



## **2012/2013 ANNUAL REPORT**

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## EXECUTIVE SUMMARY

This annual report provides a full commentary on Council's achievements during 2012/2013. It allows Council to be measured against the objectives in the Delivery Program and Operational Plan.

Those two documents were developed out of the Community Strategic Plan which was the result of an extensive consultation period.

The Delivery Plan was broken down into four key themes;

- 1) Sustaining our close-knit Shire communities.
- 2) Sustaining the environmental qualities of the Shire.
- 3) Sustaining our strong rural based economy.
- 4) Working together to achieve our Communities 2030 vision.

Extracted from within those themes were the desired outcomes and strategies for individual communities.

It must be realised that the Strategic Plan encompasses a twenty year period, and a number of projects are put in train that are seen as having a long term payback. Furthermore it is a twenty year program and accordingly all programs and their implementation do not have to commence in the first, second, third or even fourth year. With any long term plan there must be flexibility in delivery to allow opportunities or threats to be realised as conditions change.

This Annual Report will detail the achievements that Council has made over the past financial year in endeavouring to work towards encompassing the goals that were established under the twenty year Community Strategic Plan.

Council recognises the value of childcare services within its communities on the basis that if young people are to remain or come into our communities on a permanent basis then they will require childcare services. Council continues to support these throughout the towns of the Shire. Youth services were again well supported with the school holiday program, and Youth Week being well patronised.

The Swimming Pool upgrades are continuing. Coolamon Pool has been completed whilst the Ardlethan Filtration Plant was upgraded during the off season. Council is continuing with this upgrade with Ganmain being the next pool for consideration.

Council completed the construction of the Ganmain Aged Persons Units and they are now operational.

Part of Council's engagement of Tilma Management to undertake the role of Manager, Tourism and Business Development has commenced with an activity/festival based programme that aims to consolidate the Festivals held within the Shire being the Coolamon Photographic Competition, the New Year's Eve Festival, Ardlethan German Beer Festival and Art2u.

Tilma Management continues to work with businesses and communities throughout the Shire in an attempt to boost commercial activity and Shire visitation.

The Ardlethan Main Street Upgrade has been completed with a short stay Caravan Park being included in the Main Street. This has proved successful with users taking advantage of the facilities with benefits being seen throughout the community.

The Annual Report in its totality provides more detailed information concerning the above programs as well as other information on Council's achievements against its Operational and Delivery Program.

Council commends the report to the Residents of the Shire



John Seymour  
MAYOR



Terrey Kiss  
GENERAL MANAGER

## GENERAL INFORMATION

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### Council Headquarters:

Physical Address:	Shire Hall, 55 Cowabbie Street, Coolamon, 2701
Postal Address:	PO Box 101, Coolamon, 2701
Telephone:	(02) 6930 1800
Fax:	(02) 6927 3168
Email:	<a href="mailto:council@coolamon.nsw.gov.au">council@coolamon.nsw.gov.au</a>
Website:	<a href="http://www.coolamon.nsw.gov.au">www.coolamon.nsw.gov.au</a>

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### Office Hours:

General Business	8.30am to 5.00pm
Cashier	8.30am to 4.30pm

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### Elected Members:

<b>Mayor:</b>	Clr. John Seymour	0427 275 144
<b>Deputy Mayor:</b>	Clr Bruce Hutcheon	0427 273 439
<b>Councillors:</b>	Clr Grant Beard	0458 782 190
	Clr Dennis Brill	0427 278 266
	Clr Bec Huxtable	0428 267 353
	Clr Kerrilee Logan	0427 276 377
	Clr Kathy Maslin	0427 783 810
	Clr Dave McCann	0427 273 044
	Clr Alan White	0428 698 204

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### Senior Staff:

<b>General Manager:</b>	Mr Terrey Kiss	0428 273 197
<b>Deputy General Manager, Planning &amp; Environmental Services:</b>	Mr Tony Donoghue	0427 273 694
<b>Executive Manager, Corporate &amp; Community Services:</b>	Mr Courtney Armstrong	0428 314 787
<b>Executive Manager, Engineering &amp; Technical Services:</b>	Mr Tony Kelly	0428 266 104

## **Meetings:**

Council conducts the majority of its business in an open forum, with the only exceptions being those matters pertaining to staff, litigation, and the private business of individuals where confidentiality has been requested. However, all such decisions are ratified in Open Council.

Ordinary Meetings of Council are held on the third Thursday of every month commencing at 2.00pm and generally conclude around 6.00pm. Ratepayers are welcome to attend.

Should there be any need to change the meeting date or call for a meeting due to special circumstances, then Council will comply with the requirements of the Local Government Act in this regard. This will include notification in the Council Newsletter where possible.

Agenda's are available at the office during business hours and in addition will be provided during the meeting. The Business Agenda for each meeting is prepared on the second Wednesday of each month, and any person wishing to bring a matter before Council should lodge it with the General Manager by that day.

# REPORT ON IMPLEMENTATION OF DELIVERY PROGRAM & OPERATIONAL PLAN

*Section 428 of the Local Government Act 1993 requires that Council's prepare an annual report for that year reporting as to its achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.*

Council's performance during the 2012/2013 year with respect to the Delivery Program Actions are detailed below

## THEME 1 SUSTAINING "OUR CLOSE-KNIT SHIRE COMMUNITIES"

*Objective 1.1: A maintenance of community values with any growth in population.*

### 1.1.1 Foster and build community partnerships and networks

*Support local community organisations.*

Progress Report:

During the 2012/2013 year, Council actively supported local community organisations. This support was provided to the all of Council's Section 355 Committees. During the year these 355 Committees were rationalised to ensure that their activities met with Council's agenda and allowed a more fluid process of exchanging information between Council and the Communities. This will align better with the IP&R requirements and allow better control over financial matters and volunteer bodies.

Donations have continued to be made to all Schools throughout the Shire towards their prize giving evenings.

In order to support the many community organisations such as Halls, CWA's etc, rate relief has been provided to a number of organisations that acted on behalf of their communities.

Council continues to administer the Coolamon Shire Community Benefit Fund providing financial assistance to Shire residents in accordance with the rules and regulations of the fund.

Council provided support to the Ganmain Guardian, Ardlethan Kelpie Bark and Coolamon Lions Club in the production of their monthly newsletters.

### 1.1.2 Encourage volunteerism within all age groups for social support, recreational pursuits and community services and activities.

*Volunteer base to be maintained and expanded.*

Progress Report:

Council has continued to encourage volunteerism in its monthly newsletter and has been actively involved in providing training to its volunteers.

The Coolamon Lions Club continues to run a Recycling Programme for paper, cardboard and glass with Council subsidising the transportation of their recyclable materials to Wagga. In conjunction

with this assistance Council has provided an Interest Free Loan to purchase a Paper Press that would gain more efficiency.

Council has continued to support the Coolamon Rotary Club "Buy Local Campaign" through the erection and removal of banners onto Council's poles.

Council has been able to maintain its volunteer level to continue to provide Meals on Wheels and Community Transport together with Home Maintenance and Modification to various sectors of the community. A Christmas lunch was held for social support volunteers to thank them for their time and effort.

Council provides mowers to the Villages where volunteers undertake mowing on behalf of Council. These mowing volunteers are all appropriately accredited and undertake their work on behalf of the community.

1.1.3 Develop and implement initiatives to welcome new residents and make them aware of the Shire's opportunities.

*Provide information and resources to shire communities so that new residents can be welcomed and informed.*

Progress Report:

Council has continued to review and update its Residents Guide and Information Booklet for distribution to new residents. Further work is continuing on updating tourist maps of the towns and villages of the Shire.

Council continued to maintain two websites during the 2012/2013 financial year with dedicated sections for Residents, Businesses and Visitors.

A link from the Coolamon Shire Council website has been provided that directs users to a specific site focusing on business and tourist opportunities in our Shire.

Council has continued to advertise the Allawah Retirement Village on the internet and Council's newsletter over the past twelve months encouraging people to consider this as an alternate place to reside.

*Objective 1.2: A high standard of services, facilities and infrastructure for all age groups.*

1.2.1 Provide access to facilities, services and information to support families, youth and seniors including the provision of child care facilities and respite services.

*To provide childcare services that meets the needs of the Community.*

*To provide a full range of Community Services to the frail, aged and disabled persons within the community within the constraints of Grants provided by State and Federal Governments.*

*To promote services and access to services for people with diverse cultural, socially isolated and linguistic backgrounds where a need has been identified.*

*To ensure that the needs of young people in the Coolamon Shire are identified and met within financial constraints.*

*That Council continue to provide accommodation for those persons with particular needs which will ensure that they continue to reside within those communities.*

*To assist frail aged and disabled persons to continue to reside with dignity in their local Communities.*



## Progress Report:

The Ardlethan Preschool together with the Coolamon Early Childhood Centre continued to meet all departmental licensing requirements that are required by the State and Federal Governments.

The Before and After School Care that was run from the Coolamon Early Childhood Centre ceased due to it not fitting in with the current Childcare Programme. It was determined that the facilities were not capable of effectively or efficiently offering the service. Council attempted to locate funding to make changes to the building that would permit this activity to occur. At this stage this has not yet been possible.

The Coolamon and Ganmain Pre Schools are housed in premises which are owned by Council with established lease arrangements between the committees and Council.

The provision of services to the frail aged and disabled persons within the community continues to be part of Council's operational area through its administration of the Community Transport scheme and the services of the Coolamon MSO including the provision of monthly community meals, the delivery of meals on wheels and also Home Maintenance And Modification Program with all of these programs continuing over the past reporting period.

In addition the above programs, Council also administers the Community Aged Care Package programs which provides meals and home assistance to resident's within the Shire to enable them to reside within their own homes with dignity and extend their length of time of residing within their local communities.

Council's Youth and Development Community Officer has been on maternity leave during part of the reporting period with her replacement continuing to implement successful holiday programme throughout the year.

The two Aged Care Units provided in Ganmain have been finalised with one unit being inhabited immediately.

Council continues to provide accommodation for the aged with its 33 bed Aged Person Hostel and 24 Unit Retirement Village. In addition to the Retirement Village and Allawah Lodge Aged Persons Hostel, Council also provides self contained units in Coolamon, Ganmain and Ardlethan. In total Council have 22 of these units throughout the towns of the Shire which continue to provide suitable accommodation for aged residents within their local communities. All of the accommodation above is meeting the needs of the community with the ongoing maintenance of the various buildings and gardens being part of Councils operational aspect in relation to the provision of these services.

Under the Community Housing Programme, Council continues to provide accommodation to four families that are suitable for their needs.

1.2.2 Provide protection from crime, fire, anti-social activities and other threats to community safety.

*To provide professional, effective and cost efficient responses to all emergency incidents within the Shire in accordance with Service Level Agreement between Council and RFS.*

*To provide efficient and effective measures for the prevention and mitigation of fire impact on the local Community through effective planning initiatives, fuel management strategies, fire trail maintenance, and the continual assessment of bushfire risk across the District.*

*To provide support to the Local State Emergency Services Group and ensuring they are capable of responding in an adequate manner to all emergency situations.*

*To minimise and control the public nuisance effect of straying stock and animals.*

*To develop and implement projects that address local road safety issues.*

*Lobby for adequate local police working presence.*

*The preservation and enhancement of public health by regulating and inspecting all premises and vehicles used for the preparation, storage, delivery and sale of food and refreshments.*

*Address social standards and values in particular growing issues of alcohol abuse and vandalism*

*Provide support for NSW Fire Brigades*

**Progress Report:**

Council has continued its program of roadside spraying in order to minimise the risk of bush fire hazards.

Council continued to provide premises for the local State Emergency Services and has supported State Emergency Services in the maintenance of the response vehicle. During this financial year this vehicle has been transferred back to the full ownership of the SES. A new fire station for FRNSW has commenced construction on the same land designated for emergency services.

Straying stock and animals have been minimal throughout this reporting period, with Council's ranger having taken the necessary action to ensure the risk is minimised within Council's service standard when reports were received.

Council continues to ensure that the Companion Animals Act is followed in regard to registration and take any necessary action in relation to noise complaints and dangerous dogs. During the reporting period Council received 66 dog complaints.

Council has continued to be represented at meetings with the NSW Police Force and the lines of communication between local police and Council have been retained. Council continues to make representations to have an increased permanent and operating policing presence in the rural areas of the Shire.

Annual Food Shop Inspections have been carried out with the follow-up procedures being enforced.

During this reporting period Council has recognised the need for an Ambulance Service in Coolamon. An investigation has commenced and contact made with the relevant bodies, lobbying for this service will continue.

1.2.3 Provide and maintain safe and serviceable public facilities and infrastructure including roads, footpaths, and stormwater drains.

*To ensure that all land and buildings owned and controlled by Council are maintained in an appropriate manner and utilised for their designated and appropriate community purpose.*

*Ensure that all aspects of Council's Cemetery operations are carried out in an appropriate and dignified manner with due respect and accuracy.*

*To continue to maintain the existing public conveniences in a clean and tidy manner.*

*To provide an overall system of management that allows Community Committees to control their own Halls in accordance with their needs and requirements.*

*To ensure all urban roads within all communities are sealed or where unsealed are maintained via a system of programmed management.*

*To ensure that a quality sealed rural road system is in existence throughout the Shire.*

*To provide a quality unsealed rural road network throughout the Shire.*

*The provision and maintenance of a safe and adequate footpath system in close proximity to the commercial areas and public facilities of all communities.*

*To provision and maintenance of a suitable stormwater system inclusive of an adequate kerb and gutter network.*

*The provision of an adequate system of Street Lighting to all developed commercial and residential areas of the towns and villages.*

Progress Report:

The ongoing inspection and maintenance of Council's land and buildings continued throughout the year with a report being presented to the February Meeting of Council highlighting the main areas of required maintenance for the various buildings owned and controlled by Council. Council has now integrated its safety inspection in with the annual building inspection that identifies risks that can now be managed and placed into work schedules.

The maintenance of buildings has been carried out subject to financial constraints. The annual fire inspections on Council's designated buildings were completed with the appropriate report and certification being provided.

In the previous report the flooding issue was identified as an impact on the infrastructure and communities of the Coolamon Shire. Council received grants to undertake flood repair and restoration work and a significant portion of this work has been completed within this annual timeframe.

Council's maintenance staff continued the program of maintenance at the various cemeteries and all burials and plaque requests were completed within the designated time frames.

Council's existing public conveniences were cleaned in accordance with the cleaning schedule as agreed to with Council contractors. However, due to vandalism to the public conveniences in Lions Park, Coolamon, these conveniences continue to be closed to the public after daylight hours.

Council continued its support of the local community hall committees in their operations of control and maintenance of their halls.

The maintenance of Council's sealed and un-sealed roads continued over the past twelve months.

The main thrust of Council's maintenance program has been the completion of the maintenance which was caused by the heavy storms in March 2012.

Road inspections continue to be carried out on a regular basis. This together with Council's road hierarchical plan which has been considered by Council during this reporting period provides Council with direction for the maintenance upkeep of its road infrastructure.

The main street improvements on Aria Street, Ardlethan were completed during this reporting period.

Council extended the kerb and gutter along the southern side of Stinson Street, Coolamon between Wallace and Iverach Streets.

Council continues to liaise with Essential Energy to ensure that the street lighting system is adequately maintained throughout the villages and towns of the Shire.

#### 1.2.4 Provide and maintain efficient sewerage systems that allow for required expansion.

*To provide, maintain and operate a sewage disposal system and treatment works that meets the needs of the Coolamon and Ganmain Communities and to continue monitoring the developing areas in respect of the need for sewerage extensions.*

##### Progress Report:

Council has continued to meet all of its licensing requirements in relation to the Coolamon and Ganmain sewerage systems.

The storage areas that were upgraded in previous reporting periods for the Coolamon sewerage system have provided increased storage facilities which have been fully utilised.

The Effluent Reuse Scheme for the parks and gardens on the northern side of the Coolamon Railway line has been completed and should see savings in water costs. Council will monitor this programme over the summer months to determine its success with consideration being given to an extension along south of the Railway line to undertake additional parks and gardens irrigation.

Council commenced a Strategic Sewerage Asset Review with report being undertaken by Consultants. This will continue into the 2013-2014 year and Council's Asset Management Planning.

Council has continued the investigation of removing the pivot irrigation system attached to the Ganmain Sewerage Treatment Plan and will be looking towards providing an evaporation pond instead.

#### 1.2.5 Investigate implementation of new cost effective sewerage systems where required by environmental pressures and/or by community desire.

*To continue to investigate the most appropriate means of constructing and financing a sewerage scheme in the township of Ardlethan.*

##### Progress Report:

Council has not been successful in receiving funding from either the Federal or State Governments with respect to the construction of a sewerage scheme for Ardlethan. The situation in relation to construction of a Sewerage Scheme in Ardlethan will continue to be monitored with applications made to various funding opportunities when they become available.

1.2.6 Investigate provision of improved, more integrated public and community transport within the Shire.

*Support the provision of improved public transport within the Shire.*

Progress Report:

The majority of public transport is administered and controlled by State Government Agencies. The tyranny of distance and cost means limited access to the communities of the Coolamon Shire. Council will continue to lobby State Government to gain greater access in rural areas.

Council has attempted to encourage people to use the community bus through the Community Transport Organisation. To date its attempts in this area have met with limited success. Council continues to run the Community Transport Programme.

1.2.7 Support appropriate healthcare providers within the Shire and greater region.

*Support the provision of adequate health services to the whole Shire.*

Progress Report:

Council continued to provide professional accommodation in Coolamon and Ganmain for the local Medical Practitioner together with accommodation for other health related practitioners.

Council has been in negotiations with Murrumbidgee Medicare Local to set up a Healthy Project Officer for the Coolamon Shire. Council will help in the management and accommodation of an Officer should that occur.

1.2.8 Improve physical access to shops and other buildings for the elderly and disabled.

*Support local businesses with improvements to the access to their premises.*

Progress Report:

Council provides appropriate advice to businesses on access requirements to their premises when so requested.

Council continues to work through access issues identified in the PAMPS Study that has ongoing works completed.

1.2.9 Develop and implement an education strategy.

*Ensure the maintenance and enhancement of existing educational facilities within the Shire.*

Progress Report:

Residents of the Shire have secondary education to Higher School Certificate level in Ardlethan and Coolamon and there is easy access to the Wagga Campus of TAFE and Charles Sturt University via Council's Road Network. No action has been taken by Council to contact education providers with regards to the development and/or implementation of an education strategy.

1.2.10 Extend improved access to telecommunication and broadband services.

*Support the provision of equitable telecommunication and broadband services for all residents of the Shire.*

Progress Report:

Council has continued to pursue opportunities for increasing the mobile coverage for all areas within the Shire.

Council has been in negotiation with the National Broadband Network (NBN) as part of their roll out across the nation. This has included several towers being built within the Shire to increase access to the Network, as well as location on the existing tower in Coolamon owned by Council.

1.2.11 Continue to explore opportunities to provide a reliable water supply for our sporting fields.

*Provide effluent reuse water to the benefit of sporting organisations.*

Progress Report:

Storage dams in Coolamon almost at 100% capacity. Recycled water being delivered to users when required.

Potable water supplies to the Towns and Villages of the Shire are provided by Goldenfields Water County Council that implements the necessary upgrades to ensure a reliable and constant supply of water.

Numerous water saving programmes have been put in place to reduce the reliance on potable water.

*Objective 1.3: A lifestyle with diverse entertainment, recreation and cultural opportunities.*

1.3.1 Create opportunities to participate in active and healthy recreational activities.

*Support sporting organisations with the retention of their assets.*

Progress Report:

Council continued to manage a number of facilities as trustee including showgrounds, community reserves and walking tracks.

Upgrading of pool filtration plants will continue, these upgrades have been identified in future budgets.

Council Staff have continued to monitor the use of the Coolamon Skate Park with a number of directions being issued during the reporting period in relation to the wearing of safety gear.

The use of recycled water on the sporting fields of Kindra Park, the Coolamon Touch fields and the Coolamon Golf Course is continuing, allowing residents to participate in the various sporting activities, with extension to the scheme to various parks, gardens and reserves within the township of Coolamon.

Care Service Staff provides healthy lifestyle activities at Allawah Lodge and provide assistance to the Canola Adventurers Men's Group.

### 1.3.2 Provide innovative and enhanced library services that encourage lifelong learning.

*To continue to provide a Mobile Library Service, in order to satisfy the information, cultural, educational and recreational needs of residents.*

*Continued operation of static library in Coolamon.*

#### Progress Report:

The Riverina Regional Library's Mobile Library continues to service towns and villages within the Shire whilst the static library provided in Coolamon has helped increase membership and usage levels.

Council has received no complaints about the operations of either its mobile library or static library services. The statistics associated with the Coolamon Static Library have continued to grow and are considered excellent usage rates per head of capita when compared to the rest of the Regional Static Libraries.

Council has also sponsored the broadband for Seniors Programme in order to teach seniors how to use computers and the Internet service

School Holiday Programmes together with fortnightly Story Time sessions are also held at the Library for the respective School age students.

### 1.3.3 Support and promote arts, artists and cultural development within the local community.

*Implement initiatives that will develop and maintain a vibrant and creative community, involved in cultural activities*

*Provide appropriate guidance for community organisations in identifying funding sources for cultural events.*

*Council acknowledge Aboriginal culture*

#### Progress Report:

The Up-to-date Cultural Centre has been used for art exhibitions, antique auctions and continues to be utilised for library operations.

Council continues to sponsor the Up-2-Date Art Exhibition with awarding of the "Coolamon Shire Council Acquisition Prize". This is awarded to eligible local Artists who reside in the Coolamon Shire Council Local Government Area. Council also supports the Coolamon Shire Photographic Competition, the Ardlethan German Beer Festival and the Art2U programmes.

Letters of support have been provided to community organisations when seeking grant funding.

Displays of aboriginal culture are implemented when materials are provided, during the reporting period no materials or displays have been held.

Council is a member of the Eastern Riverina Arts Programme. A number of changes to this organisation have occurred with the name being changed to Eastern Riverina Arts and Council has a new representative, Clr D McCann as its delegate to this Committee.

1.3.4 Provide attractive, accessible and safe parks, recreational and other public places.

*To provide a safe and secure swimming pool facility in the towns of Ardlethan, Coolamon and Ganmain.*

*To provide parks and gardens that are aesthetically attractive and are available for passive recreational pursuits.*

*To implement an Urban Tree Management Plan and Tree Removal Programme that is both aesthetically attractive and ensures that Council's civil infrastructure is not damaged by such plantings. Furthermore, that the assets of Essential Energy are given consideration during the implementation of the programme.*

Progress Report:

Throughout the swimming season all pools operated satisfactorily with water standards being adhered to.

The replacement of the filtration plant and equipment at the Ardlethan Pool commenced during the winter season in preparation for opening and operation during the coming summer.

Training has been provided to the pool licensees.

Council has received no complaints about the standard of its parks and gardens.

Inspections have been carried out on the playground equipment.

Staff have continued with tree planting throughout the urban areas of the Shire. Incorporated in with this tree planting has been a tree lopping/maintenance program.

1.3.5 Preserve and promote local history and heritage.

*To enhance & promote local cultural heritage within the Shire to create benefit for the community*

Progress Report:

Funding has continued for the employment of a heritage consultant to act as Council's Advisor.

The local heritage program allocations have been made.

Funding was received from the Australian Government's *Your Community Heritage Program* for "Bringing Garth Jones to Life – UTDS Precinct Audio/Visual Project"

Council continues to check funding opportunities to ensure that the local history and heritage can be promoted and preserved in the most appropriate manner.



1.3.6 Encourage activities that promote community spirit.

*To promote the celebration & awareness of Australia Day  
Support local community activities*

Progress Report:

The Coolamon Community hosted the 2013 Australia Day Celebrations with Paralympics Swimmer, Matthew Levy being the special guest.

The “Coolamon New Year Eve Party” continues to grow and is becoming a successful event.

The community has access to Council venues for arranged community activities.

1.3.7 Provide appropriate guidance for sports clubs in writing grant applications

*Provide appropriate guidance for sports clubs in identifying funding sources.*

Progress Report:

Letters of support have been provided to sporting clubs when seeking grant funding.

Council provides support to running Grant Writing Programmes.

1.3.8 Encourage cycling and walking, through developing tracks and paths

*Establish “need-based” tracks and paths within the Shire*

Progress Report:

Council has adopted the PAMPS and Cycleways program in conjunction with Roads and Maritime Services, with ongoing works undertaken as prioritized by Council.

1.3.9 Identify an appropriate annual or periodic event that could attract visitors to the Shire and encourage community leaders to plan and deliver the event.

*Support local communities with endeavours to hold events that attract visitors.*

Progress Report:

Last year Council facilitated the combination of the Ardlethan Beer Festival, the Up2date Art Exhibition and the Art Display in Ganmain into a Winterfest Programme that gave people the opportunity to attend numerous Festivals over the Winter period. Council continues to sponsor the Shire’s Australia Day Celebrations.

## THEME 2 SUSTAINING THE ENVIRONMENTAL QUALITIES OF THE SHIRE

*Objective 2.1: Adaptation to climate variability.*

2.1.1 Monitor and strategically manage environmental risks and impacts of climate variability.  
*Adapt to climate variability through development of a climate variability strategy*

Progress Report:

Council has previously completed a Climate Change Strategy in conjunction with Statewide Mutual and considers these outcomes in its strategic planning.

2.1.2 Develop community leadership on becoming leaders in resource use, reuse and recycling.  
*Develop leadership on becoming energy efficient including carbon capture, water recycling and solar efficiency*  
*Secure sustainable, affordable supplies of water and use our water even more wisely.*  
*Encourage efficient water usage by Shire communities.*  
*Encourage solar energy usage by Shire communities.*

Progress Report:

Solar energy panels have been installed on Allawah Lodge, Coolamon Early Childhood Centre and the Up-to-Date Store and this continues to produce electricity, offsetting Council's use of grid power. Investigations continue to determine the use of panels at other Council sites.

Effluent re-use water is currently being distributed to sporting organizations and parks, gardens and reserves in the township of Coolamon. This distribution is after adequate and appropriate dosing of the water to meet Public Health guidelines.

Council has power saving kits available at the Coolamon Library to enable residents to identify potential energy savings within their homes, thus helping the environment.

After the successful Organics Trial the collection of organics was rolled out into the township of Coolamon and has proved very successful. Council is now investigating rolling the same programme out in Ganmain. Currently the EPA is providing funding rounds to consider such a roll out programme.

*Objective 2.2: Our rich heritage and natural environment character conserved.*

2.2.1 Protect natural landscapes and systems in particular our native vegetation, biodiversity and Murrumbidgee River catchment through sharing regional responsibilities.  
*To protect the local environment or assist in maximising productivity of prime agricultural land by the removal of infestation of noxious plants.*  
*To ensure all septic tanks throughout the Shire are operating in accordance with the minimum requirements of the Local Government Regulations, Public Health guidelines and industry standards.*  
*To develop an environment that is sustainable for future generations in terms of visual attractiveness and pollution free.*  
*To operate the quarrying service to Council's programmes in an environmentally sensitive manner.*  
*To ensure the protection of natural vegetation on Council controlled land.*

Progress Report:

Council continues to maintain the service agreement in conjunction with the Temora and Junee Shire for the control of noxious weeds.

The ongoing spraying of noxious weeds has been carried out on the various areas identified with infestations.

There has been no environmental damage reported from construction sites in the area.

Council continues to maintain its appropriate licenses for its mining operations.

Council has in place two voluntary conservation agreements for the preservation of native vegetation. Council continues to comply with these agreements.

Council continues to monitor the tree corridors that were planted in conjunction with the Murrumbidgee Catchment Management Authority.

2.2.2 Encourage and ensure high quality planning and urban design outcomes.

*To provide a Planning Instrument that ensures all land within the Shire is developed in an appropriate manner and reflects the rural nature of the communities.*

*Ensure that all building activity within the Coolamon Shire meets the requirements of the EP&A Act and the Local Government Act 1993.*

Progress Report:

The ongoing preparation of a comprehensive Development Control Plan to supplement the new Local Environmental Plan continues.

Council has received no complaints in relation to building activity carried out within the area.

Inspections are carried out and the assessment and approval time is meeting expectations.

2.2.3 Protect local heritage and residential amenity, including protection of significant architecture, Indigenous heritage and the natural environment.

*Identify, protect, enhance and celebrate all significant Indigenous and non-Indigenous heritage sites*

*Maintain our heritage through ensuring that development and restoration of shops and buildings is compatible with the heritage value of the surrounding area(s)*

Progress Report:

Council continues to allocate funding under the local heritage program for restoration and improvements to heritage assets in the towns and villages of the Shire.

Part of the assessment process of all Development Applications within identified areas of heritage significance ensures compliance with any heritage issues.

Grant funding has been received for the continued employment of a Heritage Advisor.

2.2.4 Reduce our waste to landfill through effective waste management & recycling.

*The effective collection of all household garbage from within the defined scavenging areas in a regular and clean manner.*

*Minimise landfill disposal methods whilst still maintaining effective garbage depots within the Shire that are safe, environmentally friendly and effectively managed.*

Progress Report:

Council continues to collect household garbage from within all defined areas of the towns and villages of the Shire. No complaints of a substantial nature in respect of this service have been received.

Licensing conditions are being complied with at Council's landfill sites. Recycling at the landfill sites has been extended with waste being deposited in the designated areas. Landfill sites are manned when operating.

The Organics Collection has been rolled out into the Coolamon Township. Council is now looking into the possibilities in Ganmain.

## THEME 3 SUSTAINING OUR STRONG RURAL BASED ECONOMY

*Objective 3.1: A sustainable economy amid a changing regional, national and global environment.*

3.1.1 Promote and support existing and new business investment within the Shire to take advantage of the Shire's access to Wagga Wagga, the Bomen Industrial Estate, Junee, and Temora.

*Council support the promotion of businesses within the Shire.*

*Provide high quality infrastructure to support the investment by businesses within the Shire*

*Encourage the development or relocation of employment generating industries within the Shire.*

Progress Report:

The ongoing preparation of a comprehensive Development Control Plan is ongoing.

Infrastructure is in place to service the establishment of business within the Shire. No complaints have been received about the adequacy of Council's infrastructure.

Council has a land bank available for development of subdivisions to encourage people to relocate to the area.

Council staff are actively involved in Regional Development Australia Riverina who provide direction for industrial development.

Engagement of Linda Tillman from Tilma Management as Council's Tourism and Business Development Manager has seen the ongoing maintenance of a dedicated Tourism and Business website as well as introduction of a Business Newsletter and meetings has re-invigorated the business community .

3.1.2 Foster and build partnerships with tertiary institutions (TAFE and CSU) to increase access to knowledge and skills within the Shire and the region to benefit shire businesses.

*To advertise training available throughout the Shire.*

Progress Report:

Training brochures are available at Shire offices and training opportunities are advised in the monthly Newsletter where appropriate.

Council makes available facilities to training providers when requested.

3.1.3 Develop and implement initiatives to promote the local and regional economy.

*Refer Strategy 3.1.1*

Progress Report:

Refer to Progress Report 3.1.1.

Tilma Management has instigated a local Business Directory that can be linked through Council's website.

3.1.4 Focus development within the Shire to avoid unnecessary duplication of public services and facilities.

*Emphasise the importance of consolidating Council's resources to defined focal points  
To provide fully serviced residential land at a reasonable purchase price from Council's land bank.*

Progress Report:

Maintain Coolamon as the Shire headquarters and Ardlethan as the northern entry point to the Shire. Council's long-term strategy is to provide residential subdivisions on the northern side of Coolamon Township.

Council has continued to work on preparations of a master plan for the expansion of the township of Coolamon on the northern side of the township.

*Objective 3.2: Increased awareness within prospective businesses, tourists and residents of the appeal of the Coolamon Shire.*

3.2.1 Develop a Coolamon Shire image focusing on the unique identity of the Shire and its towns and villages.

*Promote the Coolamon Shire as a place to work and live.  
Proactively communicate the community and council's achievements and events to the wider community*

Progress Report:

Council continues to advertise the benefits of the Allawah Retirement Village together with other promotions of the Coolamon Shire.

Continued contact with media outlets such as newspapers, radio and television has been maintained during this reporting period.

Council has completed the installation of Shire entrance signs on all boundary entrance points to reinforce the location of the Shire and corporate image.

Council's dedicated Tourism and Business website aids in the promotion of the Shire as a place to work, live and visit. Council has also provided a signage board at the Coolamon Railway Station advising people of all activities within the Coolamon Shire.

3.2.2 Develop and implement initiatives to attract tourists.

*To encourage visitation and generally promote the area.  
To provide a Caravan Park in Ardlethan and Coolamon that constitutes a basic level of service/short term accommodation to the travelling community.  
Improve the signage throughout our towns and villages*

Progress Report:

Membership with the Riverina Tourism Association has continued, however reduced staff numbers have meant intermittent attendance at tourism meetings during this period.

The ongoing update of the Coolamon Shire Residents Guide continues.

A new Short Stay Caravan Park has been provided in Ardlethan for 1 to 3 day stopovers. This has proved very popular and is receiving good patronage.

*Objective 3.3: Sustained viability of our farming land.*

3.3.1 Identify opportunities, programs and funding to maintain and or enhance farming productivity and support the retention of farming population.

*Identify opportunities, programs and funding available for maintaining farming productivity.  
Investigate alternative farming initiatives suitable to the area and climate.*

Progress Report:

The Rural Financial Counselling Service has been servicing the Coolamon Shire Local Government Area from the Rural Transaction Centre in Ganmain. Council has provided administration support for the North Eastern Riverina Rural Counselling Service which also operates from the Ganmain Rural Transaction Centre.

3.3.2 Determine the green economic opportunities available for farms to enter carbon offsets market.

*Encourage farmers to investigate and undertake "green" economic opportunities.*

Progress Report:

Council has not undertaken any action with regards to this action during the reporting period.

## THEME 4 WORKING TOGETHER TO ACHIEVE THE “OUR COMMUNITIES 2030” VISION

*Objective 4.1: Opportunities identified for diversified community leadership, inter-generational leadership and transition of youth into leadership roles*

### 4.1.1 Encourage community leadership

*Provide development programs to grow capability in our current and prospective leaders.  
Encourage involvement of respected community representatives in providing mentoring to youth.*

Progress Report:

Council has been consolidating and revamping the existing 355 Committees to more appropriately reflect Council’s needs and to act as a conduit to the communities.

Council’s Youth and Development Community Officer has implemented successful holiday programmes throughout the year.

As part of Local Government Week, School Leaders were invited to a morning tea with the Mayor and Senior Staff.

Youth Week activities were conducted in accordance with the requirements of the Youth Week Grant which was received by Council. These activities were well supported and provided an outlet for the youth of the Shire to experience many social interactions between various groups.

Coolamon Shire Council in conjunction with REROC has undertaken youth activities that included Council staff supports the ‘Build a Bridge’ Programme by participating and mentoring young Engineers.

Coolamon Shire Council nominated and facilitated Hayden Minchin of Ardlethan to join the NSW Youth Persons Advisory Committee to provide advice on the management and operation of Youth Week NSW.

Council sponsored 5 youth delegates to attend and represent Coolamon Shire at the REROC Take Charge Youth Leadership Forum.

*Objective 4.2: Council as an organisation be consultative, participatory, encouraging and well managed.*

### 4.2.1 Maintain two-way communication with the community and increase awareness of Council’s activities

*Involve the community in Council’s planning processes  
Continue communication between Council and the Community.*

Progress Report:

Council continues to produce a monthly newsletter which is distributed to all residents of the Shire.

Bus Tours were held in February 2013 for both Community Groups and Councillors to discuss issues associated with each Community and the Shire as a whole.



Council's website is updated on a regular basis, it provides information to all members of the public on Council activities and events.

Council has set up the individual Community 355 Committees as a conduit to consult with communities over the strategic direction of those communities and Council.

#### 4.2.2 Work in partnership with the Shire's community in planning the future of the Shire.

*Development of long-term resourcing strategy, including long-term financial planning, workforce planning and asset planning to achieve the objectives of the Community Strategic Plan*

*To provide an effective staffing structure that is capable of carrying out Council's objectives in an efficient manner.*

*The continued maintenance of a realistic Delivery Program and Operational Plan.*

#### Progress Report:

Long term Financial Plan produced, Work-force Plan produced, Asset Management Plans currently under consideration. Work Staff Performance Reviews are carried out in August/September each year. The appraisals were completed within the designated timeframe.

Training programs implemented and training provided as required.

Senior Staff Assessments were completed within the required timeframe.

Staff appraisals have been carried out in the various operational areas including Administration, Allawah Lodge Aged Persons Hostel and the Coolamon Early Childhood Centre together with the Multi Service Outlet.

#### 4.2.3 Build and foster relationships and strategic networks to the benefit of the Coolamon Shire.

*Participate with other councils in resource sharing projects to reduce operational costs*

#### Progress Report:

Council continues to retain its membership of REROC, ERAP, ERNWAG, NSW Rural Fire Service Riverina Zone, Riverina Regional Tourism and the membership of these organisations will continue to be monitored.

During the last year Council with a number of other Councils in REROC commenced a Strategic Transport Plan for the region and has become the primary contact for the subsequent mapping and reporting. This has included numerous presentations carried out by Coolamon Shire Council on behalf of the REROC Organisation discussing regional transport issues across the Riverina.

The Coolamon Shire Council together with Temora, Junee, Gundagai, Corowa and Greater Hume Shires run an Internal Audit Programme that is chaired by neighbouring General Managers to ensure that the audit process is carried out in a clear and transparent manner.

#### 4.2.4 Maintain Council's strong financial position.

*To ensure that Council's finances are managed in an effective and timely manner.*

##### Progress Report:

Investments are reviewed on a weekly basis.

Various Financial Reports have been completed within the statutory time-frame and submitted to respective Government Departments.

The completion of Financial Reports is ongoing and monitoring will be continued. T-Corp have undertaken the assessment of Coolamon Shire Council and the report indicated that Council is in a sound financial position but with a negative outlook. Council is currently contesting the negative outlook and investigating its internal operations and gaining independent reports to dispel or verify this position.

#### 4.2.5 Deliver high quality services that meet customer expectations.

*Develop and implement Customer Service policies and procedures that are customer focused.*

##### Progress Report:

Council staff is complying with its Customer Service policy and the statement of business ethics is being adhered to.

No complaints have been received about the service Council has been providing.

#### 4.2.6 Minimise risk for Council and the community.

*Develop and implement a Risk Management System suitable for Council operations.*

*Develop and implement suitable Internal audit process for Council operations.*

*To ensure consultation with respect to OH&S is carried out on a systematic basis.*

*To ensure that training, instruction and performance evaluation of relevant parties is carried out.*

*To ensure that Council's Accident/Injury/Public Liability Claims Management are administered in a competent manner.*

*To ensure that documentation & records management provide a framework for easy retrieval and reference.*

##### Progress Report:

A complete review of the Work, Health & Safety and Risk Management System was completed in April. This now includes a monthly report to the Senior Manager's Meetings presenting and reviewing all Work, Health and Safety issues directly to the General Manager.

Council continues to undertake an Internal Audit managed by an external Consultant that looks into procedures and processes of the Council. During the previous Annual Reporting period Council investigated work, health and safety, requests and complaints and currently has underway an audit into Plant and Risk Management.

Council's Safety Committee meets 3 monthly when agenda items arise with copies of these minutes being presented to Council.

Council has commenced with a Risk Operations Committee that reports issues from the operations of road construction and gardening issues and ensures there is a clear and identifiable link between staff and Senior Management decisions. This is planned to be rolled out into other parts of the organisation, namely aged care and childcare.

All staff are provided with Council's Induction Booklet upon appointment and regular Tool-Box meetings have been scheduled for the next reporting period.

The review of Work Activity Statements is ongoing annually with the Work Activity Statements to be discussed at tool-box meetings.

Training in the various areas is provided for work staff and staff within the other spheres of Council operations on a needs basis.

Council has in place an incident reporting system which is operating satisfactorily.

Council staff continue to carry out roads, footpaths and kerb and gutter inspections with the necessary remedial action being performed where risks are identified.

Records management systems including general records are controlled by Council's Executive Assistants.

Property records are controlled by Health and Building Staff and are meeting Council's requirements.

4.2.7 Continuously monitor, review and publicly evaluate progress, including periodic community satisfaction surveys, of the Community Strategic Plan to ensure priority areas are being acted upon.

*Report to the community on the implementation of the Community Strategic Plan*

*Undertake community satisfaction surveys to gauge the community's response to the implementation of the Community Strategic Plan.*

Progress Report:

This Annual Report includes a report on Council's achievements in relation to the Community Strategic Plan as required in the year of an Ordinary Election. In addition, a six monthly Delivery Plan Review is provided to the Council also.

The Community Survey, undertaken at the end of the previous reporting period, indicated that 4 in 5 Coolamon Shire Residents (81.8%) have expressed satisfaction with Council's overall performance in the delivery of services and facilities, whilst just 3.5% were dissatisfied. The results of the Survey will be used by the new Council in the review of the Community Strategic Plan and the development of the Delivery Program for the next four years.

4.2.8 Strongly advocate our local interests with the State and Federal Government on issues such as planning and development, and the provision of services and facilities.

*Strongly advocate our local interests with the State and Federal Governments.*

Progress Report:

During this reporting period a change to the State Electoral Boundaries was proposed which would alter the Electorate that Coolamon would be located within. A Submission was made to the Electoral Office in this regard.

Council will continue to lobby both State and Federal Politicians on issues that affect the local community.

Council has continued to make representations on behalf of its communities during the six month reporting period including representation on policing, residential aged care, swimming pool regulations and “red tape” review.

*Objective 4.3: Working together to sustain civic pride in our towns and villages.*

4.3.1 Encourage vibrant and vital towns and villages displaying our civic pride.

*To provide and maintain a clean and pleasant streetscape.*

Progress Report:

The upgrade of Ariaah Street, Ardlethan has been completed with the addition of a Short Stay Caravan Park. This has been very popular with increasing tourism numbers and benefits flowing onto the community.

Council continues to clean streets in the central business district of the towns in accordance with contract requirements. Rubbish has been collected and disposed of in accordance with designated practices and frequency.

## FINANCIAL REPORTS

*Section 428 of the Local Government Act 1993 requires that the annual report must contain a copy of the council's audited financial reports prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting.*

Councils Financial Reports detail Council's financial performance and position for the year ended 30 June 2013.

See [Coolamon Shire Council 2012/2013 Financial Reports](#)

## ADDITIONAL STATUTORY REQUIREMENTS

### OVERSEAS VISITS

*Local Government (General) Regulation 2005 – Clause 217 (1)(a)*

During the 2012/2013 Financial Year no overseas visits were undertaken during the year by Councillors, Council Staff or other persons while representing Council.

### COUNCILLORS EXPENSES & PROVISION OF FACILITIES

*Local Government (General) Regulation 2005 – Clause 217 (1)(a1)*

During the 2012/2013 Financial year, Council paid Councillor fees, inclusive of the Mayoral fee, totalling \$81,517.44.

The total cost incurred by Council during the year relating to the payment of expenses of, and the provision of facilities to, Councillors in relation to their civic functions was \$4,678.42 and can be summarized as follows:

i.	Office Equipment	Nil
ii.	Telephone	Nil
iii.	Attendance at conferences and seminars	Conference/Delegates: \$0 Travel: \$4,678.42
iv.	Training	Nil
v.	Interstate visits	Nil
vi.	Overseas visits	Nil
vii.	Spouse, Partner or Other Person in the Accompaniment of a Councillor	Nil
viii.	Provision of Care for a Child or Other Immediate Family Member	Nil

## CONTRACTS

*Local Government (General) Regulation 2005 – Clause 217 (1)(a2)*

During 2012/2013 Council awarded the following contracts:

<b>CONTRACTOR</b>	<b>CONTRACT</b>	<b>CONTRACT AMOUNT</b>
Civica Pty Ltd	2012/02 – Integrated Local Government Software Solution	\$728,118.00
Downer EDI	2012/03 – Supply & Spraying of Bituminous Products	Unit rate contract
Stabilised Pavements of Australia	2012/04 – Insitu Pavement Stabilisation	Unit rate contract
Stephen Shaw Earthmoving	2012/05 – Winnings & Crushing Ridge Gravel	\$176,000.00
Auswild & Co	2013/01 – External Auditing Services	\$19,000.00
GHD	2013/02 – Ardlethan Flood Study Review & Floodplain Risk Management Study	\$89,571.82
D & L McCallum Pty Ltd	2013/03 – Winning & Crushing of Ridge Gravel	\$201,000.00

## LEGAL EXPENSES

*Local Government (General) Regulation 2005 – Clause 217 (1)(a3)*

In 2012/2013 Council incurred legal expenses totalling \$42,556.24. These expenses were incurred in the following areas:

<b>Description</b>	<b>Amount</b>
Rates & Debt Recovery (inc. court fees)	19,358.50
Planning & Development	902.25
Employment Contracts & Issues	5,630.00
Property Sales & Acquisitions/Contract development	12,358.23
Title/Property & Company Searches	1,432.82
Councillor Induction Workshop	2,874.44

## SUBSIDIZED WORK

*Local Government (General) Regulation 2005 – Clause 217 (1)(a4)*

Council did not pass any resolutions under 67 of the Local Government Act 1993 concerning work carried out on private land which was fully or partly subsidized by Council during this financial year.

## COUNCIL CONTRIBUTIONS

*Local Government (General) Regulation 2005 – Clause 217 (1)(a5)*

The total amount contributed or otherwise granted by Council under Section 356 of the Local Government Act 1993 was \$15,761.76 which included contributions to:

- Eastern Riverina Arts Programme
- Coolamon Shire Art Acquisition Prize
- Riverina Academy of Sport
- Senior Citizens Dinners
- Australia Day functions
- Prize donations to the various Schools throughout the Shire
- Assistance to the various Committees and Historical Societies within the Shire



## EXTERNAL BODIES

*Local Government (General) Regulation 2005 – Clause 217 (1)(a6)*

During the year the following external bodies exercised functions delegated by Council:

- Advance Ardlethan Committee
- Advance Ganmain Committee
- Advance Marrar Committee
- Advance Beckom Hall & Community Committee
- Coolamon Shire Community Benefit Fund Committee
- Coolamon Showground Management Committee
- Friends of the Up to Date Cultural Precinct
- Local Heritage Fund Committee
- Rannock Community Centre - Reserve No. 89397
- Voluntary Workers
- Coolamon Shire Events Committee

The following external bodies exercised functions delegated by Council prior to Council's rationalisation of it's section 355 Committees:

- Allawah Lodge Aged Persons Management Committee
- Ardlethan Community Progress
- Ardlethan Cultural Development Committee
- Ardlethan Memorial Hall Committee
- Ardlethan - Mullins Community Centre Committee
- Ardlethan Preschool Committee
- Ardlethan Showground Management Committee
- Beckom Hall Committee
- Coolamon RSL Hall Committee
- Coolamon Up-to-Date Store Management Committee
- Ganmain Hall Committee
- Ganmain Haystack Committee
- Ganmain Progress Association
- Ganmain Retirement Units Fund Committee
- Kindra Lodge and Centenary Lodge Selection Committee
- Marrar Memorial Hall Committee
- Marrar Progress Association
- Marrar Recreation Reserve Committee
- Matong Park Management Committee
- Mavis Furner Collection Committee
- Rural Transaction Advisory Committee
- Coolamon Railway Station Management Committee

## CONTROLLING INTERESTS

*Local Government (General) Regulation 2005 – Clause 217 (1)(a7)*

Council did not hold a controlling interest in any corporations, partnerships, trusts, joint ventures, syndicates or other bodies (whether or not incorporated during the year).

## JOINT VENTURES/PARTNERSHIPS

*Local Government (General) Regulation 2005 – Clause 217 (1)(a8)*

Council was a party to the following joint ventures throughout 2012/2013:

- 1) Statewide - New South Wales Local Government
- 2) Riverina Regional Library Service
- 3) Riverina Eastern Region of Councils
- 4) NSW Rural Fire Service-Riverina Zone (Fire Control Agreement between the Councils of Wagga Wagga City, Coolamon, Junee, Lockhart and Urana Shires.
- 5) Noxious Weeds Agreement between Coolamon Shire, Junee Shire and Temora Shire Councils

## EQUAL EMPLOYMENT

*Local Government (General) Regulation 2005 – Clause 217 (1)(a9)*

Council continues to place great emphasis on its Equal Employment Opportunity Management Plan to ascertain its relevance in relation to Council's operations.

The strategies under the Management Plan are listed below:

- STRATEGY 1: Communication and Awareness Raising
- STRATEGY 2: Consultation
- STRATEGY 3: Recruitment and Selection
- STRATEGY 3.1: Preparation and Questioning in Interviews
- STRATEGY 4: Appointment, Promotion and Transfer
- STRATEGY 4.1: Appointment, Promotion and Transfer – Higher Grades
- STRATEGY 4.2: Appointment, Promotion and Transfer - Disabilities
- STRATEGY 4.3: Appointment, Promotion and Transfer - Career Paths
- STRATEGY 4.4: Appointment, Promotion and Transfer – Part Time
- STRATEGY 4.5: Appointment, Promotion and Transfer – Under 21 years
- STRATEGY 5: Training and Development
- STRATEGY 6: Conditions of Service
- STRATEGY 7: Grievance Procedures
- STRATEGY 8: Evaluation and Review of EEO Management Plan

Throughout the year Council continued to monitor its EEO Policies. In the 2012/2013 period, 20 new employees (casual and permanent) were appointed to Council's Staff. All employees in their induction procedures were provided with a copy of Council's EEO Management Plan to enable them to be fully aware of the principles and guidelines that Council has adopted.

## REMUNERATION PACKAGES

*Local Government (General) Regulation 2005 – Clause 217 (1)(b) & Clause 217 (1)(c)*

The total value of the General Manager's Remuneration Package was \$205,338 which included the employer's superannuation contribution, the amount payable by Council by way of fringe benefits tax, there were no bonus payments for performance or any other payments made to the General Manager that did not form part of the salary component. There were no non cash benefits paid under the package.

As there were no other designated Senior Staff Managers employed by Council throughout 2012/2013 and therefore no other amounts are required to be reported.

## STORMWATER CHARGES

*Local Government (General) Regulation 2005 – Clause 217 (1)(e)*

Council did not levy an annual charge for stormwater management services during the year.

## COASTAL PROTECTION CHARGES

*Local Government (General) Regulation 2005 – Clause 217 (1)(e1)*

Council did not levy any charge for coastal protection services during the year.

## COMPANION ANIMALS ACT AND REGULATIONS

*Local Government (General) Regulation 2005 – Clause 217 (1)(f)*

In 2012/2013 Council seized a total of 23 dogs. Of this total 10 were returned to the owner and 13 were transferred to Council's pound facility. Of these 13 animals, 4 were euthanized at the owners request and 7 were euthanized because they were unable to be rehoused whilst the remaining 2 were rehoused. This information has been provided to the Department on Council's Return of Seizures of Cats and Dogs for the 2012/2013 financial year.

During its normal twelve months operation Council produces and distributes a monthly Newsletter. At various times throughout the year information is provided on the Companions Animals Legislation and the owners responsibilities for the control and care of their dogs. This Newsletter is distributed to every property within the Shire, published online and is available upon request.

Various brochures and pamphlets are available at Council's offices and various publications on Council's website outline the responsibilities of owners of companion animals.

In order to assist the public with de-sexing of either their cat or dog, Council has procedures in place where these people are referred to various veterinary services. In an attempt to reduce the amount of euthanasia for unclaimed animals, Council in the past has made contact with local pet shops in Wagga Wagga to ascertain whether they would be willing to accept unclaimed animals from this area and with local Rescue Groups who then rehouse the animals. On occasions this contact has proved successful.

Council provides an off leash area for the exercising of animals in the township of Coolamon. Further investigation is continuing about the possibility of extending this off lease area into other communities and villages of the Shire.

### Financial Information – Companion Animals

During the 2012/2013 Financial Year Council received \$333.00 in impounding fees and \$2,595.00 in fines and costs. The expenditure that Council incurred amounted to \$13,571.41 which comprised of \$4,908.32 for Ranger training, \$8,663.09 which included wages, plant hire and the provision of miscellaneous supplies and activities.

During the past financial year there were 3 dog attacks in the Coolamon Shire which was reported to the Chief Executive of the Division of Local Government, Department of Premier & Cabinet.

## RATES AND CHARGES ABANDONED

*Local Government (General) Regulation 2005 - Clause 132*

During the 2012/2013 Financial Year rates and charges (exclusive of Pensioner) amounting to \$223.55 were written off.

Council provided rate relief to Pensioners during the Financial Year in the sum of \$128,289.99. Council did however, receive \$70,498.46 pensioner's concession subsidy from the NSW State Government.

## GOVERNMENT INFORMATION (PUBLIC ACCESS)

*Government Information (Public Access) Regulation 2009 - Clause 7a and Schedule 2*

Council in the last reporting period has received nil applications under the Government Information Public Access Act.

### Statistical Information regarding access applications

**Table A: Number of applications by type of application and outcome**

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media								
Members of Parliament								
Private sector business								
Not for profit organisations or community groups								
Members of the public (application by legal representative)								
Members of the public (other)								

**Table B: Number of applications by type of application and outcome**

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*								
Access applications (other than personal information applications)								
Access applications that are partly personal information applications and partly other								

**Table C: Invalid applications**

<b>Reason for invalidity</b>	<b>No. of applications</b>
<b>Application does not comply with formal requirements (section 41 of the Act)</b>	
<b>Application is for excluded information of the agency (section 43 of the Act)</b>	
<b>Application contravenes restraint order (section 110 of the Act)</b>	
<b>Total number of invalid applications received</b>	
<b>Invalid applications that subsequently became valid applications</b>	

**Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act**

	<b>Number of times consideration used</b>
<b>Overriding secrecy laws</b>	
<b>Cabinet information</b>	
<b>Executive Council Information</b>	
<b>Contempt</b>	
<b>Legal professional privilege</b>	
<b>Excluded information</b>	
<b>Documents affection law enforcement and public safety</b>	
<b>Transport safety</b>	
<b>Adoption</b>	
<b>Care and protection of children</b>	
<b>Ministerial code of conduct</b>	
<b>Aboriginal and environmental heritage</b>	

**Table E: Other public interest considerations against disclosure: matters listed in table to section 41 of Act**

	<b>Number of occasions when application not successful</b>
<b>Responsible and effective government</b>	
<b>Law enforcement and security</b>	
<b>Individual rights, judicial processes and natural justice</b>	
<b>Business interests of agencies and other persons</b>	
<b>Environment, culture, economy and general matters</b>	
<b>Secrecy provisions</b>	
<b>Exempt documents under interstate Freedom of Information legislation</b>	

**Table F: Timeliness**

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	
Decided after 35 days (by agreement with applicant)	
Note decided within time (deemed refusal)	
<b>Total</b>	0

**Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)**

	Decision varied	Decision upheld	Total
Internal review			
Review by Information Commissioner *			
Internal review following recommendation under section 93 of Act			
Review by ADT			
<b>Total</b>	0	0	0

\* The Information Commission does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

**Table H: Applications for review under Part 5 of the Act (by type of applicant)**

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0