

Meeting commenced at 3.00pm.

BUSINESS:

- 1) [Apologies](#)
- 2) [Declarations of Interest.](#)
- 3)
 - a. [Confirmation of Minutes of the Meeting held 21st March, 2024.](#)
 - b. [Matters arising out of Minutes. \(Not elsewhere reported\)](#)
- 4) Correspondence
 - a. [Agenda A \(Information Only\)](#)
- 5) General Manager's Report
 - 5.1 [General Manager's Report](#)
 - 5.2 [Executive Manager, Corporate & Community Services' Report](#)
 - 5.3 [Executive Manager, Engineering & Technical Services' Report](#)
 - 5.4 [Executive Manager, Development & Environmental Services' Report](#)
- 6) [Minutes of the Audit, Risk & Improvement Committee Meeting held 18th March 2024](#)
- 7) [Reports: Delegates/Mayor/Councillors](#)

PRESENT: Clr David McCann, Clr Bronwyn Hatty, Clr Wayne Lewis, Clr Colin McKinnon, Clr Kathy Maslin, Clr Bruce Hutcheon and Clr Jeremy Crocker.

STAFF: Tony Donoghue, General Manager
Courtney Armstrong, Executive Manager, Corporate & Community Services.
Tony Kelly, Executive Manager, Engineering & Technical Services.
Colby Farmer, Executive Manager, Development & Environmental Services.

APOLOGIES: Clr Garth Perkin and Clr Alan White

1) APOLOGIES

RESOLVED on the motion of Clr Lewis and seconded by Clr Hutcheon that the apologies of Clr Garth Perkin and Clr Alan White be received and noted. 46/04/2024

2) DECLARATIONS OF INTEREST

Clr Crocker declared a pecuniary interest in GM7 due to employment.

3a) CONFIRMATION OF MINUTES OF THE MEETING HELD 21ST MARCH 2024

RESOLVED on the motion of Clr Maslin and seconded by Clr Hatty that the Minutes of the Meeting held 21st March 2024 as circulated be confirmed and adopted. 47/04/2024

3b) MATTERS ARISING OUT OF THE MINUTES

Nil

**4) CORRESPONDENCE
AGENDA A (FOR INFORMATION ONLY)**

1a) ACTIVITY REPORTS

- 1) Operating Statistics of the Coolamon Shire Library for March 2024. Attachment No. 1.1
- 2) Tourism & Business Development Report including Community Development for March 2024. Attachment No. 1.2
- 3) Road Safety Officer's Report for March 2024. Attachment No. 1.3
- 4) Allawah Community Care Report for March 2024. Attachment No. 1.4
- 5) Allawah Lodge Quarterly Report for the Period January 2024 – March 2024. Attachment No. 1.5

General Manager's Note

The above reports are operating reports only for use by Senior Staff. They are submitted to Council as part of Agenda A for information only.

2a) INFORMATION PAPERS

The following papers have been distributed with Council's supplementary material as being matters of information/interest to Councillors. If Councillors desire any further information on the matters distributed, then that can be raised with the General Manager.

- 1) Minutes from the Advance Ganmain Committee Meeting held 6th March 2024. Attachment No. 2.1
- 2) Balance sheet for the Rannock Community Centre – Reserve No. 89397 as at 29th February 2024. Attachment No. 2.2

Note: The Minutes of the Section 355 Committees are for notation only and this does not necessarily mean any action recommended has been endorsed by Council. The Section 355 Committee will need to follow the appropriate due process to action any recommendations.

RESOLVED on the motion of Clr Maslin and seconded by Clr Lewis that the Correspondence listed in Agenda A be noted. 48/04/2024

5) GENERAL MANAGER'S REPORT

5.1 GENERAL MANAGER REPORTS

GM1) UPCOMING COUNCIL ELECTIONS - CANDIDATE BRIEFINGS (E.01-09, SC1428)

Lockhart Shire Council has been working with Local government NSW (LGNSW) to secure some pre-election briefings for people wishing to stand for election at the upcoming Council Elections in September.

Lockhart has extended an invitation to neighbouring Councils to see if there is any interest in taking up some of these positions.

Lockhart has been advised by Coolamon Shire Council that we would like to make these training sessions available for any residents who reside within our LGA. Council will pay the cost associated with any individual's attendance.

- The preliminary date set for these briefings is the 22 May and they will be held after hours to allow for people interested to attend. They are online sessions and a copy of the briefing has been provided for your information.

[Attachment No. GM1](#)

This information has already been included on Councils social platforms to determine if there is any interest.

Recommendation

For Councils information

RESOLVED on the motion of Clr Hatty and seconded by Clr Lewis that the report be noted. [49/04/2024](#)

GM2) RIVERINA REGIONAL LIBRARY (RRL) ADVISORY COMMITTEE MEETING – 27 MARCH 2024 (L.03-03, SC269)

The RRL operates under two primary pieces of legislation – the Local Government Act 1993 and the Library Act 1939.

Coolamon Shire Council undertakes the role of ‘Administration Council’ under the current RRL Deed of Agreement, and the RRL operates under the policies of the Administration Council in order to comply with the requirements of the Local Government Act.

An advisory committee, known as the RRL Advisory Committee provides advice and recommendations to the Administration Council on matters pertaining to RRL.

➔ **RRL Advisory Committee Minutes**

The RRL Advisory Committee meeting was held on 27 March 2024 and minutes of the meeting are attached. [Attachment No. GM2.1](#)

RRL Management Plan 2023-2024

- ◆ The RRL Deed of Agreement requires the RRL Management Plan to be endorsed by the Administration Council by 30 June each year. The draft RRL Management Plan 2024-2025 was endorsed by the RRL Advisory Committee meeting held on 27 March 2024 and will be tabled on the day, with a link provided for electronic viewing. [Attachment No. GM2.2](#)

The RRL Management Plan aggregates the RRL organisational planning and financial mechanisms to provide an overview of the service provision intent of the organisation. It comprises the following documents for endorsement by the Administration Council:

- Draft Member Council Contributions 2024/25
- Draft RRL Budget 2024/25
- Draft RRL Fees & Charges 2024/25

Financial Implications

The Administration Council is paid an annual administration fee for the provision of administrative, financial, fleet, human resource, and risk management services to ensure the effective operation of RRL. The administration fee is \$75,240 In 2024/25 and increases by rate pegging annually.

The RRL draft budget 2024/25 is based on contributions due to be received from member Councils and provides a surplus outcome.

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IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18TH APRIL 2024.

Based on the agreed RRL funding model including the admission of Berrigan Shire Council to the membership on 1 July 2024, the Administration Council's member contribution to RRL for 2024/25 will be \$136,080.

Recommendation

That Council:

- 1) Receive the minutes of the RRL Committee meeting held on 27 March 2024 and,
- 2) Endorse the Draft RRL Management Plan 2024-2025

RESOLVED on the motion of Clr Maslin and seconded by Clr McKinnon that Council:

- 1) **Receive the minutes of the RRL Committee meeting held on 27 March 2024 and,**
- 2) **Endorse the Draft RRL Management Plan 2024-2025** 50/04/2024

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GM3) DEPARTMENT OF PLANNING, HOUSING AND INFRASTRUCTURE - CROWN LAND IN MARRAR (L.02-02, SC570)

- Council has received a response back from the Department of Planning, Housing and Infrastructure about our inquiries into the potential opportunities available for significant areas of public land within the centre of Marrar.

Our query was related to what options are available to continue the growth of Marrar and unlock significant Crown Land within the existing Township boundaries and therefore importantly the infrastructure available in Marrar. A copy of our letter is attached. [Attachment No. GM3.1](#)

- The response received reflects that this issue regarding proposed opportunities crosses administrative portfolios of Government and it is difficult to get a collective answer on how to proceed. [Attachment No. GM3.2](#)

The response seems to reinforce that the process is too difficult however, Council may wish to engage with a housing delivery agency as the Department could consider opportunities or options associated with their control over the processes.

Council has reinforced through our advocacy that whilst we acknowledge the need for and the importance of community or social housing, the current situation in Marrar is that access to services is limited due to a lack of public transport.

Recommendation

For Council information

RESOLVED on the motion of Clr Crocker and seconded by Clr Maslin that the report be noted. [51/04/2024](#)

GM4) TOURISM AND BUSINESS – 2024/2025 PROJECTS AND PROPOSED EXPENDITURE (T.06-01, SC562)

Presented in this report are Council’s tourism projects and buy-in programs. Council has received proposals from various organisations for participation in 2024/2025 Tourism programs. This report presents information on the different requesting programs and proposed expenditure. All of the campaigns are individual but complement each other and Council’s overall tourism strategic direction.

Summary of Buy-In Tourism Programs

Please find below description of Council buy-in tourism programs and initiatives:

Canola Trail

A joint marketing campaign between Coolamon, Junee and Temora Shires and industry partners Coolamon Cheese Co, Temora Aviation Museum and Junee Licorice and Chocolate Factory. The trail is a self-guided tour around the three shires showcasing everything on offer. The Canola Trail promotes our area as a place to visit and stay while enjoying the range of attractions, eating options, local produce, retail and accommodation. This involves all year marketing with extra focus around Spring when the canola fields flower.

Country Change Campaign

This program is hosted by Regional Development Australia (RDA). The objective of Country Change is to transform the Riverina by attracting individuals and families considering a move out of the city. Supporting this campaign shows that Council is focused on raising awareness and attracting people to relocate. With an overall flow on affect to businesses, community services and facilities.

Visit Riverina

Visit Riverina is a joint membership-based marketing campaign with Riverina LGA’s. Visit Riverina is governed by representatives from Riverina LGA’s and industry. Members gain access to a number of benefits, the main one being regional marketing. A cohesive brand identity to the Riverina showcases a strong region. Membership allows Council to participate in media opportunities and large scale regional marketing campaigns.

At the moment, administrative roles are carried out by LGA’s (Chair, Treasurer, Secretary and public officer). To allow for more projects, it has proposed to increase membership fees across a three-year period and engage an Executive Officer to support this organisation. The Executive Officer would undertake an administrative and coordination role. This structure would see an increased membership across a three-year period to fund this role and provide strong sustainability for the organization. The structure would be:

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2024/25 - Year 1 spend \$7,500
2025/26 - Year 2 spend \$8,000
2026/27 – Year 3 spend 3 \$9,000.

Wagga Wagga Tourism Partner

Council continues to focus on increasing day visitation from Wagga Wagga. The Wagga Tourism Partner program assists Council's by promoting events and attractions within our Shire. As part of the Wagga Tourism partner program Coolamon Shire features in the Wagga Wagga & Surrounds visitor guide, discovery map, what's on brochure and event listing on the Visit Wagga website.

Council's Internal Tourism Projects

The below list highlights proposed and ongoing projects to be carried out by Council's Tourism and Business Development Officer.

- Development and implementation of tourism strategy
- Promotion of events through the seasonal events Promotion brochure 'Coolamon Shire It's On' and website listings.
- Continue to work with organisers on event applications for events on Council owned/managed land
- Review, update and maintain Council's suite of promotional materials, this includes tourism website, visitor guides, maps and brochures
- Online promotion for increased day trip and overnight stays
- Management of 'Visit Coolamon Shire' social media platforms
- Regular updates on Australian Tourism Data Warehouse (ATDW)
- Development of internal photo library
- Management and review of Coolamon Shire Annual Event Funding Program
- Development of updated tourism collateral
- Support Coolamon Shire Businesses through the:
 - Annual Business Survey
 - Development of a Business Networking Group
 - Development of workshops, programs and networking opportunities for shire businesses
 - Increase communication with (and between) businesses
 - Collaborate with business on projects and explore options for buy-in marketing campaigns.
- Active member within Country Change Campaign
- Active member within the Canola Trail project (separate report provided)
- Active member of the Wagga Tourism Partner program
- Organise annual events:
 - Capture Coolamon Shire
 - Yield Festival
 - Coolamon NYE Street Party

○ Tackle the Track

Tackle the Track is a new event. Council hosted this event in 2023 for the first time under the NSW Government Reconnecting Communities funding. This was a successful event promoting our bike and walking tracks around Coolamon and Ganmain. The aim of this event is to grow exposure of our tracks and increase community and visitor use. Staff would use a combination of Council funds, sponsorship and grant funding to deliver this event.

Marketing Opportunities

Proposed expenditure does not include costs for possible marketing and media opportunities such as magazine articles, interviews, publications etc. if Council were to be approached throughout the year. These would be considered on a case-by-case basis.

PROPOSED EXPENDITURE – 2024/2025

Item	Amount
Tourism Focus	
Event: Coolamon NYE Street Festival	\$18,000.00
Event: Tackle the Track	\$4,000.00
Event: Yield Festival	\$2,000.00
Annual Event Funding Program	\$10,000.00
Seasonal It's On Events Campaign	\$4,500.00
Marketing and Promotion (Social media)	\$2,000.00
General Expenses – Domain Registration, Event Insurance	\$1,100.00
Collateral Reprint - Visitor Guides & Town Maps	\$6,000.00
EV Charger Maintenance Contract	\$1,100.00
Business Focus	
Business Networking Group Meetings	\$1,000.00
Business Workshops and Programs	\$2,500.00
Buy-in Campaigns	
Canola Trail	\$4,000.00
Country Change	\$4,500.00
Visit Riverina	\$7,500.00
Wagga Wagga Tourism Partner	\$1,250.00
Marketing opportunity – Collaboration with neighbouring LGA's	\$1,700.00
Total	\$71,150.00

Staff Recommendation

As the Tourism and Business Development Officer, it is my objective to grow, participate and encourage tourism initiatives and visitation to the Shire through these campaigns, Council projects and Shire events.

Recommendation

That Council:

- 1) Endorse Council's internal tourism projects for 2024/2025
- 2) Participate in tourism buy-in campaigns provided within this report and within the allocated 2024/2025 operating budget, and
- 3) Endorse the proposed three-year commitment structure for Visit Riverina with year 1 spend of \$7,500, year 2 spend of \$8,000 and year 3 spend of \$9,000.

RESOLVED on the motion of Clr Crocker and seconded by Clr Hatty that Council:

- 1) Endorse Council's internal tourism projects for 2024/2025,**
- 2) Participate in tourism buy-in campaigns provided within this report and within the allocated 2024/2025 operating budget, and**
- 3) Endorse the proposed three-year commitment structure for Visit Riverina with year 1 spend of \$7,500, year 2 spend of \$8,000 and year 3 spend of \$9,000. 52/04/2024**

GM5) 2024 EVENT FUNDING PROGRAM – EVENT APPLICATIONS (E.07-01, SC491)

The Coolamon Shire Council Event Funding Program provides financial assistance for community or tourism related events held within the Shire. Funds are to assist new and existing events to grow and increase levels of day and overnight visitation.

Applicants can apply for funds from a pool of \$10,000 (maximum of \$3,000 per application, no minimum amount), which will be assessed and allocated as per the program guidelines. The event must be held between 1 January 2024 to 31 December 2024. Funds will be available until money has been exhausted.

Funding must be used for:

- a. Promotion and marketing – Items and activities to assist with the promotion and marketing of the event (E.g.: graphic design, printing, photography, TV/radio/social media advertising); or
- b. Item or activity that will increase attendees to the event

This report includes two events seeking event funding:

1. EVENT NAME: ART FESTIVAL ON FORD

Event Date: Saturday 22 June 2024

Requesting Amount: \$3000







Event organiser: Myfanwy Collette & Jody Graham

2. EVENT NAME: COOLAMON FIRE ENGINE MUSTER

Event Date: 6 October 2024

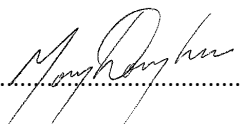
Requesting Amount: \$3000

Event organiser: Chris and Joanne Berry

Assessment Item	Applicant 1) Art Festival on Ford	Applicant 2) Coolamon Fire Engine Muster
Event description		
Requesting amount	\$3000	\$3000
The requested funds have been allocated to marketing and promotional purposes OR key attraction that will increase visitation	 Requesting money for banners, posters, newspaper advertising, flyers, radio and Facebook.	 Requesting money for radio advertising
The applicant is a community based not-for-profit organisation (or an individual), such as an Advance committee, School P&C, sporting club etc.		
Does this event: Answer "Yes" to any of the statements made under the heading "Not eligible for funding".	Event is eligible	Event is eligible
Would this funding support growth of an existing event AND/OR increase		

This is Page No. 12 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18TH April 2024.

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Assessment Item	Applicant 1) Art Festival on Ford	Applicant 2) Coolamon Fire Engine Muster
the number of visitors or the length of stay of visitors?	Aim to increase visitation and business/artist exposure	Aim to increase visitation numbers.
Funding this event would assist to gain positive regional, state-wide or national media coverage for the event and the Shire	✔ Increase regional coverage with radio and social media spend.	✔ Increase regional coverage with radio promotion
Does this event: a) Demonstrate evidence of attempting to gain support and/or funding from other sources b) Show evidence of attempted or actual collaboration with other events and industry operators	✔ Event organisers work with Advance Ganmain, local businesses, community groups and other events.	✔ Event organisers work with local businesses and Advance Coolamon.
Does this project work with council on the best method to promote the event e.g. has the recipient registered their event information with the Annual Events Marketing Campaign?	✔ Event is registered with Council's promotion and event application has been received.	✔ Event is registered with Council's promotion and event application has been received.
Has the project supplied all of the necessary supporting documentation?	✔ Currently working with committee to complete Council's event paperwork	✔ Event paperwork received and submitted to Police & Transport
Does the event align with the Community Plan?	✔	✔
Has this event received Coolamon Shire Event Funding previously?	2022 - \$1000	2022 - \$1000 2021 - \$2500 2019 - \$2000 Please note the event was not held in 2023.
Proposed spend:	Banners - \$800 Posters & printing - \$500 Newspaper - \$500 Flyers - \$500 Radio \$350 Facebook - \$200 Pebbles for school project - \$150	Radio - \$3000

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Previous Funding Recipients

Year	Event	Amount
2015	Ganmain Show	\$3,000
	Ardlethan Country Music Festival	\$3,000
2016	Ganmain Public School P&C Triathlon	\$2,000
	Ardlethan Country Music Festival & Talent Quest	\$2,000
	Ganmain Agricultural Show	\$2,000
2017	Up2Date Art Exhibition	\$3,000
	Ganmain Historical Society Open Day	\$3,000
2018	Ganmain Historical Society Open Day	\$2,000
	Ganmain P&C Public School Triathlon	\$3,000
2019	Ardlethan Art Prize	\$1,000
	Ardlethan Show	\$1,467
	Coolamon Fire Muster	\$2,000
	Ganmain Triathlon	\$1,500
2020	Ardlethan Country Music Festival	\$1,500
	Ganmain Historical Open Day	\$870
	NSW Men's Sandgreen Championships	\$1600
	Up2Date Art Exhibition	\$1500
2021	Coolamon Fire Engine Muster	\$2500
	Coolamon Touch Football	\$1000
	Red Nose Day Rural Style	\$1000
2022	Coolamon Fire Engine Muster	\$1000
	Coolamon Whole Town Garage Sale	\$500
2023	Ganmain Markets	\$2700
	Ardlethan Agricultural Show	\$3000
	Art Festival on Ford	\$1000
	Marrar Madness	\$2,000
	Coolamon Whole Town Garage Sale	\$300
	Total	\$49,437

Assessment

- Both applications have previously received funding
- Both events are using funds to promote and attract visitors through promotion.
- Previous events were successfully attended by the community and visitors.
- Funding will enhance promotion. Funding will be used for radio, newspapers, social media and printing.
- This funding aims to support event growth and improve sustainability. It is not intended as an annual allocation.
- These two events are the first to have applied for funding across the calendar year.

Art Festival on Ford:

- Received funding once before - \$1000
- One item is outside the funding guidelines
- Council supports this event, it promotes art and culture activities in the

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Shire

- The event has seen good attendance numbers since it commenced
- Recommended to support event with \$2,500. (Requested \$3000)

Coolamon Fire Muster:

- Received funding for three prior events - \$5,500
- Has received funding numerous times
- Council supports this event, it increases visitation to the town for the day
- The event attracts a large number of attendees
- Recommended to support event with \$1,500. (Requested \$3000)

Funds remaining are \$6,000 for further event support during the 2024 calendar year.

Recommendation

That Council:

- 1) Approve the below funding allocation:
 - Festival on Ford - \$2,500
 - Coolamon Fire Muster - \$1,500, and
- 2) Note that \$6,000 remains for additional event support

RESOLVED on the motion of Clr Lewis and seconded by Clr McKinnon that Council:

- 1) **Approve the below funding allocation:**
 - **Festival on Ford - \$2,500**
 - **Coolamon Fire Muster - \$1,500, and**
- 2) **Note that \$6,000 remains for additional event support** 53/04/2024

GM6) COOLAMON NYE STREET PARTY – REQUEST FOR ADDITIONAL FUNDING FOR EVENT GROWTH (E.07-02, SC492)

The Coolamon NYE Street Party has seen significant growth since it commenced in 2011. This event has become one of our main events in the community, providing a fun night for all and encourages a sense of unity in a safe and enjoyable environment. This report requests additional budget allocation to support its continued success and expansion.

The increasing popularity of the event has led to a rise in attendance, with last year witnessing an additional 2500 people joining us to celebrate. While this growth is a clear indicator of the event's positive impact, it has also placed greater pressure on various aspects of the event, including logistics, infrastructure and resources.


In order to ensure that the event maintains its high standards and continues to grow in size and impact, Council staff are seeking additional funding to support these efforts. Council staff are committed to securing sponsors to contribute financially, but believe that additional funding from Council would be instrumental in realizing our vision for the event's future.

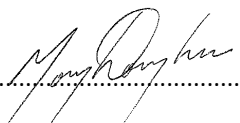
There are only a handful of NYE events in the area, which highlights substantial potential for further growth and community engagement. With this growth, however, comes the need to review and enhance our event procedures, documentation, and budget to ensure that Council can accommodate the increasing demands and expectations.

Staff strongly believe that additional financial support, can further elevate the event, reach more members of the community, and create an unforgettable experience for all participants. This additional contribution would not only help overcome current challenges and increased costs but also enable a solid foundation for sustainable growth in the years to come.

Council currently funds the fireworks display, with all remaining expenditure covered by sponsorship, kid zone sales and where successful, grant funding. With the increase cost of expenses it is difficult to solely rely on sponsorship and grant funding.

A full review of event logistics and paperwork is required after the 2023 event. The event witnessed a significant increase in attendance, which placed pressure on event staff, traffic control, first aid, security, kid's entertainment and food vendors. This review includes the amount of vendors, risk assessment, staff requirements on the night and budget. As the event continues to grow the need for more entertainment, activities, staffing and vendor's increases. Through this process staff will also review the sponsorship proposals and structure.

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.....GENERAL MANAGER.

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It is important that we aim to continue to provide a low-cost event for families within the Coolamon Shire and surrounding areas. The event has the ability to see large growth and become a significant event within the Coolamon Shire event calendar and region.

Please find below breakdown of expenditure across the last five years:

	2019	2020	2021	2022	2023
Income					
Council	\$10,738.71	\$8,023.66	\$10,973.73	\$12,500.00	\$13,000.00
Sponsorship	\$6,104.56	\$8,090.92	\$10,749.99	\$7,568.17	\$8,136.35
Grant Funding				\$11,000.00	
Wristband sales	\$3,085.00	2,670.50	\$2,596.50	\$3,941.00	\$5,431.82
TOTAL	\$19,928.27	\$18,785.08	\$24,320.22	\$35,009.17	26,568.17
Expenditure					
Fireworks	6,000.00	6,363.64	10,000.00	12,500.00	13,000.00
Staff wages	1,761.65	1,478.86	-	661.98	7,688.90
Hire equipment	1,580.91	1,162.27	1,839.45	2,861.45	2,703.64
First aid & Security	1,460.91	1,126.55	1,938.00	2,122.00	1,600.85
Kids entertainment	4,138.89	4,893.50	6,625.00	12,008.60	9,029.72
Musicians	2,300.00	2,500.00	2,000.00	3,000.00	3,200.00
Marketing & photographer	1,945.95	460.00	540.00	570.00	1,296.45
General expenses	74.96	101.73	679.24	178.49	30.00
TOTAL	19,263.27	18,086.55	23,621.69	33,902.52	38,549.56

* Sponsorship income includes stallholder fees

Note: Please note that the large increase of staff wages for 2023 is due to increase in traffic control requirements for the trial of a second fireworks zone and also in the past staff wages were not allocated to event expenditure. Going forward all staff wages will be allocated to the event.

Staff Recommendation

That Council contributions go towards fireworks, staff wages, hire equipment, first aid and security with an additional allocation of \$5,000 towards the event. Sponsorship and wristband sales would then be allocated towards kid's entertainment, musicians, marketing and promotion. Council currently contributes \$13,000.

That staff undertake a review of the sponsorship model and provide options for business/community participation in the event.

Recommendation

That Council continues to support the Coolamon NYE Street Party with the financial contribution of an additional \$5,000 making the total \$18,000.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Lewis that Council continues to support the Coolamon NYE Street Party with the financial contribution of an additional \$5,000 making the total \$18,000. [54/04/2024](#)

Clr Crocker declared a pecuniary interest in GM7 and left the meeting at 3.24pm

GM7) WEEDS ACTION PROGRAM (WAP) (N.02-01, SC284)

→ Council has received a response to the correspondence sent by the three Councils of Coolamon, Junee and Temora in regard to recent changes to the funding model for weeds management. A copy of the letter sent by the combined Councils has been attached together with the response received and signed by representatives of both LLS and DPI. [Attachment No. GM7.1](#)

Our major concern with this issue has been around the inability for collaboration between Councils to continue to undertake the Weed Action Program (WAP).

The combined RENWA model endorsed by the three Councils has now been determined as no longer compliant. This letter of response seems to indicate that no change has been made other than meeting guidelines that are insinuated to have been in place previous to our concerns being raised. This begs the question, what is wrong with the RENWA model now that was previously accepted?

In all other areas of Government we are encouraged to collaborate and provide Regional solutions that improve operational efficiencies. The RENWA model has been held up as an excellent example of Regional collaboration in the past by LLS.

This response seems to be a counter productive step.

→ The Local Government Act allows Council under Section 377 (2) to, delegate to any other Person or Body (not including another employee of the Council) any function of the Council under this or any other Act. The clause goes onto describe who this cannot apply to, however The Biosecurity Act is not mentioned as one of the following identified reasons. [Attachment No. GM7.2](#)

Surely the Councils can delegate this responsibility to another party to act on their behalf.

The main disappointment with this letter is that it puts process over outcome. Weed regulation has reached a point where barely any chemical hits the

ground and all costs are associated with managing programs. This Council is now receiving further confirmation that the program favours bureaucracy over effective weed management solutions.

Initially this response needs to be provided to RENWA for their assessment and comment, but ultimately the correspondence, as provided, does not address the reasons the three Councils wrote to the Minister expressing of our disappointment over the new interpretations and lack of funding support from the Government.

Recommendation

That a letter of response be directed to the Department of Regional NSW expressing our disappointment and concern over this matter.

RESOLVED on the motion of Clr Lewis and seconded by Clr McKinnon that a letter of response be directed to the Department of Regional NSW expressing our disappointment and concern over this matter and that representations be made to NSW Farmers. 55/04/2024

Clr Crocker returned to the meeting room at 3.36pm.

..... MAYOR

..... GENERAL MANAGER.

5.2 EXECUTIVE MANAGER, CORPORATE & COMMUNITY SERVICES' REPORTS

CS1) FINANCE REPORT

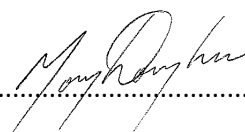
COOLAMON SHIRE COUNCIL
INCOME STATEMENT

for the period 1st July 2023 to 30th June 2024

	MARCH 2024	FEBRUARY 2024	JANUARY 2024	2023/2024	
				ORIGINAL BUDGET	2022/2023 ACTUAL
Income from continuing operations					
Rates & annual charges	4,319,035.43	4,319,035.43	4,319,791.68	4,272,318.00	4,148,709.85
User charges & fees	5,139,465.73	4,486,729.09	3,857,538.74	6,855,626.77	5,846,808.28
Other revenues	411,207.59	408,682.76	357,586.56	417,818.84	458,659.60
Grants & contributions provided for operating purposes	5,905,677.76	5,428,075.41	4,722,598.52	8,950,627.74	11,873,448.50
Grants & contributions provided for capital purposes	4,482,876.15	3,995,672.15	3,995,672.15	3,379,682.21	2,323,859.66
Interest and investment revenue	339,092.13	282,347.29	226,260.98	773,622.30	761,695.85
Other income	342,810.91	275,234.43	244,640.85	394,859.64	383,364.53
Net gain from the disposal of assets	448,644.21	360,008.00	249,469.96	396,712.09	124,095.50
Internals	0.00	0.00	0.00		0.00
Total income from continuing operations	21,388,809.91	19,555,784.56	17,973,559.44	25,441,267.59	25,920,641.77
Expenses from continuing operations					
Employee benefits and on-costs	6,159,503.36	5,584,050.64	4,852,159.69	7,034,510.00	7,691,499.55
Materials & services	5,965,829.94	5,525,094.43	4,850,883.06	9,162,114.54	6,657,900.74
Borrowing costs	12,329.58	8,976.16	0.00	10,000.00	65,197.21
Depreciation, amortisation & impairment	3,099,439.50	2,066,293.00	2,066,293.00	4,807,353.10	4,528,903.07
Other expenses	360,243.61	360,243.61	294,461.12	462,597.25	475,405.71
Net loss from the disposal of assets					
Total expenses from continuing operations	15,597,345.99	13,544,657.84	12,063,796.87	21,476,574.89	19,418,906.28
Operating result from continuing operations	5,791,463.92	6,011,126.72	5,909,762.57	3,964,692.69	6,501,735.49
Net operating result for the year before grants and contributions provided for capital purposes	1,308,587.77	2,015,454.57	1,914,090.42	585,010.48	4,177,875.83

This is Page No. of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18th April, 2024.

..... MAYOR



..... GENERAL MANAGER.

COOLAMON SHIRE COUNCIL
INCOME STATEMENT BY FUND

March 2024

	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	TOTAL
Income from continuing operations			
Rates & annual charges	3,574,149.11	744,886.32	4,319,035.43
User charges & fees	5,139,465.73	0.00	5,139,465.73
Other revenues	400,325.95	10,881.64	411,207.59
Grants & contributions provided for operating purposes	5,905,677.76	0.00	5,905,677.76
Grants & contributions provided for capital purposes	3,901,857.70	581,018.45	4,482,876.15
Interest and investment revenue	336,064.34	3,027.79	339,092.13
Other income	342,810.91		342,810.91
Net gain from the disposal of assets	448,644.21	0.00	448,644.21
Internals	41,026.00	(41,026.00)	0.00
Total income from continuing operations	20,090,021.71	1,298,788.20	21,388,809.91
Expenses from continuing operations			
Employee benefits and on-costs	6,024,185.60	135,317.76	6,159,503.36
Materials & services	5,661,550.71	304,279.23	5,965,829.94
Borrowing costs	12,329.58		12,329.58
Depreciation & amortisation	2,900,130.75	199,308.75	3,099,439.50
Other expenses	360,243.61	0.00	360,243.61
Total expenses from continuing operations	14,958,440.25	638,905.74	15,597,345.99
Operating result from continuing operations			
Net operating result for the year before grants and contributions provided for capital purposes	5,131,581.46	659,882.46	5,791,463.92
	1,229,723.76	78,864.01	1,308,587.77


GENERAL MANAGER'S REPORT TO THE MEETING HELD 18TH APRIL, 2024.

COOLAMON SHIRE COUNCIL
BALANCE SHEET
for the period 1st July 2023 to 30th June 2024

	MARCH 2024	FEBRUARY 2024	JANUARY 2024	2023/2024 ORIGINAL BUDGET	2022/2023 ACTUAL
ASSETS					
Current assets					
Cash and cash equivalents	3,546,012.98	3,336,218.02	5,770,945.09	6,717,652.68	6,379,157.77
Investments	25,793,691.09	25,751,512.33	23,751,512.33	18,501,512.33	20,501,512.33
Receivables	1,193,668.72	1,091,957.67	1,731,686.17	2,617,990.07	2,615,951.33
Inventories	5,185,903.98	5,191,015.91	5,202,891.80	4,234,623.32	5,205,220.82
Other					
Total current assets	35,719,276.77	35,370,703.93	36,457,035.39	32,071,778.40	34,701,842.25
Non-current assets					
Investments					
Receivables					
	280,092.35	280,092.35	280,092.35	239,087.35	280,092.35
Inventories	429,149.05	429,149.05	429,149.05	429,149.05	429,149.05
Infrastructure, property, plant & equipment	279,822,193.56	279,342,766.14	278,398,702.77	281,750,850.29	272,521,753.39
Accumulated Dep'n - Infrastructure, PP&E	(62,776,159.88)	(61,752,695.88)	(61,752,695.88)	(64,493,755.98)	(59,686,402.88)
Accumulated Imp't - Infrastructure, PP&E	0.00	0.00	0.00	0.00	0.00
Total non-current assets	217,755,275.08	218,299,311.66	217,355,248.29	217,925,330.71	213,544,591.91
Total assets	253,474,551.85	253,670,015.59	253,812,283.68	249,997,109.11	248,246,434.16
LIABILITIES					
Current liabilities					
Payables					
	8,513,983.04	8,388,935.55	8,701,939.98	9,492,636.94	7,988,636.94
Contract Liabilities	2,835,717.34	2,939,942.34	2,873,271.30	117,783.32	3,924,801.06
Borrowings	0.00	0.00	0.00	0.00	0.00
Employee benefit provisions	2,155,179.32	2,151,802.75	2,149,101.60	2,232,354.50	2,153,354.50
Provisions	31,445.95	31,445.95	31,445.95	0.00	31,445.95
Other	(0.05)	(0.05)	(0.05)	1,433.38	1,433.38
Total current liabilities	13,536,325.60	13,512,126.54	13,755,758.78	11,844,208.14	14,099,671.83
Non-current liabilities					
Payables					
	4,347.14	4,347.14	4,347.14	4,347.14	4,347.14
Borrowings	0.00	0.00	0.00	0.00	0.00
Employee benefit provisions	113,447.98	113,447.98	113,447.98	113,447.98	113,447.98
Provisions	535,030.89	535,030.89	535,030.89	545,030.89	535,030.89
Total non-current liabilities	652,826.01	652,826.01	652,826.01	662,826.01	652,826.01
TOTAL LIABILITIES	14,189,151.61	14,164,952.55	14,408,584.79	12,507,034.15	14,752,497.84
Net assets	14,189,151.61	14,164,952.55	14,408,584.79	12,507,034.15	14,752,497.84
EQUITY					
Retained earnings					
	239,285,400.24	239,505,063.04	239,403,698.89	237,490,074.96	233,493,936.32
	119,005,275.75	119,224,938.55	119,123,574.40	117,209,950.47	113,213,811.83
Reserves	120,280,124.49	120,280,124.49	120,280,124.49	120,280,124.49	120,280,124.49
Internal Assets/Liabilities	0.00	0.00	0.00		0.00
Trust					
Transfer					
Total equity	239,285,400.24	239,505,063.04	239,403,698.89	237,490,074.96	233,493,936.32

This is Page No. 22 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18th April 2024.

..... MAYOR

..... GENERAL MANAGER.

COOLAMON SHIRE COUNCIL
BALANCE SHEET BY FUND

March 2023

	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	COOLAMON SHIRE TOTAL
ASSETS			
Current assets			
Cash and cash equivalents	1,302,366.38	2,243,646.60	3,546,012.98
Investments	25,793,691.09		25,793,691.09
Receivables	997,158.30	196,510.42	1,193,668.72
Inventories	5,185,903.98		5,185,903.98
Other			0.00
Total current assets	33,279,119.75	2,440,157.02	35,719,276.77
Non-current assets			
Investments			0.00
Receivables	280,092.35		280,092.35
Inventories	429,149.05		429,149.05
Infrastructure, property, plant & equipment	255,655,751.73	24,166,441.83	279,822,193.56
Accumulated Depreciation	(53,863,099.38)	(8,913,060.50)	(62,776,159.88)
Accumulated Impairment	0.00		0.00
Total non-current assets	202,501,893.75	15,253,381.33	217,755,275.08
Total assets	235,781,013.50	17,693,538.35	253,474,551.85
LIABILITIES			
Current liabilities			
Payables			
	8,513,983.04	0.00	8,513,983.04
Contract Liabilities	2,835,717.34		2,835,717.34
Interfunding			0.00
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	2,155,179.32		2,155,179.32
Provisions	31,445.95		31,445.95
Other	(0.05)	0.00	(0.05)
Total current liabilities	13,536,325.60	0.00	13,536,325.60
Non-current liabilities			
Payables			
	4,347.14		4,347.14
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	113,447.98		113,447.98
Provisions	535,030.89		535,030.89
Total non-current liabilities TOTAL	652,826.01	0.00	652,826.01
LIABILITIES			
Net assets	14,189,151.61	0.00	14,189,151.61
EQUITY			
Retained earnings	221,591,861.89	17,693,538.35	239,285,400.24
Reserves	108,949,103.71	10,056,172.04	119,005,275.75
	112,642,758.18	7,637,366.31	120,280,124.49
Internal Assets & Liabilities	0.00		0.00
Trust Transfer			0.00
Total equity	221,591,861.89	17,693,538.35	239,285,400.24

This is Page No. 23 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18th April 2024.

..... MAYOR

..... GENERAL MANAGER.

GENERAL MANAGER'S REPORT TO THE MEETING HELD 18TH APRIL, 2024.

COOLAMON SHIRE COUNCIL
INTERNAL & EXTERNAL RESTRICTIONS
for the period 1st July 2023 to 30th June 2024

	MARCH 2024	FEBRUARY 2024	2023/2024		2022/2023 ACTUAL
			BUDGET (ADJ FOR JANUARY 2024 OPENING BALS)		
<i>EXTERNALLY RESTRICTED</i>					
Contract Liabilities	2,416,182.61	2,427,306.25	2,729,672.05	-8,077.62	3,798,939.85
Allawah Lodge Accommodation Payments	4,276,196.46	4,381,196.46	4,314,153.55	4,702,694.29	3,502,694.29
Allawah Village Loan-Licence	4,129,838.00	4,129,838.00	4,079,838.00	4,345,621.84	4,041,621.84
Home Care Packages	5,357.23	5,357.23	5,998.53	49,513.09	49,513.09
Developer Contributions	238,073.46	238,073.46	238,073.46	130,351.76	139,656.28
VPA Contributions					
Grant Revenues	5,242,592.98	4,698,969.36	4,710,169.36	2,653,181.85	2,653,181.85
Sewerage Fund	2,243,646.60	2,237,167.53	2,223,008.46	2,078,597.44	2,016,530.97
Waste Management	833,042.12	844,486.52	840,532.94	752,207.58	719,971.97
Stormwater Management Reserve	0.00	14,308.92	14,308.92	25,775.00	0.00
Other - Community Transport	345,518.63	353,150.92	353,150.92	315,144.82	315,144.82
	19,730,448.09	19,329,854.65	19,508,906.19	15,045,010.06	17,237,254.96
<i>INTERNALLY RESTRICTED</i>					
Plant Replacement Reserve	1,000,000.00	1,000,000.00	1,000,000.00	0.00	0.00
Employees Leave Entitlements Reserve	1,700,000.00	1,700,000.00	1,700,000.00	1,735,000.00	1,700,000.00
Deferred Works Reserve	212,939.28	159,851.21	164,744.28	300,825.63	358,615.63
Ardlethan Preschool	97,318.02	81,592.02	81,592.02	102,531.02	81,592.02
Asset Management	4,500,000.00	4,500,000.00	4,500,000.00	564,091.41	0.00
Financial Assistance Grant	0.00	0.00	0.00	4,762,788.00	4,762,788.00
Swimming Pools Reserve	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
Gravel Pits Rehabilitation Reserve	215,000.00	215,000.00	215,000.00	255,000.00	215,000.00
CECC Asset Mgt Reserve	332,453.56	320,539.32	314,553.63	217,713.09	234,788.87
Allawah Lodge Asset Mgt Reserve	921,078.18	795,147.54	781,388.00	946,387.55	946,799.55
Allawah Village Asset Mgt Reserve	304,199.55	307,505.94	328,975.22	429,681.61	457,619.43
	9,357,988.59	9,154,636.03	9,161,253.15	9,389,018.31	8,832,203.50
	251,267.39	603,239.67	852,298.08	811,211.64	811,211.64
Unrestricted					
TOTAL CONSOLIDATED CASH	29,339,704.07	29,087,730.35	29,522,457.42	25,245,240.01	26,880,670.10

This is Page No. 24 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18th April 2024.

..... MAYOR

..... GENERAL MANAGER.

GENERAL MANAGER'S REPORT TO THE MEETING HELD 18TH APRIL, 2024.

Investment Report

DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
2/11/2023	NAB	A1/A+	Term Deposit	\$ 500,000	154	5.10%	4/04/2024
26/07/2023	NAB	A1/A+	Term Deposit	\$ 1,000,000	273	5.40%	24/04/2024
24/07/2023	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	275	5.35%	24/04/2024
13/11/2023	NAB	A1/A+	Term Deposit	\$ 2,000,000	182	5.20%	13/05/2024
19/05/2023	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	364	5.10%	17/05/2024
24/01/2024	NAB	A1/A+	Term Deposit	\$ 2,000,000	119	5.00%	22/05/2024
29/05/2023	AMP	A2/BBB+	Term Deposit	\$ 500,000	365	5.20%	28/05/2024
7/07/2023	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	336	5.75%	7/06/2024
13/06/2023	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	5.45%	12/06/2024
24/07/2023	AMP	A2/BBB+	Term Deposit	\$ 500,000	364	5.75%	24/07/2024
3/08/2023	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	5.45%	2/08/2024
9/11/2023	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	273	5.30%	8/08/2024
9/09/2023	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	5.00%	9/09/2024
15/09/2023	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	5.20%	15/09/2024
14/09/2023	NAB	A1/A+	Term Deposit	\$ 1,000,000	365	5.15%	13/09/2024
23/09/2023	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	5.00%	23/09/2024
1/10/2023	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	5.00%	1/10/2024
4/10/2023	NAB	A1/A+	Term Deposit	\$ 1,000,000	365	5.20%	3/10/2024
12/10/2023	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	5.10%	11/10/2024
19/10/2023	Beyond Bank	A2/BBB	Term Deposit	\$ 750,000	365	5.00%	19/10/2024
25/10/2023	AMP	A2/BBB+	Term Deposit	\$ 500,000	365	5.15%	24/10/2024
7/11/2023	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	5.35%	6/11/2024
1/02/2024	NAB	A1/A+	Term Deposit	\$ 1,000,000	365	4.95%	31/01/2025
15/02/2024	ING	A1/A+	Term Deposit	\$ 1,000,000	365	5.11%	14/02/2025
21/02/2024	ING	A1/A+	Term Deposit	\$ 1,000,000	365	5.18%	20/02/2025
2/03/2024	Beyond Bank	A2/BBB	Term Deposit	\$ 1,043,691	366	4.80%	2/03/2025
TOTAL INVESTED				\$ 25,793,691			

I hereby certify that the above investments have been made in accordance with Section 625 of the *Local Government Act 1993* , clause 212 of the *Local Government (General) Regulation 2021* and Council's Investment Policy.
(Samantha Jennings, Finance Manager)

..... MAYOR

..... GENERAL MANAGER.

RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS (as at 30 June 2023)

External Restrictions - included in liabilities

Specific purpose unexpended grants

3,798,939.85

Allawah Lodge Bonds & Payments

3,502,694.29

Allawah Village Loan Licences

4,041,621.84

Home Care Packages

External Restrictions - other

49,513.09

11,392,769.07

Developer contributions - general

139,656.28

Specific purpose grants (recognised as revenue)

2,653,181.85

Sewerage Services

2,016,545.83

Domestic Waste Management

719,971.97

Stormwater Management

Other - Community Transport

-

Internal Restrictions

312,753.25

5,842,109.18

Plant & vehicle replacement

-

Employees Leave Entitlements

1,700,000.00

Deferred Works

358,615.60

Ardlethan Preschool (non-grant)

81,592.02

Asset management/replacement

Financial Assistance Grant Advance

-

4,762,788.00

Swimming Pools

75,000.00

Rehabilitation of Gravel Pits

215,000.00

Coolamon Early Childhood Centre

234,788.87

Allawah Lodge

946,927.52

Allawah Village

457,619.43

8,832,331.44

TOTAL RESTRICTIONS

26,067,209.69

UNRESTRICTED

813,460.41

TOTAL CASH, CASH EQUIVALENTS & INVESTMENTS

26,880,670.10

GENERAL MANAGER'S REPORT TO THE MEETING HELD 18TH APRIL, 2024.

RATE COLLECTIONS

	ARREARS BFWD	LEVIES INC. INTEREST	TOTAL	COLLECTIONS TO DATE	% TO TOTAL	ADJUSTMENTS INC. PENS CONCESSIONS	ADJ TOTAL	% TO TOTAL	COLLECTABLE BALANCE
31/03/2004	280,098.47	2,042,530.43	2,322,628.90	1,643,550.53	70.76%	119,446.23	2,203,182.67	74.60%	559,632.14
31/03/2005	181,374.69	2,090,183.53	2,271,558.22	1,610,038.03	70.88%	107,409.99	2,164,148.23	74.40%	554,110.20
31/03/2006	163,566.58	2,168,380.12	2,331,946.70	1,665,566.12	71.42%	107,515.78	2,224,430.92	74.88%	558,864.80
31/03/2007	185,519.90	2,260,153.99	2,445,673.89	1,697,005.69	69.39%	108,908.33	2,336,765.56	72.62%	639,759.87
31/03/2008	236,912.33	2,424,028.49	2,660,940.82	1,842,237.22	69.23%	124,195.98	2,536,744.84	72.62%	694,507.62
31/03/2009	277,343.62	2,505,620.97	2,782,964.59	1,927,325.78	69.25%	125,166.76	2,657,797.83	72.52%	730,472.05
31/03/2010	239,371.45	2,595,555.85	2,834,927.30	1,954,008.36	68.93%	122,591.09	2,712,336.21	72.04%	758,327.85
31/03/2011	309,194.09	2,732,515.59	3,041,709.68	2,099,148.45	69.01%	171,329.03	2,870,380.65	73.13%	771,232.20
31/03/2012	239,162.46	2,877,024.02	3,116,186.48	2,248,787.28	72.16%	129,355.07	2,986,831.41	75.29%	738,044.13
31/03/2013	207,935.41	3,042,729.02	3,250,664.43	2,332,395.85	71.75%	127,977.11	3,122,687.32	74.69%	790,291.47
31/03/2014	230,807.22	3,153,398.26	3,384,205.48	2,422,743.00	71.59%	124,598.22	3,259,607.26	74.33%	836,864.26
31/03/2015	263,562.88	3,303,946.20	3,567,509.08	2,519,377.73	70.62%	122,649.25	3,444,859.83	73.13%	925,482.10
31/03/2016	335,520.44	3,419,374.08	3,754,894.52	2,685,892.91	71.53%	123,943.17	3,630,951.35	73.97%	945,058.44
31/03/2017	300,944.76	3,505,970.79	3,806,915.55	2,728,939.80	71.68%	123,555.38	3,683,360.17	74.09%	954,420.37
31/03/2018	303,728.87	3,576,653.01	3,880,381.88	2,766,747.07	71.30%	118,594.79	3,761,787.09	73.55%	995,040.02
31/03/2019	319,410.16	3,689,035.22	4,008,445.38	2,851,671.64	71.14%	117,993.12	3,890,452.26	73.30%	1,038,780.62
31/03/2020	368,193.86	3,794,132.70	4,162,326.56	2,908,398.40	69.87%	117,329.15	4,044,997.41	71.90%	1,136,599.01
31/03/2021	342,642.82	4,100,704.99	4,443,347.81	3,142,760.45	70.73%	124,745.06	4,318,602.75	72.77%	1,175,842.30
31/03/2022	190,868.79	4,099,585.84	4,290,454.63	3,286,057.54	76.59%	122,662.49	4,167,792.14	78.84%	881,734.60
31/03/2023	126,583.34	4,232,790.86	4,359,374.20	3,331,700.89	76.43%	125,790.17	4,233,584.03	78.70%	901,883.14

2023/2024

31/07/2023	142,153.16	4,382,873.66	4,525,026.82	308,451.91	6.82%	120,099.99	4,404,926.83	7.00%	4,096,474.92
31/08/2023	142,153.16	4,383,909.09	4,526,062.25	1,515,924.65	33.49%	121,534.36	4,404,527.89	34.42%	2,888,603.24
30/09/2023	142,153.16	4,385,615.64	4,527,768.80	1,758,091.76	38.83%	122,018.73	4,405,750.07	39.90%	2,647,658.31
31/10/2023	142,153.16	4,390,966.56	4,533,119.72	1,851,869.09	40.85%	122,524.98	4,410,594.74	41.99%	2,558,725.65
30/11/2023	142,153.16	4,392,639.21	4,534,792.37	2,361,108.41	52.07%	122,863.63	4,411,928.74	53.52%	2,050,820.33
31/12/2023	142,153.16	4,396,812.09	4,538,965.25	2,605,123.55	57.39%	123,538.63	4,415,426.62	59.00%	1,810,303.07
31/01/2024	142,153.16	4,398,517.40	4,540,670.56	2,684,988.49	59.13%	123,623.01	4,417,047.55	60.79%	1,732,059.06
28/02/2024	142,153.16	4,399,931.98	4,542,085.14	3,248,742.35	71.53%	124,379.26	4,417,705.88	73.54%	1,168,963.53
31/03/2024	142,153.16	4,401,804.31	4,543,957.47	3,437,455.71	75.65%	124,379.26	4,419,578.21	77.78%	982,122.50

This is Page No. of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18th April, 2024.

..... MAYOR GENERAL MANAGER.

Recommendation

That the report titled CS1 Finance Report be received.

RESOLVED on the motion of Clr Hatty and seconded by Clr Crocker that the report titled CS1 Finance Report be received. [56/04/2024](#)

CS2) QUARTERLY BUDGET REVIEW AS AT 31 MARCH 2024 (F.02-02)

- ➔ Enclosed with the attachments is the Quarterly Budget Review Statements to the 31 March 2024 for Council's information. The Review reveals a change in Council's anticipated operating result after capital amounts from an original surplus of \$3,964,688 to a surplus of \$5,453,709. [Attachment No.CS2](#)

Council's anticipated nett cash position has decreased from an original deficit of \$1,661,508 to a deficit of \$3,298,396 being an unfavourable variance of \$1,636,888.

The following items have been subject to material forecast changes in the last quarter:

Income

Sewerage

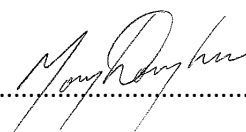
Item	Original Budget	YTD 31/03/2024	Amended Budget	Variance (\$)	Variance (%)
OLG Flood Recovery AGRN 1030/1034 Income (capital)	800,000	0	0	-800,000	100.00 UF

Recreation & Culture

Item	Original Budget	YTD 31/03/2024	Amended Budget	Variance (\$)	Variance (%)
OLG Flood Recovery AGRN 1030/1034 Income (operating)	100,000	0	0	-100,000	100.00 UF
OLG Flood Recovery AGRN 1030/1034 Income (capital)	100,000	0	0	-100,000	100.00 UF
SCCF5 – Caravan Park Cabins	563,819	0	0	-563,819	100.00 UF

OLG Flood Recovery AGRN 1030/1034 Income – These works associated with this grant have now been approved but as the works will be completed in FY2025 the income will be brought to account then. Council has already received the funds but holds the money as a liability

SCCF5 – Caravan Park Cabins – The cabins will not be completed in the current financial year the income will be brought to account when the project is completed.



Transport & Communication

Item	Original Budget	YTD 31/03/2024	Amended Budget	Variance (\$)	Variance (%)
Natural Disaster Funding	0.00	-148,986	-148,986	-148,986	UF

Natural Disaster Funding – Council's claim in FY2023 for Natural Disaster funding has been reversed as a result of the claim process

Operating Expenditure

Sewerage

Item	Original Budget	YTD 31/03/2024	Amended Budget	Variance (\$)	Variance (%)
Treatment Works – Working Expenses	140,000	119,388	160,000	-20,000	14.28 UF
Sewer Mains Maintenance	50,000	139,534	160,000	-110,000	220.00 UF
Pump Station Maintenance	35,000	47,669	55,000	-20,000	57.14 UF
Effluent Reuse Maintenance	22,000	37,831	45,000	-23,000	104.55 UF

Sewer Maintenance – Additional maintenance of the Treatment Works, Pump Stations and Effluent Reuse scheme and the engagement of a contractor to do a comprehensive visual inspection of the Ardlethan Sewerage Network has resulted in these additional expenses.

Transport & Communication

Item	Original Budget	YTD 31/03/2024	Amended Budget	Variance (\$)	Variance (%)
Regional & Local Roads Repair Programme	1,276,000	402,123	410,704	865,296	67.81 F

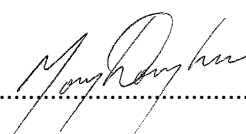
Regional & Local Roads Repair Program – Following adjustments to the funding, Council can now spend the allocation over 4 years.

Miscellaneous cash provided by (or used in) Operating Activities

Item	Original Budget	YTD 31/03/2024	Amended Budget	Variance (\$)	Variance (%)
Contract Liabilities – SCCF5 Funds	451,055	0	0	451,055	100.00 F
Contract Liabilities – OLG Flood Recovery	1,000,000	0	0	1,000,000	100.00 F
Allawah Lodge Accommodation Payments (net)	0	773,502	370,722	370,722	F

Contract Liabilities – Council has already received these funds but they cannot be accounted for as income until the projects have been completed.

Allawah Lodge Accommodation Payments - Council has received funds from a number of new residents that were not included in the original budget.



Investing Incomes

Item	Original Budget	YTD 31/03/2024	Amended Budget	Variance (\$)	Variance (%)
Business Park Sales	1,663,240	0	232,808	1,430,612	85.99 UF

Business Park Sales – the change in the economic environment has meant that Council has not been successful in selling any allotments in the current financial year. Sales will be spread over the next 4-5 years.

Investing Expenditure

Item	Original Budget	YTD 31/03/2024	Amended Budget	Variance (\$)	Variance (%)
OLG Flood Recovery – Sewer Dams, Effluent Reuse & Coolamon Showground Drainage	900,000	0	0	900,000	100.00 F
Allawah Lodge Refurbishment	254,429	24,629	56,994	197,435	77.60 F
Allawah Village Refurbishment	221,616	55,966	100,000	121,616	54.88 F
Industrial Complex	800,000	12,500	12,500	787,500	98.38 F
Sewer Refurbishments	288,667	6,886	356,886	68,219	23.63 UF
Town Reseals	107,477	305,768	305,768	198,291	184.50 UF

OLG Flood Recovery - These works have been approved but will be completed by contractors in FY2025

Allawah Lodge & Allawah Village Refurbishment – based on year to date expenditure the refurbishment expenditure expected to be below the budget allowance.

Industrial Complex – the construction will be deferred until FY2025

Sewer Refurbishments – additional funding has been allocated to undertake the required works in Ardlethan

Town Reseals – this budget allowance was previously increased to allow for deferred works. When all works were completed the total amount spent amounted to \$305,768

Responsible Accounting Officer Statement

It is my opinion that the Quarterly Budget Review as presented to Council for the quarter ended 31st March 2024 indicates that Council's projected financial position at 30th June 2024 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Recommendation

That the Quarterly Budget Review Statements as at 31st March 2024 be received and noted and the revised budgeted income and expenditure be voted.

RESOLVED on the motion of Clr Maslin and seconded by Clr Crocker that the Quarterly Budget Review Statements as at 31st March 2024 be received and noted and the revised budgeted income and expenditure be voted. 57/04/2024

CS3) DRAFT DELIVERY PROGRAM 2024-2028 & OPERATIONAL PLAN 2024-2025 – SERVICE REVIEWS (S.11-06)

Council is required to detail to the community service level reviews as part of the IP&R process.

An Essential Element of the **Delivery Program** is - *To encourage continuous improvement across the council's operations, the Delivery Program must identify areas of service that the council will review during its term, and how the council will engage with the community and other stakeholders to determine service level expectations and appropriate measures.*

Further an Essential Element of the **Operational Plan** is - *With respect to service reviews identified in the Delivery Program, the Operational Plan must specify each review to be undertaken in that year.*

Senior staff have discussed a number of possible topics to be considered and timing of such reviews as follows:

- FY2025 Road Hierarchy – as FY2025 will be the first year of a newly elected Council, past practice is that the Road Hierarchy is reviewed
- FY2026 Swimming Pools
- FY2027 Community Care – as the funding model for Community Care will be changing, Council should undertake a review of the services provided
- FY2028 Waste/Landfills/Collections

A review of Parks & Gardens was also discussed but was not allocated within the four years for which the Draft Delivery Plan is being developed.

Recommendation

That Council endorse the inclusion of the following service level reviews in the Draft Delivery Program 2024-2028

- FY2025 Road Hierarchy
- FY2026 Swimming Pools
- FY2027 Community Care
- FY2028 Waste/Landfills/Collections

RESOLVED on the motion of Clr Hutcheon and seconded by Clr McKinnon that Council endorse the inclusion of the following service level reviews in the Draft Delivery Program 2024-2028. 58/04/2024

- **FY2025 Road Hierarchy**
- **FY2026 Swimming Pools**
- **FY2027 Community Care**
- **FY2028 Waste/Landfills/Collections**

CS4) POLICY REVIEW (P.12-01, SC316)

→ As part of Council's ongoing policy review, the following policies are presented by staff:

- Data Breach Operational Policy [Attachment No.CS4.1](#)
- End User Security Policy [Attachment No.CS4.2](#)
- ICT Equipment Replacement Policy [Attachment No.CS4.3](#)
- Use of Information Technology and Communication Devices Policy [Attachment No.CS4.4](#)

Recommendation

That the policies as presented be adopted:

- Data Breach Operational Policy
- End User Security Policy
- ICT Equipment Replacement Policy
- Use of Information Technology and Communication Devices Policy

RESOLVED on the motion of Cllr Maslin and seconded by Cllr Lewis that Council that the following policies be adopted: [59/04/2024](#)

- **Data Breach Operational Policy**
- **End User Security Policy**
- **ICT Equipment Replacement Policy**
- **Use of Information Technology and Communication Devices Policy**

5.3 EXECUTIVE MANAGER, ENGINEERING & TECHNICAL SERVICES REPORTS

ES1) SHIRE ROAD RESHEETING, STABILISATION AND MAINTENANCE

The following roads have received maintenance attention over the past month:

- 1) MAINTENANCE
 - Coffin Rock Road (Marrar North Road to Ramp Road)
 - Ramp Road (Coffin Rock Road to End)
 - East west Road (Rannock Road to Ardlethan Road)
 - Marrarvale Lane (Marrar South Road to Coolamon Road)

MAINTENANCE

There have been no maintenance resheets due to construction works.

ES2) FLR ROUND 4 – MARRAR NORTH ROAD (R.07-11, SC1256)

Reconstruction works including formation corrections, stabilisation and seal on the southernmost section (10.64 – 12.40km) have now been completed.

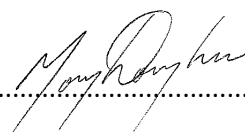
ES3) ROADS TO RECOVERY PROGRAMME 2023/2024 (F.02-02, SC178)

- 1) BRUSHWOOD NORTH ROAD – CAUSEWAY CONSTRUCTION (0.20 - 0.24KM)

Contractors have now completed construction of a concrete causeway and is open to traffic.

- 2) RANNOCK ROAD – RECONSTRUCTION (29.56 - 29.82KM) 360M

Reconstruction works have commenced on these curves at the very northern section of Rannock Road bordering with Temora Shire Council. Works included formation/seal widening, superelevation to current standards, stabilisation and seal. Completion of these works will permit passage of road trains, which has been a frequent request of Landholders in this region.



ES4) BLOCK GRANT 2023/2024 (R.07-03, SC330)

- 1) ARDLETHAN ROAD RECONSTRUCTION (30.45–31.08 AND 52.66–53.64KM)
1.61KM

Council have commenced reconstruction works on these sections of its Regional road Network. Formation corrections are currently occurring and stabilisation/seal is scheduled for late April.

ES5) TOWN WORKS (F.02-02, SC178)

- 1) INTERSECTION YORK STREET/SEE STREET, MARRAR – SYNTHETIC
REPLACEMENT

Contractors have completes the replacement of the dilapidated old synthetic grass with a concrete stencil finish. Additional works include refurbishment of stormwater inlet and renewal of kerb and gutter with mountable kerb.

ES6) STINSON STREET SUBDIVISION (S.16-05, SC1418)

Contractors have commenced kerb and gutter installation with foundation development. Excavation works have temporarily delayed due to rain events and will recommence once dried out.

ES7) SCCF3 – GANMAIN PUMP TRACK

Council have commenced clearing of the site and will be followed by provision of drainage and foundation development prior to boxing of track structure.

Recommendation

That the reports ES1 to ES7 be noted.

RESOLVED on the motion of Clr Hatty and seconded by Clr Maslin that the reports ES1-ES7 be noted. 60/04/2024

ES8) BIOSECURITY WEEDS REPORT (N.02-01, SC284)

Biosecurity Weeds Officer Report

Activities

- Private property inspections have been carried out across the Shire.
- Prairie Ground Cherry has been treated.
- Euphorbia spraying undertaken is continuing to become a species of concern.
- Tree sucker spraying complete.
- Road shoulder spraying to commence in the coming weeks.
- High-risk roadways inspected across the Shire.
- Staff have completed roadside inspections of high-risk pathways and sites.
- Preparations are underway for the Murrumbidgee Field Days at Griffith as part of our WAP commitments to public education.
- Much time has been spent on the new funding application process, change to NSW Govt. policies mean the weeds funding is now considered a grant rather than an augmentation of our own program and there is now subject to a more rigid set of probity and reporting rules. We now cannot submit applications under our cooperative arrangement with Junee and Temora as RENWA but submit a stand-alone application. This affects Council in a few ways, not only tripling office time of Weeds contractors but also Council staff as contractor cannot submit the applications. More to come on this.

WAP Targets Addressed:

- 1.1** High risk species and pathways identified and managed
- 1.22** Discussion of High Risk Weeds list at Regional level
- 2.1** Timely detection of new incursions
- 2.11** Regional inspection program implemented. High-risk sight inspection
- 3.22** Impacts reduced, (control applied) to priority pathways.
- 4.3.2.1** Field Days (held or attended).

Recommendation

For Council information.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr McKinnon that the report be noted. 61/04/2024

5.4 EXECUTIVE MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES REPORTS

HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 31ST MARCH 2024 (B.05-03, SC58)

Summary

This report advises of the Development Application activity for the month of March 2024.

Application Number	Type	Address	Determination	Value
DA 2024/ 6	Shed	119 Campbells Lane, Coolamon	Approved 01/03/2024	\$55,000
DA 2024/ 3	Shed	80 Loch Street, Ganmain	Approved 14/03/2024	\$49,090
DA 2024/ 8	Shed	75 Wallace Street South, Coolamon	Approved 18/03/2024	\$24,000
DA 2023/ 72	Subdivision – TORRENS	48 Iverach Street South, Coolamon	Approved 21/03/2024	\$5,000
DA 2024/ 4	Shed	3 Jerricks Lane, Coolamon	Approved 21/03/2024	\$28,374
DA 2024/9	Garage	54-56 Pine Street, Matong	Approved 22/03/2024	\$56,773
TOTAL:	6			\$218,237.00

Financial Implications

There are nil financial implications to Council as a result of this report.

Consultation

Applications have been notified and exhibited in accordance with Council's Development Control Plan as required.

Recommendation

That Council receive and note this report on development activity for the period up to 31st March 2024.

RESOLVED on the motion of Clr Lewis and seconded by Clr Crocker that the report on development activity for the period up to 31st March 2024 be noted. 62/04/2024

6) MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD 18TH MARCH 2024

RESOLVED on the motion of Clr Maslin and seconded by Clr Hutcheon that the Recommendations of the Audit, Risk & Improvement Committee Meeting Held 18th March 2024 be adopted. 63/04/2024

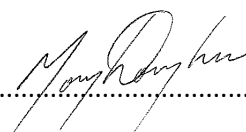
7) REPORTS: DELEGATES/MAYOR/COUNCILLORS

1. Clr McCann

- REROC held its "Take Charge" event in Wagga. Another successful event.
- General Manager and Mayor met with Jill Ludford, Murrumbidgee Local Health District. Remains supportive for Coolamon-Ganmain MPS upgrade. Council seeking regular reports from LHAC.
- Attended SES awards ceremony at which Andrew Storer and Gordon Collis received Long Service Awards.
- General Manager and Mayor attended round table with Goldenfields Water County Council. Specifically asked about Fast Flow water delivery.
- Special Commission on Rural Health where GM & Mayor gave evidence and comprehensive statement provided.
- Preparing RFS submission to Public Accounts Committee regarding finance, red fleet, operations and management
- Preparing Council Financial Viability enquiry currently being conducted by both State and Federal Government concurrently.

2. Clr McKinnon

- Advance Matong are holding a market sale, on Mothers day.
- Coolamon Caravan Park complaints meeting has been scheduled for 24 April 2024



3. Clr Maslin

- Asked about Rural Crime Enquiry – Mayor advised that Steph Cooke is calling for enquiry to come to the region.
- Opportunities for recycling hard to deal with products – banish.com.au
Look at Allawah and pill packs.

4. Clr Lewis

- Enquired about the zoning and operations of a business on the Corner of Booth and Lewis Streets.
- Rural Outreach Counsel has purchased a moveable picture theatre.

Next Meeting: 16th May 2024.

Meeting Closed at 3.58 pm.

Confirmed and signed during the Meeting held this 16th day of May 2024.

.....
MAYOR

.....
MAYOR

.....
GENERAL MANAGER.

BUSINESS:

- 1) Apologies.
- 2) Confirmation of Minutes (10 November 2023)
- 3) Matters Arising from previous Minutes
- 4) External Audit
- 5) Internal Audit
- 6) Risk Management
- 7) Notification of Incidents of Fraud or Investigation involving Coolamon Shire Council
- 8) General Business
- 9) Next Meeting

PRESENT: G Baker (Bland Shire Council) Clr K Maslin and Clr B Hutcheon.

STAFF: T Donoghue, General Manager
C Armstrong, Executive Manager, Corporate & Community Services
Mark Lyons, Asset & Risk Management Officer

EXTERNAL AUDIT: J Gilbert – Crowe (audio/visual)

INTERNAL AUDIT: C Richardson –National Audits Group (audio/visual)

APOLOGIES : A Balind and Clr A White

1) **APOLOGIES**

RECOMMENDED on the motion of Clr B Hutcheon and seconded by Clr K Maslin that the apologies of A Balind and Clr A White be accepted.

2) **CONFIRMATION OF MINUTES (10 NOVEMBER 2023)**

Recommendation

RECOMMENDED on the motion of Clr K Maslin and seconded by Clr B Hutcheon that the Minutes of the Meeting held 10 November 2023 as circulated be confirmed and adopted.

3) **MATTERS ARISING FROM MINUTES (10 NOVEMBER 2023)**

Nil

4) **EXTERNAL AUDIT**

J Gilbert gave a verbal report to the FY2023 Final Management Letter detailing the issues:

- Rural fire-fighting equipment not recognised in the financial statements
- ITGC governance
- Corporate Government – BCP & Crisis Management
- Sewer asset fair value

C Armstrong provided an update from management as follows:

- Council's position in relation to RFS equipment has not changed.
- Council staff had commenced a review of Council's ITGC documents in consultation with Veritech (Network Support provider) with intention of updated documents to be presented to MANEX in April 2024.
- Council staff have commenced a review of BCP documentation in conjunction with Statewide Mutual CIP with intention of updated document to be presented to MANEX in April 2024.
- Council staff have commenced a comprehensive revaluation of sewer, stormwater, roads, footpath and bridges for the FY2024 financial year including staff currently undertaking condition assessments.

Chairperson, G Baker asked about the resources to undertake comprehensive valuation of the majority of Council's asset classes and T Donoghue & C Armstrong advised that the resourcing of the revaluation task was not an issue.

J Gilbert provided a verbal report on the Annual Engagement Plan for the year ending 30 June 2024, highlighting the key issues relating to revaluations, fair value assessments, timeliness and quality, cyber security, grant income and rehabilitation provisions.

C Armstrong advised the Committee of some possible timeliness issues relating to the September 2024 NSW Local Government Elections.

Chairperson, G Baker asked about Coolamon Shire Council's rehabilitation provisions. C Armstrong advised that Council accounted for rehabilitation provisions for gravel pits only as landfill were rehabilitated on an ongoing basis. T Donoghue advised that Council staff had undertaken a comprehensive review of it's gravel pits a number of years ago.

J Gilbert pointed out that the audit fee for FY2024 had only increased by 2.0% and that the audit for Coolamon Shire Council was currently in contract and that a number of other Council's had experienced larger increases as their audits were subject to tender for the FY2024 financial year

RECOMMENDED on the motion of Clr K Maslin and Clr B Hutcheon that the ARIC note the External Audit report.

J Gilbert left the meeting at 10.25am

5) INTERNAL AUDIT

a. Current Internal Audit Topic - Risk Management Framework

C Richardson from National Audits Group spoke on the Risk Management Framework Audit. C Richardson outlined that the audit was undertaken as a desktop review with subsequent discussions held with C Armstrong and M Lyons.

C Richardson advised that the audit opinion was "partially effective" where it had been identified that some things were being done well considering the resource limitations but a number of recommendations were identified where Council's processes were considered inadequate.

C Armstrong responded to the report and advised the Committee of the management response to the recommendations.

C Richardson left the meeting at 10.38am

b. Internal Audit Plan – Light Fleet Management

C Armstrong advised the Committee that the next internal audit topic is “Light Fleet Management”. The Internal Audit Alliance is yet to determine the scope or engage a contractor to undertake the audit.

c. Report on Actions taken since last meeting.

C Armstrong spoke to the report on the status of the recommendations relating to previous audits.

RECOMMENDED on the motion of Clr B Hutcheon and Clr K Maslin that the ARIC note the progress in the Report on Actions and specifically the recommendations and management responses relating to the Risk Management Framework.

6) **RISK MANAGEMENT**

C Armstrong & M Lyons gave a verbal report on future Risk Management related reports to be presented to the Committee including the Risk Register and Risk Action Plan.

7) **NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTIGATIONS INVOLVING COOLAMON SHIRE COUNCIL**

- a. Incidents of Fraud
Nil reported.
- b. NSW Ombudsman’s Reports
Nil reported.
- c. ICAC Enquiries involving Coolamon Shire Council
Nil reported.
- d. Office of Local Government
Nil reported.

8) **GENERAL BUSINESS**

No general business was raised by the Committee.

9) **NEXT MEETING**

The next meeting of the Audit, Risk & Improvement Committee is scheduled for the first week in July subject to the completion of the next internal audit.

Meeting closed at 11.00am.

ATTACHMENTS FOR THE MEETING HELD 18th APRIL 2024

ITEMS DISTRIBUTED WITH THE AGENDA

1) ACTIVITY REPORTS

- 1) Operating Statistics of the Coolamon Shire Library for March 2024.
- 2) Tourism & Business Development Officer's Report for March 2024.
- 3) Road Safety Officer's Report for March 2024.
- 4) Allawah Community Care Report for March 2024.
- 5) Allawah Lodge Quarterly Report for the Period January 2024 – March 2024.
Refer Correspondence Item (1a).

INFORMATION PAPERS:

- 1) Minutes from the Advance Ganmain Committee Meeting held 6th March 2024.
- 2) Balance sheet for the Rannock Community Centre – Reserve No. 89397 as at 29th February 2024.
- 3) Minutes and Treasurers Reports from the Ardlethan Showground Management Committee Meetings, May 2023 – March 2024.
Refer Correspondence Item (2a).

GM1) A copy of the candidate briefings for the upcoming Local Elections. Refer General Manager's Report (GM1), [File No. E.01-09].

GM2) A copy of the Minutes from the RRL Advisory Committee Meeting held 27 March 2024. Refer General Manager's Report (GM2), [File No. L.03-03].

GM3) Correspondence in relation to Crown Lands in Marrar. Refer General Manager's Report (GM3), [File No. L.02-02].

GM3.1) A copy of the correspondence sent by Coolamon Shire Council to address NSW Housing Shortage.

GM3.2) A copy of the response from the Department of Planning, Housing and Infrastructure.

GM7) Correspondence in relation to The Weeds Action Plan. Refer General Manager's Report (GM7), [File No. N.02-01].

GM7.1) A copy of the correspondence sent by Coolamon, Junee and Temora Shire Councils to the LLS and DPI plus response form the Departments.

GM7.2) A copy of the response of the Local Government Act, Section 377 (2).

CS2) A copy of the Quarterly Budget Review Statements. Refer General Manager's Report (CS2), [File No. F.02-02].

CS4) Policies for adoption. Refer General Manager's Report (CS4), [P.12-01].

CS4.1) Data Breach Operational Policy

CS4.2) End User Security Policy

CS4.3) ICT Equipment Replacement Policy

CS4.4) Use of Information Technology and Communication Devices Policy

ITEMS TABLED AT THE MEETING

- 1) The draft RRL Management Plan 2024-2025 as endorsed by the RRL Advisory Committee meeting held on 27 March 2024.

APPENDIX 1 - Adopted Policies April 2024



DATA BREACH OPERATIONAL POLICY

Date Adopted	18th April 2024		
Council Minute	59/04/2024		
Version	Version 1		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	April 2024	Next Scheduled Review	April 2028

INTRODUCTION

Part 6A of the *Privacy and Personal Information Protection Act 1998* (NSW) (PIIP Act) establishes the NSW Mandatory Notification of Data Breach (MNDB) Scheme. The MNDB Scheme requires every NSW public sector agency bound by the PIIP 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. This policy outlines Council's approach to complying with the MNDB Scheme, the roles and responsibilities for reporting data breaches and strategies for containing, assessing and managing eligible data breaches.

SCOPE

This policy applies to all staff and contractors of the Coolamon Shire Council. This includes temporary and casual staff, private contractors and consultants engaged by the Council to perform the role of a public official. This policy also applies to third party providers, who hold personal and health information on behalf of Council.

PURPOSE

The purpose of this policy is to provide guidance to Council staff on data breaches of Council held data in accordance with the requirements of the PIIP Act.

This policy sets out how Council will respond to data breaches involving personal information. Council acknowledges that not all data breaches will be eligible data breaches but regardless Council takes all data breaches seriously.

The policy details:

- What constitutes an eligible data breach under the PIIP Act
- Roles and responsibilities for reporting, reviewing and managing data breaches
- The steps involved in responding to a data breach and reviewing systems, policies and procedures to prevent future data breaches. Effective breach management, including notifications, assists Council in avoiding or reducing possible harm to both the affected individuals/organisations and Council, and may prevent future breaches.

ROLES AND RESPONSIBILITIES

The following staff have identified roles under this policy:

- The ICT Support Officer is responsible for implementing this Policy, reporting data breaches to the General Manager and all notifications and actions for eligible data breaches.
- The ICT Support Officer is responsible for investigating data breaches, preparing the Data Breach Report and Action Plan and maintaining the internal and public registers for data breaches.
- The ICT Support Officer will provide advice on the communication strategy and messaging to affected individuals and external reporting agencies.
- All Council employees have a responsibility for immediately reporting a suspected data breach in accordance with this policy. All staff and contractors have a responsibility to notify the ICT Support Officer of any data breaches within one business day of becoming aware that a data breach has occurred and provide information about the data breach.

WHAT IS AN ELIGIBLE DATA BREACH?

The definition of personal information for the purposes of the MNDB Scheme includes both 'personal information' as defined in section 4 of the PPIP Act and 'health information', as defined in section 6 of the *Health Records and Information Privacy Act 2002* (HRIP Act). This means that for the purposes of the MNDB Scheme, 'personal information' means information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion and includes information about an individual's physical or mental health, disability, and information connected to the provision of a health service.

A data breach occurs when personal information held by an agency (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 the agency or publicly. For example, unauthorised access to personal information by an agency employee, or unauthorised sharing of personal information between teams within an agency 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:

- **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 staff fail to implement appropriate password security, for example not securing passwords or sharing password and log in information
- **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.
- **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 into inappropriate disclosure of personal information.
 - Insider threats from agency 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.

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 a public sector agency or there is a loss of personal information held by a public sector agency 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.

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
- The level of sensitivity of the personal information accessed, disclosed or lost
- The amount of time the information was exposed or accessible, including the amount of time information was exposed prior to the agency discovering the breach
- The circumstances of the individuals affected and their vulnerability or susceptibility to harm (that is, if any individuals are at heightened risk of harm or have decreased capacity to protect themselves from harm)
- The circumstances in which the breach occurred, and
- Actions taken by the agency 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 the agency's position would identify as a possible outcome of the data breach.

6. SYSTEMS AND PROCESSES FOR MANAGING DATA BREACHES

Council has established a range of systems and processes for preventing and managing data breaches. Council's IT network and infrastructure is managed internally by the ICT Support Officer in conjunction with Managed Service Provider Veritech Corp, who have implemented a number of cyber security measures to mitigate the risk of data breaches. This has included projects to increase cyber security maturity, cyber security training for all staff (including threat trends), Data Loss Prevention, and procedures for the sharing of personal and sensitive information.

Council will ensure all third-party providers 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 will continue to review the training needs of staff with respect to data breaches and provide training in reporting, managing and responding to data breaches.

Council has included the risk of a cyber-security incident (which may involve a data breach) within its Risk Register and established controls to mitigate this risk and its impact on Council's systems, data holdings and individuals. The loss of IT systems as a result of a cyber-security incident is included in the Council's Business Continuity & Crisis Management Plan. Council also conducts cyber security exercises to test the responsiveness of the Business Continuity Plan to a cyber-attack on Council's IT systems.

REPORTING AND RESPONDING TO A DATA BREACH

The ICT Support Officer must be informed of any data breach to ensure the application of this policy, including making notifications to the Privacy Commissioner for eligible data breaches and affected individuals.

There are five key steps required in responding to a data breach:

1. Initial report and triage
2. Contain the breach
3. Assess and mitigate
4. Notify
5. Review.

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.

The ICT Support Officer or General Manager nominee will coordinate with Veritech Corp. to address and respond to identified data breaches related to its IT systems.

Step one: Initial report and triage

A staff member, contractor or third-party provider is to notify the ICT Support Officer within one business day of becoming aware that a data breach has occurred and provide information about the type of data breach as detailed in Section 5 of this Policy. The ICT Support Officer will notify the General Manager immediately of a suspected eligible data breach. The ICT Support Officer will review the information provided to determine whether it is an eligible data breach under the MNDB Scheme, complete the Data Breach Report and Action Plan and include all data breaches in the Incident Register. Members of the public are also encouraged to report any data breaches to Council in writing by using the contact options available on our [website](#). If a data breach occurs as a result of action from staff within the IPC's Business Improvement Team, the Director Business Improvement will immediately notify the General Manager, who will determine whether a Data Breach Response Team will be convened to undertake steps 2-5 in the process of responding to a data breach. The CEO may also consider convening a Data Breach Response Team, where a data breach involves highly sensitive information, has a high risk of harm to individuals and affects more than one individual.

Step two: Contain the breach

Containing the breach is prioritised by Council. All necessary steps possible must be taken to contain the breach and minimise any resulting damage. For example, recover the personal information, shut down the system that has been breached, suspend the activity that led to the breach, or revoke or change access codes or passwords.

If a third-party is in possession of the data and declines to return it, it may be necessary for Council to seek legal or other advice on what action can be taken to recover the data. When recovering data, Council will make sure that copies have not been made by a third party or, if they have, that all copies are recovered. This can include receiving written confirmation from a third-party that the copy of the data that they received in error, has been permanently deleted.

Step three: Assess and mitigate

To determine what other steps are needed, Council will undertake an assessment 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. The Data Breach Report and Action Plan will be used for reporting on the investigation of the breach and authorising actions in response. The ICT Support Officer will prepare a report and provide to the Executive Manager who will review the proposed actions and recommendations of the report prior to the Report being provided to the General Manager for approval. Data Breach Report and Action Plans are to be saved in Council's electronic document management system.

The ICT Support Officer will be responsible for the implementation of proposed actions and recommendations.

Some types of data are more likely to cause harm if it is compromised. For example, personal information, health information, and security classified information will be more significant than names and email addresses on a newsletter subscription list. Given the Council's regulatory responsibilities, release of client-related personal information will be treated very seriously. A combination of data 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 by the breach? Council's assessment will include reviewing 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 of the breach? Council's assessment will include reviewing whether the breach occurred as part of a targeted attack or through inadvertent oversight. Questions include: 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 or personal information been recovered? Is the data or personal information encrypted or otherwise not readily accessible?
- What is the foreseeable harm to the affected individuals/organisations? Council's assessment will include reviewing what possible use there is for the data or personal information. This involves considering the type of data in issue (such as health information personal information subject to special restrictions under s.19(1) of the PPIP Act), if could it be used for identity theft, or lead to threats to physical safety, financial loss, or damage to reputation. Who is in receipt of the data? 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
Upon becoming aware of a possible data breach, Council will take into account any guidance issued by the NSW Privacy Commissioner.

In order to mitigate the breach, Council will consider the following measures:

- Implementation of additional security measures within Council's own systems and processes to limit the potential for misuse of compromised information.
- 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.
- 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.

Step four: Notify

If an eligible data breach has occurred, the notification process under Division 3 of the MNDB Scheme (Part 6A of the PPIP Act) 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 approved form.
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, the IPC may not be required to notify affected individuals. The IPC has produced guidance to agencies on exemptions from notification.
3. Notify individuals: Unless an exemption applies, notify affected individuals or their authorised representative as soon as reasonably practicable.
4. Provide further information to the Privacy Commissioner.

Council recognises that notification to individuals/organisations affected by a data breach can assist in mitigating any damage for those affected individuals/organisations and is consistent with the Council's regulatory role. Notification demonstrates a commitment to open and transparent governance, consistent with Council's approach. If a data breach is not an eligible data breach under the MNDB Scheme, Council may still consider notifying individuals/organisations of the breach dependent upon the type of information that is involved, the risk of harm, repeated and/or systematic issues and the ability of the individual to take further steps to avoid or remedy harm.

Notification should be undertaken promptly to help to avoid or lessen the damage by enabling the individual/organisation to take steps to protect themselves. The MNDB Scheme requires an agency to take reasonable steps to notify affected individuals as soon as practicable.

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

Individuals/organisations affected by a data breach will be notified as soon as practicable. Whilst this policy sets a target of notification within 5 days; practical factors are also recognised. Where all individuals affected by an eligible data breach cannot be notified, Council will consider issuing a public notification on its website.

How to notify

Affected individuals/organisations should be notified directly – 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 where the contact information of affected individuals/organisations is unknown, or where direct notification is prohibitively expensive or could cause further harm (for example, by alerting a person who stole the laptop as to the value of the information contained). A record of any public notification of a data breach will be published on Council’s website and recorded on the Public Data Breach Register for a period of twelve months.

What to say

Section 59O of the PPIP Act sets out specific information that must, if reasonably practicable, be included in a notification:

1. the date the breach occurred
2. a description of the breach
3. how the breach occurred
4. the type of breach that occurred
5. the personal information included in the breach
6. the amount of time the personal information was disclosed for
7. actions that have been taken or are planned to secure the information, or to control and mitigate the harm
8. recommendations about the steps an individual should take in response to the breach
9. information about complaints and reviews of agency conduct
10. the name of the agencies that were subject to the breach
11. contact details for the agency subject to the breach or the nominated person to contact about the breach.

Other obligations including external engagement or reporting

Council will also 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:

- NSW Police Force and/or Australian Federal Police, where Council suspects a data breach is a result of criminal activity
- Veritech Corp. where a data breach could have an impact on Council’s IT network
- Cyber Security NSW, the Office of the Government Chief Information Security Officer and The Australian Cyber Security Centre, where a data breach is a result of a cyber-security incident
- The Office of the Australian Information Commissioner, where a data breach may involve agencies under the Federal jurisdiction
- Any third-party organisations or agencies whose data may be affected

- Financial services providers, where a data breach includes an individual’s financial information
- Professional associations, regulatory bodies or insurers, where a data breach may have an impact on these organisations, their functions and their clients
- The Australian Cyber Security Centre where a data breach involves malicious activity from a person or organisation based outside Australia.

Step five: Review

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 reoccurrence. Depending on the nature of the breach step five may be completed as part of the assessment of the first four steps and mitigation of the breach as detailed in step three above.

Preventative actions could include a:

- Review of Council’s 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 the Council’s electronic document management system. Consideration will be given to reporting relevant matters to Council’s Audit, Risk & Improvement Committee.

COMMUNICATION STRATEGY

The ICT Support Officer will be responsible for all communications issued under this Policy. Council will aim to notify affected individuals, and external reporting agencies within five business days of a data breach of Council held information being reported to Council. Notifications to individuals will have regard for this Policy as well as the Council’s Privacy Management Plan. Where engagement with external reporting authorities is required, ICT Support Officer will consult with Veritech Corp. and other Executive Team members as required. Council’s Business Continuity Plan contains template communication messaging for specific incidents including a cyber security incident.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Government Information (Public Access) Act 2009 Health Records and Information Privacy Act 2002 Privacy and Personal Information Protection Act 1998</i>
Policies	
Procedures/Protocols, Statements, Documents	<i>Business Continuity & Crisis Management Plan Privacy Management Plan</i>

REVIEW

This policy may be reviewed at any time or as required in the event of legislative changes. Unless otherwise required the policy will be reviewed at least once during a term of Council or where improvements are identified in response to a data breach whichever occurs sooner.

Version 1 Adopted: Council Meeting held 18 April 2024 (Minute No. 59/04/2024)



END USER SECURITY POLICY

Date Adopted	18th April 2024		
Council Minute	59/04/2024		
Version	Version 1		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	April 2024	Next Scheduled Review	April 2028

INTRODUCTION

Coolamon Shire Council's end user devices (e.g. desktop, laptops, tablets, USB memory sticks or mobile phones) are the primary sources of risk to the Coolamon Shire Council's sensitive information and business applications. Implementation of appropriate information security controls for end user devices can mitigate the risk to Coolamon Shire Council's information and IT systems. Consequently, end user protection is critical to ensuring a robust, reliable and secure Coolamon Shire Council IT environment. Failing to do so may result in an information security incident, causing financial or reputational loss to Coolamon Shire Council.

The purpose of this policy is to set forth acceptable usage norms for Coolamon Shire Council's end user computing resources and to provide guidance to end users on the proper use of these resources, including use of the Internet and BYOD (Bring your Own Device).

INTENDED AUDIENCE

The target audience of this document is all Coolamon Shire Council's councillors, employees (whether permanent, fixed or temporary), volunteers and any third party or sub-contractor that is provided with an electronic identity (e.g. a username and password) to access Coolamon Shire Council information services.

For the purpose of this policy, the term 'employee' or 'end user' includes all groups who have access to Coolamon Shire Council electronic resources. Electronic resources include, but are not limited to; personal computers (including laptops), convergent devices such as; tablets, smart phones, or servers, software, network access (including email, calendar, contacts and other related functions, other internal network resources and Internet access) and information stored on Coolamon Shire Council's systems that is kept or used on-site or off-site, whether before, during or after work hours and/or provided by or at the expense of Coolamon Shire Council.

SCOPE

This policy applies to information assets owned or leased by Coolamon Shire Council, or to devices that connect to the Coolamon Shire Council network or reside at Coolamon Shire Council sites. This policy applies to all end user devices and equipment issued by the Technology Department to Coolamon Shire Council staff, contractors or 3rd parties. It applies to all people using these devices and equipment in the Coolamon Shire Council's offices, off-site, at home, at a client's premises or at any other location; and/or in situations where you are representing Coolamon Shire Council or any of its subsidiaries or may otherwise be identified as a Coolamon Shire Council end user or associate.

END USER CONTROLS

1 User Access and Password Security

Users of Coolamon Shire Council's information systems are personally responsible for the use of their account, creating and protecting passwords that grant them access to resources and must:

- Select lengthy (within reason)
- Select complex passwords and avoid use of simple passwords such as the name of the service itself, your name, "PASSWORD";
- Use Multi-Factor authentication where possible;
- Change their password at first login;
- Change their password as soon as possible if they know or suspect that their account has been compromised;
- Keep passwords secure, and not reveal them under any circumstances;
- Don't reuse old passwords or passwords used for other purposes. E.g., social media, banking, etc;
- Not attempt to use any account other than their own;
- Not share their user account with other individuals.

Passwords must comply with Coolamon Shire Council password policies. Passwords must comply with the following requirements:

- Minimum Length – 8 Characters.
- Complexity – Must contain one capital letter, one lower case letter, one number and one special character (e.g. , ! %).
- Password History – 24 passwords are remembered and cannot be reused.
- Passwords must be changed every 180 days.
- Passwords must be at least a day old before they are allowed to be changed by the user.
- Passwords must not be re-used between different accounts.
- Multifactor Authentication must be used where available.
- Workstations are set to go to sleep after 10mins of inactivity.
- When users leave their desk they must lock or sign-out of the device to stop unauthorised access.

2. Data Storage, Destruction and Disposal

End users must store all Coolamon Shire Council data in the appropriate shared location as provided by Coolamon Shire Council.

End users must regularly manage documents in shared locations and delete files and folders that are no longer required.

Coolamon Shire Council IT retains the right to delete any personal media files stored in shared locations. The local storage of data on a personal device (e.g. laptops, desktops, mobile phones and tablets) will not be backed up, and the loss of any information (in the event of a device failure) will be the responsibility of the user.

End users must take secure backups of files stored locally on personal devices (such as laptops, desktops, mobile phones and tablets) that are not backed up and will not be recoverable in the event that a device is exchanged or a local storage fails or is erased.

Physical documents containing sensitive information must be shredded prior to disposal.

3. Removable Media

Use of unencrypted removable media (e.g. USB drives, external hard drives, CDs/DVDs) to store Sensitive, Confidential or Restricted information is prohibited.

The use of personally purchased removable media is not permitted for business use, unless explicitly authorised to do so by the ICT Support Officer or Executive Manager.

4. Email and Internet Security

End users are responsible for all electronic activities initiated by them (e.g. email, web browsing and application usage) and electronic content stored by them on Coolamon Shire Council IT assets.

End users should not use corporate email for personal use.

Coolamon Shire Council end users must not:

- Follow web-links or instructions provided by email, unless certain of their origin and function;
- Send Coolamon Shire Council's information through unauthorised messaging applications or social media platforms (e.g. WhatsApp, Facebook, etc.)
- Send messages or download content that support illegal or unethical activities;
- Change the security settings of their email software or Internet browser on a Coolamon Shire Council device (e.g. laptop, desktop);
- Send Sensitive, Confidential or Restricted information via unencrypted email
- Send emails containing passwords in clear text, or account information such as log-on ID and password combinations;
- Use corporate devices or identities to browse, search or interact with the dark web, such as those that require the Tor web browser.

5. Social Media Use

End users are trusted to act responsibly when using social media sites such as Facebook, Twitter, wikis, blogs, YouTube, and LinkedIn.

Coolamon Shire Council information must only be shared over official, authorised communication channels. Coolamon Shire Council information must not be shared on social media sites.

When accessing social media sites on Coolamon Shire Council computers or devices:

- End users may be subject to logging and monitoring checks;
- Access may be restricted to social media sites; and
- Inappropriate social media websites will be blocked.

When accessing or contributing on social media sites, end users must:

- Not place comments representing or giving the impression of representing Coolamon Shire Council, unless explicitly authorised to do so.
- Exercise good judgement when blogging or posting.
- Not post or view material that is illegal, obscene, defamatory, threatening, harassing, discriminatory, racist, or hateful to another person or entity.
- Be aware that information hosted on social media is unverified and must not be used without confirming its authenticity for decision making.

Coolamon Shire Council information must not be sent via unauthorised messaging platforms based on its classification and sensitivity (e.g. WhatsApp, Facebook Messenger, WeChat, etc.) and must only be transmitted using Coolamon Shire Council approved and authorised messaging systems.

6. Mobile Computing Devices

In this policy, the term “Mobile Device” refers to an easily portable computing device. These devices can typically process and store information and have an ability to connect to a network. The most common Mobile Devices are laptops, tablets, smartphones and wearables.

Mobile Devices are designated as either “Coolamon Shire Council Owned” or “Privately Owned or BYOD”.

Personal devices or BYOD devices are to only be used where controls have been implemented to manage Coolamon Shire Council Information on such devices, e.g. information storage policies, Mobile Device Management (MDM) software etc.

Only authorised devices are permitted for professional use. Only the owner of the device may be permitted to use approved BYODs to access Coolamon Shire Council’s resources. Users must not grant access to their devices to unauthorised individuals.

The end user or the owner of the mobile device must:

- Allow Coolamon Shire Council to install Coolamon Shire Council’s mobile device management software onto his/her device.
- Employ reasonable physical security measures for the mobile device and is expected to secure it whether or not it is actually in use or being carried.
- Inform Coolamon Shire Council, upon termination of employment, of any approved mobile devices contract or agreement, to be submitted for inspection prior to departure, if required.

To ensure the integrity and security of our information system and assets, the following requirements must be observed with respect to the use of all Mobile devices.

- Mobile Device Management software should be installed and enabled and must not be removed or tampered with. This software enables the IT department to enforce minimum security features on mobile devices.
- Mobile devices must not be used to store unencrypted passwords. To ensure security of Coolamon Shire Council systems, encryption should be applied (for example, through an encrypted password management application).
- Mobile devices should never be used to store sensitive information, such as health information about clients.
- Mobile devices carrying confidential Coolamon Shire Council information must not be left unattended and should be physically secured.
- Mobile devices must not be used to store pirated software or illegal content.
- Users must not bypass access controls on device operating systems added by suppliers.
- Mobile device use should be in accordance with all relevant laws, including road traffic laws (which place restrictions on the use of mobile devices while driving) and work health and safety laws. For the avoidance of doubt, Coolamon Shire Council will not pay for any fines imposed due to breach of laws.

In the event a device is lost or stolen, end users or device owners must report the incident immediately.

In an event of loss, theft or sale of a mobile device, Coolamon Shire Council's IT team must remotely wipe the device and/or Coolamon Shire Council corporate information that may be stored on it.

Where possible, if end users are required to work outside of usual hours of business, or outside of their usual place of business, they should do so on Coolamon Shire Council's systems. However, if an end user is required to perform work on a BYO device (e.g. staff owned and operated, personal computers, laptops, tablets, personal digital assistants, and other mobile devices) they should ensure that:

- The personal device has adequate virus protection; and
- No confidential information or data is stored on the personal device, and any data created, formed, or stored on the personal device is deleted once it is no longer required by the end user for their work function;

7. Remote access

When working from home or at an offsite location, end users:

- Must never provide their login or email password to anyone, not even family members;
- Must keep conversations confidential. Don't discuss work issues where others may hear, including elevators and lobbies;
- Must not use personal email or cloud storage accounts for work;
- Must make sure their home WiFi is password protected;
- Must always lock laptop screen before stepping away — and use a laptop lock if in an unsecured area.

8. System and Network Security

Coolamon Shire Council end users must not:

- attempt to compromise the security of a computer;
- access data, a server, or an account for any purpose other than for Coolamon Shire Council duties or business, even if access is authorised, unnecessary access is prohibited;
- export software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate management should be consulted prior to export of any material that is in question;
- introduce malicious programs into the network or server (e.g. viruses, worms, Trojan horses, email bombs, etc.);
- reveal account passwords to others or allow use of individual accounts by others. This includes family and other household members when work is being done at home;
- use a Coolamon Shire Council system / asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction;
- make fraudulent offers of products, items, or services originating from any Coolamon Shire Council account;
- breach security controls or disrupt network communication (except for IT or security staff responsible for maintenance and troubleshooting). For the purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes;
- port scanning or security scanning is expressly prohibited with the exemption of the IT team;
- execute any form of network monitoring that will intercept data not intended for the end user's host, unless this activity is a part of the end user's normal job/duty;
- circumvent user authentication or security of any host, network, or account;
- introduce honeypots, honeynets, or similar technology on the Coolamon Shire Council network (with the exception of the Security team or equivalent);
- interfere with or deny service to any user other than the Coolamon Shire Council's host (for example, denial of service attack);
- use any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, by any means, locally or via the internet/intranet/extranet'
- provide information about, or lists of, Coolamon Shire Council end users to parties outside Coolamon Shire Council unless already classified as "public", and;
- Attempt to attach any unauthorised device to the Coolamon Shire Council business network.

9 Security Incident Reporting

Security Incidents are adverse events which pose a threat to Coolamon Shire Council's information systems and services. Security incidents can originate from intentional (deliberate actions against an information system) or unintentional actions (human error).

Examples of potential security incidents include abnormal computer behaviour, which may be caused by a computer virus, malware, worm, a non-escorted guest, disclosure of information to a unauthorised person, lost or stolen physical access cards, removable media, laptops and passwords and unauthorised access to an information system or physical premise.

In case Coolamon Shire Council's end users observe any unfamiliar activity on their workstation, they shall immediately disconnect the system from the network and report the incident to the IT service desk or their immediate supervisor (or equivalent). The following steps enumerate the actions to be taken by end users on encountering an incident:

- Immediately report any unfamiliar activity or suspected security incident to the Coolamon Shire Council's IT service desk on email IT@coolamon.nsw.gov.au
- End users shall comply with the directions given by the IT service desk to facilitate a quick response, repair of the system, restoring the service and analysis of the incident.

End users must not:

- Perform an action (e.g. delete system files) to eradicate or contain a suspected security incident unless explicitly instructed by the Coolamon Shire Council's IT service desk or security team; and
- Disclose information relevant to security incidents to unauthorised entities.

10 Copyright and Intellectual Property

When using Coolamon Shire Council or own devices, networks or storage media Coolamon Shire Council's end users must not:

- Store, transmit, or make available unauthorised copies of copyrighted material using Coolamon Shire Council resources or IT systems; or
- Use peer-to-peer file transfer services or take actions likely to promote or lead to copyright infringement.

When using Coolamon Shire Council's resources and IT systems, end users must:

- Only use licensed software officially installed/registered and owned by Coolamon Shire Council;
- Only use the applications to which they have authorised access;
- Comply with the terms of license signed by Coolamon Shire Council for software programs, online databases, online software packages, etc.
- Ensure copyright material is only retrieved, copied or used with the permission of the copyright owner under the terms of a copyright licensing agreement, or as permitted by law.

Coolamon Shire Council end users must not:

- Install or use any unauthorised software;
- Make/use illegal copies of licensed software;
- Use software that they suspect to be unlicensed; or download, copy, store, transmit, and stream material such as music, video, movie, or other copyrighted files without the express permission of the copyright holder or as permitted by law.

POLICY GOVERNANCE

Policy Enforcement

Each member of staff is expected to fully comply with this policy. If there is any failure to observe the policy, disciplinary measures may be taken. The measures taken will vary according to the breach and the circumstances of the breach. However, the right is reserved to immediately terminate the employment of any staff member who is in serious breach of this policy.

Handling Exemptions

The control exception process allows Coolamon Shire Council's end users (where technological or operational constraints or a legitimate business requirement exists) to request an exception from a defined control within this Policy. Exemptions requests must be reviewed and assessed by the ICT Support Officer and approved by the Executive Manager. All control exemptions must be documented with a rationale and reported to the Executive Manager. Control exemptions are to be reviewed on a periodic basis.

ASSOCIATIONS & RELATIONSHIPS

Legislation	
Policies	
Procedures/Protocols, Statements, Documents	

REVIEW

This policy may be reviewed at any time or as required in the event of legislative changes. Unless otherwise required the policy will be reviewed at least once during a term of Council.

Version 1 Adopted: Council Meeting held 18 April 2024 (Minute No. 59/04/2024)

ICT REPLACEMENT POLICY

Date Adopted	18th April 2024		
Council Minute	59/04/2024		
Version	Version 1		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	4 years		
Last Review Date	April 2024	Next Scheduled Review	April 2028

OBJECTIVE

- 1) To ensure Information Technology remains current and up to date to meet all necessary demands of Staff and Council as an organisation.
- 2) To provide for the replacement of ICT equipment by ensuring that adequate provision is made in Council's annual budget for the replacement of ICT equipment.
- 3) To ensure the continued operation of Council's ICT systems with minimal disruption to the day to day operations.

REPLACEMENT SCHEDULE

Schedule of replacement will include:

Equipment	Replacement Schedule
Servers	3-4 years
Desktop/laptops	3-4 years
Networking equipment (routers, switches, firewalls, wireless access points)	6 years
Tablets	As required
Mobile Phones	As required
Desktop printers	Under contract with microtechDPS
Multifunction Photocopiers	Under Contract with microtechDPS
Phone Systems	As required
Nurse call Systems	As required
Security Systems	As required

The cycles may be varied if monitoring indicates that earlier/later replacement is warranted.

Council's annual Operational Plan will list the current year Replacement Programme and the funds to be provided for that purpose.

Staff, with the assistance from Council's Managed Service Provider, will follow adopted Procurement Policy and Procedures when procuring IT equipment.

ASSOCIATIONS & RELATIONSHIPS

Legislation	
Policies	
Procedures/Protocols, Statements, Documents	<i>Operational Plan</i>

REVIEW

This policy may be reviewed at any time or as required in the event of legislative changes. Unless otherwise required the policy will be reviewed at least once during a term of Council.

Version 1 Adopted: Council Meeting held 18 April 2024 (Minute No. 59/04/2024)



USE OF INFORMATION TECHNOLOGY AND COMMUNICATIONS DEVICES POLICY

Date Adopted	18th April 2024		
Council Minute	59/04/2024		
Version	Version 1		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	April 2024	Next Scheduled Review	April 2028

PURPOSE

The objective of this policy is to provide clear guidelines for staff and Councillors in their use of computers, internet, email, telephone and other electronic media and devices in the conduct of Council-related activities.

This policy seeks to:

- Preserve the integrity and efficiency of information technology and communication equipment by providing guidelines to clarify what constitutes appropriate conduct and use of the equipment;
- Ensure the use of information technology and communication equipment complies with the organisation's obligations to maintain a workplace that is efficient, harmonious and without risk of discrimination or harassment resulting from improper use; and
- Outline the ramifications of failing to abide by the guidelines contained in this policy.

SCOPE

This policy applies to:

- All Council staff, employees, casuals, councillors, consultants and contractors.

Compliance with this policy is a condition of each staff member's employment with Council. A breach of any part of this policy may, depending on the circumstances, be regarded as a serious breach of the staff member's employment contract with Council.

A failure to comply with this policy and any relevant directions given by management may result in the following action being taken against a staff member or Councillor:

- Counselling (including intensive training on this policy and the appropriate use of facilities)
- Disciplinary action regarding "inappropriate use" of the facilities, including cancellation of access to any or all of the facilities
- Dismissal of staff where access and/or the distribution of material outlined in this policy are unacceptable.

DEFINITIONS

Information technology and communication equipment means and includes any electronic equipment or computer software provided to Councillors or staff for use in the performance of their duties, either in general or specific terms including, but not limited to: computers, including desktop computers, laptops/notebooks, tablets and handheld devices; printers; scanners; digital cameras or any other digital imaging equipment; all software and programs provided to facilitate work needs; network operating systems (eg Windows); all network infrastructure including data cabling and transmission equipment; all forms of email; internet access; and mobile phones which may or may not be connected to the internet and/or email.

POLICY STATEMENT

Council recognises that access to information technology and communication devices is required as a convenient and effective means of communication, both internally between staff and departments, and externally with other councils, groups or individuals.

Council's position is that information technology and communication devices are necessary to conduct business activities, however recognises the need to comply with the organisation's obligations in maintaining a workplace that is efficient, harmonious and without risk of discrimination or harassment resulting from improper use of the information technology and communication equipment supplied.

POLICY PROVISIONS

1. System Security

It is the responsibility of the Corporate & Community Services Department to provide, maintain and monitor the necessary hardware and software to minimise security risks posed to internal information technology and communication networks. Virus protection is based at the server level and filters all threats at this layer in the network.

It is the responsibility of each staff member and Councillor to maintain the confidentiality and security of their own password. Councillors and staff should ensure that they:

- Log off the network or password lock their workstation whenever leaving it unattended for long periods of time, including attending meetings and lunch breaks.
- Do not attempt to gain access to another staff members or Councillors log-in ID or password.
- Do not disclose passwords to any persons for system-related requirements.
- Create complex and unique passwords refer to End User Security Policy.
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2. Network access

The ICT Support Officer must be informed when a new employee or Councillor require access to Council's network. The ICT Support Officer will consult with the new employee's supervisor to determine appropriate levels of system access and security privileges. The ICT Support Officer is responsible for the procurement of any new information technology or communication equipment required.

Councillors and staff must not grant access to Council's network to persons outside of the organisation unless approval is obtained from the General Manager. This includes work experience students, volunteers, external contractors, etc. Where approval is conditionally given, such persons are not permitted to use an existing user's log-in ID or password. In such circumstances, the ICT Support Officer will arrange a temporary account with the appropriate levels of system access and security privileges.

To help avoid the spread of viruses, Councillors and staff must not bypass Council's network security by accessing the internet directly by personal modems, personal access points, switches or routers or other unauthorised means, unless permission has been granted by the ICT Support Officer.

Councillors and staff must not attempt to access, copy, damage, delete, insert or alter any information held on Council's computer equipment or network beyond the privileges granted by the ICT Support Officer for the performance of their normal work duties.

Councillors and staff must remain cautious when accessing any file or data from an external source. If Councillors or staff suspect a file or data from an external source may pose a risk to Council's network, the file or data must be brought to the ICT Support Officer's attention who will scan the file and determine its risk to the Council network. If any staff or Councillor suspects that a virus has been introduced into Council they must notify the ICT Support Officer immediately.

Councillors and staff must not attempt to install or remove software or hardware into Council's network without prior approval and direction from the ICT Support Officer.

On termination of employment or otherwise at the request of the General Manager, the ICT Support Officer will ensure access to Council's network is deactivated. The ICT Support Officer will ensure all information technology and communication equipment issued has been returned, unless alternate arrangements have been agreed to by the General Manager.

3. Handling and usage of equipment issued

Staff must use and care for the information technology and communication equipment in their possession in a responsible manner. Breakages, damage or loss of equipment must be reported by staff to their immediate supervisor and/or the ICT Support Officer. Information technology and communication devices are not to be left in vehicles while unattended. Information technology and communication equipment is issued for work purposes, not for 'family' use, and are therefore not to be used by children for games or other applications under any circumstances.

In instances of misuse or neglect, breakages, damage or loss of equipment may lead to the need for reimbursement to the Council of any associated costs incurred by Council in relation to the repair or replacement of the affected equipment.

Staff are required to keep information technology and communication equipment clean, and in serviceable condition to the best of their ability.

4. Usage provisions

Council accepts that its information technology and communication equipment may on occasion be used for personal reasons. Acceptable personal use includes access during lunch breaks or outside normal work hours and consistent with all other sections of this policy. However, Councillors and staff must remember that the primary purpose of Council's information technology and communication equipment are tools for conducting business and to enhance the overall effectiveness of the organisation. The provision and maintenance of computer equipment and consumables is a cost to Council's business activities and therefore excessive personal use of these facilities can undermine the effectiveness of the organisation. Excessive personal use may lead to disciplinary action and/or privileges removed.

Council will monitor network access logs and internet and telephone (including mobile phone) usage patterns and investigate any significant variances. Charges incurred by Council for excessive calls, data and/or internet use may need to be reimbursed to Council by the user. Should a staff member either exceed their prepaid allocation or receive a monthly statement that is 'out of the ordinary', the staff member may be required to justify the increase in use to their supervisor. In the event that the misuse of network access, telephone or internet connections are found, the staff member will be responsible for the payment of the charges deemed excess by the relevant supervisor and may face disciplinary action and/or privileges removed.

Use of Council's computer equipment, email and internet may be granted to an individual Councillor or staff for work-related study purposes by agreement with their supervisor.

Councillors and staff must not use Council's computer equipment to maintain or support a personal business activity under any circumstances.

Staff must avoid any action or situation that could create the appearance that Council property is being improperly used for a staff member's benefit or the benefit of any other person or third party.

5. Copyright

All Councillors and staff must respect the copyright and any other intellectual property rights of third parties. Copyright protects the exclusive right of the copyright holder to copy, publish, perform, broadcast and sell copyrighted material. Councillors and staff must not download material from the internet or otherwise receive and use information that is owned by a third party unless they have the written permission of that party. Examples of possible breaches of copyright can include forwarding emails or copying or downloading copyright material (including computer programs, screensavers, sounds and images) that have copyright protection.

As a general rule, under copyright law downloading from the internet for personal research is allowed. However, downloading material for distribution to others or for business purposes will require the permission of the third-party owner.

6. Storage of Data

All Council data will be permanently stored on Council's servers for backup and security purposes. Disk space on individual Council desktop computers, tablets or laptops should only be used as temporary storage, or for transitional purposes only.

Staff are responsible for ensuring business communications are registered in Council's document management system. Refer to Council's Records Management Policy for further guidance on the requirements of record keeping.

7. Email usage

Council accepts that email may on occasion be used for personal use reasons. Acceptable personal use includes sending short personal emails during lunch breaks or outside normal work hours. However, Councillors and staff must remember that the primary purpose of email is to enhance business activities and the overall effectiveness of the organisation.

Councillors and staff must not use email (including personal email) to:

- Conduct illegal activities
- Send email messages that in any way could, or would be likely to, bring Council's name into disrepute
- Send email messages (with or without attachments) which contain inappropriate or offensive material of a sexual, racial, defamatory, abusive, obscene or discriminatory nature
- Distribute "junk mail" or electronic chain letters including emails seeking donations and those providing pyramid selling schemes or advertising
- Send unauthorised emails from another person's email address or impersonating another person
- Send emails which are likely to be perceived as harassment, intimidation or an unwanted invasion of privacy
- Send non-urgent emails (e.g. jokes) to large numbers of people (whether within Council or not)
- Send personal email to any person who does not wish to receive it. If a recipient asks a user to stop sending him or her email, their request must be observed.

All emails sent or received from Council's system remain the property of Council. For legal purposes, emails are a formal document and have the same standing in court as paper documents.

Councillors and staff should not expect that email is confidential or private. Therefore, when sending confidential information (for example business information, client details, pricing, or any personal or private information about individuals), careful consideration should be given as to whether alternative means of communication are preferable.

Council has implemented a maximum size for allowable email messages and also restricts email messages that contain certain attachments or content which have been known to contain viruses from either entering or leaving Council. The ICT Support Officer should be contacted on a case by case basis if these limitations are found to be too restrictive. Staff should note that Council has these limitations in place to protect our network and infrastructure. The ICT Support Officer will regularly review the logs of blocked or quarantined emails and will release those that do not pose a risk to Council's network and which appear to be business related. If staff are aware of a missed or undelivered email the ICT Support Officer should be notified. The email scanner and email software will be accessed to investigate any emails and causes for undeliverable emails.

Whilst Council does not wish to become a censor, to ensure that the guidelines contained in this policy are followed, Council retains the right to access or view users' email sent via the corporate network. Council will only access information created or stored on Council's email system under the direction of the General Manager for disciplinary procedures or where there is a valid business requirement. Justification for access must be provided, logged and recorded to provide evidence of the decision made to access a staff member's email account. Councillors and staff must not access, or attempt to access, another staff members' or Councillor's email account.

If a staff member or Councillor receives offensive email from outside Council, they should immediately delete it. In the event that further material is received, the staff member should advise their supervisor. A Councillor should advise the General Manager.

7.1 Management of Email Messages

Email is a valid form of communication within Council. Councillors and staff must manage their email mailbox personally by ensuring that emails received are actioned within acceptable times, unwanted emails are cleared, and business communications are registered in Council's document management system. Refer to Council's Records Management Policy for further guidance on the requirements of record keeping.

7.2 Out of Office Notifications

Staff are responsible for setting up an Out of Office notification to notify senders of periods of absence. Out of Office replies should include duration of absence and alternative contact arrangements for business purposes in your absence.

7.3 Standards for Outbound Email

The ICT Support Officer is responsible for the creation and maintenance of all email signatures. Staff must not edit their own email signatures.

8. Internet Usage

The policy provisions regarding internet usage apply to any device which may access online sites or services, including desktop computers, laptops, tablets and mobile phones.

Council accepts that internet facilities may on occasion be used for personal use reasons. Acceptable personal use includes browsing the internet during lunch breaks or outside normal work hours. However, Councillors and staff must remember that the primary purpose of the internet facilities is to enhance business activities and the overall effectiveness of the organisation.

Councillors and staff must not use the internet facilities to:

- Intentionally access sites which contain pornography, or inappropriate or offensive material of a sexual, racial or discriminatory nature
- Solicit, download, store, or distribute pornography, inappropriate or offensive material of sexual, racial or discriminatory nature
- Access internet chat clients or internet relay chat networks
- Conduct gambling or gaming activities
- Conduct private transactions of a personal gain/profit nature, either directly or indirectly
- Stream music or programs.

Councillors and staff should be aware that internet sites accessed by them can record Council's name, IP address and passwords. Council can monitor sites that Councillors and staff are accessing and Council reserves the right to do so to ensure that the guidelines contained in this policy are followed. Council reserves the right to block access to sites which it deems to be inappropriate.

The internet is not a secure method of sending information. Therefore, when sending confidential information (for example business information, client details, pricing, or any personal or private information about individuals), careful consideration should be given as to whether alternative means of communication are preferable.

Council recognises that social media provides new opportunities for dynamic and interactive two-way communication which can complement existing communication and further improve information, access and delivery of key services. Refer to Council's Social Media policy for further guidance on the acceptable business and personal use of social media.

9. Telephone Usage

The policy provisions regarding telephone usage apply to any telephony device, including mobile phones and desk handsets. The use of mobile phones or desk handsets by Council staff is permitted and encouraged where such use is suitable for business purposes and supports the goals and objectives of Council. Mobile phones may be issued to staff to assist in the conduct of their normal work duties with Council. Mobile phones often have internet and email capabilities and the rules associated with email and internet use also applies to mobile phones.

The use of mobile phones whilst driving is forbidden unless the hands free function is activated. It is an offence to use mobile phones whilst operating a motor vehicle and the incursion of expiations and fines will be solely at the staff or Councillor's cost. Any vehicle damage incurred as a result of this practice which is not recoverable through insurance, may be recovered from the staff member.

9.1 Installation of Applications

It is possible to install Applications (or "Apps") on a work mobile phone. Staff are reminded that it is a work mobile phone and applications should be work-related. Staff must seek approval for the installation of applications where the application is not free. The ICT Support Officer must be notified and approve the installation of any application to ensure there is no conflict or network breach.

The installation and purchase of applications for personal use must be kept to a minimum. Any costs incurred by Council for downloading, accessing or using the application (including data charges) may be recoverable by Council from the end user.

9.2 Message bank

Message bank is installed on all mobile phones within our network and is to be used and accessed. It is a requirement for all staff who have been issued a Council mobile phone to record a voice message for the purposes of the message bank. This voice message is to include a welcome greeting, and the name and/or role of the staff member.

10. Work Health and Safety

It is the responsibility of Council to ensure Councillors and staff are aware of any relevant issues pertaining to the correct handling and usage of information technology and communication hardware and software.

It is the responsibility of the ICT Support Officer that all equipment meets the current Australian safety standards. All equipment (including mobile phones, desk handsets, cables, computers, printers, tablets and other related electronic equipment) must not be purchased without the authorisation of the ICT Support Officer to ensure compliance with work health and safety, our network specifications and requirements. The ICT Support Officer is responsible for the demonstration of the correct usage and handling of information technology and communication equipment.

Refer to Council’s WH&S Policy for further guidance on the requirements of work-related health and safety practices.

11. Education and Training

The ICT Support Officer is responsible for ensuring all system users are made aware of this policy. New employees will be given a copy of this policy as part of induction processes.

The Corporate & Community Services Department is responsible for ensuring all staff and Councillors have access to training materials to assist in the provisions of this policy.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>NSW Anti-Discrimination Act 1977</i> <i>NSW Privacy and Personal Information Protection Act 1998</i> <i>NSW State Records Act 1998</i> <i>Evidence Act 1995</i> <i>Federal Sex Discrimination Act 1984</i> <i>Federal Racial Discrimination Act 1975</i> <i>Federal Crimes Act 1900</i> <i>Federal Copyright Act 1968</i> <i>Federal Defamation Act 1974</i> <i>Defamation Act 2005 (NSW)</i> <i>Employees Liability Act 1991 (NSW)</i> <i>Crimes Act 1914 (Commonwealth)</i> <i>Federal Disability Discrimination Act 1992</i> <i>Telecommunications Act 1997</i>
Policies	Code of Conduct Councillor Expenses & Facilities Policy Payment of Expenses & Provision of Facilities to Staff Policy Records Management Policy Work Health & Safety Policy Training Policy Social Media Policy
Procedures/Protocols, Statements, Documents	

REVIEW

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