are:

- Increasing transparency around food inspections is beneficial for consumers and business and improves understanding of the role of councils.
- Food businesses that do the right thing are rewarded.
- Incentives to food businesses to raise food safety standards which will lead to fewer consumer complaints and fewer compliance issue requiring follow-up.
- The program will help provide the community with a high standard of value-for-money food products and services.

**(a) Governance/Policy Implications**

There are no governance or policy implications arising from this report. Participation in the Scores on Doors program is voluntary and will complement the food surveillance activities that Council is required to undertake.

**(b) Legal Implications**

There are no legal implications arising from this report.

**(c) Social Implications**

Participation in the program will provide the community reassurance about food safety.

**(d) Environmental Implications**

There are no environmental implications arising from this report.

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

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

**(f) Risk Implications**

There are no risk implications arising from this report.

**CONCLUSION**

Participation in the program does not require additional resources as it is based around Council’s existing food surveillance program. At a routine inspection, eligible food premises receive a hygiene and food safety rating based on points allocated under the Scores on Doors guidelines, similar to a demerit system.

The NSW Food Authority provides the certificates and stickers free of charge to local councils.

**RECOMMENDATION**

**That Council adopts the NSW Scores on Doors program for its food businesses to promote compliance with hygiene and food safety standards.**

**10.19 EPA WASTE LEVY****File Number:** G 1 - 1**Author:** Phillip Perram-Consultant**Authoriser:** Barry Broe, Director Community, Planning, Development and Environment**Annexures:** 1. Request for Support - Letter to Roy Butler [↓](#) **PURPOSE**

To advise Council of Minister Sharpe's response to representations opposing an EPA Waste Levy to rural and remote Councils.

**EXECUTIVE SUMMARY**

Council made representations, through Roy Butler MP Member for Barwon, opposing the implementation of an EPA Waste Levy and received a response from Penny Sharpe, MLC, Minister for Climate Change, Minister for Energy, Minister for the Environment and Minister for Heritage. Although not definitive, the response does not appear to support Council's position.

**BACKGROUND**

Late last year, the 25 NetWaste Councils unanimously opposed the implementation of an EPA Waste Levy. NetWaste developed a Position Statement reflecting this decision:

**NetWaste Position Statement**

NetWaste Councils strongly and completely oppose any change in the waste levy that will extend the regional levy area to include any of the 25 NetWaste Councils. The NSW EPA Levy applied to any of our Councils would be highly detrimental to waste management and simply lead to community angst and resentment against both Local Council and the NSW Government.

We argue that those Councils that operate their own landfills already have the motivation to keep material out of landfill, and the need to maintain airspace for as long as possible for our communities. NetWaste Councils do not need a financial disincentive, being a waste levy to encourage us to do the work to divert waste. This decision comes at a time when Councils are already under extreme pressure to deliver base level services. An imposed waste levy would force what we term waste management and resource recovery, into extensive high level inter regional illegal dumping at a time where the cost of living is at its highest. A 3% increase in State Revenue will come at a very high cost.

NetWaste Councils already do everything they can with their available budgets to recover & divert material. It is already in the Council's best interest because we do not want to run out of capacity, and then face the exorbitant prospect to either transport waste elsewhere or establish a new landfill.

Privately operated metro landfills are different and as they are filling, they make profit, so a financial disincentive is worthwhile for them, as they just simply transfer the cost to their customers. We as the NetWaste group of Councils are not operating for either profit, or commercial success, we are providing resource recovery service to the ratepayer for community reasons. Councils also do not

have the luxury of putting prices up when they feel like it and are limited and governed to having fees and charges increased.

NetWaste Councils operate in low population areas with easy access to illegal dumping. Any levy and inappropriate landfill price increase would simply lead to more material being illegally dumped with associated clean-up costs. There is no evidence of any large-scale transport of waste from regulated areas into the NetWaste region. There is therefore no need to introduce a levy to prevent transport of waste to the NetWaste area. This would simply force our existing waste material into natural and protected areas primarily being surrounding bush land – this area encompasses 1/3 of NSW.

NetWaste has recently updated their Regional Waste & Sustainable Materials Strategy to achieve landfill diversion. The challenges identified are the Increasing Cost of Providing Resource Recovery Services, Natural Disasters and Emergencies, and Clean Energy development (new waste streams). None of these challenges will be assisted or solved by the introduction of the EPA waste levy.

NetWaste will deeply oppose the waste levy in its entirety, and will rally support locally, regionally, and politically to fight this proposal.

Coonamble Shire Council subsequently made representations opposing the waste levy through Roy Butler MP Member for Barton. A copy of the letter is attached.

In the event that an EPA Waste Levy becomes mandatory and must be implemented by Coonamble Shire, the financial impact of any levy is expected to be significant and include:

- Increase in fees and charges with the levy added to all waste disposal fees and charges including domestic waste charges.
- Increased administration to ensure auditable records for the collection, reporting and payment of the levy to the EPA.
- Increased demand for recycling and re-use opportunities to enable waste customers to reduce their levy payments by reducing their waste to landfill component.
- Increased collection, storage and transport waste management expenditure, resources and infrastructure for Council. This will include the financially non-viable recycling streams due to the lack of competition in regional areas and the significant distance for transport of recyclables.
- Increased illegal dumping with Council required to meet the cost of clean-ups.
- Increased operational and financial cost to all businesses and households including Council.



**(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**

The implementation of an EPA Waste Levy will result in a direct increase in fees and charges for waste management facilities users. No indication of the increase has been given. However, it could be anywhere between \$10 per tonne and \$167.90 per tonne, which is understood to be EPA's maximum levy.

The financial impact of any levy is expected to be significant and include:

- Increase of fees and charges with the levy added to all waste disposal charges.
- Increased administration to ensure auditable records for the collection, reporting and payment of the levy to the EPA.
- Increased demand for recycling to enable customers to reduce levy payments i.e. waste to landfill which will include Council meeting increased collection, storage and transport expenditure.
- Increased illegal dumping with Council required to meet the cost of cleanups.

**COMMENTARY**

The Minister thanked Council for sharing its position and passed them on to the EPA.

The Minister advised:

As you know, the waste levy is the primary economic instrument in NSW that promotes recycling over sending waste to landfills. It works by increasing the cost of landfilling material to create an incentive for waste generators to find safe and sustainable alternatives. About a third of waste levy revenue is returned to the environment portfolio, including \$356 million over five years to deliver programs and initiatives under the *Waste and Sustainable Materials Strategy 2041*.

As you may be aware, the NSW Government has commenced a formal review of the waste levy. I have asked the NSW Environment Protection Authority (EPA) to engage with local government across NSW and listen to their views on the waste levy and waste management more broadly. Drawing on what they have heard through this process, the EPA will advise me on the proposed scope for the waste levy review.

I understand the EPA recently met with NetWaste and its member councils to discuss the waste levy and its review as part of the engagement process. Thank you for sharing the written position of Coonamble Shire Council and NetWaste with me. I have read their concerns and recommendations and passed them on to the EPA.

The review is critical to ensuring the waste levy effectively supports our shared goals of increasing recycling across NSW. Coonamble Shire Council's input is highly valued, and I encourage their ongoing engagement in the process.

If Council has any questions about the waste levy review, it may contact Mr Asela Atapattu, Director Strategy and Policy, EPA, on 9995 5608 or [asela.atapattu@epa.nsw.gov.au](mailto:asela.atapattu@epa.nsw.gov.au).

Council will have to await the advice from the EPA to the Minister and the subsequent NSW Government determination of any Waste Levy.

**(a) Governance/Policy Implications**

Council has considered the waste and recycling Review and compliance with the changing regulatory environment and adopted a suite of strategic directions and a pathway to the establishment of a robust and compliant policy framework.

Any EPA waste levy will require a review of strategic directions related to fees and charges, recycling and waste to landfill.

**(b) Legal Implications**

Any EPA Waste Levy will be mandatory.

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

**(c) Social Implications**

As part of its strategic response, Council has adopted the implementation of kerbside recycling bins by the end of 2025 to reduce waste to landfill.

Significant community change is required to ensure an effective reuse and recycling program. Coonamble Shire has the lowest waste diverted from landfill of the NetWaste's 25 member Councils with a weighted average of 0%. The overall weighted regional average is 39%. (NetWaste Regional Waste and Sustainable Materials Strategy 2023-2027)

Additionally, Council will need to adopt a significant education program to promote the required change including recycling opportunities and challenges (both operational and financial).

**(d) Environmental Implications**

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 neighbourhoods and bushland, and harming our wildlife.

Additionally, FOGO to landfill is not 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.

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

The introduction of an EPA waste levy will have a direct financial and operational impact on every business and household including Council.

In addition to meeting the onerous regulatory requirements, Council will need to establish a new paradigm in waste management through additional operational resources and infrastructure in the immediate future.

Implementation of an EPA waste levy is expected to result in an immediate demand from the Coonamble Shire community to have opportunities to mitigate their waste disposal costs through “no charge” recycling and reuse options.

The impact of waste and recycling compliance on economic and asset management is wide ranging, for example:

- Joint Procurement (sustainable procurement)
- Strategic Infrastructure, Planning, and Investment
- Avoid Generation of Waste
- Community Waste Awareness and Education Programs
- Circular Economy (CE)
- Better Waste Management and Resource Recovery
- Better Hazardous Waste Management
- Divert Organics from Landfill
- Reduce Litter
- Avoid Plastic Waste
- Reduce Illegal Dumping and Waste Crime
- Develop Energy from Waste

**(f) Risk Implications**

Waste management has inherent risks. The implementation of an EPA levy has risks including economic impact of existing businesses and households, increased illegal dumping impacting public use of crown lands and open space and Council’s financial capability to meet required non-viable recycling and reuse capability.

Workplace Health and Safety Waste requires that Council ensure a safe workplace for both staff and the public.

**CONCLUSION**

Council and NetWaste have maintained their opposition to the introduction of an EPA Waste Levy.

Minister Sharpe has referred Council’s concerns to the EPA for consideration as part of their waste levy review.

## **RECOMMENDATION**

### **That Council:**

- (i) Note the Minister's response.**
- (ii) Provide a copy of the Minister's response to NetWaste.**
- (iii) Maintain opposition to the introduction of an EPA Waste Levy for Coonamble Shire Council as well as all other NetWaste Councils.**



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All communications to be addressed to the General Manager

PO Box 249, Coonamble, NSW 2829

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G 1-5

PG:MC

19 December 2023

Mr Roy Butler  
Member for Barwon  
PO Box 219  
**NARRABRI NSW 2390**

Dear Roy

**RE: EPA Levy and Rural and Remote Waste and Recycling**

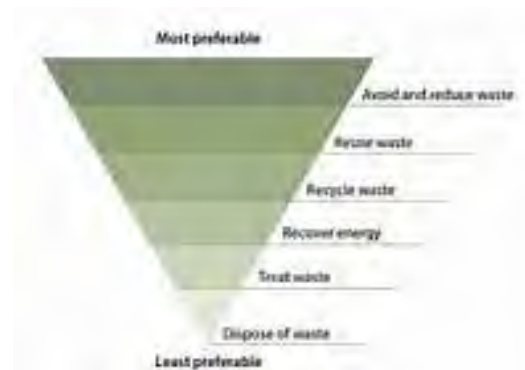
Council would seek your representations to Government and the Environmental Protection Authority (EPA) firstly, to oppose the introduction of a waste levy for rural and remote Councils, and secondly to advocate the introduction of reuse and recycling equity for these Councils.

Coonamble Shire Council recently joined with the 24 NetWaste Council members to strongly oppose the suggested imposition of the EPA Waste Levy on Rural and Remote Councils. This opposition follows Council's participation in an EPA on-line meeting and a subsequent NetWaste Forum at Coonamble.

The EPA Waste Levy is used primarily to increase consolidated revenue rather than provide proactive incentives to mitigate waste creation, maximise reuse and recycling and minimise microplastics. A Levy on Rural and Remote Councils and the subsequent increase in fees would only act as a disincentive to disposal of waste at waste facilities and directly promote illegal dumping, a far greater environmental issue.

Council challenges that the State Government and EPA's approach is fundamentally flawed. The EPA rather than taxing waste in Rural and Remote NSW should be creating a level playing field for waste management. Council considers the EPA should be providing assistance to rural and remote Council to enable them to equitably participate in recycling activities; i.e. a payment for each tonne of waste diverted from landfill including cardboard, paper, recyclable plastics, green waste, concrete, scrap metal to overcome the tyranny of distance and the lack of "local" recyclers to offer local service to the community as well as funding a sustained education program for the disparate communities.

Council supports the below EPA waste hierarchy which has been established for managing waste in a sustainable way. To this end, Council, has recently brought management of the two primary waste facilities in house to enable the transition to recycling, and an ability to adopt a staged transition to the Commonwealth and NSW Government waste targets. This transition will by necessity be limited to viable opportunities.



Please find attached a copy of the EPA Waste Levy Review Letter and NetWaste Position Statement.

Should you require further information on this matter please contact Ms Janelle Whitehead, Manager Waste Recycling & Employment Initiative or Mr Philip Perram, Acting Director Community Planning Development & Governance on 02 68271 900.

Yours sincerely

Paul Gallagher  
**GENERAL MANAGER**  
Encl. x 2

**10.20 COONAMBLE WASTE REPORT MAY 2024****File Number:** G 1-1**Author:** Janelle Whitehead-Manager Waste, Recycle & Employment**Authoriser:** Barry Broe, Director Community, Planning, Development and Environment**Annexures:** Nil**PURPOSE**

To provide information on the activities within Council's Waste, Recycling and Employment Opportunities Section for the last month.

**EXECUTIVE SUMMARY**

This report advises on current operations, future initiatives and overall performance of Council's waste operations and facilities.

Council's activities and focus is on 5 elements:

- Continuing and improving current operations;
- Upgrading facilities as resources permit.
- Taking over waste collection on 1 July.
- Safety & environmental compliance.
- Implementing new initiatives in a staged, manageable way.

**BACKGROUND**

Council is continuing to operate, develop and improve the three solid waste facility sites at Coonamble, Gulargambone, and Quambone.

Council needs to address environmental non-compliance on all sites including the old landfill site in Wingadee Street.

Implementation of re-cycling is continuing to reduce landfill deposits and keep existing resources circulating within the economy, thereby reducing the need to use new resources.

Staff have continued the planning process for the takeover of waste collection effective of 1 July and letters have been posted to all residents and business owners outlining the new arrangements. The procurement of a suitable truck has been a key focus of this transition and negotiation with the existing contractor.

There are many new initiatives in terms of services and facilities that could be implemented in waste. The focus is on a staged, fundable, and manageable roll-out program of initiatives that is well communicated and efficiently delivered.

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

All actions and strategies related to waste and the environment are relevant.

**(b) Financial Considerations**

It will cost more to fix up sites to ensure the compliance of the Environmental Protection Authority (EPA), take over waste collection, and roll out new initiatives such as Return & Earn.

**COMMENTARY*****Coonamble***

Previous stockpiles of mattresses have been cleared, and mattresses continue to be received and stockpiled.



*Mattress Cleanup underway*



*Area after cleanup*

Return and Earn training was completed with Tomra Cleanaway on site, involving 5 participants including four council staff. The target go live date is set for 1 July. It will commence with manual counting until an automated system is introduced.

The Tomra Return and earn business manager and marketing manager plan to visit the site soon to view our shed facilities. The aim is to improve the return and earn depot with automated plant.

Conversations are being held with the Quambone school principal and community around a machine at the school.

Upgrading of access roads is occurring with gravel spreading and rolling.

***Re-use & recycling shed***

Another key initiative in the council's management of waste and encouraging recycling is the re-use shop that will open soon. There has been significant progress developing this facility at Coonamble. The shed floor has been concreted and replacement roller doors fitted and adjusted.

Reuse shops are very common initiatives in waste management and resource recovery. The idea is to reduce the volume of waste going to landfill and contribute to the circular economy by ensuring resources continue to be used within the economy. This reduces the need to use new resources and reduces the amount of waste going to landfill.

There is a third benefit to the re-use shop in that it gives the community a great chance to get goods and items that are useful for them and of some value.



Items already collected include furniture, household goods, golf clubs, kitchen utensils, builder throw outs.

The re-use shop will be at the Coonamble transfer station on Quambone Road and will open on Wednesday 12 June. The hours of opening will be Wednesday, Thursday, and Friday, 9 am to 1 pm. People are welcome to visit during these hours and have a good look.

Most items are under \$10 so there are lots of bargains for people and EFTPOS is available for people to pay.



*Before Upgrade*



*After cleanup, beginning of item collection*

Other proposed works at Coonamble include:

- Expansion of the fence line to cater for additional Return and Earn activity containers.
- Site office and porta loo installation.
- Gravel for car parking.
- Tree removal.



*Green waste cleanup*



*After cleanup*

## **WORK SAFE INSPECTIONS**

In the last week of May Safe Work inspectors visited our waste facilities at Coonamble and Gulargambone. Minor issues were identified, and an improvement notice issued with a four-week timeline for action. This included Traffic Management on site, provision of inadequate facilities for workers, and eliminating the risk of falls from the tipping face at Gulargambone.

Workplace Health and Safety toolbox meetings are held weekly.

New staff inductions and recording of all deposits to landfill are now captured including traffic numbers daily.

As a consequence of these Safe Work inspector site visits, additional safety items will need to be purchased and implemented, with additional costs to budget expected. These include three (3) phase power and water connections to the sites.

Stats for four months over the seven (7) days a week have been recorded and these will continually have monitored monthly which will assist with EPA reporting.



*Onsite Induction for Workplace safety Inspectors*



*David Mathews and Phillip Lalor from WorkSafe with Coonamble Staff*



*Weekly Toolbox Safety Meeting*

## **Gulargambone**

Workplace inductions were completed with Human Resources for the three casual staff employed at the Gulargambone site.

Workplace Health and Safety Site inspections were conducted on June 3 involving evacuation and traffic management, manual handling, first aid and plant operations.

A review and feedback report from Safe work inspectors visit was discussed with the team. An improvement plan and timeframes were discussed.

Changes to operation hours due to winter months have been advised to the community - Tuesday, Thursday, and Saturday 2 pm to 5 pm.

## SCRAP METAL

Meetings with the various scrap metal dealers across the region were held at Coonamble, Quambone, and Gulargambone sites. A list of the most common non-ferrous items potentially at the land fill and the current prices have been provided by potential contractors. Non-ferrous prices do vary week to week and quotes can be provided prior to collection of scrap.

## CONTINUOUS IMPROVEMENTS

Purchase of hook truck and bins has been completed. They are being operated internally by council staff on fortnightly rotations.



*New Hook truck and bin at Coonamble site*

Other initiatives at Coonamble transfer station include.

- Scavenging at the cell face has ceased with the introduction of bin deposits.
- Residents deposit to bins allocated with no access to landfill sites this is now staff only access.
- All weather access has improved to the facility with more works to be completed by using gravel and rock.
- Daily cell management implemented including twice daily landfill coverage. This has addressed non-compliance issues previously raised by EPA.
- Eftpos is available on site to increase utilisation of the facility from the public.
- New drum muster cage installed with increasing deposits from landholders.
- Stakeholder and community engagement has increased across all sectors locally and regionally.
- Site visits by stakeholders looking to witness the changes made.



*Dubbo TAFE Job Network Providers on site*

**Quambone**

Quambone waste facility facelift, clean up and slashing was completed. Gravel installed for all weather access. This installation still needs additional materials to complete. A replacement site caravan for site office was also installed.

In readiness for the Annual Marthaguy Races, removal of old tyres, metal and rubbish was completed and removed in skip bins. An additional bin has been placed on course to assist with waste collection on the new date of June 29.

Wood chipping to mulch to reduce landfill deposits from the cemetery cleanup completed.



*Racecourse cleanup*



*Round One gravel in place*

**TRANSFORMATIONS SO FAR**

Council has been progressively significantly improving the land fill and transfer stations, an example is shown below for Gulargambone.



**TRAINING INITIATIVES**

Return and Earn Training on site was held May 23 at Coonamble by the Tomra Cleanaway account Manager. All were taken through the daily procedures, practices, activities and regulations and compliance concerned with running the activity which is planned to be introduced later in June.



*Course attendees Certificate 3 in Civil Construction*



*Account Manager and Quambone & Coonamble participants*

**Training completed.**

Train 360 Orange, the registered training provider with civil construction on their scope, was chosen to provide the training funded by state training NSW. Twenty existing workers successfully gained Certificate 3 civil construction.

Other training certificates and tickets were completed by other industry specific registered training organisations in the areas of White Card, First Aid, Plant Operation, Chemical Training, and Code of Conduct Training.



*Coonamble Toolbox meeting*



*Workshop participants, Wake up and Shake onsite.*

### **Training and Employment Partnerships**

A pilot Council training program for employment in partnership with “Wake up shake up” pre-employment program and Verto Job Network provider and Numbinny Aboriginal Corporation has been successfully completed. A summary of the statistics below:

- 5 pre-employment workshops run.
- Participation numbers 37.
- Employment trial success numbers 15.
- External employment 4.
- Employment assistance program - 2 have been supported for small business startup.

Successful participants were employed in the following Council Departments:

- Waste and recycling.
- Urban services.
- Water and sewer.
- Finance and Administration.

### **WASTE COLLECTION TRANSITION**

We are continuing planning for the takeover of waste collection on 1 July and letters have been posted to residents and business owners outlining the new arrangements. Procuring a suitable truck is a key focus of this transition, as well having an effective operator ready.

### **EPA COMPLIANCE**

All four Council sites do not currently comply with EPA requirements and Council has received two (2) notices from the EPA which remain unresolved. These are:

- 2019 EPA Cleanup Notice  
Old Coonamble Landfill  
Remediation preliminary estimate ~\$400,000  
Possible Penalty - Up to \$250,000 plus \$100,000 per day
- 2022 EPA Prevention Notice

**Coonamble Waste Management Facility**

Remediation continuing

Possible Penalty – Up to \$750,000 plus \$100,000 per day

The waste team is currently working through the remedial actions required and resources needed.

**(a) Governance/Policy Implications**

Updated policies and procedures need to be reviewed and updated, especially as more change and new initiatives are implemented, and new staff are employed.

**(b) Legal Implications**

Council needs to meet all laws and regulations including environmental, safety and health.

**(c) Social Implications**

Continuous engagement with the community is ongoing to explain the required changes and the value of recycling.

**(d) Environmental Implications**

Council needs to actively work to maintain a clear focus on protecting the environment surrounding each of the landfill sites and waste facilities and achieve EPA compliance.

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

Council needs to actively work to avoid financial penalties. Assets must also be well managed to minimise whole of life costs. Also ensuring budgets and resources are reviewed and effectively managed and initiatives are staged in a manageable and fundable way.

**(f) Risk Implications**

The main risks that must be well managed are health and safety, environmental, costs and public satisfaction with the services. The transition to waste collection in-house is a risk also to be managed cost effectively.

Fees and charges must reflect the cost of the services being provided – user pays is the key principle.

**CONCLUSION**

The key activities of the Waste Section for the past month have again been extensive and continuous improvement has been implemented across all sites. The next major initiative is the take-over of waste collection from the existing contractor on 1 July 2024.

The opening of the re-use shed and return and earn are also very noteworthy initiatives

**RECOMMENDATION**

**The monthly report on waste activities be received and noted.**

**10.21 EXPRESSION OF INTEREST IN THE PURCHASE OF LAND FOR SALE IN THE CBD****File Number: P10****Author: Barry Broe-Director Community, Planning, Development and Environment****Authoriser: Bruce Quarmby, Director Corporate Services****Annexures: Nil****PURPOSE**

To seek Council's approval to submit an Expression of Interest (EOI) for the land that is for sale on the corner of Aberford Road and Castlereagh Street in the Central Business District (CBD), with the intention of converting the site into a park.

**EXECUTIVE SUMMARY**

This block of land had a for sale sign recently put up on it seeking Expressions of Interest by 28 June 2024.

This report seeks Council's approval to submit an EOI to buy the land, with the intention of converting the site into a park.

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

Under the environment section – developing more public spaces and parks.

**(b) Financial Considerations**

There will be a cost to buying and maintaining the land.

**BACKGROUND**

This block of has a long history and was once a supermarket.

It has most recently been vacant with old machinery on it which have now been removed.

A for sale sign recently went up on it seeking Expressions of Interest. This closes on 28 June 2024.







The land is zoned E1 Local Centre which is a business zone (that allows a range of retail and commercial uses). Use as a park is a permissible use and as it would be carried out by Council it would not require a development application.



The block has an odd shape as shown below. It would be desirable to try to obtain the other 3 small blocks to the north, to give a much better normal shape and size.



**(a) Governance/Policy Implications**

Council would be transparent and open in processes followed to acquire the land and eventually manage it.

**(b) Legal Implications**

All relevant laws will be followed during the acquisition, planning and site development processes.

**(c) Social Implications**

Social outcomes would be significantly improved from the eventual delivery of a new park.

**(d) Environmental Implications**

The land used as a park would have significant environmental benefits.

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

Council would be taking on a new asset and would need to manage it.

**(f) Risk Implications**

There is a risk that maintenance of the park could be costly, and it would have to be designed to be a safe place.

## CONCLUSION

This CBD block for sale is in a very visible strategic location and would be an asset for Council ideally suited to a park and entry statement to the CBD.

Council proposes to submit an EOI by the due date of 28 June 2024. The bid price is yet to be determined.

## RECOMMENDATION

**That Council approves the General Manager to submit an EOI for the purchase of the land to an agreed value.**

**10.22 SALE OF INDUSTRIAL LAND - HOOPER DRIVE****File Number: D5-27****Author: Barry Broe-Director Community, Planning, Development and Environment****Authoriser: Paul Gallagher, General Manager****Annexures: Nil****PURPOSE**

To advise Council of the successful sale of the remaining three blocks of Council owned Industrial Land on Hooper Drive, Coonamble.

**EXECUTIVE SUMMARY**

Hooper Drive industrial estate is Council owned and went on the market first in 2011. Since then, eight (8) blocks have been sold with three (3) blocks remaining.

Initial interest on the remaining three started in April 2024 when buyers approached Council. The local real estate agent was engaged for transparency as five different parties placed offers for the purchase.

The total area of the three remaining blocks is 1588 square metres. The total value of the three offers is \$159,500. The average sale price \$10/sq metre, which is not that far off the maximum of \$11 staff had hoped for.

Contracts are currently being drawn up, with settlement expected in June/July.

This depletes Council's stock of industrial land and with the demand currently strong staff are now progressing to develop the old sheepyard site for more industrial blocks.

**BACKGROUND**

Council have had significant market interest in the three remaining industrial lots on Hooper Drive which will deplete any Council owned industrial land. Offers have been accepted and contracts are now being drawn up.

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

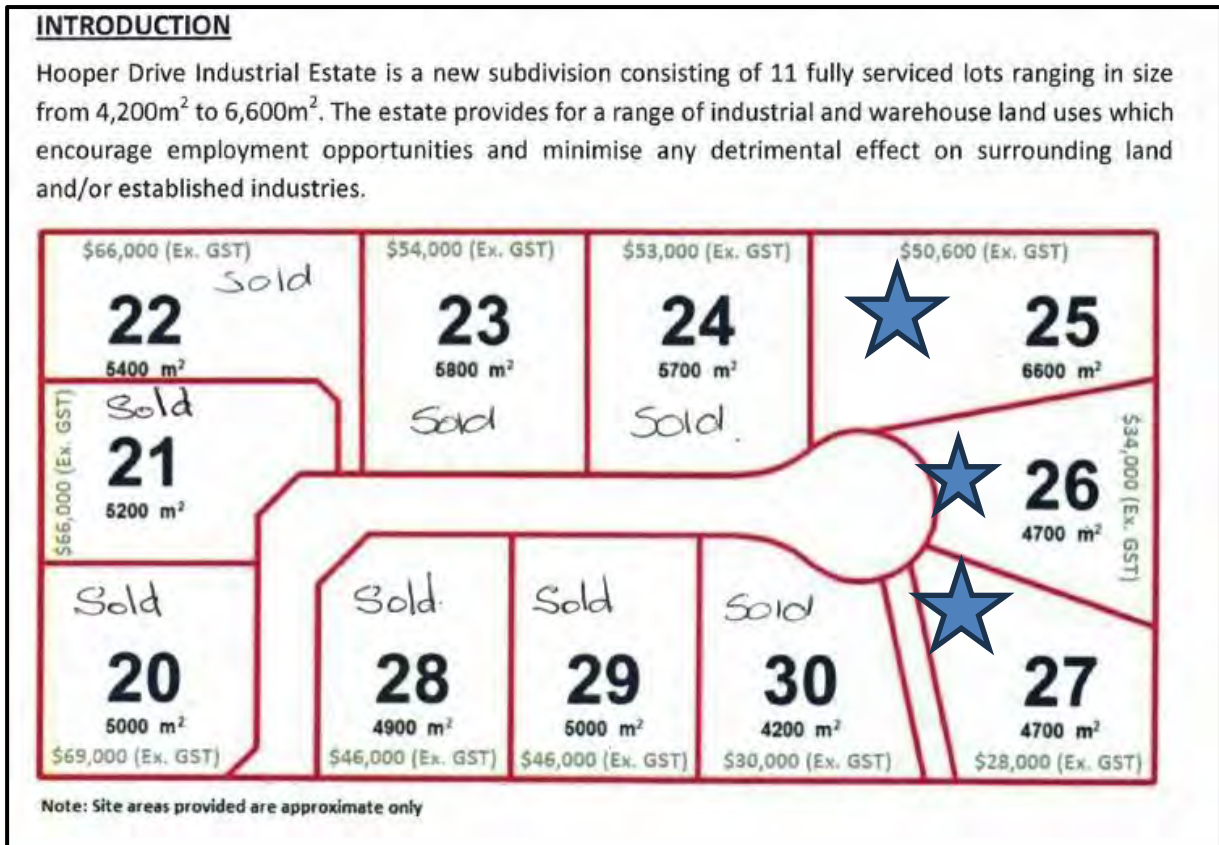
L1.4.10 Maintain long term financial viability – achieved by bringing in revenue to fund council programs.

**(b) Financial Considerations**

Sales of land bring in funds for council programs.

**COMMENTARY**

Land at Hooper Drive first went on the market in 2011 and subsequently eight (8) blocks were sold. The then agent's previous plan and prices are shown below from 2011.



Initial interest started again in April 2024 when buyers approached Council. Five (5) different parties placed offers for the purchase of the land parcels.

Council sought \$10-11 per square metre. The agents initial view differed from staff presumably based on the 2011 land sale plan. The average price across the three offers accepted is \$10/sq metre, which is close to the set maximum price of \$11/sq metre.

Contracts are currently being drawn up with a settlement period is 4-6 weeks, that encompasses a 10% deposit to be paid.

The total area of the three remaining blocks (lots 25-27) is 1588 square metres. The total of the three (3) purchase offers is \$166,000.

The three (3) remaining blocks are shown in green below.



**(a) Governance/Policy Implications**

Council has been transparent and open in offering these parcels of land on the open market, managed by the local agent.

**(b) Legal Implications**

All relevant laws are being followed in the sale of the land and the process managed by a local real estate agent.

**(c) Social Implications**

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

**(d) Environmental Implications**

The land is zoned E1 (General Industrial), and there are no environmental implications associated with the sale of the land.

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

Council would no longer pay rates on this land or be responsible for maintaining the land if it were to dispose of it, but rather collect rates.

**(f) Risk Implications**

Sound economic management includes maximising Council's return on investments and use of assets.

**CONCLUSION**

Contracts are now being drawn up for the sale of the three(3) remaining blocks of Council owned industrial land at Hooper Drive. Settlement should occur in June/July when \$166,000 funds will be achieved. This preferably should be used to develop more industrial land at the old Sheepyards site, and the associated land sale proceeds can repay the investment outlay over time.

**RECOMMENDATION**

**That Council receive and notes the information in this report, and allocates the proceeds of the sale of the industrial land on Hooper Drive to Council's internal Governance Reserve for the purpose of developing further industrial land at the old Sheepyards site in Coonamble.**

**10.23 OLD SHEEP YARDS SITE****File Number: E4****Author: Barry Broe-Director Community, Planning, Development and Environment****Authoriser: Bruce Quarmby, Director Corporate Services****Annexures: Nil****PURPOSE**

To advise Council of the proposed re-development of the old sheepyards site for industrial land and seek approval for the rezoning of the land.

**EXECUTIVE SUMMARY**

There are two strategic needs looming for industrial land use in the Shire.

The first need is for more industrial blocks for industry because once the remaining three blocks on Hooper Drive are sold, there is no more land available.

The second need is space for a potential housing panel factory. This is a strategic initiative to address the critical housing constraint within the Coonamble LGA and wider region. Therefore, staff are progressing to develop the old sheepyard site for more industrial land as it is the most suitable land located in a good location and is already owned by council.

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

Under the economic development section – diversifying the economy from reliance on agriculture towards industry and developing more housing.

**(b) Financial Considerations**

Development of more industrial land will bring industry, investment, jobs and higher rates.

**BACKGROUND**

The plan is to use the site for two purposes:

**A Panel Housing Factory**

The supply of suitable affordable housing is a critical constraint in the Shire to attracting more workers and business investment. It is repeatedly nominated as one of the major barriers to potential workers being willing to locate to the area.

The challenge from the housing supply side is to develop houses quickly and at a low cost, driven by the availability of materials and builders. The solution of making prefab panels would address these challenges.

This proposal is a joint venture to establish a manufacturing facility in Coonamble to produce panels, supporting more housing construction and other commercial endeavors within Coonamble. It could also meet the demands of neighboring towns within a 300 to 400km radius.

This strategic collaboration aims to bolster local economic development whilst ensuring the creation of up to 30+ full-time and part-time positions within the factory. In parallel, a comprehensive training program would be implemented, encompassing essential certifications and courses such as forklift operation, working at heights, confined space training, factory management and supervision, Certificate 2 in construction and civil, among others.



Council has applied for grant funding for the initiative.

### *B Industrial land*

Industrial land is one of the leading factors driving economic growth in developing nations. The availability of industrial land is critical for industry and businesses to locate activities and expand their operations. Industrial land plays a crucial role in economic development and serves as the primary location for manufacturing facilities, warehouses, storage, and other industrial operations.

Getting more land available in the Shire will support the growth of various industries, making it a driving force for economic development and facilitating business expansion. Unlike residential or commercial land, industrial land has specific zoning regulations and permits that allow for industrial activities. These regulations ensure efficient use of space, economies of scope and scale, business agglomeration and proper infrastructure for industrial operations.

Investing in industrial land will improve economic growth and contribute to the Shire's socio-economic stability. Industrial land is a fundamental component of urban areas, driving economic progress and supporting various industries. Its strategic use and development are essential for our sustainable growth.

### **SITE DESCRIPTION**

The site area is on the corner of Quambone Road and Black Gular Road and is 7.9 hectares, and zoned RU1 Primary Production.

At one point it was considered putting the new pound here, but other sites are being investigated which may include facilities at the greyhound track. This would free up more space at this site for industrial land.





**DEVELOPMENT ACTIVITIES**

*Site clean-up* – involves removal of any remaining steel and concrete footings as well as removal of the Athel Pine trees (a noxious weed).

*Survey* – currently underway.

*Subdivision design* – will be undertaken early to determine the footprint for the factory and industrial land and the size of the blocks (a mix of sizes is proposed, e.g. 4000-7000m<sup>2</sup>)

*Rezoning* – this process is on the critical path and could take up to twelve months. It requires state government approval.

*Service planning* – water directly services the site. Sewer lines are to the north off Aberford Street and would need to be extended (see diagram below).

*Site planning* – there is an existing truck wash on the site and planning will consider whether this should stay in the long term, to maximise the available area for industrial land.



**(a) Governance/Policy Implications**

Council would be transparent and open in offering these parcels of land for sale eventually on the open market, managed by the local agent.

**(b) Legal Implications**

All relevant laws will be followed during the planning and site development processes.

**(c) Social Implications**

Social outcomes would be improved from the eventual delivery of more housing, more jobs and business investment.

**(d) Environmental Implications**

The land would be zoned E1 (General Industrial), and the relevant environmental studies and impact mitigation processes would be followed during planning.

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

Council would no longer pay rates on this land or be responsible for maintaining the land if it were to dispose of it, but rather collect rates.

**(f) Risk Implications**

There is a small risk that funds could be used to rezone and develop the site then it takes to sell the blocks.

**CONCLUSION**

Contracts are now being drawn up for the sale of the three remaining blocks of council owned industrial land at Hooper Drive. This will deplete the supply of all industrial land owned by council.

These funds are proposed to be used to develop more industrial land at the old Sheepyards site, and the associated land sale proceeds can repay the investment outlay over time.

**RECOMMENDATION****That Council:**

- 1. Resolve to utilise the funds emanating from the Hooper Drive land sales to develop the site at the sheep yards.**
- 2. Approves the rezoning to E1 (General Industrial) and the process to achieve this.**

## 10.24 APPLICATIONS FOR FINANCIAL ASSISTANCE UNDER COUNCIL'S DONATIONS POLICY

**File Number:** D7

**Author:** Deborah Tatton-Manager Finance & Procurement

**Authoriser:** Bruce Quarmby, Director Corporate Services

**Annexures:**

1. Gular Tennis Club application. [↓](#) 
2. Coonamble Netball Association application [↓](#) 
3. Coonamble Junior Rugby application. [↓](#) 
4. Coonamble District Education Foundation application. [↓](#) 
5. Coonamble Royal Far West application. [↓](#) 
6. St Brigid's School application. [↓](#) 

### PURPOSE

The purpose of this report is for Council to consider the applications for financial assistance received from community organisations under Council's Donations Policy.

### BACKGROUND

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

Initially, applications were invited twice annually however, at the August 2022 meeting, Council adopted the revised Donations Policy (Resolution 2022/191) which provides for applications to be invited quarterly for consideration and determination by the whole Council.

The Donations Policy sets out guidelines to be followed and includes an acquittal form to be completed by each recipient of funding prior to 30 June in which the funds are granted.

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

L1.4.4 Governance is open and transparent.

#### (b) Financial Considerations

An amount of \$76,100.00 has been included in the donations vote for the 2023 / 24 financial year.

Following is a summary of the expenditure that Council has committed to fund from its 2023/24 donations vote. It should be noted that the following amount includes all pre-approved donation commitments, in line with Council's adopted donation policy, along with any further amounts that Council has resolved to fund from this vote during the 2023 / 24 financial year.

- |                                |             |
|--------------------------------|-------------|
| • Mayoral Donations Vote       | \$ 5,000.00 |
| • Pre-Approved                 | \$27,600.00 |
| • Donations approved 2023/2024 | \$43,500.00 |

Based on the current budget allocation, an amount of is \$16,565.36 remains available for distribution in the 2023/24 financial year. This includes the balance of funding available in the Mayoral Donation Vote is \$2,670.36.

## COMMENTARY

In accordance with Council's adopted Donation Policy, recently Council staff invited applications from the community for the final round of financial assistance applications for the 2023/24 year. A total of six (6) applications were received by Council. Copies of the application forms received, have been attached as an annexure to this report.

A summary of the six (6) applications received are as follows:

- **Gulargambone Tennis Club** – seeking a \$1,350 contribution towards the cost of the water and sewer access charges for the Gulargambone Tennis Clubhouse and courts.

In addressing how the outcome benefits the community the application sites that it will aid the committee in ensuring the ongoing sustainability of the Tennis Club at Gulargambone. Currently the club has approximately 40 playing members made up from the various families within the Coonamble shire district.

- **Coonamble Netball Association** – seeking a \$5,000 contribution towards supporting the development of two (2) young players, by assisting them to participate at an interstate and international level.

In addressing how the outcome benefits the people of the Coonamble Local Government area the application sites the direct benefit provided to the two (2) players accessing professional coaching and a more competitive environment as well as the indirect benefit that will have on the other club members. The indirect benefit is explained as that the lessons and skills learnt by the two (2) players given this opportunity will enable them to teach other players within the club.

- **Coonamble Junior Rugby Club** – seeking a \$11,000 contribution towards the costs associated with taking players and their families to Sydney for a four day / three-night tour. During this tour Coonamble Junior Rugby players will run out with the players for the national anthem at an international rugby union match between the Wallabies and Wales, as well as playing rugby against Sydney Junior clubs and several other activities.

In addressing how the outcome benefits the community the application sites that whilst the club was only reformed last year that the numbers have increased from 28 registered players to 48 registered players in 2024. Further the application sites that the 45 kids who will join on the tour will benefit from “an experience of a lifetime, fostering greater participation in physical activity, sport and rugby, and experience pathways in sport and rugby beyond our own shire.” The application also sites that a total of 85 people, including the 45 registered players (aged 5-12) from the club will directly benefit from this project

- **Coonamble District Education Foundation (CDEF)** – seeking a \$1,640 contribution towards the cost of the hire of the Coonamble Showground pavilion. The CDEF are planning to host a Sportsman's Luncheon at the Coonamble Showground as their major fundraising event for 2024.

In addressing how the outcome benefits the community the application sites that it will aid the CDEF in raising funds to financially support the young people of the Coonamble Shire LGA to achieve their educational aspirations, through apprenticeships, traineeships and University. In discussing the number of people benefited by this application, that application sites that it currently supports 20 local students directly. From the support provided it is estimated that up to 100 people will benefit from the reduced financial burden on the families supporting the students through their education.

- **Coonamble Royal Far West** – seeking a \$6,000 contribution towards the cost of the hosting a 90<sup>th</sup> Birthday celebration event at the Pavilion.

In addressing how the outcome benefits the community the application sites the event is being organised to celebrate/thank the work of those who have organized supported and attended Royal Far West events. In organizing the event the application indicates that it will utilize local businesses to facilitate the event. In discussing the number of people benefiting directly from the event the application advises that the number of people will be in the range of 100-150. In considering this application, Council may wish to consider including the cost of the hire of the Council facility as part of the assistance provided.

- **St Brigid's School** – seeking a \$510 contribution towards the cost associated with the hire of the Coonamble Sportsground. The event is planned to be held on the 21 June 2024.

In writing to the Council to apply for the donation, the application notes that the yearly athletics carnival is an essential requirement for student's schooling, promoting physical activity, teamwork and school spirit. The application notes that the attached hire fees will present a significant financial burden on the school.

**(a) Governance/Policy Implications**

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

**(b) Legal Implications**

No legal implications are associated with this report.

(c) Social Implications



APPLICATION FORM for a donation under the Donations Policy (see Council's Donations Policy for details)

Applications are welcome at any time but will be held for consideration on a quarterly basis. Closing dates and times: 4:30pm on the second Friday in August, November, February and May

ORGANISATION DETAILS:

Name of organisation/community group: GULARGAMBONE TENNIS CLUB
Address: 31 ARMITREE ST GULARGAMBONE
Contact Phone:
Contact Email:
President's Name: DOUGLAS KELLY
Secretary's Name: IAN FERGUSON
Treasurer's Name: MICHAEL ZELL
ABN: 70 490 640 711

ELIGIBILITY:

In relation to your organisation/community group: (please tick)
Is it registered for GST? [ ] Yes [x] No
Is it community-based and non-for-profit? [x] Yes [ ] No
Is it based in or affiliated with the Coonamble Local Government Area? [x] Yes [ ] No
Has it received any previous donation under the Donations Policy? [x] Yes [ ] No

PURPOSE:

Describe, in some detail, what your organisation proposes to do with the requested donation.
WE ARE A SMALL CLUB WITH LIMITED INCOME WHICH WAS VERY ADVERSELY AFFECTED BY THE COVID CLOSURE. OUR EXPENSES HAVE EXCEEDED INCOME IN THE PAST FEW YEARS. WE WISH TO LOWER OUR EXPENSES BY THE DONATION

What are the outcomes/outputs you are hoping to achieve from your project/activity?
TO LOWER OUR EXPENSES AND CONTINUE TO BE A VIABLE ORGANISATION.

How will these outcomes/outputs benefit the people of the Coonamble Local Government Area?
SO WE WILL BE ABLE TO CONTINUE TO PROVIDE A SPORTING FACILITY IN GULARGAMBONE FOR ANYONE WHO WISHES TO PLAY TENNIS.



Who—and how many people—do you foresee benefiting from your project/activity both directly and indirectly?

LOCAL GULARGAMBONE AND DISTRICT  
RESIDENTS. A NUMBER OF FAMILIES MAYBE  
40 PEOPLE DIRECTLY AND ANYONE ELSE IN TOWN THAT  
WISHES TO PLAY.

**FINANCIAL CONSIDERATIONS:**

What is the amount of the donation you are requesting? \$1350, THE EQUIVALENT OF OUR 2  
RATE CHG

If you do not receive the full amount requested, will you still be able to complete your project/activity by the end of the current financial year? If not, what alternative course of action have you planned?

ONLY IF WE CONTINUE TO RUN DOWN OUR  
FUNDS, WE WOULD LIKE TO REQUEST A DONATION TO THE  
VALUE OF OUR WATER ACCESS RATES AND WATER RATES CHAR  
PLEASE

If applicable, does your requested amount include the value of general-purpose rates?  Yes  No  
(If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.)

**Financial Statements:** Please include a copy of your organisation's most recent financial statements.

**Sign and Date:** \_\_\_\_\_ 29/3/24  
(Chairperson, Secretary or Treasurer's signature + date)

Please return to: **By Post:** The General Manager  
Coonamble Shire Council  
PO Box 249  
COONAMBLE NSW 2829  
**By Fax:** (02) 6822 1626  
**By Email:** [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)  
**By Hand:** 80 Castlereagh Street, Coonamble

For further information regarding the Application Process please contact Council on 02 6827 1900 or email [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au).



**Income & Expenditure**

Gulargambone Tennis Club

Months : Oct 2022 to Sep 2023  
 Cashflow accounts only : Reliance Cheque Acct, Reliance Term Deposit

<b>Income</b>		
<u>Previous (\$)</u>	<u>Category</u>	<u>Current (\$)</u>
380.00	1 Membership	0.00
331.60	5 Night Tennis	292.00
102.49	15 Interest Recieved	571.94
<b><u>814.09</u></b>		<b><u>863.94</u></b>
<b>Expense</b>		
<u>Previous (\$)</u>	<u>Category</u>	<u>Current (\$)</u>
90.00	26 Tennis Balls	0.00
744.31	28 Electricity	574.48
1,300.00	30 Shire Rates	975.00
139.00	32 Postage Printing & Stationery	148.00
2,250.00	34 Insurance	2,450.00
0.00	38 Repairs & Maintenance	125.00
1.30	42 Bank Charges	0.00
<b><u>4,524.61</u></b>		<b><u>4,272.48</u></b>
814.09	Total Income	863.94
4,524.61	Total Expenditure	4,272.48
(3,710.52)	NET	(3,408.54)

\*\*\* End of Report \*\*\*

**Net Worth -showing Accounts**

Gulargambone Tennis Club

Months : Oct 2022 to Sep 2023  
 Cashflow accounts only : Reliance Cheque Acct, Reliance Term Deposit

Opening	Assets	Closing
	<b>- Current -</b>	
	<i>Cash at the bank or on hand</i>	
\$9,306.93	Reliance Cheque Acct	\$5,326.45
\$22,877.60	Reliance Term Deposit	\$23,449.54
<u>\$32,184.53</u>		<u>\$28,775.99</u>
<b>\$32,184.53</b>	<b><u>Total Assets</u></b>	<b>\$28,775.99</b>
 \$32,184.53	 <b>Net Worth</b>	 \$28,775.99
100.0	<b>% Equity</b>	100.0
	*** End of Report ***	

**COONAMBLE**  
SHIRE COUNCIL

**APPLICATION FORM**  
for a donation under the Donations Policy  
(see Council's Donations Policy for details)

Applications are welcome at any time but will be held for consideration on a quarterly basis.  
Closing dates and times: 4:30pm on the second Friday in August, November, February and May

**ORGANISATION DETAILS:**

Name of organisation/community group: Coonamble Netball Association  
 Address: PO Box 278 Coonamble 2829  
 Contact Phone: [REDACTED]  
 Contact Email: [REDACTED]  
 President's Name: Nicole Jackson  
 Secretary's Name: Britea Moore  
 Treasurer's Name: Tracey Harvey  
 ABN: -

**ELIGIBILITY:**

In relation to your organisation/community group:

(please tick)

- |  |   |  |
|--|---|--|
| Is it registered for GST?  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Is it community-based and non-for-profit?                              | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is it based in or affiliated with the Coonamble Local Government Area? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Has it received any previous donation under the Donations Policy?      | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

**PURPOSE:**

Describe, in some detail, what your organisation proposes to do with the requested donation.

To support young talented netballers to participate in netball interstate and internationally. To provide financial support for expenses, including but not limited to, registration fees, uniforms, travel, accommodation + meals

What are the outcomes/outputs you are hoping to achieve from your project/activity?

To provide opportunities for young indigenous girls to explore their netball skills in a more competitive environment + receive professional coaching.

How do these outcomes/outputs benefit the people of the Coonamble Local Government Area?

By providing these opportunities for young netballers, not only would it further their own netball skills and/or careers they would also bring those skills/knowledge back to the club and teach these practises to other young club members.

**COONAMBLE**  
SHIRE COUNCIL

Who—and how many people—do you foresee benefiting from your project/activity both directly and indirectly?

We would be directly benefiting 2 young club members  
Jahlee fernando + Jannali Walker, and indirectly benefiting  
50 young club members (Junior Members)

**FINANCIAL CONSIDERATIONS:**

What is the amount of the donation you are requesting? \$ 5000.00

If you do not receive the full amount requested, will you still be able to complete your project/activity by the end of the current financial year? If not, what alternative course of action have you planned?

NO WE WOULD NOT BE ABLE TO COMPLETE IN FULL  
IF WE WERE NOT TO RECEIVE THE FULL AMOUNT, WE WOULD  
HAVE TO ADJUST THE AMOUNT OF SUPPORT GIVEN.

If applicable, does your requested amount include the value of general-purpose rates?  Yes  No  
(If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.)

**Financial Statements:** Please include a copy of your organisation's most recent financial statements.

Sign and Date: \_\_\_\_\_ (treasurer's signature + date)

1/6/24

Please return to:

**By Post:** The General Manager  
Coonamble Shire Council  
PO Box 249  
COONAMBLE NSW 2829  
(02) 6822 1626  
[council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)  
80 Castlereagh Street, Coonamble

By Fax:  
By Email:  
By Hand:

For further information regarding the Application Process please contact Council on 02 6827 1900 or email [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au).

**Profit and Loss**  
**Ngarangarni Limited**  
**For the year ended 31 March 2024**  
**Cash Basis**

Account	2024
<b>Gross Profit</b>	<b>(731.40)</b>
<b>Other Income</b>	
Registrations	\$ 5,717.32
Rodeo Gate	\$ 1,500.00
Rotary Donation	\$ 200.00
Bib Sales	\$ 45.00
Canteen Sales	\$ 4,161.80
Rebanking of Floats	\$ 1,000.00
<b>Total Other Income</b>	<b>\$ 12,623.92</b>
<b>Operating Expenses</b>	
Advertising	\$312.70
Canteen Supplies	\$2,240.74
Netball NSW Affiliation Fees	\$108.63
Court Hire Fees	\$1,305.00
Player Prizes	\$2,478.00
Purchase of Equipment	\$2,254.05
PO BOX Rental	\$302.00
Sponsorship	\$1,556.20
Canteen Floats	\$2,800.00
<b>Net Profit</b>	<b>\$ 13,358.32</b>





Who—and how many people—do you foresee benefiting from your project/activity both directly and indirectly?

Directly, 85 people from our club including 45 registered players aged 5 to 12 and their immediate families, from both Indigenous and non-Indigenous backgrounds. Indirectly, all families in the Coonamble Shire, who due to the successful rebuilding and dedication of this club have more sporting and physical activity opportunities within the shire.

**FINANCIAL CONSIDERATIONS:**

What is the amount of the donation you are requesting? \$ \$11,000

If you do not receive the full amount requested, will you still be able to complete your project/activity by the end of the current financial year? If not, what alternative course of action have you planned?

The tour cost is +\$20,000 including accom, bus hire and game tickets for 85 people. Families will contribute to these costs but the club is trying to minimise costs to families, ensuring the tour is not cost prohibitive. Club funds are also being used. Should the full funding request not be received, the club will be forced to draw further upon its own cash reserves, having implications on the club's future expenditure and financial position for future years, during a time of our club's financial rebuilding. Additionally, the club would look to reduce the no. of children and parents/families that participate in the tour.

If applicable, does your requested amount include the value of general-purpose rates?  Yes  No  
(If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.)

**Financial Statements:** Please include a copy of your organisation's most recent financial statements.

**Sign and Date:** \_\_\_\_\_ 26 / 05 / 2024  
(Chairperson, Secretary or Treasurer's signature + date)

Please return to: **By Post:** The General Manager  
Coonamble Shire Council  
PO Box 249  
COONAMBLE NSW 2829

**By Fax:** (02) 6822 1626  
**By Email:** [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)  
**By Hand:** 80 Castlereagh Street, Coonamble

For further information regarding the Application Process please contact Council on 02 6827 1900 or email [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au).

Coonamble Junior Rugby Club

Treasurers Report

ANNUAL GENERAL MEETING

Year ending June 2023

Friday 8<sup>th</sup> March 2024

I am pleased to present the Treasurers report for Coonamble Junior Rugby Union. This report will be in 2 parts, End of Financial Year to June 2023 and a current financial update. We had excellent response from the community with sponsorships and donations of **\$7250** which allowed us to purchase new training equipment club uniform and jerseys.

Membership 37 registered players with 7 training only players

The club is still sitting in a strong financial position with a current reconciled balance to the end of June 2023 of **\$13760.96**. The Club has a cash balance **\$10940.38** as of 7<sup>th</sup> March 2024.

The breakdown of transactions to June 2023 are as follows.

Credits

Sponsorship - \$6000

Canteen -\$181.46

Debits

Advertising - \$61.80

Training Supplies – \$2070.39

Hoodies - \$2172.50

SNSW - \$50 Not for Profit Registration

Canteen Float - \$300



**Transactions 1<sup>st</sup> July 2023 to March 8<sup>th</sup> 2024**

Credits

**Sponsorship - \$250**

**Donation - \$1000 Streets Ahead Committee**

**Canteen - \$316 + \$300 return of Float**

Debits

**SNSW – \$357.57 Late payment for Club reporting**

**Jerseys/Socks/Shorts - \$3179**

**Rugby Presentation – \$911.16**

**BBQ – \$ 238.85 Come & Try Day**

The full breakdown of transactions since the last AGM April 2023 are.

Debits - \$9102.43

Credits - \$8247.47

I apologise for being unable to attend the AGM. I would like to continue with this position in 2024

Andrew Schieb

Treasurer CJRC 2023



**APPLICATION FORM**  
**for a donation under the Donations Policy**  
 (see Council's Donations Policy for details)

Applications are welcome at any time but will be held for consideration on a quarterly basis.  
 Closing dates and times: 4:30pm on the second Friday in August, November, February and May

**ORGANISATION DETAILS:**

Name of organisation/community group: Coonamble and District Education Foundation  
 Address: PO Box 157 Coonamble NSW 2829  
 Contact Phone: 02 6882 2222 (Ron Mackay, secretary)  
 Contact Email: \_\_\_\_\_  
 President's Name: Mr Ben Markey  
 Secretary's Name: Mr Ron Mackay  
 Treasurer's Name: Mrs Helen Rackham  
 ABN: 47610 494 584

**ELIGIBILITY:**

In relation to your organisation/community group: (please tick)

Is it registered for GST?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is it community-based and non-for-profit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is it based in or affiliated with the Coonamble Local Government Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Has it received any previous donation under the Donations Policy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**PURPOSE:**

Describe, in some detail, what your organisation proposes to do with the requested donation.  
We propose to use this donation to offset the cost of venue  
hire for our major fundraiser for 2024 - a Sportsman's Luncheon  
with Kerry O'Keefe, on 14 September 2024  
 \*We are only asking an in-kind donation of the pavilion hire  
fee for our event.

What are the outcomes/outputs you are hoping to achieve from your project/activity?  
We aim to raise as much money as possible to allow us to  
financially support the young people of Coonamble to achieve  
their educational aspirations - through apprenticeships, traineeships & university.  
 How will these outcomes/outputs benefit the people of the Coonamble Local Government Area?  
As above.  
Our assistance will enable these young people to  
support themselves in their further education



Who—and how many people—do you foresee benefiting from your project/activity both directly and indirectly?

• We currently support 20 local students in the 2024 year (20 directly, and up to 100 people in their families, reducing the financial burden on them)

• 50 people - staff, cleaners, caterers, suppliers, entertainers

**FINANCIAL CONSIDERATIONS:**

What is the amount of the donation you are requesting? \$ 1640 (see attached amount we have been invoiced by CSC)

If you do not receive the full amount requested, will you still be able to complete your project/activity by the end of the current financial year? If not, what alternative course of action have you planned?

Yes. we will complete by EOY 24/25.

If applicable, does your requested amount include the value of general-purpose rates?  Yes  No (If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.)

**Financial Statements:** Please include a copy of your organisation's most recent financial statements.

**Sign and Date:** \_\_\_\_\_ 29/5/24  
(Chairperson, Secretary or Treasurer's signature + date)

Please return to: **By Post:** The General Manager  
Coonamble Shire Council  
PO Box 249  
COONAMBLE NSW 2829  
**By Fax:** (02) 6822 1626  
**By Email:** [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)  
**By Hand:** 80 Castlereagh Street, Coonamble

For further information regarding the Application Process please contact Council on 02 6827 1900 or email [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au).

**Coonamble & District Education Foundation**  
**Profit and Loss**  
**For the year ended 30 June 2023**  
 (Cash Basis)

<b>Account</b>	<b>2023</b>	<b>2022</b>
<b>Trading Income</b>		
CEF - Co-Funding	9360.00	11790.00
VET - Co-Funding	1827.00	5000.00
CEF - Other Funding	5000.00	3000.00
CEF - Matched Funding	4500.00	4500.00
Donations - CEF 10%	4419.00	5533.28
Donations - Local	7678.00	9534.30
Fundraising Income	14000.00	58310.63
Interest Income	19041.56	17410.05
Other Income		600.00
<b>Total Trading Income</b>	<b>\$65,825.56</b>	<b>\$115,678.26</b>
<b>Operating Expenses</b>		
Advertising	188.80	61.80
Bank Fees	-0.09	121.95
Fundraising Expenses	870.00	79440.18
Grants - CoFunding	8286.00	25115.00
Grants - Local	21799.00	23600.00
Grants - VET Funding	1827.00	
Office Expenses	149.00	399.00
Subscriptions	693.00	741.00
10% to CEF	923.00	640.50
Donation Fund - Expenses	2380.00	
<b>Total Operating Expenses</b>	<b>\$37,115.71</b>	<b>\$130,119.43</b>
<b>Net Profit</b>	<b>\$28,709.85</b>	<b>-\$14,441.17</b>

**Reconciled Bank Balances at 30.6.23**

CADEF Chq	\$23,769.88	
CADEF Investment	\$0.04	
H&B Donations	\$79,837.14	
H&B Investment	\$211,726.88	<b>\$315,333.94</b>



All communications to be addressed to:  
 THE GENERAL MANAGER  
 Post Office Box 249  
 COONAMBLE NSW 2829  
 Telephone: (02) 6827 1900  
 Facsimile: (02) 6822 1626  
 Email: council@coonambleshire.nsw.gov.au  
 ABN: 19 499 848 443

COONAMBLE & DIST EDUCATION FOU  
 2259 Billeroy Road  
 COONAMBLE NSW 2829

Your Ref:

**TAX INVOICE REPRINT**

DATE	INVOICE NUMBER
13-03-2024	12571

DETAILS	DEBIT	CREDIT	BALANCE
Sportman Lunch 14/09/2024			
* Hire including Kitchen, Bar and Pavilion - Event Day	590.00		590.00
* Additional Day	460.00		1,050.00
Pavilion Security Deposit (Refundable)	500.00		1,550.00
Key Deposit (Refundable)	250.00		1,800.00
Cleaning Deposit (Refundable)	500.00		2,300.00

<b>DUE DATE</b>	13-03-2024	<b>BALANCE DUE</b>	\$2,300.00
-----------------	------------	--------------------	------------

\* indicates Taxable Supply  
 This invoice includes \$95.46 GST

**PLEASE PAY ON THIS INVOICE**

	<b>Billers Code: 76521</b>
	<b>Ref: 30001820</b>

If receipt required mark X in this square.

**REMITTANCE ADVICE**

Please return with payment  
 Please advise if these details are incorrect.

COONAMBLE & DIST EDUCATION  
 2259 Billeroy Road  
 COONAMBLE NSW 2829

ACCOUNT REFERENCE    CODE    12571    DATE    13-03-2024    BALANCE DUE    2 300.00

COONAMBLE SHIRE COUNCIL

FILE NO:.....

18 MAR 2024

COONAMBLE SHIRE COUNCIL

APPLICATION FORM

DOC NO:..... for a donation under the Donations Policy

ASSIGNED:..... (see Council's Donations Policy for details)

OPENED:..... ACTION:.....

Applications are welcome at any time but will be held for consideration on a quarterly basis. Closing dates and times: 4:30pm on the second Friday in August, November, February and May

ORGANISATION DETAILS:

Name of organisation/community group: Coonamble Royal Far West

Address: .....

Contact Phone: .....

Contact Email: .....

President's Name: Irene Reeves

Secretary's Name: Emily Ryan

Treasurer's Name: Judith Proctor

ABN: .....

ELIGIBILITY:

In relation to your organisation/community group: (please tick)

- Is it registered for GST? [ ] Yes [x] No
Is it community-based and non-for-profit? [x] Yes [ ] No
Is it based in or affiliated with the Coonamble Local Government Area? [x] Yes [ ] No
Has it received any previous donation under the Donations Policy? [ ] Yes [x] No

PURPOSE:

Describe, in some detail, what your organisation proposes to do with the requested donation.
90th Birthday - Coonamble Royal Far West High Tea event to celebrate the funds raised over 90 years. Held at the pavilion with live music + a bar. Small auction + good company.

What are the outcomes/outputs you are hoping to achieve from your project/activity?
Celebrate / Thank the work of those who have organised, supported, attended Royal Far West events.

How will these outcomes/outputs benefit the people of the Coonamble Local Government Area?
Giving back to the Coonamble community - saying thanks. Using only local businesses to provide for the event.





# St Brigid's Catholic Primary School

ABN: 66936309086

8 Tooloon Street  
Coonamble NSW 2829  
PH: (02) 6822 511

Email: [stbrigidschool@bth.catholic.edu.au](mailto:stbrigidschool@bth.catholic.edu.au)

4 April 2024

Coonamble Shire Council  
Castlereagh Street  
COONAMBLE NSW 2829

Dear Sir/Madam

COONAMBLE SHIRE COUNCIL  
FILE NO:..... **D7 # S19** .....

**08 APR 2024**

DOC NO:..... **105633** .....

ASSIGNED:..... **Quarmby** .....

OPENED:..... **me** ..... ACTION:..... **4** .....

### BOOKING OF SPORTSGROUND

Please find attached our Sportsground Booking Application.

As you are aware, our yearly Athletics Carnival is an essential requirement for our students' schooling, promoting physical activity, teamwork and school spirit among our students. With limited resources at our disposal, it is essential that we utilise Council's Sportsground; however, the hire fee implemented presents a significant financial burden on our school.

We therefore kindly request Council consider donating the hire fee to our school to alleviate this financial strain.

We thank you for considering our request and look forward to hearing from you.

Kind regards

Gai Gilmour  
Principal





The information you provide in completing this application/form is considered 'personal information' for the purposes of the *Privacy and Personal Information Protection Act, 1998*. Coonamble Shire Council collects, stores, accesses, uses and discloses any personal information you provide in order to facilitate services, customer requests and Council business. In accordance with obligations under the *Privacy and Personal Information Protection Act, 1998* and Council's Model Privacy Management Plan. The retention and disposal of your personal information is governed by the Local Government Record-Keeping Rule GA39. Council takes all reasonable and appropriate steps to protect the privacy of individuals as required by law.

### SPORTSGROUND BOOKING APPLICATION FORM

#### Applicant Details

Name: St Brigid's Catholic School  
 Organisation: \_\_\_\_\_  
 Address: 8 Tooloon Street, Coonamble  
 Contact Number: (02) 6822 1511  
 Email: \_\_\_\_\_

#### Booking Details

Event Being Held: Athletics Carnival  
 Sport Being Played: Athletics  
 Facility Required: Grounds, stand, canteen, toilets  
 Date(s) Required: 21 June and (28 June as back up if it rains)  
 Time(s) Required: Start: 8am Finish: 4pm  
 Access Required Before / After Function: YES  NO  Time Access Required: \_\_\_\_\_

#### Area(s) Required (please tick or check):

Coonamble Sportsground  Gulargambone Sportsground  Main Oval  Smith Park   
 Netball Court Main Oval  Netball Court Smith Park  Other: \_\_\_\_\_

#### Other Requirements:

Line Marking  Lights  Shower  Toilets   
 Canteen  Mobile Canteen  Bar  Power   
 Other: \_\_\_\_\_

**NOTE:**

- If doors/windows/gates are left open or unlocked after use, Council may charge applicant a call-out fee.
- If facilities are left unclean or damaged after use, Council will clean at applicant's cost
- Meter is read before and after use and charged accordingly.

#### Bank Details for Deposit Refund




Bank Name: \_\_\_\_\_  
 Account Name: \_\_\_\_\_  
 BSB: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Reference: \_\_\_\_\_

On behalf of the organisation for whom I am making this booking, I acknowledge that the requested facility is an asset shared with other organisations and members of the community and, therefore, agree to utilise the requested facilities and services within the times specified above, such that no inconvenience is caused to other users. I acknowledge that my club and members have no greater privileges in using these shared facilities than any other user.

Signature: \_\_\_\_\_ Date: 4/4/24



**10.25 COUNCILLOR FEES 2024-25 - LOCAL GOVERNMENT RENUMERATION****File Number:** Councillors C-13**Author:** Bruce Quarmby, Director Corporate Services**Authoriser:** Bruce Quarmby, Director Corporate Services**Annexures:**

1. **Circular 24-08 - 2024-25 Determination of the Local Government Remuneration Tribunal.**  
2. **Local Government Remuneration Tribunal Annual Report and Determination 2024 (under separate cover)**  


**PURPOSE**

The purpose of this report is to inform Council of the determination of the Local Government Remuneration Tribunal regarding Councillor and Mayoral fees for 2024-25, in order for Council to adopt the fees for the 2024-25 financial year.

**BACKGROUND**

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

Council has since received advice that Local Government Remuneration Tribunal, has determined an increase of 3.75% to the Mayoral and Councillor fees for the 2024-25 financial year, with an effective date of 1 July 2024.

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

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

L1.4.4 Governance is open and transparent.

**(b) Financial Considerations**

When preparing the 2024-25 Operational Plan, Councillor and Mayoral fees were budgeted to allow for a two percent (2%) increase in both. Should Council resolve to apply the full increase of 3.75% it will necessitate a further allocation to these expenses of \$3,200.

**COMMENTARY**

The Tribunal has determined that there will be a 3.75% increase in the setting of the minimum or maximum Mayoral and Councillor fees for the 2024-25 financial year. The following tables outlines the determination from the Tribunal.

**Councillor/Member Annual Fee (\$) effective 1 July 2024**

<b>Category</b>	<b>Minimum</b>	<b>Maximum</b>
Major Regional City	20,500	35,620
Major Strategic Area	20,500	35,620
Regional Strategic Area	20,500	33,810
Regional Centre	15,370	27,050
Regional Rural	10,220	22,540
Rural Large	10,220	18,340
Rural	10,220	13,520

**Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2024**

<b>Category</b>	<b>Minimum</b>	<b>Maximum</b>
Major Regional City	43,530	110,970
Major Strategic Area	43,530	110,970
Regional Strategic Area	43,530	98,510
Regional Centre	31,980	66,800
Regional Rural	21,770	49,200
Rural Large	16,330	39,350
Rural	10,880	29,500

Council currently pays Councillors an annual fee of \$11,140 and the Mayor an additional annual fee of \$21,705. These fees, as currently adopted, sit within the mid to upper range of fees payable for the Rural Council category, of which Coonamble Shire Council is currently classified.

A 3.75 % increase in these fees, as budgeted for in the 2024-25 Operational Plan, would increase the fees to the following amounts:

- Councillor annual fee of \$11,870.
- Mayoral annual fee of \$22,520, noting the payment of this fee is additional to the Councillor fee.

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

**(a) Governance/Policy Implications**

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

**(b) Legal Implications**

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

**(c) Social Implications**

There are no social implications directly attached to this report.

**(d) Environmental Implications**

There are no environmental implications directly attached to this report.

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

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

**(f) Risk Implications**

There are no risk implications directly attached to this report.

**CONCLUSION**

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

Councillors are expected to adhere to sound governance principles, exercise due diligence and care in their decision-making, digest significant amounts of information in order to make informed decisions and absorb considerable community pressure at times.

It is suggested that it would be appropriate for Councillors to take these factors into consideration when considering and adopting its fees for 2024-25.

**RECOMMENDATION**

**That Council increases Councillor fees for the 2024-25 financial year by 3.75%, with effect from 1 July 2024, noting that the fees will be as follows:**

- **Mayor: \$11,870 plus \$22,520 being a total of \$34,390 per annum.**
- **Councillor: \$11,870 each per annum.**

Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

<b>Circular Name</b>	2024/25 Determination of the Local Government Remuneration Tribunal
Circular Details	24-08 / 29 May 2024 / A899914
Previous Circular	23-03 2023/24 Determination of the Local Government Remuneration Tribunal
Who should read this	Councillors / General Managers
Contact	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Council to Implement

### What's new or changing?

- The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 3.75% to mayoral and councillor fees for the 2024-25 financial year, with effect from 1 July 2024.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the *Local Government Act 1993* (the Act). The Tribunal last undertook a significant review of the categories as part of its 2023 determination and will next review these categories in 2026.
- The Tribunal found that the allocation of most councils into the current categories continued to be appropriate having regard to the 2023 review, the current category model and criteria, and the evidence put forward in the submissions received.
- However, the Tribunal has reclassified both Hilltops Council and Muswellbrook Shire Council as Regional Rural councils based on changes to their combined resident and non-residential working population.

### What will this mean for council?

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2024 based on the Tribunal's determination for the 2024-25 financial year.

T 02 4428 4100 TTY 02 4428 4209, E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)  
Locked Bag 3015 NOWRA NSW 2541  
[www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

**Department of Planning, Housing and Infrastructure**  
Office of Local Government



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### Key points

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

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### Where to go for further information

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

A handwritten signature in blue ink that reads 'Brett Whitworth'.

Brett Whitworth  
Deputy Secretary, Local Government

**10.26 REVENUE FROM SALE OF COUNCIL OWNED LAND****File Number: PR1231-04****Author: Bruce Quarmby-Director Corporate Services****Authoriser: Bruce Quarmby, Director Corporate Services****Annexures: Nil****PURPOSE**

To seek Council's guidance on the preferred allocation of funding that will be received from the partial sale of part Lot 2 DP1254635.

**BACKGROUND**

During the latter half of the 2022 calendar year, Council entered negotiations with GrainCorp for the lease of two portions of Council controlled land. Council will recall that GrainCorp were seeking to acquire the use of these lands with a view to further developing the existing grain receival site in Coonamble. These negotiations were concluded at the November 2022 where Council passed the following resolution:

**RESOLUTION 2022/289**

Moved: Cr Ahmad Karanouh

Seconded: Cr Pat Cullen

1. That Council notes the information in this report.
2. That Council agrees to the terms and conditions of the following heads of agreement.
  - a. Heads of Agreement - Access Licence for Part Lot 240 DP754199.
  - b. Heads of Agreement - Offer to Lease with lessee option to purchase for Part Lot 2 DP1254635.
3. That Council resolves to affix the common seal of the Coonamble Shire Council to the following documents.
  - a. Heads of Agreement - Access Licence for Part Lot 240 DP754199.
  - b. Heads of Agreement - Offer to Lease with lessee option to purchase for Part Lot 2 DP1254635.

**CARRIED**

During this meeting Council, after considering a report on the Coonamble saleyards, Council also passed the following resolution which provided:

**SALEYARDS OPERATIVE****RESOLUTION 2022/268**

Moved: Mayor Tim Horan

Seconded: Cr Pat Cullen

**That Council:**

1. Allocate the proceeds of the sale of land to GrainCorp to the Saleyards Reserve for expenditure on the immediate issues to be addressed.
2. That a Charter be established for the operation of the Saleyards Advisory Committee including the composition of the committee and the roles and responsibilities of the Committee.
3. That Council prepare a Plan of Management for the Coonamble Livestock Marketing Complex including options available for the maintenance and supervision of the facility.





Council may recall that at the time of passing the resolution in 2022, there was no capital funding allocated to the renewal of facilities at the Coonamble Saleyards and the revenue from the sale was identified as a possible income source to fund the required works at the site. The introduction of the annual capital expenditure allocation has moved to address the issue identified by Council.

Moving forward it has been identified that Council has several priorities/projects, which still includes the Coonamble Saleyards, that may require an injection of funding to allow capital works to proceed. Bearing this in mind management is suggesting that Council reconsider item 1 of Council Resolution 2022/268. It is recommended by management that these funds be allocated to Council's Internal Governance (Development) Fund. This transfer to reserve would increase Council's flexibility to fund capital expenditure projects that it deems worthy.

**(a) Governance/Policy Implications**

In accordance with Section 377(1)(h) of the Local Government Act 1993 any decision to dispose of land must be made by resolution of Council, as the power to sell, exchange or surrender land cannot be delegated.

**(b) Legal Implications**

There are no legal implications directly attached to this report.

**(c) Social Implications**

There are no direct social implications directly attached to this report.

**(d) Environmental Implications**

There are no direct environmental implications directly attached to this report.

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

The introduction of a Council funded annual capital renewal program for facilities at the Coonamble Saleyards has been actioned to ensure that the facilities are maintained at the appropriate levels,

**(f) Risk Implications**

There are no direct risk implications directly attached to this report.

## CONCLUSION

The revenue, once received, from the sale of part Lot 2 DP1254635 provides Council with an opportunity to direct the funding to where Council deems most appropriate.

## RECOMMENDATION

**That Council allocate the proceeds of the sale of land to GrainCorp to Council's internal Governance Reserve.**

**10.27 ADOPTION OF 2024-2025 OPERATIONAL PLAN****File Number: C8****Author: Bruce Quarmby-Director Corporate Services  
Deborah Tatton-Manager Finance & Procurement****Authoriser: Paul Gallagher, General Manager****Annexures: 1. 2024-2025 Operational Plan (under separate cover)   
2. 2024-2025 submissions to the operational plan [↓](#) ****PURPOSE**

The purpose of this report is for Council to adopt the Coonamble 2024-2025 Operational Plan and Budget and to make and levy rates and charges, along with other fees and charges for the 2024-2025 financial year. The Operational Plan has been provided under separate cover to this report.

**EXECUTIVE SUMMARY**

In accordance with Council resolution 2024/109, Council's draft Operational Plan 2024-2025 was placed on public exhibition for the required 28 days, from Thursday, 6 May 2024 until close of business on Friday, 7 June 2024 with the period for submissions closing on 7 June 2024.

Further, community consultation meetings were held in Gulargambone, Coonamble and Quambone and a decision was made to further extend the period of exhibition and submission until the close of business on Friday 14 June 2024 to allow for any feedback from the community consultation meetings.

At the time of the writing of this report six (6) submissions have been received from the public. Should any further submissions be received prior to the closing date, being Friday 14 June 2023, they will be forwarded to Councillors by email and considered in conjunction with this report at the meeting.

Council will note that several amendments have been made to the Operational Budget when compared to the original documents placed on public exhibition by Council. These changes have been necessary following the receipt of updated information that have impacted on Council's operations. The amendments and their impact are also discussed in the commentary section of this report.

**BACKGROUND**

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

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

*1) A council must have a plan (its "operational plan") that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.*

2) *An operational plan must include a statement of the council’s revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.*

3) *A council must prepare a draft operational plan and give public notice of the draft indicating that submissions may be made to the council at any time during the period (not less than 28 days) that the draft is to be on public exhibition. The council must publicly exhibit the draft operational plan in accordance with the notice.*

4) *During the period of public exhibition, the council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft operational plan applies.*

5) *In deciding on the final operational plan to be adopted, a council must consider any submissions that have been made concerning the draft plan.*

6) *The council must post a copy of its operational plan on the council’s website within 28 days after the plan is adopted.*

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

The information contained in this report is focused on presenting the new Operational Plan 2024-2025, This report recommends the acceptance of the Operational Plan 2024-2025 as tabled for Council’s consideration.

**(b) Financial Considerations**

The Operational Pan 2024-2025 contains Council’s operational and capital budgets for the upcoming financial year.

**COMMENTARY**

The Operational Plan consists of a “written part” where strategies and actions have been developed for the 2024-2025 financial year to achieve the goals and objectives that have been identified in the Delivery Program and Community Strategic Plan 2022-2032 and the Delivery Programme.

The “financial part” of the Operational Plan provides for the financial resources to enable Council to implement the strategies and actions as set out in the Operational Plan for 2024-2025.

Overall, the actions presented in the draft 2024-2025 Operational Plan have been refined and updated from Council’s adopted 2023-2024 Operational Plan. The below table provides a breakdown of the origin status (unchanged, updated/amended and new) of the Operational Plan 2024-2025 action items under the five pillars; Our People; Our Economy; Our Infrastructure; Our Environment; and Our Leadership.

Theme	Function Areas	No. of OP action items	No. of unchanged action items	No. of updated/amended action items	No. of new action items
<b>Our People</b>	Community Services and Wellbeing Arts and Culture Recreation and Sporting Spaces	25	18	7	0

<b>Our Economy</b>	Economic Growth and Development	7	4	2 removed 3 updated	0
<b>Our Infrastructure</b>	Infrastructure and Assets	24	14	1 removed 10 updated	0
<b>Our Environment</b>	Planning and Development Sustainable Environment Sustainable Waste	11	8	3	0
<b>Our Leadership</b>	People, Risk and Improvement Corporate Performance Strategic Planning	12	11	1	0
<b>TOTAL</b>		<b>79</b>	<b>54</b>	<b>27</b>	<b>0</b>

Turning Council’s attention to the financial section of the Operational Plan, being the Operational Budget. The 2024-2025 Budget as presented to Council is broken down into two major components; the first being the Operational Budget, which deals with the day-to-day operations of the Council.

The other component as presented is the Non-Operational component; this section covers Council’s Capital Works Budget and other transactions that affect its financial position (Balance Sheet). Council will note that the Budget is made up of the following:

- Operational Revenue of \$35,102,365
- Operational Expenditure of \$35,096,881
- Non-Operational (Capital) Expenditure of \$35,437,156
- Loan Repayments of \$ 48,663

The Budget as presented shows a consolidated operating surplus of \$5,485. This consolidated surplus is made up of a deficit result for Council’s General Fund of (\$660,231) with surplus in Council’s Water Fund \$276,601 and the Sewer Fund of \$389,115.

Council’s Non-Operational (Capital) expenditure budget of \$35,485,819 can be further broken down into the following categories:

- Information Technology \$ 107,300
- Cemetery \$ 82,632
- Environment \$ 1,015,000
- Public Order and Safety \$ 20,000
- Housing \$ 105,000
- Plant Acquisitions \$ 2,165,980

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• Council Buildings	\$ 1,275,050
• Sport and Recreation	\$ 1,444,728
• Mining, manufacturing & Construction	\$ 530,000
• Transport and Communication	\$ 20,487,566
• Ancillary Road Facilities	\$ 100,000
• Economic Services	\$ 3,750,035
• Transfer to Council Reserves	\$ 1,537,815
• Water Supply	\$ 758,750
• Sewer Supply	\$ 2,247,300

As mentioned earlier in the body of the report several changes have been made to the proposed 2024-2025 Operational Plan since it was placed on exhibition. These have been incorporated into the version of the Plan proposed for adoption. The changes are:

#### Councillor/ Mayoral Fees

Following receipt of information from the Local Government Remunerational tribunal updating Council on the proposed increases to Councillor fees, the budget was adjusted to reflect the recommended increase, being 3.75%. The allocation was increased, and the attached budget documentation updated.

#### Coonamble Sportsground Facilities upgrade (grant funded)

The budgeted line item been removed from the 2024-2025 Non-Operational Budget. as the works have been completed in this current financial year.

#### SCCF 5 – Coonamble Regional Art Trail

The income budget allocation has been added to offset the expenditure for the works. The funding for this program was previously excluded from the draft budget.

#### Radio communications Network Upgrade

A capital works allocation of \$200,000 for upgrades to Council's Radio communications has been included. This inclusion was identified as necessary following of a review of Council's two-way radio network and the current challenges it poses for effective and efficient operations and mitigates WHS issues.

#### Interment Levy – State Government legislated fee

In accordance with legislative requirements Council has included the Interment Levy in its fees and charges. The introduction of this fee is in accordance with recent legislative changes.

#### **Community consultation:**

As well as posting the 2024-2025 draft Operational Plan and budget on Council's website, Council staff and representatives hosted three (3) community briefings on the draft Operational Plan and budget. These sessions were held in Coonamble, Gulargambone and Quambone with a total of ten (10) members of the public attending these meetings.

The most common theme raised at these meetings focused on Council's management of the Solid Waste management facilities within the shire and the

proposed fees for the upcoming year. Council staff advised the members of the public who attended these sessions, to put their ideas and thoughts into Council as a submission to the draft Operational Plan and Budget currently on display.

### **Submissions:**

At the time of writing this report, six (6) submissions have been received. Council will note that copies of these submissions have been included as annexures to this report for its information. Should any further submissions be received prior to the closing date, being the Friday 14 June 2024, they will be forwarded to Councillors by email and considered in conjunction with this report at the meeting.

#### **Submission 1 – Revenue Policy.**

In summary this submission focuses on the proposed increase to the Domestic Waste charges. The submission is against the proposed increases citing the rising cost of living and the impact that it has on families. Further the submission raises the question to Council is it necessary to have the Coonamble tip open 7 days a week

#### **Submission 2 – Revenue Policy.**

As with the first submission received, this submission focuses on the proposed increase to the Domestic Waste charges. The submission is against the proposed increase to the charges, questioning the need to have the facilities opened seven (7) days a week. In supporting their argument against the increase, the writer sites the increased cost of living, and suggests that the facility could possibly be only opened for five (5) days a week with the savings to be past back to the community through reduced fees.

#### **Submission 3 – Revenue Policy.**

This submission focuses on the proposed increase to the Domestic Waste charges. The submission is against the proposed increase to the charges questioning the need to have the facilities opened seven (7) days a week. In supporting their argument against the increase, the writer sites the increased cost of living, and suggests that the facility could possibly be only opened for five (5) days a week with the savings to be past back to the community through reduced fees.

#### **Submission 4 – Revenue Policy.**

This submission focuses on the proposed increase to the Domestic Waste charges. The submission is against the proposed increase to the solid waste questioning the need to have the facilities opened seven (7) days a week. In supporting their argument against the increase, the writer sites the increased cost of living, and suggests that the facility could possibly be only opened for five (5) days a week with the savings to be past back to the community through reduced fees.

#### **Submission 5 – Revenue Policy.**

This submission focuses on the proposed increase to the Domestic Waste charges. The submission is against the proposed increase to the solid waste questioning the need to have the facilities opened seven (7) days a week. In supporting their argument against the increase, the writer sites the increased cost of living, and suggests that the facility could possibly be only opened for five (5) days a week with the savings to be past back to the community through reduced fees.

Comment: Submission 1 to 5

In considering the first four submissions received, there is a common theme objecting to the proposed increase to the solid waste management fees contained within Council's draft revenue policy. The objections focus on two main issues, the first being the current costs of living pressures that are currently be experienced and the effect that the proposed increase will have on the community.

The second basis for the objection is a based around the fact that the Coonamble Waste Facility is opened seven (7) days a week, they all recommend Council consider reducing the hours of operation and in turn pass these savings back to the community via reduced fees.

In considering these submissions, Council is to be mindful of the fact that Council has only assumed operation of the waste management facilities from the 01 January 2024 and is still in the process of gathering data on the operation and management of these facilities.

Some of the data relates specifically to the volume and pattern of waste disposal at the three facilities sites. Once Council has gathered sufficient data it would be in a better position to review the levels of service being provided. The findings from this review could then be communicated to the community and services levels and budgets adjusted accordingly on the completion of the review.

**Submission 6 – Draft Budget Fees and Charges.**

This submission objects to the introduction of the \$45.00 Rural Waste Management Charge per assessment. The writer object to charging rural property residents a fee for the "opportunity" to deliver rubbish to Council Waste facilities.

Comment

Council currently provides waste management facilities for all ratepayers within the shire. The proposed per assessment charge is approximately 10% of what the Coonamble, Gulargambone and Quambone residential and commercial ratepayers are charged as their contribution to running expenses of the waste facilities.

The proposed levying of this charge is in accordance with *Section 501 of the Local Government Act 1993* and has been recommended by management to share the financial impost of the running expenses for the three (3) waste management facilities across all ratepayers within shire.

**(a) Governance/Policy Implications**

Once adopted by Council, the Operational Plan 2024-2025 will set the overarching direction for Council for the upcoming financial year.

**(b) Legal Implications**

Council must ensure that it adopts its draft budget in accordance with various provisions in the Local Government Act 1993 (the Act) and the Local Government (General) Regulations 2005, for example Sections 405, 496, 501, 502 and 552 of the Act



**(c) Social Implications**

The Operational Plan is linked through Council's Delivery Program to Council's Community Strategic Plan. The goals and strategic objectives outlined for 2024-2025 were identified as part of the community consultation that took place in the formulation of these plans, as well as the recent Coonamble Shire Masterplan – which further elaborates on strategic objectives already identified within the Integrated Planning and Reporting suite of documents.

**(d) Environmental Implications**

Council's Operational Plan 2024-2025 addresses several environmental strategic objectives, strategies, and actions.

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

Council's officers have been mindful of the economic and asset management implications in the preparation of Council's Operational Plan 2024-2025. Whole of life asset and depreciation cost considerations are important drivers in Council's future financial direction and ability to properly maintain and renew such infrastructure and assets.

**(f) Risk Implications**

Council's Operational Plan 2024-2025 addresses several strategic objectives, strategies and actions relating to risk

**CONCLUSION**

Council's 2024-2025 Operational Plan provides a direct link to the three (3) year Delivery Program and, in turn, the Community Strategic Plan. The Program is set out in the five (5) key areas of Our People, Our Infrastructure, Our Economy, Our Environment, Our Leadership, each area with a series of objectives, goals, strategic and specific actions along with performance measures.

The 2024-2025 Budget as tabled shows a slight consolidated operating surplus of \$5,485. Whilst the predicted Budget result is a slight surplus, it should be noted that several factors have influenced this result, including the legislated requirement of Council to have an Internal Audit function as well as an increased costs associated with solid waste management across the shire.

In conclusion, it is recommended that as the public exhibition period has been completed and the submissions received considered, that Council review and adopt the Operational Plan 2024-2025.

**RECOMMENDATION**

- 1. That Council notes the information contained in this report.**
- 2. That the expenditure amounts set out in the 2024-2025 draft Operational Plan and Budget as exhibited and amended as per this report and attached to the Business Paper as part of Annexure 1 relating to this report, be confirmed and voted for**

the carrying out of the various works and services of the Council for the 2024-2025 financial year.

3. That the 2024-2025 draft Operational Plan and Budget, as exhibited in accordance with the provisions of Section 405 of the Local Government Act 1993 and amended as per this report and attached to the Business Paper as part of Annexure 1 relating to this report, be adopted by Council as the 2024-2025 Operational Plan.
4. That, in accordance with the provisions of Section 535 of the *Local Government Act 1993* (NSW), Council makes, fixes, and levies the Rates and Charges for the 2024-25 financial year for the following rating categories:

#### Residential – Coonamble:

A Residential – Coonamble rate of 1.463 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$545.00 per annum;

#### Residential – Gulargambone:

A Residential – Gulargambone rate of 1.041 cents in the dollar on the current land values of all rateable land in the town of Coonamble, with a minimum rate of \$545.00 per annum;

#### Residential – Village:

A Residential – Village rate of 1.318 cents in the dollar on the current land values of all rateable land in the village of Quambone, with a minimum rate of \$535.00 per annum;

#### Farmland:

A Farmland rate of 0.2387 cents in the dollar on the current land values of all rateable land in the Local Government Area being farmland, with a minimum rate of \$435.00 per annum;

#### Small Rural Holdings:

A Small Rural Holding rate of 0.721 cents in the dollar on the current land values of all rateable land in the Local

**Government Area being small rural holdings, with a minimum rate of \$565.00 per annum;**

**Rural Residential:**

**A Rural Residential rate of 0.618 cents in the dollar on the current land values of all rateable land in the Local Government Area being rural residential, with a minimum rate of \$535.00 per annum;**

**Business:**

**A Business rate of 2.060 cents in the dollar on the current land values of all rateable land in the Local Government Area being Business, with a minimum rate of \$590.00 per annum.**

5. That the Schedule of Fees and Charges, exhibited as part of Council’s draft 2024-25 Operational Plan and attached to this paper as part of Annexure 2 relating to this report be made, fixed and charged for the 2024-2025 financial year.
6. That Council makes, fixes, and levies the following charges in accordance with the provisions of Section 552 and Section 501(1) and Section 502 of the *Local Government Act 1993* on such land which water is connected or able to be connected to for the year ending June 2025:

Town/Village	Access Charge (\$20mm)	Usage Charge – 1st Tier (c/kl)	2nd Tier Pricing Limit (kl)	Usage Charge 2nd Tier (c/kl)
Coonamble	420	150	450	240
Gulargambone	510	125	450	190
Quambone	510	150	430	250

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

Item	Coonamble (\$)	Gulargambone (\$)	Quambone (\$)
Access charge (20mm meter)	420	510	510

Access charge (25mm meter)	660	800	800
Access charge (40mm meter)	1,680	2,040	2,040
Access charge (50mm meter)	2,625	3,190	3,190
Access charge (75mm meter)	5,905	7,170	7,170
Access charge (100mm meter)	10,500	12,750	12,750

7. That Council makes, fixes and levies the following charges in accordance with the provisions of Section 501(1), Section 502 and Section 552 of the *Local Government Act 1993* on such land which sewer is connected or able to be connected to for the year ending June 2025.

**Residential Sewerage – Coonamble**

Sewerage availability charge of \$830.00 per annum per assessment.

**Residential Sewerage – Gulargambone**

Sewerage availability charge of \$890.00 per annum per assessment.

**Sewerage – Coonamble Flats**

Sewerage availability charge of \$630.00 per annum per unit.

**Sewerage – Gulargambone Flats**

Sewerage availability charge of \$810.00 per annum per unit.

**Non-residential Sewerage - Coonamble**

Sewer charge for Non-residential Sewerage – Coonamble is not less than a minimum charge of \$830.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage charge) related to water consumption. The treatment charge to be applied is 340 cents per kilolitre.

**Non-residential Sewerage - Gulargambone**

Sewer charge for Non-residential Sewerage – Gulargambone is not less than a minimum charge of \$890.00 per annum per assessment. Non-residential services are also subject to sewer discharge factor (usage

charge) related to water consumption. The treatment charge to be applied is 340 cents per kilolitre.

8. That Council makes, fixes and levies the following charges in accordance with the provisions of Section 496, Section 501 and Section 502 of the *Local Government Act 1993* for the Waste Collection Services (with the understanding that one (1) Waste Collection Service entitles a property owner to a 240-litre weekly garbage service per assessment – unless otherwise indicated):

Particulars	2024-25 Charge per annum (\$)
Domestic – Coonamble Occupied	460.00
Domestic Coonamble – additional Service (per additional service)	260.00
Commercial – Coonamble Occupied	460.00
Commercial Coonamble – additional Service (per additional service)	260.00
Commercial Coonamble – Coonamble Occupied (Biweekly service) per service	720.00
Domestic – Gulargambone Occupied	460.00
Domestic Gulargambone – additional Service (per additional service)	260.00
Commercial – Gulargambone Occupied	460.00
Commercial Gulargambone – additional Service (per additional service)	260.00
Domestic – Quambone Occupied	460.00
Domestic Quambone – additional Service (per additional service)	260.00
Commercial – Quambone Occupied	460.00
Commercial Quambone – additional Service (per additional service)	260.00
Coonamble/Vacant Land – within collection area	90.00
Gulargambone/ Vacant Land – within collection area	90.00

Quambone/Vacant Land – within collection area	90.00
Rural Waste Charge – Land outside collection area (Local Government Act 1993 – Section 501)	45.00

- 9. That Council, in accordance with the provisions of Section 566(3) of the *Local Government Act 1993*, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2025. The rate interest payable on overdue rates and charges for the 2024-25 financial year will be 10.5% per annum.



Automated email:  
coonambleshire.nsw.gov.au

## WORKFLOW NOTIFICATION

Click on the link below to view this item in the admin console:

[View this secure item](#)

**Summary of web form submission:**

**First Name**

**Last Name**

**Phone**

**Email**

**Address**

2829

**If you are responding on behalf of an organisation, please type its name here**

**Type the name of the document on which you are commenting**

Revenue Policy

**Please write your comments here.**

Why is it necessary to have the tip open 7 days a week? Also with rise what about the other cost of living in a small rural remote town. With wanting to buy local ect cost of living for the average family people come out here ti better themself and buy property in Coonamble only to turn around and have to sell them.

Best regards,  
The Logo Pogo Team



Automated email:  
coonambleshire.nsw.gov.au

**WORKFLOW NOTIFICATION**

Click on the link below to view this item in the admin console:

[View this secure item](#)

summary of web form submission:

First Name

Last Name

Phone

Email

Address

If you are responding on behalf of an organisation, please type its name here

Type the name of the document on which you are commenting

Revenue policy

Please write your comments here.

Dear Council I'd like to make a submission towards the garbage collection fee. With the rate peg increased to the max and with all the other price hikes the cost of living is already stretch to the max I'd like to make a suggestion that we don't have the Garbage Tip open 7 days a week have it open 5 days close it the two day say Tuesday and Wednesday (it's been done in the past from the local contractors) and put the savings back to the rate payers pocket instead on increasing it by the \$80 we will only have a small increase or maybe none at all. Even a pensioner is struggling

Best regards,

The Logo Pogo Team



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**From:** >  
**Sent:** Tuesday, May 28, 2024 4:10 PM  
**To:** Coonamble Shire Council <council...>  
**Subject:** Submission towards the Revenue policy 2024-2025

#### **Submission on the Operational Plan for Revenue Policy**

Dear Council

I'd like to make a submission towards the garbage collection fee.

With the rate peg increased to the max and with all the other price hikes the cost of living is already stretch to the max

I'd like to make a suggestion that we don't have the Garbage Tip open 7 days a week have it open 5 days close it the two day say a Tuesday and Wednesday (it's been done in the past from the local contractors) and put the savings back to the rate payers pocket instead on increasing it by the \$80 we will only have a small increase or maybe none at all.

Little steps first.

Thank you for your time.

Rate payer of 2 properties in your local shire

Dear Council

I'd like to make a submission towards the garbage collection fee.

With the rate peg increased to the max and with all the other price hikes the cost of living is already stretch to the max

Id like to suggest that we don't have the Garbage Tip open 7 days a week have it open 5 days close it the two quite day say a Tuesday and Wednesday (it's been done in the past from the local contractors) and put the savings back to the rate payers pocket instead on increasing it by the \$80 we will only have a small increase or maybe none at all.

Little steps first.

Thank you for your time.

---

**From:**  
**Sent:** Tuesday, May 28, 2024 4:21 PM  
**To:** Coonamble Shire Council <council@coonambleshire.nsw.gov.au>  
**Subject:** Submission on the Operational Plan for Revenue Policy

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### **Submission on the Operational Plan for Revenue Policy**

Dear Council

I'd like to make a submission towards the garbage collection fee.

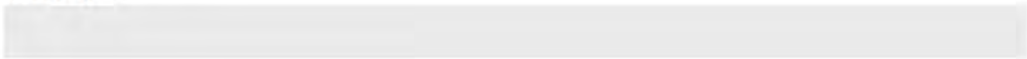
With the rate peg increased to the max and with all the other price hikes the cost of living is already stretch to the max

I'd like to make a suggestion that we don't have the Garbage Tip open 7 days a week have it open 5 days close it the two day say a Tuesday and Wednesday (it's been done in the past from the local contractors) and put the savings back to the rate payers pocket instead on increasing it by the \$80 we will only have a small increase or maybe none at all.

Little steps first.

Thank you for your time.

Ratepayer





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coonambleshire.nsw.gov.au

## WORKFLOW NOTIFICATION

Click on the link below to view this item in the admin console:

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**Summary of web form submission:**

**First Name**

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**Last Name**

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**Phone**

.

**Email**

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**Address**

284 Newhaven Rd Gulargambone NSW 2828

**If you are responding on behalf of an organisation, please type its name here**

**Type the name of the document on which you are commenting**

Draft Budget and Fees and Charges

**Please write your comments here.**

I object to the \$45 fee to rural property residents for the "opportunity" to deliver rubbish to your waste facilities.

Best regards,

The Logo Pogo Team

**10.28 COONAMBLE SHIRE COUNCIL ACTIVE TRANSPORT PLAN****File Number:** G-5-109-1**Author:** Mick Bell-Manager Parkes & Urban Services**Authoriser:** Kerrie Murphy, Director Infrastructure Services**Annexures:** 1. Coonamble Shire Council Active Transport Plan [↓](#) **PURPOSE**

For Council to endorse the draft Active Transport Plan for placement on public exhibition.

**EXECUTIVE SUMMARY**

Council has an extensive footpath network that requires upgrading, maintenance, and new improvements.

The Active Transport Plan shows where there are pedestrian generators such as schools, sporting fields, shopping centres and parks, and as such, demonstrating that there is a community need for high quality path networks to link these areas.

This plan shows what is required to be achieved and sets out a plan for the future of the Councils footpath network.

**BACKGROUND**

Council received funding from Transport for NSW to update Councils' Pedestrian Access and Mobility Plan (PAMP) and to incorporate the Cycling Plan. Due to this. It will now be known as the Active Transport Plan.

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

P3.2 Improve the quality of our Parks, Open Spaces, Sporting and Recreational Facilities.

I1.5 Adopt successful Strategies which maximises our communities access to quality infrastructure and Assets.

L1.2 Strengthen our engagement and consultation with our local community and stakeholders including increasing community participation in decision making.

**(b) Financial Considerations**

Council currently allows for maintenance and repairs to the footpath network within the towns. Council has also committed an annual allowance for Capital improvements.

Some larger projects will require funding from external sources.

**COMMENTARY**

The plan shows where there are pedestrian generators such as schools, sporting fields, shopping, and parks, as such there is a community need to high quality path networks to link these areas.

**(a) Governance/Policy Implications**

This plan will be implemented within Councils policies and procedures for footpath construction for pedestrians and cyclists.

**(b) Legal Implications**

There are no Legal Implications with this report.

**(c) Social Implications**

The Active Transport Plan will have input from Council and the Community and will drive the priorities for network improvements.

**(d) Environmental Implications**

There are no Environmental Implications with this report.

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

Implementation of this plan will increase Councils' assets in regard to the ongoing maintenance of the newly proposed footpath sections. It will also be offset by the reduction in mowing and weed control of footpaths.

**(f) Risk Implications**

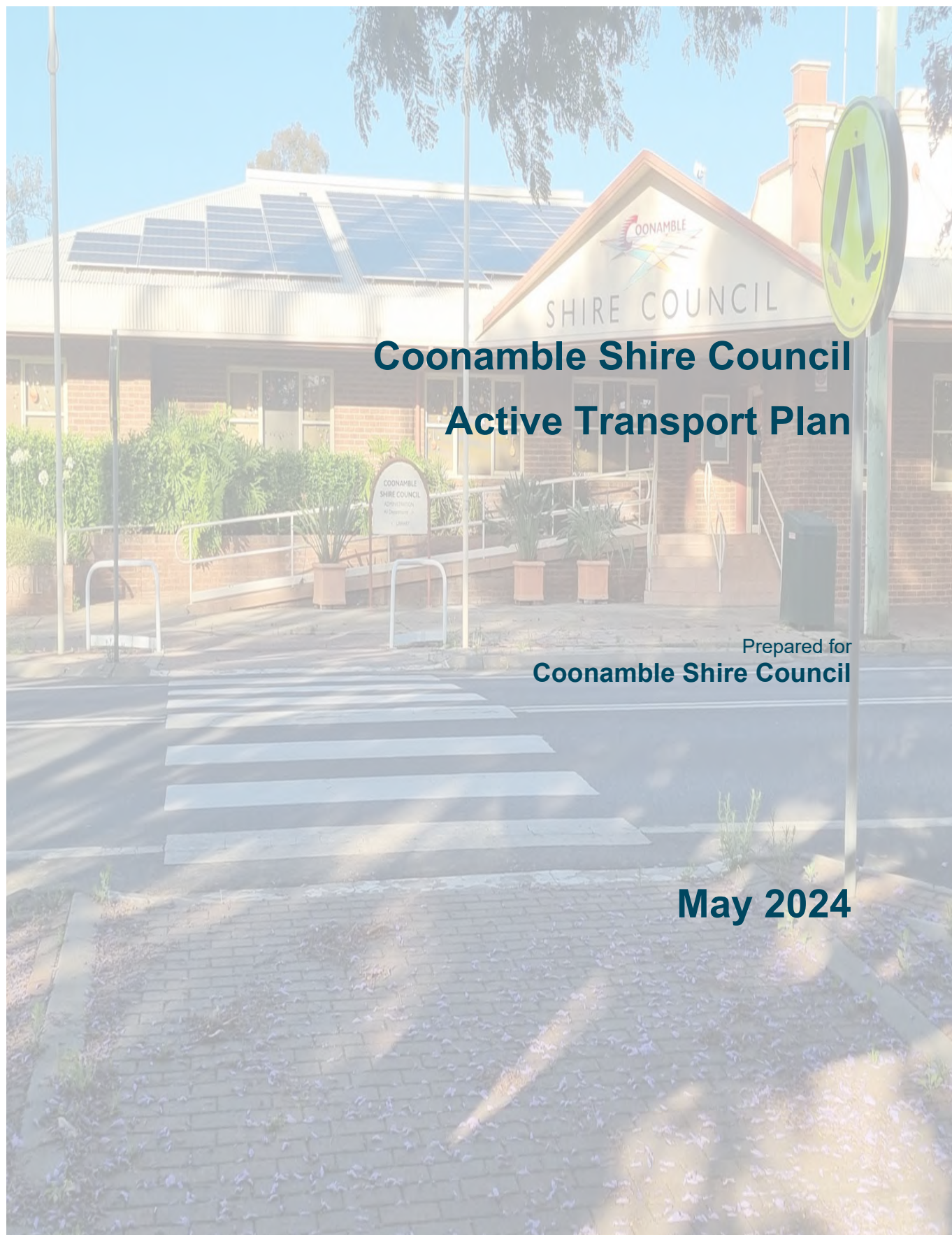
There are no risk Implications with this report.

**CONCLUSION**

This plan will allow Council to develop an infrastructure improvement plan for the community and provide a basis for application for grant funding as it becomes available.

**RECOMMENDATION**

**That Council place the Draft Coonamble Shire Council Active Transport Plan on public exhibition for a period of 28 days and receive a further report following the closure of the exhibition.**



# Coonamble Shire Council Active Transport Plan

Prepared for  
Coonamble Shire Council

May 2024

Report prepared by Constructive Solutions Pty Ltd

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## Executive Summary

The Coonamble Shire Council (CSC) Active Transport Plan (ATP) has been prepared to guide the future provision and management of pedestrian and cyclist facilities throughout Coonamble and Gulargambone. The ATP has been developed in accordance with the NSW State Governments' Suture Transport Strategy.

The aim of the ATP is to develop a long-term strategy and action plan for the development of pedestrian and cyclist facilities throughout the region in a coordinated and strategic approach that provides safe, convenient, and connected pedestrian and cyclist routes and infrastructure to the community.

Walking and cycling are activities which are synonymous with a healthy lifestyle and the ATP provides the framework for developing safe and convenient pedestrian and cyclist routes for areas identified as important for enhanced sustainable safety, convenience, and mobility.

The ATP includes a quantum of works totalling approximately **\$4,055,400.00** (GST Exclusive) and the following recommendations are made:

- Adopt the schedule of works as provided in **APPENDIX 3** for the ongoing construction of pedestrian and cyclist facilities.
- Review and make recommendations with regards to the program of works for pedestrian and cyclist infrastructure for future Delivery Programs and Annual Operational Plans commensurate with the schedule of works in **APPENDIX 3** and subject to available funding.
- Where appropriate, apply to Transport for NSW (TfNSW) for pedestrian and cyclist infrastructure funding.
- Provide sufficient funds in future Delivery Programs and Operational Plans for the ongoing maintenance of infrastructure.
- Ensure all pedestrian and cyclist infrastructure is either constructed or provided in accordance with the current guidelines and standards.
- Ensure that pedestrian and cyclist infrastructure is included in future land development commensurate with CSC '*Section 7.11 Contributions Plan*'.
- Where possible, provide off-road shared paths which separate cyclists and pedestrians from motor vehicles, especially on designated heavy vehicle routes or roads with more than 5,000 vehicles per day.
- Educate cyclists, pedestrians and motorists of the varying rights and responsibilities with regards to interaction with the other parties.

The following items are considered to be outside the scope and have not been covered in this document however, they may be reviewed in future versions of the ATP:

- Provision of lighting for footpaths and shared paths.
- Main street considerations such as line marking and line of sight issues.

## 1 Introduction

The CSC Active Transport Plan (referred herewith as the “CSC ATP”) is a strategic document that has been prepared for CSC to guide the future provision and management of pedestrian and cyclist facilities and identifies the actions needed to achieve these objectives. It has been developed in accordance with the NSW State Governments’ Future Transport Strategy.

The cyclist and pedestrian networks provide defined routes for cyclists and pedestrians to travel around the Local Government Area in a safe manner. The network is comprised of off-road footpaths, with shared facilities for both cyclists and pedestrians. The CSC ATP has been developed to identify locations where connectivity of the network is lacking in specific areas.

Pedestrian and cyclist facilities need to be safe, smooth, and low maintenance. Adopting lower standards for the construction of the facilities is not cost beneficial and creates more work including an unwanted financial burden for CSC in the longer-term due to maintenance requirements to ensure that the infrastructure is safe and fit for purpose.

The CSC ATP sets out a long-term strategy for the ongoing development of the pedestrian and cyclist network within Coonamble and Gulargambone. These strategies include:

- Augmentation of the existing network.
- Appropriate facilities in particularly busy pedestrian areas.
- Improved access for mobility impaired persons.
- Reduced cyclist and pedestrian injuries.
- Linking with existing transport, bike plan and pedestrian facilities for general improved access for all pedestrians and cyclists.

The CSC ATP has been prepared with reference to the following Local, National and NSW State Government strategies:

- NSW State Plan 2021.
- NSW Future Transport Strategy.
- NSW Active Transport Strategy.
- TfNSW Walking and Cycling Program.
- How to prepare a Pedestrian access and Mobility Plan.
- Pedestrian Access and Mobility Plan Final Report, July 2015.

### 1.1 Background

The intent of the original CSC PAMP developed in 2015 was to use this document as the basis to gain NSW State Government funding for additional pedestrian infrastructure throughout Gulargambone and Coonamble areas. The document required a review to be undertaken every 5 years and CSC identified that a review was required to identify the needs for the community moving forward. CSC determined that a PAMP would not meet the community needs and have updated the PAMP to an ATP to incorporate cycling as well as pedestrians.

### 1.2 Study Area

The study area encompassed the areas of Gulargambone and Coonamble as outlined in **Figure 1** and **Figure 2**.



Figure 1 - Gulargambone Study Area



Figure 2 - Coonamble Study Area

### 1.3 ATP Objectives

The CSC ATP objectives include:

- Facilitating improvements in the level of pedestrian and cyclist access and priority, particularly in areas of pedestrian and cyclist concentration.
- Reducing pedestrian and cyclist access severance and enhancing safe and convenient crossing opportunities on major roads.
- Identifying and resolving any pedestrian and cyclist crash clusters.
- Facilitating improvements in the level of personal mobility and safety for pedestrians with disabilities and older persons through the provision of pedestrian infrastructure and facilities which cater to the needs of all pedestrians.
- Providing links with any other transport services, including cycleway facilities, to achieve an integrated land use and transport network of facilities that comply with best technical standards.
- To enable pedestrian and cyclist facilities are employed in consistent and appropriate manner throughout Coonamble and Gulargambone.
- Link existing vulnerable road user plans in a coordinated manner.

### 1.4 Key Considerations for the Study

The demographics provide an indication of the pedestrian and cyclist facility requirements of Gulargambone and Coonamble. In Gulargambone, the 2021 census data indicated that there were 17 people who exclusively walked to work, 19 households did not own a car and approximately 39 students attending primary and secondary school in Gulargambone. Given the number of pedestrians and cyclists expected to be accessing work, education, and shopping facilities, it is pertinent that appropriate facilities are in place to ensure the safety of pedestrians and cyclists.

The census data for Coonamble indicated that there were 52 people who exclusively walked to work, 87 households that do not own a car and approximately 300 students attending primary and high school in Coonamble. As with Gulargambone, a large percentage of the population is utilising pedestrian facilities to access work, education shopping and recreational activities, therefore a robust pedestrian network is required by the community.

Active transport includes non-motorised forms of transport involving physical activity, such as walking, cycling scooting and skateboarding; however, this study also includes motorised scooters within the definition of active transport, as a number of community members of Gulargambone and Coonamble utilise the footpaths and shared paths as a means of travel to and from their destinations.

To encourage active transport is recommended that shared paths are installed to connect pedestrian and cyclist generators such as schools, town centres and active recreation facilities.

## 2 Local, State and Federal Strategic Framework

### 2.1 Federal Government Policy Framework

Compliance with Federal Government policies will enable a greater likelihood of obtaining funding from a national level. In development of the CSC ATP, the following Federal policies and strategies were reviewed to incorporate the national strategic framework:

- *National Road Safety Strategy 2021 to 2030.*
- *National Disability Strategy 2021 to 2031.*
- *Disability Discrimination Act 1992.*
- *Get NSW Active Program.*

### 2.2 NSW State Government Strategies

#### 2.2.1 Future Transport Strategy

The Future Transport Strategy determines TfNSW's direction for continuing to improve every aspect of NSW's transport system for the benefit of customers, the community, and the economy. The strategy puts people and places at the centre of decision making and aims to make public transport, walking, cycling and micromobility safer and easier with better pathways, cycleways, and connections.

#### 2.2.2 NSW State Government Active Transport Strategy

The NSW State Government wants walking and bike riding, known as active transport, to be the preferred way to make short trips and a viable, safe, and efficient option for longer trips. The government estimates that more than 1.5 billion walking and bike riding trips are taken per year across NSW and want to double this number in 20 years.

The Active Transport Strategy draws on the Future Transport Strategy and its vision for walking, bike riding and personal mobility. The Active Transport Strategy provides a plan to guide planning, investment, and priority actions for active transport across NSW. The strategies focus areas include:

- **More choice, better access** - Improving transport solutions for our customers.
- **Environmentally responsible** - Moving towards net zero emissions.
- **Thriving places** - Enhancing liveability for customers and communities.
- **Maximising the use of our network** - Releasing the potential of our infrastructure.
- **Resilient communities** - Building for resilience and economic growth.

TNSW Government strategic aims coincide with the CSC ATP and the Community Strategic Plan goals, including:

- Goal 1: We are connected, cohesive and vibrant (**More choice, better access, Thriving Places**).
- Goal 2: We are healthier (**Environmentally Responsible**).
- Goal 4: Our connection to our culture is stronger than ever (**Resilient Communities**).
- Goal 6: Our economy is sustainable, prosperous, and diversified (**Thriving Places, Resilient Communities**).
- Goal 7: Our road network makes it possible for our economy, industries, and community to prosper (**Maximising the use of our Network**).
- Goal 10: Our essential assets and infrastructure enables our community and economy to prosper (**More choice, better access, Maximising the use of our network**).
- Goal 12: We are more sustainable, and we contribute to the bigger environmental picture (**Environmentally Responsible**).



### 2.2.3 How to Prepare a Pedestrian Access and Mobility Plan

This document details the requirements and provides a guide to the development of Pedestrian Access and Mobility Plans (PAMPs). This reference tool has been utilized in the development of the CSC ATP with the aim of achieving the following objectives:

- To facilitate improvements in level of pedestrian access and priority, particularly in areas of pedestrian concentration.
- To reduce pedestrian access severance and enhance safe and convenient crossing opportunities on major roads.
- To facilitate improvements in the level of personal mobility and safety for pedestrians with disabilities and older persons through the provision of pedestrian infrastructure and facilities which cater to the needs of all pedestrians.
- To ensure that pedestrian facilities remain appropriate and relevant to the surrounding land use and pedestrian user groups.

## 2.3 Coonamble Shire Council Strategic Plans

### 2.3.1 Pedestrian Access and Mobility Plan Final Report July 2015

A PAMP is a strategic plan that assists Councils to improve or introduce new pedestrian facilities that are safe, convenient and connected, and to help develop policies that will encourage greater participation in the community by people of all ages and abilities; help residents to maintain their preferred lifestyle; and provide encouragement for travellers to linger long enough, or stay for an extended period, so that they can experience the many attributes of the local government area.

### 2.3.2 Community Strategic Plan 2032

The "Community Strategy Plan 2032" describes CSC's Local Government Area community's vision and aspirations to be achieved by 2032. The objectives of this Strategy include:

- Goal 1: We are connected, cohesive and vibrant.
- Goal 2: We are healthier.
- Goal 3: We feel safe, secure, and supported.
- Goal 4: Our connection to our culture is stronger than ever.
- Goal 5: We are the community of good sports.
- Goal 6: Our economy is sustainable, prosperous, and diversified.
- Goal 7: Our road network makes it possible for our economy, industries, and community to prosper.
- Goal 8: Our water infrastructure and services are fit for our community and our future.
- Goal 9: Our sewerage and urban drainage infrastructure and services are fit for our community and our future.
- Goal 10: Our essential assets and infrastructure enables our community and economy to prosper.
- Goal 11: Our community has confidence in our strategic land use planning framework.
- Goal 12: We are more sustainable, and we contribute to the bigger environmental picture.
- Goal 13: We are winning our war on our waste.
- Goal 14: Our community leaders enrich and empower us.
- Goal 15: Our community believes in the integrity of CSC's decision.

**2.3.3 Operational Plan**

The Operational Plan is a one year plan that specifies the detail of the Delivery Program, identifying the individual projects and activities that will be undertaken in a specific financial year to achieve the commitments made by the CSC in the 4 year Delivery Program. Relevant components of the Operational Plan include the develop and implement strategies and operations which deliver quality and well managed CSC assets and infrastructure to the community.

### 3 Identification of Active Transport Plan Network Augmentation Works

The proposed schedule of works included in this ATP have been identified by considering the following factors:

- Routes that provide additional safety.
- The connectivity a route provides.
- The existing and potential demand a route may have.
- The comfort a route may provide.
- The potential for a route to increase tourism to the area.
- The recreational value of the route.
- The cost effectiveness of constructing the route.

Network Maps of the proposed and existing pedestrian facilities are provided in **APPENDIX 1**.

#### 3.1 Qualitative Scoring Process

A qualitative scoring system has been developed to assist with the ranking of the proposed works in order of priority according to the desirable outcomes for CSC and the community. The scoring criteria is outlined in **Table 1**. The scores and rankings for each route are provided in **APPENDIX 2** along with a description of characteristics relating to each assessment criteria.

Due to CSC’s relatively small annual budget (inclusive of TfNSW funding) available for construction and maintenance of pedestrian and cycling infrastructure, the construction priority list is not expected to be completed in the near future. The remaining routes have been listed in order of ranking. Selected routes can be constructed subject to state or federal grants of funding from other sources. Further details on the proposed schedule of works are provided in **APPENDIX 3**.

It should be noted that whilst the proposed locations of new pedestrian and cyclist facilities are indicated on the plans as detailed in the following section of the report, the actual locations may be subject to change due to unforeseen limitations and restrictions as part of the future project development for each site.

**Table 1 - Qualitative Scoring Criteria**

Criteria	Performance Conditions	Score
Number of attractors/generators (locations)	Greater than 5 locations	10
Number of attractors/generators (locations)	3-5 locations	8
Number of attractors/generators (locations)	1-2 locations	5
Number of attractors/generators (locations)	0 locations	0
Land use type	Schools	10
Land use type	Commercial / Retail	8
Land use type	Residential	5
Land use type	Other	0
Proximity to attractors/generators	Less than 250m	10
Proximity to attractors/generators	Greater than 250m; less than 500m	8
Proximity to attractors/generators	Greater than 500m; less than 1000m	5
Proximity to attractors/generators	Greater than 1000m	0
Future development with attractors/generators	High	5
Future development with attractors/generators	Medium	3
Future development with attractors/generators	Low	1

Criteria	Performance Conditions	Score
Road hierarchy	State Road	15
Road hierarchy	Regional Road	10
Road hierarchy	Local Road	8
Road hierarchy	Special Use	5
Road hierarchy	Other	0
Identified hazardous area	High	10
Identified hazardous area	Medium	8
Identified hazardous area	Low	5
Identified hazardous area	None	0
Identified pedestrian crashes (reported to police or local knowledge) as a 3 year average	Greater than 3 reported crashes/year	15
Identified pedestrian crashes	3 reported crashes/year	10
Identified pedestrian crashes	2 reported crashes/year	8
Identified pedestrian crashes	1 reported crashes/year	5
Identified pedestrian crashes	0 reported crashes/year	0
Demonstrated path	High Usage	10
Demonstrated path	Medium Usage	8
Demonstrated path	Low Usage	5
Demonstrated path	Not Demonstrated	0
Addition to existing facility	Link between existing footpaths	10
Addition to existing facility	Extension of an existing footpath	8
Addition to existing facility	New footpath	5
Addition to existing facility	Other	0
Pedestrian route hierarchy	High	5
Pedestrian route hierarchy	Medium	2
Pedestrian route hierarchy	Low	1

# Gulargambone



## 4 Gulargambone

### 4.1 Characteristics

Gulargambone has a population of approximately 350 people and is located approximately 45km south of Coonamble on the banks of the Castlereagh River. Gulargambone is a rural service locality, consisting of service stations, retail outlets and recreational facilities. Gulargambone is very community oriented, as noted by the town being the location of the first community owned post office, and Café Two Eight Two Eight, which was a community development project.

### 4.2 Accident Statistics

The NSW Centre for Road Safety Interactive Crash Statistics indicate that there have been no reported pedestrian or cyclist accidents during the last five years.

### 4.3 Existing Facilities

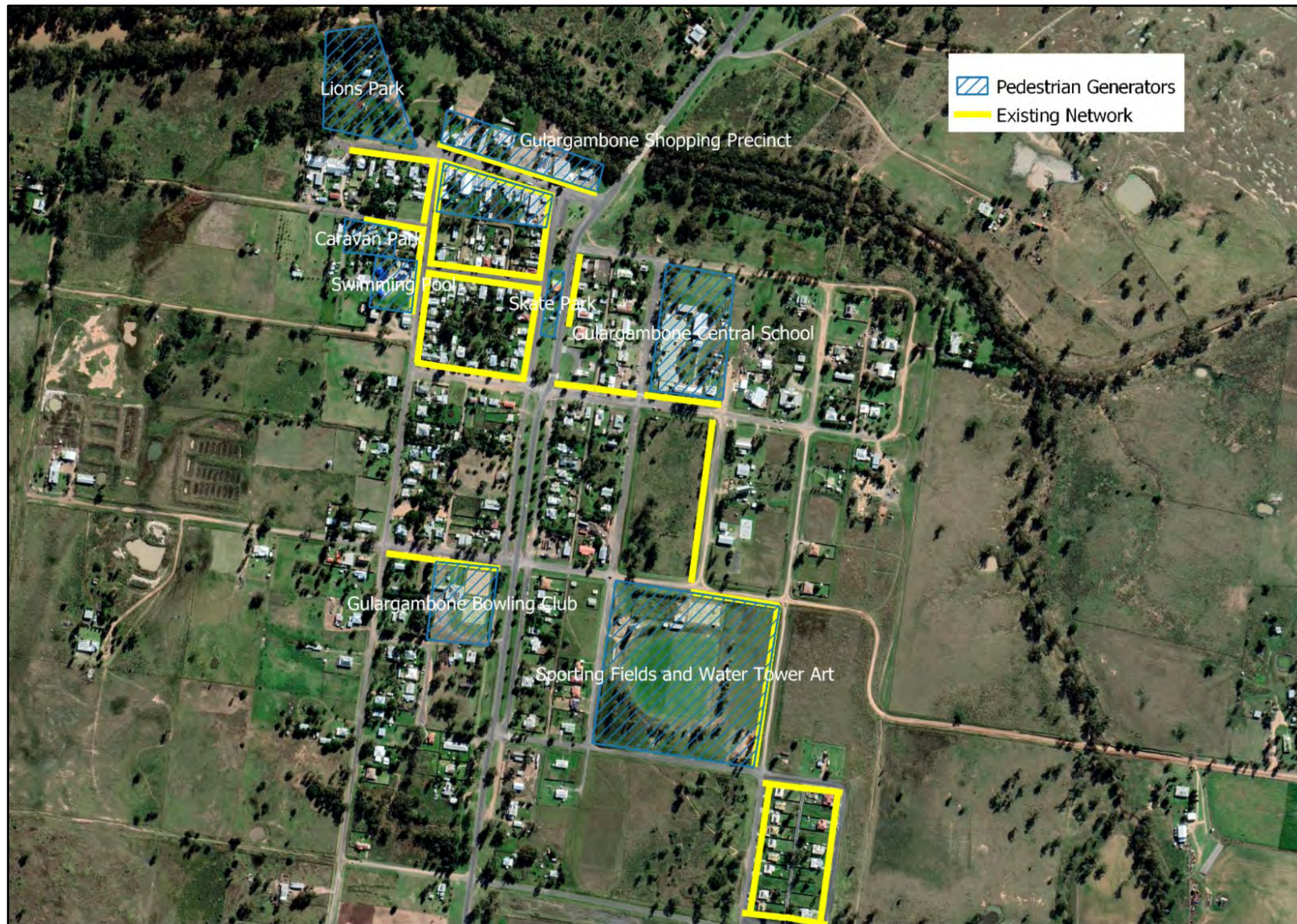
Gulargambone has an existing shared path network of approximately 3,800m consisting of 1.2m to 2m wide concrete paths ranging from fair to good condition. The concrete paths are full width between the kerb and property boundaries in front of the older buildings located in the main street. The existing facilities are described in **Table 2**.

**Table 2 - Existing Facilities in Gulargambone**

Pedestrian Facility	Images
<p><b>Footpaths</b></p> <p>A paved area of varying width located within the road verge.</p> <p>The paved paths in Gulargambone were measured at between 1.2m and 2m wide.</p>	
<p><b>Kerb Ramps</b></p> <p>A section of kerb which is angled so as to provide a smooth transition from one surface level to another, allowing for wheeled movements.</p> <p>The kerb ramps in Gulargambone vary from new installations to substandard ramps in need of either maintenance or upgrading.</p> <p>Not all paved footpaths in Gulargambone are fitted with kerb ramps. This is due to the level of some paved footpaths not requiring a kerb ramp and others where kerb ramps were not installed at the time of construction of the paved footpath.</p>	

**4.4 Pedestrian Generators**

The pedestrian and cycling generators and existing pedestrian and cyclist network in Gulargambone are shown in **Figure 3** and described in **Table 3**.



**Figure 3 - Gulargambone: Existing Network Pedestrian and Cyclist Generators**



**Table 3 - Gulargambone - Generators and Assessment of Existing Pedestrian and Cyclist Infrastructure**

Generator	Activities	Suitability of Existing Infrastructure
Lions Park	Active and passive recreation	The network surrounding the Lions Park is considered suitable due to the number of paved paths in the vicinity, and the low traffic volumes experiences on the residential streets.
Gulargambone Shopping Precinct	Shopping	The current network is suitable in the vicinity of the shopping precinct, however given the number of people without access to motor vehicles in the town, it would be beneficial to increase access to the shopping precinct to the residential areas.
Skate Park	Active recreation	There are minimal facilities in place to access the skate park, particularly noting residents on the western side of the Castlereagh Highway access the skate park from across the highway and there are minimal pedestrian facilities in place.
Caravan Park	Accommodation	There is a paved footpath located adjacent to the caravan park, however there is no connectivity to any other network. Given that tourists may use pedestrian facilities to access the towns services, it would be beneficial to increase the pedestrian connectivity from the caravan park.
Swimming Pool	Active recreation	There is a limited footpath network to access the swimming pool. It would be beneficial to increase connectivity to residential areas.
Gulargambone Central School	Education	There is a limited network in place to access the school, particularly on the western side of the highway. The safety of students walking to school would increase with an expanded footpath network as opposed to students having to walk on the road in some locations
Gulargambone Bowling Club	Active and passive recreation	There are limited pedestrian facilities in the vicinity of the Bowling Club. There is evidence of an informal track to the bowling club, suggesting that a paved footpath should be formalised in this location.
Sporting Fields and Water Tower Art	Active recreation	There are limited pedestrian facilities in place in the vicinity of the sporting fields and water tower art precinct. The addition of a footpath network may increase community usage of the facility.

#### 4.5 Proposed Augmentation Works for Gulargambone

To cater to community needs, encourage greater rates of active transport, and create a wider network of pedestrian and cyclist facilities in the Gulargambone area, it is proposed that additional 3m wide reinforced concrete shared paths be constructed as detailed in **Table 4**.

**Table 4 - Gulargambone - Proposed Augmentation Works**

Priority (Note 1)	Street Name	Location	Length (m)	Estimate (Note 2, 3)
=1	Coonamble Street (East)	Yalcogrin Street to Armitree Street	250	\$97,500
=1	Coonamble Street (West)	Yalcogrin Street to Armitree Street	250	\$97,500
=3	Yoolundry Street	Armitree Street to Yalcogrin Street	250	\$97,500
=3	Yoolundry Street	Yalcogrin Street to Brinjal Street	195	\$76,100
5	Castlereagh Highway	Service Station to Yalcogrin Street	45	\$17,600
=19	Armitree Street	Castlereagh Highway to Yoolundry Street	130	\$50,700
=19	Armitree Street	Yoolundry Street to Warrie Street	125	\$48,800
=24	Castlereagh Highway	Armitree Street to Bowling Club	120	\$46,800
=32	Munnell Street	Yalcogrin Street to Armitree Street	250	\$97,500
<b>Total</b>			<b>1,615</b>	<b>\$630,000</b>
Note 1: Priority is based on works located in both Gulargambone (this Table) and Coonamble (refer Table 7). Note 2: Estimates are exclusive of GST. Note 3: Estimates as at October 2023 and should be reviewed prior to inclusion in future budgets and grant applications.				

**Figure 4** details the location of the proposed augmentation works.



Figure 4 - Gulargambone: Proposed Augmentation Works

# Coonamble



## 5 Coonamble

### 5.1 Characteristics

Coonamble has a population of approximately 2500 people and is located approximately 530km north-west of Sydney adjacent to the Castlereagh River. Coonamble is a major service center for the surrounding rural areas and hosts Australia's biggest rodeo and camp draft as well as being located in close proximity to the Warrumbungle National Park, the Macquarie Marshes and Pilliga Forest.


### 5.2 Accident Statistics

The NSW Centre for Road Safety Interactive Crash Statistics indicate that there have been two (2) reported pedestrian accidents and zero cyclist accidents during the last five years. One of the accidents occurred in Dubbo Street in 2020 whilst a motorist was exiting a driveway during the day and the pedestrian suffered a moderate injury. The other accident occurred in Yarran Street in 2018, where a pedestrian was hit by a motor vehicle at night and suffered a moderate injury.


### 5.3 Existing Facilities

Coonamble has an existing shared path network of approximately 11,400m consisting of 1.2m to 2m wide concrete paths ranging from fair to good condition. The concrete paths are full width between the kerb and shopfronts in the main street. Additional infrastructure includes pedestrian refuges and details of existing pedestrian facilities are described in **Table 5**.

**Table 5 - Existing Facilities in Coonamble**

Pedestrian Facility	Images
<p><b>Footpaths</b></p> <p>A paved area of varying width located within the road verge.</p> <p>The paved footpaths in Coonamble measured at between 1.2m and 2m wide.</p>	

Pedestrian Facility	Images
<p><b>Kerb Ramps</b></p> <p>A section of kerb which is angled so as to provide a smooth transition from one surface level to another, allowing for wheeled movements.</p> <p>The kerb ramps in Coonamble vary from newer installations to substandard ramps in need of either maintenance or upgrading.</p> <p>Not all paved footpaths are fitted with kerb ramps. This is due to the level of some paved footpaths not requiring a kerb ramp and others where kerb ramps were not installed at the time of construction of the paved footpath.</p>	

Pedestrian Facility	Images
<p><b>Pedestrian Refuge</b></p> <p>A pedestrian refuge is an island in the middle of a road that enables pedestrians to cross at least a two lane road safely in two stages.</p> <p>Pedestrian refuges in Coonamble do not include advanced warning signs to advise road users that a pedestrian refuge is approaching, nor are there holding rails in place for pedestrians.</p>	



5.4 Pedestrian Generators

The existing network inclusive of the pedestrian and cycling generators are shown in **Figure 5** and described in **Table 6**.



Figure 5 - Coonamble: Existing Network and Pedestrian Generators

**Table 6 - Generators and Assessment of Existing Pedestrian and Cycling Infrastructure in Coonamble**

<b>Generator</b>	<b>Activities</b>	<b>Suitability of Existing Infrastructure</b>
Showground and Greyhound Racing Club	Active and passive recreation	A paved footpath has been constructed from the central business district (CBD) to the facility however, the footpath is located on the opposite side of the road.
Coonamble Sportsground	Active Recreation	A paved footpath has been constructed from the CBD to the opposite side of the road to the sportsground.
Coonamble High School	Education	There is a reasonable network surrounding the high school, however the residential areas would benefit from greater pedestrian infrastructure linkages to ensure the safety of pedestrians walking to school.
Coonamble Central Business District	Shopping, passive recreation	There is a reasonable pedestrian network surrounding the CBD however, the residential areas would benefit from greater linkages to ensure the safety of pedestrians walking to the CBD.
St Brigid's School	Education	Given the location of the school, it is considered there are adequate pedestrian facilities in place.
Swimming Pool	Active recreation	There is limited pedestrian infrastructure in place. The residential areas would benefit from additional pedestrian infrastructure being in place to enable residents ease of access to the swimming pool and other close facilities.
Skate Park	Active recreation	There is limited pedestrian infrastructure in place. The residential areas would benefit from additional pedestrian infrastructure being in place to allow residents ease of access to the park and other close facilities.
Bowling Club	Active and passive recreation	There is limited pedestrian infrastructure in place. The residential areas would benefit from additional pedestrian infrastructure being in place to allow ease of access to the Club and other close facilities.
Supermarkets	Shopping	There is limited pedestrian infrastructure in place. The residential areas would benefit from additional pedestrian infrastructure being in place to allow residents accessing the supermarkets via active transport a safer passage.
Coonamble Public School	Education	There is limited pedestrian infrastructure in place. The residential areas would benefit from additional pedestrian infrastructure being in place to ensure the safety of children walking to school.
Coonamble Artesian and Cultural Experience	Education	There is limited pedestrian infrastructure in place to access this proposed facility. Users would benefit from additional pedestrian and cycling infrastructure to ensure the safety of pedestrians and children walking and cycling to the facility.

Generator	Activities	Suitability of Existing Infrastructure
Warrena Wier	Active and Passive Recreation	There is limited pedestrian infrastructure in place to access this facility. Users would benefit from additional pedestrian infrastructure to allow pedestrians and cyclists to safely access the facility.

### 5.5 Proposed Augmentation Works for Coonamble

To cater to community needs, encourage greater rates of active transport, and create a wider network of pedestrian facilities in the Coonamble area, it is proposed that additional 3m wide reinforced concrete shared paths be constructed as detailed in **Table 7**.

**Table 7 – Proposed Augmentation Works for Coonamble**

Priority (Note 1)	Street Name	Location	Length (m)	Estimate (Note 2, 3)
6	Yarran Street	Bertram Street to Barton Street	220	\$85,800
=7	Dubbo Street (East)	Tooloon Street to Aberford Street	220	\$85,800
=7	McCullough Street (East)	Dubbo Street to Maule Street	120	\$46,800
=7	McCullough Street (East)	Maule Street to Castlereagh Highway	105	\$41,000
=7	Eurime Street	Railway Street to Wilga Street	190	\$74,100
=7	Eurime Street	Wilga Street to Yarran Street	135	\$52,700
=7	McMahon Street	Railway Street to Wilga Street	205	\$80,000
=7	McMahon Street	Wilga Street to Yarran Street	180	\$70,200
=7	Maule Street	Maule Lane to Aberford Street	125	\$48,800
15	Warrena Street	Dubbo Street to Maule Street	110	\$42,900
=16	Wilga Street	McMahon Street to Bertram Street	215	\$83,900
=16	Namoi Street (West)	Tooloon Street to Mooy's Lane	170	\$66,300
=16	Namoi Street (West)	Macquarie Street to Tooloon Street	260	\$101,400
=19	Tooloon Street (North)	Mundooren Street to existing path	135	\$52,700
=19	Bertram Street	Wilga Street to Yarran Street	185	\$72,200
23	McCullough Street (East)	Auburn Street to Dubbo Street	205	\$80,000
=24	Bertram Street	Railway Lane to Wilga Street	110	\$42,900
=24	Railway Street	McMahon Street to Bertram Street	210	\$81,900
27	Tooloon Street (North)	Dubbo Street to Mundooren Street	105	\$41,000
=28	Townsend Street	Auburn Street to Dubbo Street	205	\$80,000
=28	Nash Street	Wingadee Street to Floyd Street	165	\$64,400
=28	Nash Street	Floyd Street to Pages Terrace	165	\$64,400
=28	Pages Terrace (West)	Nash Street to Castlereagh Highway	100	\$39,000
=32	Bertram Street	Railway Street to Railway Lane	85	\$33,200
=34	Mundooren Street	Macquarie Street to Tooloon Street	290	\$113,100
=34	Mundooren Street	Tooloon Street to Aberford Street	250	\$97,500
=34	Tooloon Street (North)	Mundooren Street to Namoi Street	235	\$91,700
=34	Castlereagh Highway	Coonamble Multi-Purpose Centre exit driveway to the Coonamble Showground southern entrance	445	\$173,600
=34	Nash Street	Broad Street to Wingadee Street	295	\$115,100

Priority (Note 1)	Street Name	Location	Length (m)	Estimate (Note 2, 3)
=34	Ross Street	Broad Street to Greene Avenue	140	\$54,600
=34	Ross Street	Greene Avenue to Wingadee Street	185	\$72,200
=34	Wingadee Street	Ross Street to Nash Street	345	\$134,600
=42	Wilga Street	Bertram Street to Barton Street	220	\$85,800
=42	Baradine Road Low Level Crossing	Dubbo Street to Weir Road	330	\$128,700
=42	Weir Road	Baradine Road to Warrena Weir	435	\$169,700
=45	Castlereagh Highway	Coonamble Showground southern entrance to River Road	402	\$156,800
=45	Ross Street	Castlereagh Highway to Herman Street	150	\$58,500
=45	Ross Street	Herman Street to Broad Street	100	\$39,000
=45	Nash Street	Herman Street to Broad Street	145	\$56,600
=45	Nash Street	Castlereagh Highway to Herman Street	115	\$44,900
50	Dubbo Street (East)	Tooloon Street to Baradine Road Low Level Crossing	125	\$48,800
51	Coonamble Showground Internal Pathways	Within Parking Area to Ticketing Booth	324	\$126,400
52	River Road	Castlereagh Highway to Proposed Coonamble Artesian and Cultural Experience	324	\$126,400
<b>Total</b>			<b>8,780</b>	<b>\$3,425,500</b>
Note 1: Priority is based on works located in both Gulargambone (refer Table 4) and Coonamble (this Table). Note 2: Estimates are exclusive of GST. Note 3: Estimates as at October 2023 and should be reviewed prior to inclusion in future budgets and grant applications.				

Figure 6 details the location of the proposed augmentation works.

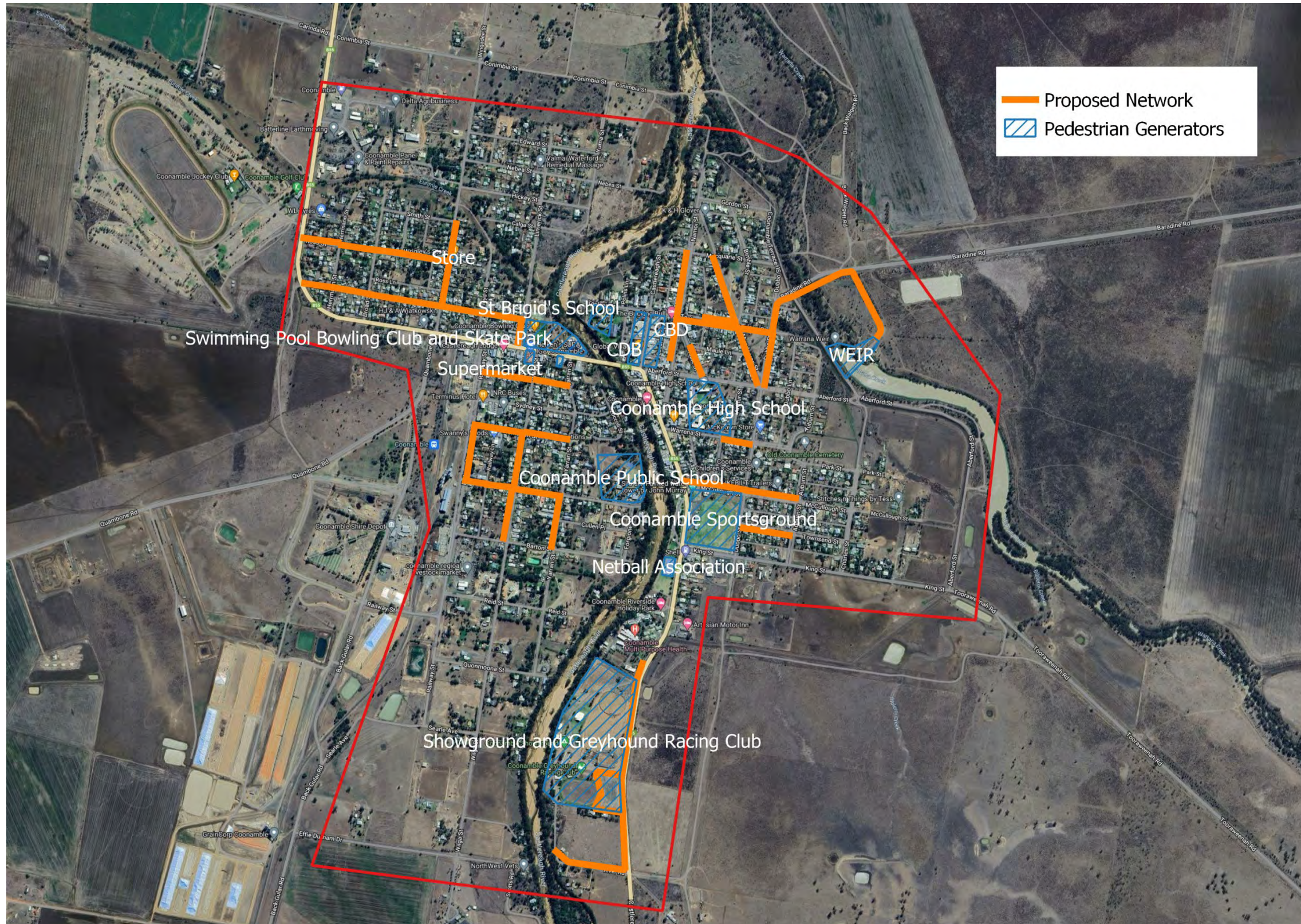


Figure 6 - Proposed Augmentation Works for Coonamble

## Appendix 1: Network Mapping

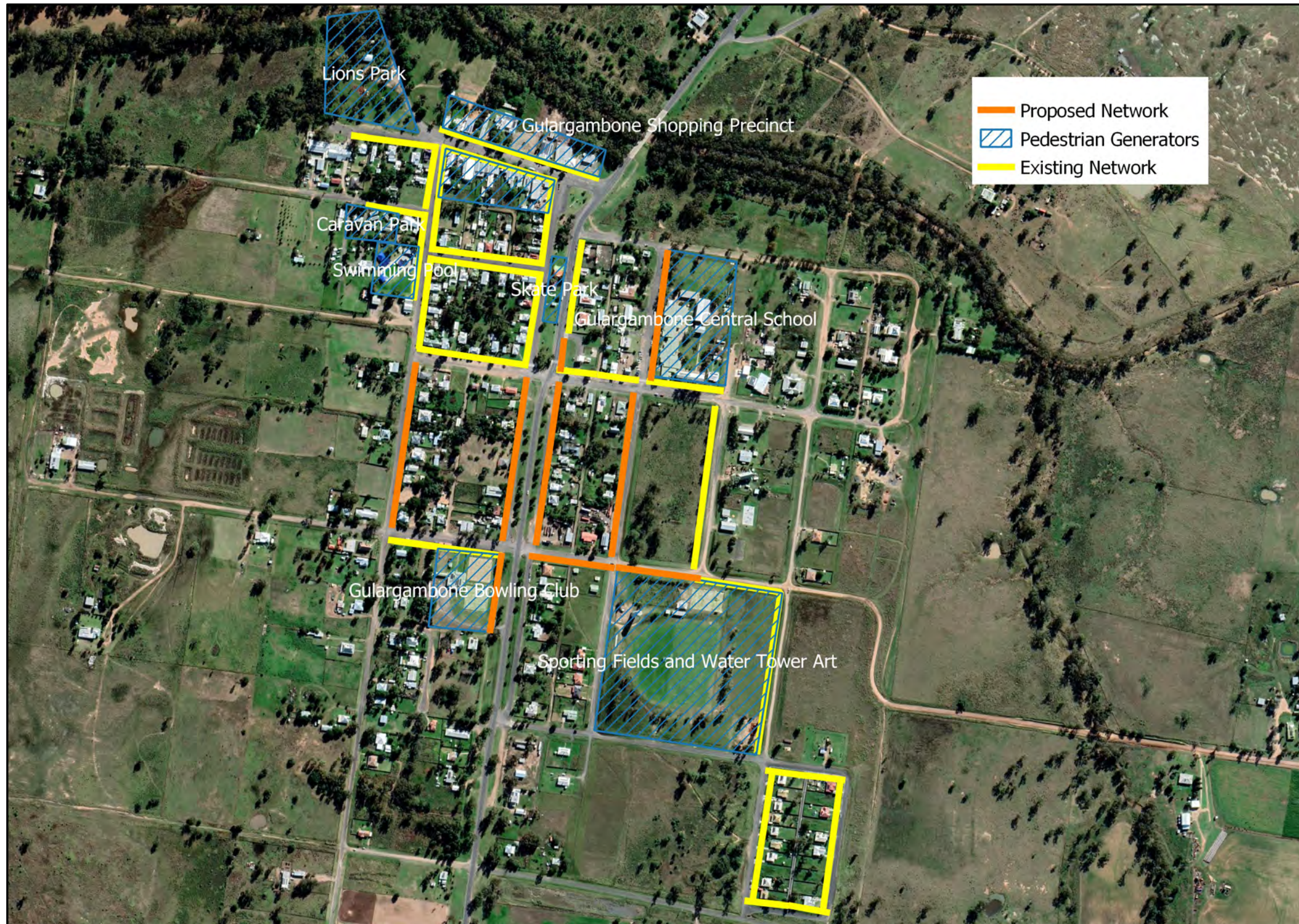


Figure 7 - Gulargambone: Existing and Proposed Network

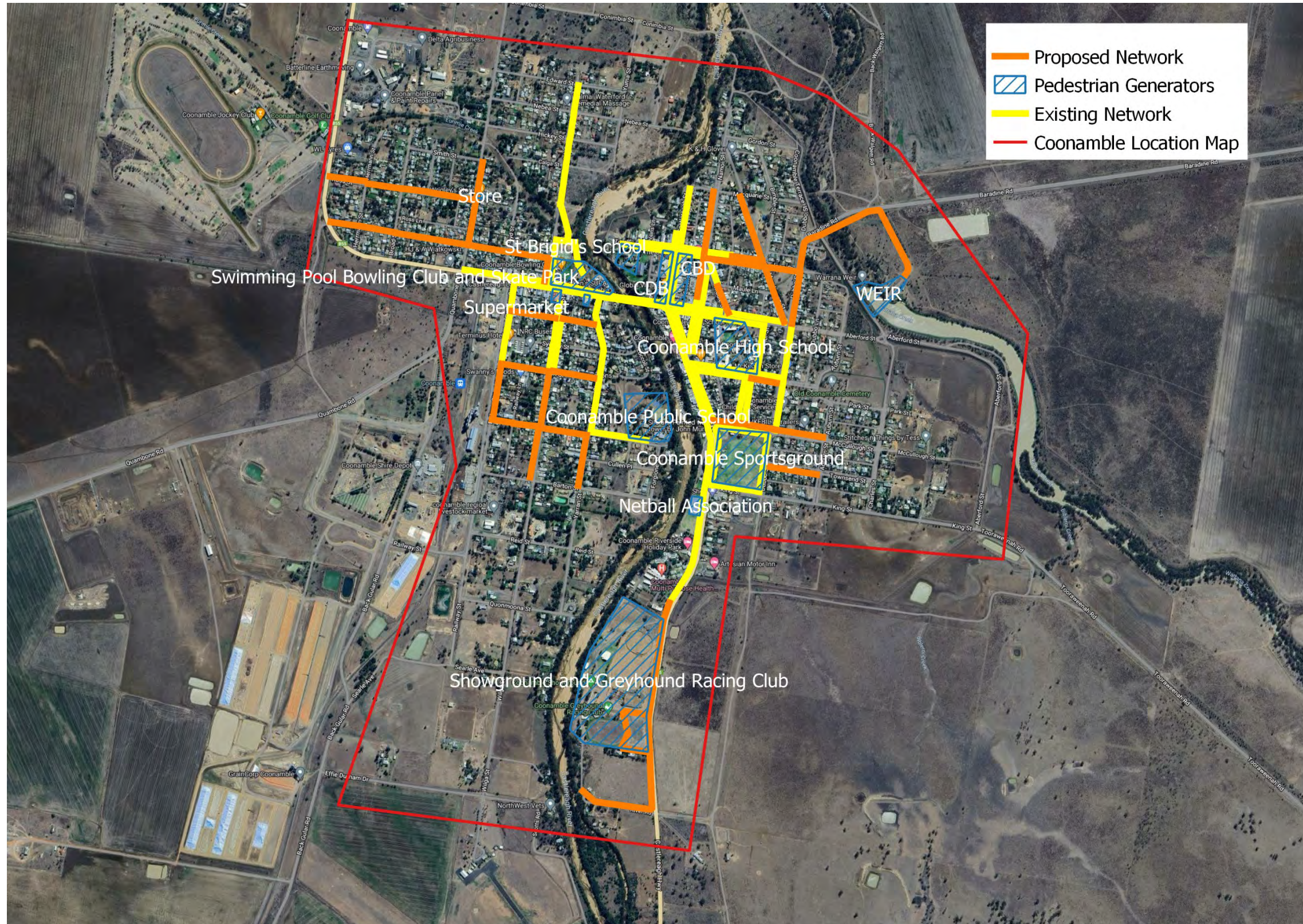


Figure 8 – Coonamble: Existing and Proposed Network



## **Appendix 2: Proposed Works Scores and Rankings**

Item	Route	Number of Generators / Attractors (Locations)	Land Use Type	Proximity to Generators / Attractors	Future Development with Generators / Attractors	Road Hierarchy	Identified Hazardous Area	Identified Pedestrian Crashes (3 year average)	Demonstrated Path	Addition to Existing Facility	Pedestrian Route Hierarchy	Total	Priority
<b>Gulgambone</b>													
1	Munnell Street - Yalcoogrin Street to Armitree Street	5	5	8	1	8	0	0	8	8	1	44	32
2	Coonamble Street (East) - Yalcoogrin Street to Armitree Street	5	5	8	1	15	5	0	8	8	2	57	1
3	Coonamble Street (West) - Yalcoogrin Street to Armitree Street	5	5	8	1	15	5	0	8	8	2	57	1
4	Armitree Street - Castlereagh Highway to Yoolundry Street	5	5	10	1	8	0	0	10	8	2	49	19
5	Armitree Street - Yoolundry Street to Warrie Street	5	5	10	1	8	0	0	8	10	2	49	19
6	Yoolundry Street - Armitree Street to Yalcoogrin Street	5	10	10	1	8	0	0	8	8	5	55	3
7	Yoolundry Street - Yalcoogrin Street to Brinjal Street	5	10	10	1	8	0	0	8	8	5	55	3
8	Castlereagh Highway - Service Station to Yalcoogrin Street	5	8	5	1	15	5	0	5	8	2	54	5
9	Castlereagh Highway - Armitree Street to Bowling Club	5	5	10	1	15	0	0	5	5	1	47	24
<b>Coonamble</b>													
10	Ross Street - Castlereagh Highway to Herman Street	5	5	5	1	8	5	0	5	5	1	40	45
11	Ross Street - Herman Street to Broad Street	5	5	5	1	8	5	0	5	5	1	40	45
12	Ross Street - Broad Street to Greene Avenue	5	5	8	1	8	5	0	5	5	1	43	34
13	Ross Street - Greene Avenue to Wingadee Street	5	5	8	1	8	5	0	5	5	1	43	34
14	Wingadee Street - Ross Street to Nash Street	5	5	8	1	8	5	0	5	5	1	43	34
15	Nash Street - Castlereagh Highway to Herman Street	5	5	5	1	8	5	0	5	5	1	40	45
16	Nash Street - Herman Street to Broad Street	5	5	5	1	8	5	0	5	5	1	40	45
17	Nash Street - Broad Street to Wingadee Street	5	5	8	1	8	5	0	5	5	1	43	34
18	Nash Street - Wingadee Street to Floyd Street	5	5	10	1	8	5	0	5	5	1	45	28
18	Nash Street - Floyd Street to Pages Terrace	5	5	10	1	8	5	0	5	5	1	45	28
19	Pages Terrace (western side) - Nash Street to Castlereagh Highway	5	5	10	1	8	5	0	5	5	1	45	28
20	Eurime Street - Railway Street to Wilga Street	5	5	8	1	8	5	0	8	10	2	52	7
21	Eurime Street - Wilga Street to Yarran Street	5	5	8	1	8	5	0	8	10	2	52	7
22	McMahon Street - Railway Street to Wilga Street	5	5	8	1	8	5	0	8	10	2	52	7
23	McMahon Street - Wilga Street to Yarran Street	5	5	8	1	8	5	0	8	10	2	52	7
24	Railway Street - McMahon Street to Bertram Street	5	5	8	1	8	5	0	5	8	2	47	24
25	Wilga Street - McMahon Street to Bertram Street	5	5	8	1	8	5	0	8	8	2	50	16
30	Wilga Street - Bertram Street to Barton Street	5	5	5	1	8	5	0	5	5	2	41	42
26	Bertram Street - Railway Street to Railway Lane	5	5	8	1	8	5	0	5	5	2	44	32
27	Bertram Street - Railway Lane to Wilga Street	5	5	8	1	8	5	0	5	5	5	47	24
28	Bertram Street - Wilga Street to Yarran Street	5	5	10	1	8	5	0	5	5	5	49	19
29	Yarran Street - Bertram Street to Barton Street	5	5	8	1	8	5	0	8	8	5	53	6
31	Namoi Street (western side) - Macquarie Street to Tooloon Street	5	5	8	1	8	5	0	8	8	2	50	16
32	Namoi Street (western side) - Tooloon Street to Mooy's Lane	5	5	8	1	8	5	0	8	8	2	50	16
33	Mundooren Street - Macquarie Street to Tooloon Street	5	5	8	1	8	5	0	5	5	1	43	34
34	Mundooren Street - Tooloon Street to Aberford Street	5	5	8	1	8	5	0	5	5	1	43	34
35	Dubbo Street - Tooloon Street to Aberford Street	5	5	10	1	8	5	0	8	8	2	52	7
36	Tooloon Street (northern side) - Dubbo Street to Mundooren Street	5	5	8	1	8	5	0	5	8	1	48	27
37	Tooloon Street (northern side) - Mundooren Street to Namoi Street	5	5	8	1	8	5	0	5	5	1	43	34
38	Tooloon Street (northern side) - Mundooren Street to existing path	5	5	10	1	8	5	0	8	5	2	49	19
39	Maule Street - Maule Lane to Aberford Street	5	5	10	1	8	5	0	8	8	2	52	7
40	Warrena Street (southern side) - Dubbo Street to Maule Street	5	5	10	1	8	5	0	5	10	2	51	15
41	McCullough Street (eastern side) - Auburn Street to Dubbo Street	5	5	10	1	8	5	0	8	5	1	48	23
42	McCullough Street (eastern side) - Dubbo Street to Maule Street	5	5	10	1	8	5	0	8	8	2	52	7
43	McCullough Street (eastern side) - Maule Street to Castlereagh Highway	5	5	10	1	8	5	0	8	8	2	52	7
44	Townsend Street - Auburn Street to Dubbo Street	5	5	10	1	8	5	0	5	5	1	45	28
45	Castlereagh Highway - Coonamble Multi-Purpose Centre exit driveway to the Coonamble Showground southern entrance	5	0	8	1	15	5	0	0	8	1	43	34
46	Coonamble Showground Internal Pathways - Within Parking Area to Ticketing Booth	5	0	10	1	5	5	0	0	8	1	35	51
47	Castlereagh Highway - Coonamble Showground southern entrance to River Road	5	0	5	1	15	5	0	0	8	1	40	45
48	River Road - Castlereagh Highway to Proposed Coonamble Artesian and Cultural Experience	5	0	0	5	8	5	0	0	8	1	32	52
49	Dubbo Street - Tooloon Street to Baradine Road Low Level Crossing	5	5	5	1	8	5	0	0	8	1	38	50
50	Baradine Road Low Level Crossing - Dubbo Street to Weir Road	5	5	5	1	8	8	0	0	8	1	41	42
51	Weir Road - Baradine Road to Warrena Weir	5	5	8	1	8	5	0	0	8	1	41	42

Coonamble Shire Council - Active Transport Plan

Category	Criteria	Performance Conditions	Score
Land Use	Number of attractors/generators (locations)	Greater than 5 locations	10
Land Use	Number of attractors/generators (locations)	3-5 locations	8
Land Use	Number of attractors/generators (locations)	1-2 locations	5
Land Use	Number of attractors/generators (locations)	0 locations	0
Land Use	Land use type	Schools	10
Land Use	Land use type	Commercial / retail	8
Land Use	Land use type	Residential	5
Land Use	Land use type	Other	0
Land Use	Proximity to attractors/generators	Less than 250 metres	10
Land Use	Proximity to attractors/generators	Greater than 250m and less than 500m	8
Land Use	Proximity to attractors/generators	Greater than 500m and less than 1000m	5
Land Use	Proximity to attractors/generators	Greater than 1000m	0
Land Use	Future development with attractors/generators	High	5
Land Use	Future development with attractors/generators	Medium	3
Land Use	Future development with attractors/generators	Low	1
Traffic Impact	Road Hierarchy	State Road	15
Traffic Impact	Road Hierarchy	Regional Road	10
Traffic Impact	Road Hierarchy	Local Road	8
Traffic Impact	Road Hierarchy	Special Use	5
Traffic Impact	Road Hierarchy	Other	0
Safety	Identified hazardous area	High (from consultation)	10
Safety	Identified hazardous area	Medium	8
Safety	Identified hazardous area	Low	5
Safety	Identified hazardous area	None	0
Safety	Identified pedestrian crashes (reported to police or local knowledge) as a 3 year average	Greater than 3 reported crashes per year	15
Safety	Identified pedestrian crashes (reported to police or local knowledge) as a 3 year average	3 reported crashes per year	10
Safety	Identified pedestrian crashes (reported to police or local knowledge) as a 3 year average	2 reported crashes per year	8
Safety	Identified pedestrian crashes (reported to police or local knowledge) as a 3 year average	1 reported crashes per year	5
Safety	Identified pedestrian crashes (reported to police or local knowledge) as a 3 year average	0 reported crashes per year	0
Facility Benefits	Demonstrated path	High usage	10
Facility Benefits	Demonstrated path	Medium usage	8
Facility Benefits	Demonstrated path	Low usage	5
Facility Benefits	Demonstrated path	Not Demonstrated	0
Continuity of Routes	Addition to existing facility	Link between existing footpaths	10
Continuity of Routes	Addition to existing facility	Extension of existing footpath	8
Continuity of Routes	Addition to existing facility	New footpath	5
Continuity of Routes	Addition to existing facility	Other	0
Priority	Pedestrian route hierarchy	High	5
Priority	Pedestrian route hierarchy	Medium	2
Priority	Pedestrian route hierarchy	Low	1

## Appendix 3: Schedule of Works

Coonamble Shire Council - Active Transport Plan

Priority	Route	Length (m)	Width (m)	Cost (\$)
<b>Gulgambone</b>				
=1	Coonamble Street (East) Yalcoogrin to Armitree Street	250	3.00	\$ 97,500.00
=1	Coonamble Street (West) Yalcoogrin to Armitree Street	250	3.00	\$ 97,500.00
=3	Yoolundry Street Armitree Street to Yalcoogrin Street	250	3.00	\$ 97,500.00
=3	Yoolundry Street Yalcoogrin to Brinjal Street	195	3.00	\$ 76,100.00
5	Castlereagh Hwy Service Station to Yalcoogrin Street	45	3.00	\$ 17,800.00
=19	Armitree Street Castlereagh Highway to Yoolundry Street	130	3.00	\$ 50,700.00
=19	Armitree Street Yoolundry Street to Warrie Street	125	3.00	\$ 48,800.00
24	Munnell Street Yalcoogrin to Armitree Street	250	3.00	\$ 97,500.00
=32	Castlereagh Hwy Armitree Street to Bowling Club	120	3.00	\$ 46,800.00
	<b>Subtotal</b>	<b>1,615</b>		<b>\$ 630,000.00</b>
<b>Coonamble</b>				
6	Yarran Street - Bertram Street to Barton Street	220	3.00	\$ 85,800.00
=7	Dubbo Street (East) - Tooloon Street to Aberford Street	220	3.00	\$ 85,800.00
=7	McCullough Street - Dubbo Street to Maule Street	120	3.00	\$ 46,800.00
=7	McCullough Street - Maule Street to Castlereagh Highway	105	3.00	\$ 41,000.00
=7	Eurime Street - Railway Street to Wilga Street	190	3.00	\$ 74,100.00
=7	Eurime Street - Wilga Street to Yarran Street	135	3.00	\$ 52,700.00
=7	McMahon Street - Railway Street to Wilga Street	205	3.00	\$ 80,000.00
=7	McMahon Street - Wilga Street to Yarran Street	180	3.00	\$ 70,200.00
=7	Maule Street Maule Lane to Aberford Street	125	3.00	\$ 48,800.00
15	Warrena Street - Dubbo Street to Maule Street	110	3.00	\$ 42,900.00
=16	Wilga Street - McMahon Street to Bertram Street	215	3.00	\$ 83,900.00
=16	Namoi Street (West) - Tooloon Street to Mooys Lane	170	3.00	\$ 66,300.00
=16	Namoi Street (West) - Macquarie Street to Tooloon Street	280	3.00	\$ 101,400.00
=19	Tooloon Street (North) - Mundooren Street to existing path	135	3.00	\$ 52,700.00
=19	Bertram Street - Wilga Street to Yarran Street	185	3.00	\$ 72,200.00
23	McCullough Street (East) - Auburn Street to Dubbo Street	205	3.00	\$ 80,000.00
=24	Bertram Street - Railway Lane to Wilga Street	110	3.00	\$ 42,900.00
=24	Railway Street - McMahon Street to Bertram Street	210	3.00	\$ 81,900.00
27	Tooloon Street (North) - Dubbo Street to Mundooren Street	105	3.00	\$ 41,000.00
=28	Townsend Street - Auburn Street to Dubbo Street	205	3.00	\$ 80,000.00
=28	Nash Street - Wingadee Street to Floyd Street	185	3.00	\$ 64,400.00
=28	Nash Street - Floyd Street to Pages Terrace	165	3.00	\$ 64,400.00
=28	Pages Terrace (West) - Nash Street to Castlereagh Highway	100	3.00	\$ 39,000.00
=32	Bertram Street - Railway Street to Railway Lane	85	3.00	\$ 33,200.00
=34	Mundooren Street - Macquarie Street to Tooloon Street	290	3.00	\$ 113,100.00
=34	Mundooren Street - Tooloon Street to Aberford Street	250	3.00	\$ 97,500.00
=34	Tooloon Street - Mundooren Street to Namoi Street	235	3.00	\$ 91,700.00
=34	Castlereagh Highway - Coonamble Multi-Purpose Centre exit driveway to the Coonamble Showground southern entrance	445	3.00	\$ 173,600.00
=34	Nash Street - Broad Street to Wingadee Street	295	3.00	\$ 115,100.00
=34	Ross Street - Herman Street to Broad Street	140	3.00	\$ 54,600.00
=34	Ross Street - Greene Avenue to Wingadee Street	185	3.00	\$ 72,200.00
=34	Wingadee Street - Smith Street to Nash Street	345	3.00	\$ 134,600.00
=42	Wilga Street - Bertram Street to Barton Street	220	3.00	\$ 85,800.00
=42	Baradine Road Low Level Crossing - Dubbo Street to Weir Road	330	3.00	\$ 128,700.00
=42	Weir Road - Baradine Road to Warrena Weir	435	3.00	\$ 169,700.00
=45	Castlereagh Highway - Coonamble Showground southern entrance to River Road	402	3.00	\$ 156,800.00
=45	Ross Street - Castlereagh Highway to Herman Street	150	3.00	\$ 58,500.00
=45	Ross Street - Broad Street to Greene Avenue	100	3.00	\$ 39,000.00
=45	Nash Street - Herman Street to Broad Street	145	3.00	\$ 56,600.00
=45	Nash Street - Castlereagh Highway to Herman Street	115	3.00	\$ 44,900.00
50	Dubbo Street (East) - Tooloon Street to Baradine Road Low Level Crossing	125	3.00	\$ 48,800.00
51	Coonamble Showground Internal Pathways - Within Parking Area to Ticketing Booth	324	3.00	\$ 126,400.00
52	River Road - Castlereagh Highway to Proposed Coonamble Artesian and Cultural Experience	324	3.00	\$ 126,400.00
	<b>Subtotal</b>	<b>8,780</b>		<b>\$ 3,425,400.00</b>
	<b>Total</b>	<b>10,395</b>		<b>\$ 4,055,400.00</b>

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**10.29 TOORAWEEENAH ROAD UPGRADE - MONTHLY STATUS UPDATE****File Number: R-8-32-1****Author: Kylie Kerr-Roads Manager****Authoriser: Kerrie Murphy, Director Infrastructure Services****Annexures: Nil****PURPOSE**

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

**EXECUTIVE SUMMARY**

The tender period opened on 3 June 2024 and will close on 5 July 2024 for the delivery of the 32 sections of varying lengths with culverts works. The remainder of the works being undertaken by council day labour.

Work over the last month has focused on the redesign works including flood modelling and reviewing specification. Key activities have included:

- Preparation and review of design and construction specifications for inclusion in the tender documents.
- Preparing for onsite community consultation meeting.
- Preparing the for-construction design drawing set.
- Preparing the tender documentation. Tender period opened on 3 June 2024 and will close on 5 July 2024.
- Preparing for the compulsory pre-tender meeting.
- Finalising which sections will be delivered by Contractors compared to Council staff with the aim of Council delivering the sections without culverts works.

**BACKGROUND**

Tooraweenah Road is the most direct route from the town of Coonamble to the Warrumbungle National Park.

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. It is unlikely that the existing sealed will be improved under this project now as construction costs have increased dramatically over the past few years. Unsealed sections of Tooraweenah Road will be upgraded and sealed.

The project originally aimed 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. The focus is now on the unsealed section.

Council has resolved to complete the project in the shortest possible timeframe, preferably within a 12-month period from the time of project approval. This original timeframe was not met due to numerous reasons. The project is now expected to be completed by the end of 2025.

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

I1.1.5 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**

Resources have been allocated again in May to address the worst sections of Tooraweenah Road, ensuring the road remains trafficable between now and when the construction work commence later this year. These repairs are funded from the unsealed maintenance budget, and where applicable, the natural disaster restoration funds.

Work over the last month has primarily focused on the reviewing specification, preparing documentation for tender and allocating work sections. Key activities have included:

- Preparation and review of design and construction specifications for inclusion in the tender documents. This is now completed.
- Preparing for onsite community consultation meeting is being organised for 21 June 2024.
- Preparing the for-construction design drawing set.
- Preparing the tender documentation including Request for Tender, Procurement Plan, Market Assessment, Sustainability Assessment, Probity Plan, draft contract. Tender period opened on 3 June 2024 and will close on 5 July 2024.
- Preparing for the compulsory pre-tender meeting to be held on 20 June 2024.
- Finalising which sections will be delivered by Contractors compared to Council staff with the aim of Council delivering the sections without culverts works. There are 32 sections of varying length with 16 sections (54% of road length) being allocated to Council staff and 16 sections (46% of road length) being allocated to Contractors. It is expected to take 70 weeks for the Contractor to complete the construction of their sections.

**RECOMMENDATION**

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



**10.30 INFRASTRUCTURE SERVICES - WORKS IN PROGRESS****File Number: R6****Author: Kerrie Murphy-Director Infrastructure Services****Authoriser: Paul Gallagher, General Manager****Annexures: 1. Monthly Works Report - June**  **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 2023/2024 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.**

	<p><b>MONTHLY WORKS REPORT</b></p> <p><b>7 June, 2024</b></p>	<p>Infrastructure Services                  Coonamble Shire Council                  Phone: 02 6827 1900                  Fax: 02 6822 1626  <a href="mailto:council@coonambleshire.nsw.gov.au">council@coonambleshire.nsw.gov.au</a></p>
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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	16,016.00	129,824.21	100	Complete

**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	ROSI/FCR/Council	3,161,943	-	3,161,943	1,989,925.87	291,174	2,281,100.	72	Construction has commenced with 7km completed. Project is expected to be completed in August 2024.
Box Ridge Road Reconstruction	LRCI	1,859,636	-	1,225,140	251279	40,456	291,734	16	Preparation works have commenced, minor works completed and major works have commenced.
Carinda Road Heavy Patching and Culvert upgrades	FLR	2,265,840	-	2,265,840	870,149	846,471	1,710,357	90	The works are completed except for linemarking.
Carinda Road Heavy Patches	RLRRP	709,155	151,000	860,155	739,883	0	739,883.07	100	Complete – budget increased in accordance with increase in grant funding
Billeroy Road	RLRRP	45,876	-	45,876	-	-	-	-	Postponed to next financial year
Quambone Road	RLRRP	738,957	-	738,957	48,689.03	3,142.69	51,832	100	Completed
Pilliga Road	RLRRP	588,750	100,000	688,750		93,013	862,578	100	Work completed for 2023/2024
Baradine Road	RLRRP	481,307.84	-	481,307.84	368,504	0	451,099	100	Works completed for this year
Warren Road	RLRRP		-		143,096	5,770	148,867	-	Completed
Gulargambone Road	RLRRP	311,406.16	-	311,406.16	4,419-	-	4,419	-	Works completed for this year
Flood Damage – REPA AGRN987	DRFA	≈7,800,000	-	≈7,800,000	3756734	367,815	4,124,549	53	Work to date includes Aiden’s Lane, Bramble, Nelgowrie, Conimbia, Gulargambone, Gadsens, Haydens Lane, Beanbah, Quabathoo, Emby, Pilliga, Merri Merri, Goorianawa, Bramble, Gilgooma, Mungery, Yarranville, Conimbia, West Point, Walla Walla, Keewong, Tooloon South, Quandong, Sandy Camp, Back Gular, Talegar, Toora, and Wattle Creek Roads
Tooraweenah Road Upgrade	ROSI	22,962,000	-	22,962,000	2,729,074	249,357	2,978,431	13	Draft 100% IFT Drawing set has been received, tender documents, Tender released

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<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	525,993*		525,993	342,382.60		342,382.60	70	Broad Street and Tooloon Streets both completed.
Gulargambone Mains Replacements	Council	119,000		119,000	3,016		3,016	10	Transferred to 2024/25 FY.
Quambone Mains Replacement	Council	90,000		90,000				0	Transferred to 2024/25 FY.
SSWP244-Integrated Water Cycle Management Strategy (IWCM)	Grant/Council	199,165		303,900	178,562.80		178,562.80	60	Draft Issues paper review completed by Council with external stakeholders. Consultation with external stakeholders ongoing. Flow monitoring being completed.
Coonamble Bulk Flowmeter – Reservoir 5	Grant 90%/ Council 10%	84,750	(-22,250)	62,500	69,134.18		69,134.18	100	Works completed. Remaining funds from grant to be spent on telemetry of bulk flowmeters. DCCEEW approved this and works have commenced.
Gulargambone Reservoir Bulk Flowmeter	Grant 90%/ Council 10%	84,750	(-22,250)	62,500	34,894.71		34,894.71	100	Works completed. Remaining funds from grant to be spent on telemetry of bulk flowmeters. DCCEEW approved this and works have commenced.
Advanced Operational Support Program	DCCEEW Grant	150,000						25	Funding Deed for \$150,000 has been signed and executed by DCCEEW. Invoice sent to DCCEEW for Milestone 1. Meeting with DCCEEW conducted onsite. Draft work program being finalised with DCCEEW.

<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				0	Transferred to 2024/25 FY.
Gulargambone Mains Relining	Council	100,000	-	100,000				0	Transferred to 2024/25 FY.
Coonamble STP Upgrade – Concept Design	Council	250,000	-	250,000	182,704.50		182,704.50	70	Options study draft report has been issued. Consultation meetings with EPA, DCCEEW and PWA have been conducted.
Coonamble SPS1 Convert to wet well configuration	Council	300,000	-	300,000	5,027.50	294,972.50	300,000	20	Works have commenced and will be completed prior to 14 June 2024.
Coonamble SPS2 Convert to wet well configuration	Council	300,000	-	300,000	281,621.27	18,378.73	300,000	90	Main works completed; SPS commissioned. Contractor to return and drill the holes in wall to get PS in full capacity. Quotes received, assessing. Confirming timeframes and budgets.

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URBAN SPACES									
<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>
Footpaths Reconstruction	Council	75,000	-	75,000	23,000	44,000	71,000	90	Condition Assessment complete. Program being drafted from this information. Works commenced on intersection at Post Office corner
Street Tree Replacement Program	Council	50,000	-	50,000	-	6,651.96	6,651.96	40	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. Irrigation line has been installed in McCullough Street and trees have been ordered. waiting on line-marking of street. Concrete has been repaired in front of the Gym and trellis is to be installed for the Bougainvillea. Plants and materials have been ordered for Mungie Street in Quambone (School to Pool)
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	40,000	-	40,000	18,053.43	19,234.76	37,288.16	85	Waiting on installation of stone benches and screens, wall to still be painted.
McDonald Park upgrades	LRCI4	223,229	-	223,229	28,863.77	26,437.75	55,301.52	45	Gazebo and Water tank have been installed; carpark design is being done
Water efficiency projects	LRCI4	97,000	-	97,000	89,125.54	-	89,125.54	100	Quambone Park irrigation finalised
Coonamble Sportsground establish additional fields	Council	165,000	46,000	211,000	60,437.86	173,654.38	234,092.24	100	Works complete
Gulargambone Oval Irrigation upgrades	Council	45,000	-	45,000	41,120.44	-	41,120.44	100	Works complete
Quambone resurface Tennis Courts	Council + Community funds	45,000	-	45,000	-	46,176	-	10	Purchase order raised waiting on contractor due in June 2024

SWIMMING POOLS									
<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>
Swimming Pool Upgrades	LRCI4	466,957	-	466,957	496,529.70	-	496,529.70	100	Gulargambone and Quambone pools have been completed with painting of the surfaces and sealing of the joints
Upgrades to Swimming pools	Council	111,740	-	111,740	98,254.00	-	98,254.00	100	Works complete

AERODROME									
<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>

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<b>CEMETERIES</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>
Cemetery Improvement Program	Council	20,000	52,000	72,000.00	32,971.29	38,428.00	71,399.29	100	Works complete
New Columbarium's, Coonamble and Quambone	LRCI4	52,632	-	52,632				20	Bricklayer has been engaged

**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 RFT240514 Caravan Park Ring Road and Renewal Project**

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.



**13 CONCLUSION OF THE MEETING**