

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

Meeting Commenced at 3:00pm

BUSINESS:

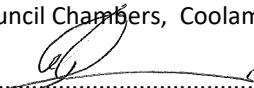
- 1) Apologies
- 2) Declarations of Interest.
- 3)
 - a. Confirmation of Minutes of the Meeting held 20th July, 2023.
 - b. Matters arising out of Minutes. (Not elsewhere reported)
- 4) Correspondence
 - a. Agenda A (Information Only)
 - b. Agenda B
- 5) General Manager's Report
 - 5.1 General Manager's 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) Recommendations of a Committee of a Whole Meeting held 17th August 2023
- 7) Reports: Delegates/Mayor/Councillors
- 8) Minutes of the Internal Audit Alliance Committee Meeting held 8th June 2023.
- 9) Minutes of the Audit, Risk & Improvement Committee Meeting held 5th July 2023

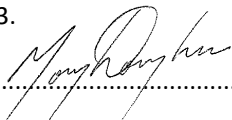
PRESENT: Clr David McCann, Clr Bronwyn Hatty, Clr Wayne Lewis, Clr Colin McKinnon, Clr Jeremy Crocker, Clr Kathy Maslin, Clr Garth Perkin and Clr Bruce Hutcheon.

STAFF: Tony Donoghue, General Manager;
Courtney Armstrong, Acting General Manager;
Colby Farmer, Executive Manager, Development & Environmental Services;
Scott Buchanan, Works Engineer.

APOLOGY: Clr Alan White.

This is Page No. 1 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17th August 2023.

.......... MAYOR

..........GENERAL MANAGER.

1) APOLOGY

RESOLVED on the motion of Clr Crocker and seconded by Clr Maslin that the apology of Clr Alan White be received and accepted. 117/08/2023

2) DECLARATIONS OF INTEREST

- Clr Crocker declared a non-pecuniary interest in Report GM7 due to his personal relationship with the event organiser.
- Clr Hutcheon declared a non-pecuniary interest in Report HS2 due to his personal relationship with the landowner.

3a) CONFIRMATION OF MINUTES OF THE MEETING HELD 20th JULY 2023

RESOLVED on the motion of Clr Perkin and seconded by Clr Hatty that the Minutes of the Meeting held 20th July 2023 as circulated be confirmed and adopted. 118/08/2023

3b) MATTERS ARISING OUT OF THE MINUTES

There were no matters arising out of the Minutes

4) CORRESPONDENCE

AGENDA A (FOR INFORMATION ONLY)

1a) ACTIVITY REPORTS

- 1) Operating Statistics of the Coolamon Shire Library for July 2023.
Attachment No. 1.1
- 2) Community Development Officer's Report for July 2023. Attachment No. 1.2
- 3) Tourism & Business Development Officer's Report for July 2023.
Attachment No. 1.3
- 4) Road Safety Officer's Report for July 2023. Attachment No. 1.4

- 5) Allawah Community Care Report for July 2023. [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 of the Advance Matong Committee Meeting held 17th July 2023. [Attachment No. 2.1](#)
- 2) Financial Statements of the Rannock Community Centre - Reserve No. 89397. [Attachment No. 2.2](#)
- 3) Minutes of the Ardlethan Showground Management Committee AGM and General Meeting held 17th July 2023. [Attachment No. 2.3](#)
- 4) Minutes of the Country Mayors Association of NSW Meeting held 4th August 2023. [Attachment No. 2.4](#)

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 Hutcheon and seconded by Clr Lewis that the correspondence listed in Agenda A be received. [119/08/2023](#)

5) GENERAL MANAGER'S REPORT

5.1 GENERAL MANAGER REPORTS

GM1) DROUGHT RESILIENCE PLANNING (G.03-91, SC1465)

Coolamon Shire Council has received the executed Funding Deed for the Drought Resilience Planning Project for the joint Coolamon Shire Council and Junee Shire Council Consortium.

Coolamon Shire Council is acting as the lead Agency in administering this Grant.

The initial stage of this Grant is engaging a Consultant's report detailing drought resilience opportunities, whilst the second stage is money available for works to undertake outcomes from the report. The money is to be shared across the two Local Government areas.

Once the draft report has been completed it will require community consultation prior to determining the appropriate physical work to finalise the project.

Recommendation

For Council information.

RESOLVED on the motion of Clr Hatty and seconded by Clr Perkin that the report be received. 120/08/2023

GM2) RURAL FIRE SERVICE ASSETS (F.03-11, SC459)

→ Council has received correspondence from the Office of Local Government requesting Council explain our position on the RFS Fleet. A copy of this correspondence is attached. Attachment No. 3.1

→ This Council is well aware of our position regarding the RFS Fleet and the assets that they have. It is our opinion that in accordance with the Australian Standards, these assets belong to the RFS and should be included on their financial statements. A copy of the response provided by Council is attached. Attachment No. 3.2

Recommendation

For Council information.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Crocker that the report be received. 121/08/2023

GM3) RECOGNITION OF EMPLOYMENT (S.09-01, SC550)

This week will see Council farewell two long serving and dedicated staff. These staff have been part of the front office and face of Coolamon Shire Council for many years.

- Gail O'Brien has been employed for 34 years as the Personal Assistant to the General Manager. She has been a great support to all General Managers she has worked for and will be sadly missed in this role. Her calm and helpful manner have ensured a smooth and diligent workplace.
- Margaret Payton will finish up with Council after 23 years working in the Planning Department. Marg was the first point of contact for the community with all things health, building, environment etc. She supported the diverse Health and Building Team and was always a friendly face for the people to discuss their issues with Council.

Both these staff members have dedicated years to the Organisation, over 57 years' experience collectively, and have been an important factor in how we operate as a friendly, open and professional outfit. A presentation will be provided to both staff and an opportunity to catch up with Councillors and staff at the completion of the Meeting.

Recommendation

For Council information.

RESOLVED on the motion of Clr Perkin and seconded by Clr Hutcheon that the report be received. 122/08/2023

GM4) RECOGNITION OF SERVICE AWARDS (S.09-01, SC550)

Council has previously adopted the Recognition of Service Policy that identifies and rewards the importance to Council of long serving Councillors and staff.

The following staff member qualifies for this award:

- Mrs. Janelle Buchanan – 20 years

Council acknowledges this significant achievement by Janelle and she will be presented with a certificate and gift voucher.

Recommendation

That the Seal of Council be affixed to the Recognition of Service Certificate for Mrs Janelle Buchanan.

RESOLVED on the motion of Clr Hatty and seconded by Clr Lewis that the Seal of Council be affixed to the Recognition of Service Certificate for Mrs Janelle Buchanan. 123/08/2023

GM5) COOLAMON GANMAIN MULTI PURPOSE SERVICE (H.03-04, SC226)

Council has received a response from the Hon Ryan Park, Minister for Health and Regional Health, acknowledging that the Coolamon Ganmain MPS has been identified as a priority project for the MLHD and that a Clinical Service Plan supports this priority assessment.

- ➔ Unfortunately the correspondence did not provide any promise or positive sentiment by indicating that any future upgrades will be considered with other statewide budget deliberations. Please see attached correspondence for your information. Attachment No. 4

Council believes that the Service Plan appropriately identifies and supports the importance of the need to upgrade the facility and that we should continue the advocacy for the Coolamon Ganmain MPS to be allocated funding.

Recommendation

That Council pursue the advocacy for the construction of a new MPS for Coolamon Ganmain.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Maslin that Council pursue the advocacy for the construction of a new MPS for Coolamon Ganmain. 124/08/2023

GM6) COOLAMON PRESCHOOL – REQUEST FOR DONATION (C.04-03, SC77)

- ➔ Council has received a request from Coolamon Preschool for a donation equivalent to the Development Application and Construction Certificate fees that applied to the development in 2020. A copy of the Request has been attached. Attachment No. 5

The Coolamon Preschool has applied for and received funding to construct a new building and demolish the existing. This funding was in the order of \$639,000.00

The requested amount is \$7,680.48 including GST. In addition to this the Coolamon Preschool has sought a waiver of rubbish removal fees associated with the demolition. Without knowledge as to the type and quantity of rubbish, (including possible asbestos), this could be anywhere between \$10,000 - \$20,000.

The reason for this request is a shortfall in construction costs due to increases since receiving this funding in 2019.

Coolamon Shire Council has long held the opinion that all bodies are required to pay for the development and building application fees. It should be noted that a portion of these fees are directly handed on to the State Government, (e.g.: plan first levy and the long service levy) and are not retained by Council. The remaining fees are for covering Councils costs incurred in the required certification process.

Rather than have a policy around Not for profits or Community Organisations not paying the required application fees up front, Council has required that any request for funding support can be presented to Council for consideration after the application process has been completed. Should Council consider it appropriate a donation can be made.

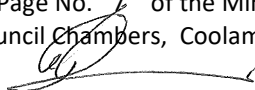
Council has been helping many of these community committees and clubs to source funding over the last several years and have required them to include Development fees and associated costs into their funding application. The creation of precedence, whereby organisations can seek money from Council after receiving funding must be considered in any decision.

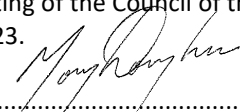
Council currently support the Coolamon Pre-School by providing the land that they are on, this includes the financial write off of any demolished building and the depreciation of any new building on our financial statements. Council also pay the land and water rates and take no rental or licence fee for occupation of the building.

Council had no input into the Funding Application and is unaware of how the price for the building was determined or what the contingency allocation was.

It is hard to justify supporting this request, when considering all other organisations are faced with the same legislation and costs. These are normal costs associated with construction.

Should Council consider providing a donation to the Pre-School, it should be independent of the building costs. The Pre-School provide an education and


..... MAYOR


.....GENERAL MANAGER.

preparation for children to attend school. It is run by the parents who volunteer to support a service to their children and the community. Any donation would need to justify why this request is different to other community organisations or the situation warrants support.

Recommendation

For Council decision.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Hatty that the report be noted and that the General Manager meet with the Coolamon Preschool Management Committee to source additional information and report back to Council. 125/08/2023

**GM7) 2023 EVENT FUNDING PROGRAM – EVENT APPLICATIONS (AUGUST)
(E.07-01, SC491)**

Clr Crocker declared a non pecuniary interest

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 1st January 2023 to 31st December 2023. 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 (Eg: graphic design, printing, photography, TV/radio/social media advertising); or
- b) Item or activity that will increase attendees to the event

Three events have already been awarded 2023 funding:

1. Ganmain Markets - \$2700
 2. Ardlethan Agricultural Show - \$3000
 3. Art Festival on Ford - \$1000
- Total \$6,700*

This report includes two events seeking event funding:

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1. EVENT NAME: MARRAR MADNESS

Event Date: 15-17 September

Requesting Amount: \$3000

Event organiser: Katy Day, Marrar Campdraft Association

2. EVENT NAME: COOLAMON WHOLE TOWN GARAGE SALE

Event Date: 28 October 2023

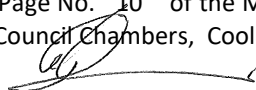
Requesting Amount: \$500

Event organiser: Sandra West, Friends of the Coolamon Up-to-Date Store

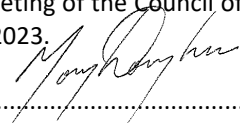
Assessment Item	Applicant 1) Marrar Campdraft	Applicant 2) Friends of the Up-To-Date Store
Event description	Marrar Campdraft Association Inc was established in January 2020. They have ran two successful campdrafts since our association was formed. In 2022 they hosted the first Marrar Madness event which included a rodeo.	A whole town garage sale where residents register their position on the map. This event has been going for 14 years. The event raises funds for the Coolamon Up-to-Date Store.
Requesting amount	\$3000	\$500
The requested funds have been allocated to marketing and promotional purposes <i>OR</i> key attraction that will increase visitation	✔ Requesting money for radio advertising, printing flyers and paid social media advertising.	✔ Requesting money for radio advertising, printing flyers and paid social media 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

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Would this funding support growth of an existing event AND/OR increase the number of visitors or the length of stay of visitors?	<input checked="" type="checkbox"/> Aim to have increase visitation numbers and length of stay in area.	<input checked="" type="checkbox"/> Aim to have increase visitation numbers.
Funding this event would assist to gain positive regional, state-wide or national media coverage for the event and the Shire	<input checked="" type="checkbox"/> Increase regional coverage with radio and social media spend.	<input checked="" type="checkbox"/> Increase regional coverage with paper and radio advertising.
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	<input checked="" type="checkbox"/> Event organisers work with local businesses and community groups.	<input checked="" type="checkbox"/> Visitors will also shop local while in town.
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?	<input checked="" type="checkbox"/> Event is registered with Council's promotion and event application has been received.	<input checked="" type="checkbox"/> Event is registered with Council's promotion and event application has been received.
Has the project supplied all of the necessary supporting documentation?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Does the event align	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



..... MAYOR



.....GENERAL MANAGER.

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with the Community Plan?		
Has this event received Coolamon Shire Event Funding previously?	Not previously funded	2022 - \$500
Proposed spend:	Radio advertising \$2000 Printing flyers and paid social media \$1000	Newspaper and radio - \$500

Assessment

- Funding has not previously been awarded to the Marrar Madness event.
- Funding has been received once previously to Coolamon Whole Town Garage.
- Both events are using funds to promote and attract visitors through promotion.
- Previous events was successfully attended by the community and visitors.
- Funding will enhance promotion. Funding will be used for radio, newspapers, social media and printing.

Staff Recommendation

After Coolamon Shire Council staff assessment, it is recommended that:

- Both events meet guidelines and assessment criteria
- Coolamon Shire Council supports this event
- \$2,300 remains for events for 2023
- The allocation of \$2000 be awarded to the Marrar Madness event
- The allocation of \$300 be awarded to the Coolamon Whole Town Garage Sale event

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

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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
Total		\$46,137

Recommendation

That Council approve the below funding allocations:

- 1) Marrar Madness - \$2000
- 2) Coolamon Whole Town Garage Sale - \$300

RESOLVED on the motion of Clr Maslin and seconded by Clr McKinnon that Council approve the below funding allocations: 126/08/2023

- 1) **Marrar Madness - \$2000**
- 2) **Coolamon Whole Town Garage Sale - \$300**

5.2) EXECUTIVE MANAGER, CORPORATE & COMMUNITY SERVICES' REPORTS

CS1) FINANCE REPORT TO 31ST JULY 2023

DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
3/08/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	4.25%	3/08/2023
14/09/2022	NAB	A1/A+	Term Deposit	\$ 1,000,000	365	4.10%	14/09/2023
9/09/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	3.75%	9/09/2023
23/09/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	3.75%	23/09/2023
1/10/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	3.95%	1/10/2023
4/10/2022	AMP	A2/BBB	Term Deposit	\$ 1,000,000	365	4.60%	4/10/2023
13/04/2023	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	182	4.80%	12/10/2023
19/04/2023	Beyond Bank	A2/BBB	Term Deposit	\$ 750,000	183	4.50%	19/10/2023
25/11/2022	AMP	A2/BBB+	Term Deposit	\$ 500,000	334	4.60%	25/10/2023
2/05/2023	NAB	A1/A+	Term Deposit	\$ 500,000	184	4.50%	2/11/2023
9/05/2023	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	182	4.90%	7/11/2023
9/05/2023	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	184	4.75%	9/11/2023
13/02/2023	NAB	A1/A+	Term Deposit	\$ 2,000,000	273	4.55%	13/11/2023
25/11/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	364	4.60%	24/11/2023
1/02/2023	NAB	A1/A+	Term Deposit	\$ 1,000,000	365	4.50%	1/02/2024
2/03/2023	Beyond Bank	A2/BBB	Term Deposit	\$ 1,001,512	366	4.20%	2/03/2024
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
19/05/2023	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	364	5.10%	17/05/2024
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%	24/07/2023
TOTAL INVESTED				\$ 21,751,512			

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)

RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS (as at 30 June 2022)

External Restrictions - included in liabilities	
Specific purpose unexpended grants	1,673,201.90
Allawah Lodge Bonds & Payments	4,356,548.65
Allawah Village Loan Licences	3,874,000.84
Home Care Packages	167,474.94
	<u>10,071,226.33</u>
External Restrictions - other	
Developer contributions - general	90,211.90
Specific purpose grants (recognised as revenue)	809,254.87
Sewerage Services	2,256,858.36
Domestic Waste Management	849,242.40
Stormwater Management	10,524.83
Other - Community Transport	270,928.00
	<u>4,287,020.36</u>
Internal Restrictions	
Plant & vehicle replacement	1,000,000.00
Employees Leave Entitlements	1,700,000.00
Deferred Works	73,760.00
Ardlethan Preschool (non-grant)	58,769.64
Asset management/replacement	4,500,000.00
Financial Assistance Grant Advance	3,159,565.00
Swimming Pools	75,000.00
Rehabilitation of Gravel Pits	215,000.00
Coolamon Early Childhood Centre	442,957.02
Allawah Lodge	939,413.99
Allawah Village	326,777.40
	<u>12,491,243.05</u>
TOTAL RESTRICTIONS	<u>26,849,489.74</u>
UNRESTRICTED	256,067.11
TOTAL CASH, CASH EQUIVALENTS & INVESTMENTS	<u>27,105,556.85</u>

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COOLAMON SHIRE COUNCIL
INCOME STATEMENT

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

	JULY 2023	2023/2024 ORIGINAL BUDGET	UNAUDITED 2022/2023 ACTUAL
Income from continuing operations			
Rates & annual charges	4,246,003.86	4,272,318.00	4,148,709.85
User charges & fees	383,297.99	6,855,626.77	5,846,808.28
Other revenues	57,019.36	417,818.84	458,659.60
Grants & contributions provided for operating purposes	92,202.75	8,950,627.74	8,992,734.70
Grants & contributions provided for capital purposes	6,900.00	3,379,682.21	4,141,010.83
Interest and investment revenue	(328,662.12)	773,622.30	755,975.38
Other income	46,472.28	394,859.64	383,364.53
Net gain from the disposal of assets	41,000.00	396,712.09	188,960.94
Internals	0.00		0.00
Total income from continuing operations	4,544,234.12	25,441,267.59	24,916,224.11
Expenses from continuing operations			
Employee benefits and on-costs	573,635.06	7,034,510.00	7,688,761.68
Materials & services	846,256.05	9,162,114.54	6,301,026.19
Borrowing costs	0.00	10,000.00	65,197.21
Depreciation, amortisation & impairment	0.00	4,807,353.10	3,824,111.19
Other expenses	400.00	462,597.25	475,405.71
Net loss from the disposal of assets			
Total expenses from continuing operations	1,420,291.11	21,476,574.89	18,354,501.98
Operating result from continuing operations	3,123,943.01	3,964,692.69	6,561,722.13
Net operating result for the year before grants and contributions provided for capital purposes	3,117,043.01	585,010.48	2,420,711.30

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..... MAYOR

.....GENERAL MANAGER.

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COOLAMON SHIRE COUNCIL
INCOME STATEMENT BY FUND

	July 2024		TOTAL
	GENERAL FUND	SEWERAGE FUND	
Income from continuing operations			
Rates & annual charges	3,517,192.85	728,811.01	4,246,003.86
User charges & fees	383,297.99	0.00	383,297.99
Other revenues	57,019.36	0.00	57,019.36
Grants & contributions provided for operating purposes	92,202.75	0.00	92,202.75
Grants & contributions provided for capital purposes	0.00	6,900.00	6,900.00
Interest and investment revenue	(328,954.65)	292.53	-328,662.12
Other income	46,472.28		46,472.28
Net gain from the disposal of assets	41,000.00	0.00	41,000.00
Internals	0.00	0.00	0.00
Total income from continuing operations	3,808,230.58	736,003.54	4,544,234.12
Expenses from continuing operations			
Employee benefits and on-costs	562,642.68	10,992.38	573,635.06
Materials & services	831,362.90	14,893.15	846,256.05
Borrowing costs	0.00		0.00
Depreciation & amortisation	0.00	0.00	0.00
Other expenses	400.00	0.00	400.00
Total expenses from continuing operations	1,394,405.58	25,885.53	1,420,291.11
Operating result from continuing operations	2,413,825.00	710,118.01	3,123,943.01
Net operating result for the year before grants and contributions provided for capital purposes	2,413,825.00	703,218.01	3,117,043.01

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

COOLAMON SHIRE COUNCIL
BALANCE SHEET

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

	JULY 2023	2023/2024 ORIGINAL BUDGET	UNAUDITED 2022/2023 ACTUAL
ASSETS			
Current assets			
Cash and cash equivalents	4,601,473.61	6,717,652.68	6,379,157.77
Investments	21,751,512.33	18,501,512.33	20,501,512.33
Receivables	5,650,264.59	2,631,282.57	2,629,243.83
Inventories	5,207,626.99	4,234,861.38	5,205,458.88
Other			
Total current assets	37,210,877.52	32,085,308.96	34,715,372.81
Non-current assets			
Investments			
Receivables	280,092.35	239,087.35	280,092.35
Inventories	429,149.05	429,149.05	429,149.05
Infrastructure, property, plant & equipment	270,789,935.59	279,605,869.82	270,376,772.92
Accumulated Dep'n - Infrastructure, PP&E	(61,016,221.85)	(65,823,574.95)	(61,016,221.85)
Accumulated Imp't - Infrastructure, PP&E	0.00	0.00	0.00
Total non-current assets	210,482,955.14	214,450,531.27	210,069,792.47
Total assets	247,693,832.66	246,535,840.23	244,785,165.28
LIABILITIES			
Current liabilities			
Payables	7,764,206.50	9,482,649.90	7,978,649.90
Contract Liabilities	6,835,952.91	3,029,677.67	6,836,695.41
Borrowings	0.00	0.00	0.00
Employee benefit provisions	2,154,698.20	2,232,354.50	2,153,354.50
Provisions	31,445.95	0.00	31,445.95
Other	(0.05)	1,433.38	1,433.38
Total current liabilities	16,786,303.51	14,746,115.45	17,001,579.14
Non-current liabilities			
Payables	4,347.14	4,347.14	4,347.14
Borrowings	0.00	0.00	0.00
Employee benefit provisions	113,447.98	113,447.98	113,447.98
Provisions	535,030.89	545,030.89	535,030.89
Total non-current liabilities	652,826.01	662,826.01	652,826.01
TOTAL LIABILITIES	17,439,129.52	15,408,941.46	17,654,405.15
Net assets	230,254,703.14	231,126,898.77	227,130,760.13
EQUITY			
Retained earnings	116,397,741.48	117,269,937.11	113,273,798.47
Reserves	113,856,961.66	113,856,961.66	113,856,961.66
Internal Assets/Liabilities	0.00		0.00
Trust Transfer			
Total equity	230,254,703.14	231,126,898.77	227,130,760.13

This is Page No. 16 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17th August 2023.

..... MAYOR

.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

COOLAMON SHIRE COUNCIL
BALANCE SHEET BY FUND

	July 2023		COOLAMON SHIRE TOTAL
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	
ASSETS			
Current assets			
Cash and cash equivalents	2,521,118.14	2,080,355.47	4,601,473.61
Investments	21,751,512.33		21,751,512.33
Receivables	4,936,294.20	713,970.39	5,650,264.59
Inventories	5,207,626.99		5,207,626.99
Other			0.00
Total current assets	34,416,551.66	2,794,325.86	37,210,877.52
Non-current assets			
Investments			0.00
Receivables	280,092.35		280,092.35
Inventories	429,149.05		429,149.05
Infrastructure, property, plant & equipment	248,271,481.05	22,518,454.54	270,789,935.59
Accumulated Depreciation	(52,972,174.24)	(8,044,047.61)	(61,016,221.85)
Accumulated Impairment	0.00		0.00
Total non-current assets	196,008,548.21	14,474,406.93	210,482,955.14
Total assets	230,425,099.87	17,268,732.79	247,693,832.66
LIABILITIES			
Current liabilities			
Payables	7,764,206.50	0.00	7,764,206.50
Contract Liabilities	6,835,952.91		6,835,952.91
Interfunding			0.00
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	2,154,698.20		2,154,698.20
Provisions	31,445.95		31,445.95
Other	(0.05)	0.00	(0.05)
Total current liabilities	16,786,303.51	0.00	16,786,303.51
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	652,826.01	0.00	652,826.01
TOTAL LIABILITIES	17,439,129.52	0.00	17,439,129.52
Net assets	212,985,970.35	17,268,732.79	230,254,703.14
EQUITY			
Retained earnings	105,775,627.94	10,622,113.54	116,397,741.48
Reserves	107,210,342.41	6,646,619.25	113,856,961.66
Internal Assets & Liabilities	0.00		0.00
Trust Transfer			0.00
Total equity	212,985,970.35	17,268,732.79	230,254,703.14

This is Page No. 17 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17th August 2023.

..... MAYOR

.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

COOLAMON SHIRE COUNCIL
INTERNAL & EXTERNAL RESTRICTIONS

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

	2023/2024		
	JULY 2023	BUDGET (ADJ FOR OPENING BALS)	UNAUDITED 2022/2023 ACTUAL
<i>EXTERNALLY RESTRICTED</i>			
Contract Liabilities	6,792,712.28	2,985,694.81	6,792,712.28
Allawah Lodge Accommodation Payments	3,502,694.29	4,702,694.29	3,502,694.29
Allawah Village Loan-Licence	4,041,621.84	4,345,621.84	4,041,621.84
Home Care Packages	49,513.09	49,513.09	49,513.09
Developer Contributions	139,792.42	130,487.90	139,792.42
VPA Contributions			
Grant Revenues	28,349.24	28,349.24	28,349.24
Sewerage Fund	2,080,355.47	-210,552.03	2,016,545.83
Waste Management	782,505.62	752,207.58	719,971.97
Stormwater Management Reserve	0.00	25,775.00	0.00
Other - Community Transport	226,711.18	226,711.18	226,711.18
	17,644,255.43	13,036,502.90	17,517,912.14
<i>INTERNALLY RESTRICTED</i>			
Plant Replacement Reserve	1,000,000.00	0.00	0.00
Employees Leave Entitlements Reserve	1,700,000.00	1,735,000.00	1,700,000.00
Deferred Works Reserve	358,615.60	300,825.60	358,615.60
Ardlethan Preschool	75,887.64	96,826.64	75,887.64
Asset Management	3,000,000.00	564,091.41	0.00
Financial Assistance Grant	0.00	4,762,788.00	4,762,788.00
Swimming Pools Reserve	75,000.00	75,000.00	75,000.00
Gravel Pits Rehabilitation Reserve	215,000.00	255,000.00	215,000.00
CECC Asset Mgt Reserve	272,441.18	217,713.09	234,788.87
Allawah Lodge Asset Mgt Reserve	1,012,657.16	948,435.52	948,847.52
Allawah Village Asset Mgt Reserve	436,051.94	429,681.61	457,619.43
	8,145,653.52	9,385,361.87	8,828,547.06
Unrestricted	563,076.99	534,210.90	534,210.90
TOTAL CONSOLIDATED CASH	26,352,985.94	22,956,075.67	26,880,670.10

This is Page No. 18 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17th August 2023.

..... MAYOR

.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

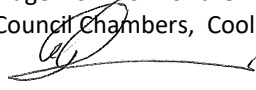
RATE COLLECTIONS

	ARREARS B/FWD	LEVIES INC. INTEREST	TOTAL	COLLECTIONS TO DATE	% TO TOTAL	ADJUSTMENTS INC. PENS CONCESSIONS	ADJ TOTAL	% TO TOTAL	COLLECTABLE BALANCE
31/07/2004	181,374.69	2,083,503.09	2,264,877.78	32,594.24	1.44%	101,101.95	2,163,775.83	1.51%	2,131,181.59
31/07/2005	163,566.58	2,149,144.18	2,312,710.76	127,842.47	5.53%	99,724.84	2,212,985.92	5.78%	2,085,143.45
31/07/2006	185,519.90	2,227,435.31	2,412,955.21	101,640.65	4.21%	103,438.97	2,309,516.24	4.40%	2,207,875.59
31/07/2007	236,912.33	2,410,261.83	2,647,174.16	34,900.25	1.32%	115,940.07	2,531,234.09	1.38%	2,496,333.84
31/07/2008	277,343.62	2,490,752.26	2,768,095.88	32,224.17	1.16%	112,582.80	2,655,513.08	1.21%	2,623,288.91
31/07/2009	239,371.45	2,565,142.75	2,804,514.20	112,362.80	4.01%	117,148.28	2,687,365.92	4.18%	2,575,003.12
31/07/2010	292,105.99	2,702,076.48	2,994,182.47	52,854.20	1.77%	121,515.28	2,872,667.19	1.84%	2,819,812.99
31/07/2011	239,162.46	2,843,288.22	3,082,450.68	174,460.79	5.66%	123,175.10	2,959,275.58	5.90%	2,784,814.79
31/07/2012	207,935.41	2,979,375.92	3,187,311.33	165,480.75	5.19%	124,563.08	3,062,748.25	5.40%	2,897,267.50
31/07/2013	230,923.44	3,125,014.21	3,355,937.65	93,878.30	2.80%	122,030.86	3,233,906.79	2.90%	3,140,028.49
31/07/2014	263,562.88	3,283,716.34	3,547,279.22	141,748.77	4.00%	117,649.23	3,429,629.99	4.13%	3,287,881.22
31/07/2015	335,520.44	3,395,316.01	3,730,836.45	381,409.59	10.22%	119,199.47	3,611,636.98	10.56%	3,230,227.39
31/07/2016	300,944.76	3,485,872.63	3,786,817.39	216,116.30	5.71%	123,930.52	3,662,886.87	5.90%	3,446,770.57
31/07/2017	303,728.87	3,573,820.19	3,877,549.06	172,064.39	4.44%	114,532.52	3,763,016.54	4.57%	3,590,952.15
31/07/2018	319,410.16	3,661,117.73	3,980,527.89	321,821.40	8.08%	113,914.23	3,866,613.66	8.32%	3,544,792.26
31/07/2019	368,193.86	3,773,598.63	4,141,792.49	312,745.32	7.55%	115,528.25	4,026,264.24	7.77%	3,713,518.92
31/07/2020	342,642.82	4,017,095.68	4,359,738.50	303,348.63	6.96%	117,176.29	4,242,562.21	7.15%	3,939,213.58
31/07/2021	190,868.79	4,113,117.16	4,303,985.95	478,276.41	11.11%	121,612.50	4,182,373.45	11.44%	3,704,097.04
31/07/2022	126,583.34	4,209,276.12	4,335,859.46	51,490.95	1.19%	118,168.29	4,217,691.17	1.22%	4,166,200.22
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

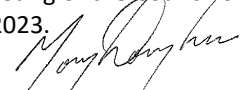
Recommendation

That the Finance Report to 31st July 2023 be received.

RESOLVED on the motion of Clr Crocker and seconded by Clr McKinnon that the Finance Report to the 31st July 2023 be received. 127/08/2023



..... MAYOR



.....GENERAL MANAGER.

CS2) POLICY REVIEW (P.12-01, SC316)

➔ As part of Council's ongoing Policy Review, the following policy is presented by staff: Attachment No.6

- Recognition of Service Policy (addition of 15+ years of service and honour board recognition)

Recommendation

That the Recognition of Service Policy as presented be adopted.

RESOLVED on the motion of Clr Lewis and seconded by Clr Hatty that the Recognition of Service Policy as presented be adopted. (See Appendix 1).

128/08/2023

CS3) POLICY REGISTER REVIEW (P.12-01, G.06-02)

Under the provisions of the Government Information (Public Access) Act 2009 (GIPA Act), Council must review its Agency Information Guide at intervals of not more than 12 months.

➔ Attached please find a draft Agency Information Guide for Council's perusal. Attachment No.7

Recommendation

That the Agency Information Guide 2023 be adopted by Council.

RESOLVED on the motion of Clr Hatty and seconded by Clr Crocker that the Agency Information Guide 2023 is adopted. (See Appendix 2). 129/08/2023

5.3) EXECUTIVE MANAGER, ENGINEERING & TECHNICAL SERVICES' REPORTS

ES1) SHIRE ROADS RESHEETING, STABILISATION AND MAINTENANCE

The following roads have received attention:

1) MAINTENANCE

- Rands Tank Road (Grave Street to Boundary)
- Brills Lane (Bishop Street to Last House)
- Coxs Lane (Devlin Street to End)
- Hattys Lane (Dullah Road to End)
- Cave Street (Deacon Street to Hannah Street)
- Pearces Lane (Marrar North Road to End)
- Curries Lane (Matong North Road to End)
- Carrolls Lane (Dullah Road to Devlin Road)
- Devlin Road (Matong North to Redrops Lane)
- Lynham Lane (Seymours Lane to Kinilibah School Lane)
- The Rocks Road (Bitumen to Old Roping Pole Road)
- Old Roping Pole Road (Rocks Road to Roping Pole Road)

2) RESHEETING

- Brangalgan Road (Ardlethan Road to Matong North Road)

Recommendation

That the Executive Manager, Engineering & Technical Services' Report ES1 be noted.

RESOLVED on the motion of Clr Maslin and seconded by Clr Perkin that the report be noted. 130/08/2023

ES2) BIOSECURITY WEEDS OFFICER'S REPORT (N.02-01, SC284)

Biosecurity Weeds Officer Reports

Activities

- WAP reporting complete.
- Private property inspections carried out in the town and village areas.
- African Boxthorn continues to be monitored and controlled.

- Coolatai control undertaken at Marrar by RENWA staff.
- High risk roadways inspected across the Shire.
- Staff have completed inspections of high-risk pathways and sites.
- Monitoring of Biocontrol sites undertaken. Investigations into a new agent for Horehound are continuing.
- RENWA staff in regular contact with neighbouring Councils and LLS staff.

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.
- 4.3.2.2 Work collaboratively with other agencies.

Recommendation

That the report be noted.

RESOLVED on the motion of Clr Hatty and seconded by Clr Hutcheon that the report be noted. 131/08/2023

ES3) TENDER 2023/07 – SUPPLY & INSTALLATION OF SEWER & STORMWATER DRAINAGE SERVICES – COOLAMON STINSON STREET SUBDIVISION (LF748; S.16-05, SC1418)

Tender 2023/07 is a lump sum contract for the supply and installation of sewer and storm water drainage services to the Stinson Street Subdivision in Coolamon.

Two conforming tenders have been received ranging from \$356,608.66 to \$935,484.00 excluding GST. The below table provides a summary of tender sums.

Item	Contractor	Tender Sum	
		Excl. GST	Incl. GST
1	Keane Civil & Construction	\$356,608.66	\$392,269.53
2	Civil & Civic Group	\$935,484.00	\$1,029,032.40

Cost

Of the two Contractors, Keane Civil & Construction has submitted the lowest tender overall (\$356,608.66 Ex GST).

Performance

Council are familiar with Keane Civil & Construction who were recently engaged to undertake the sewer and storm water drainage works at the Coolamon Business Park. These works were completed on schedule and to Council's specifications with a very professional manner and excellent project communication.

Council has not previously utilised the services of the Civil & Civic Group, therefore it is difficult to comment on their performance but they list experience in their submission.

Availability

Keane Civil & Construction has indicated they will be able to meet Councils construction window and identified the use of some local contractors in material supplies. Keane Civil & Construction office is located in Illawong NSW with work site locations though-out NSW.

Recommendation

That the tender from Keane Civil & Construction be accepted.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Perkin that the tender from Keane Civil & Construction be accepted. 132/08/2023

5.4) EXECUTIVE MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES' REPORTS

HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 31ST JULY 2023 (B.05-03, SC58)

Summary

This report advises of the Development Application activity for the month of July 2023.

Development Activity Table

Application Number	Type	Address	Determination	Value
CDC 2023/13	New Dwelling	8 Kurrajong Street COOLAMON	Approved	\$363,000.00
CDC 2023/14	Alterations & Additions to Existing Dwelling	132 Mirrool Street North COOLAMON	Approved	\$17,950.00
DA 2023/18	Radio & Electronics Museum (Antenna & Detached Shed)	Lot 219; Wallace Street South COOLAMON	Approved	\$450,000.00
DA 2023/20	New Shed & Granny Flat	34-36 Wattle Street COOLAMON	Approved	\$125,000.00
DA 2023/28	Single Storey Retail & Sewing Business	11 York Street MARRAR	Approved	\$1,000.00
DA 2023/37	New Building for Farm Experience	Lot 81; Brills Lane GANMAIN	Approved	\$134,480.00
DA 2023/40	New Dwelling	Lot 3; Mirrool Street North COOLAMON	Approved	\$348,000.00
DA 2023/43	Erection Shipping Container & Attached Skillion	35 Iverach Street South COOLAMON	Approved	\$18,230.00
DA 2023/44	New Dwelling	10 William Kelly Drive COOLAMON	Approved	\$360,000.00
DA 2023/45	Second Hand Relocatable Dwelling (Prefabricated three-bedroom home)	26-28 Spring Street GANMAIN	Approved	\$95,000.00
TOTAL:	10			\$1,912,660.00

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 July, 2023.

RESOLVED on the motion of Clr Maslin and seconded by Clr Hatty that Council receive and note this report on development activity for the period up to 31st July, 2023. 133/08/2023

**HS2) PLANNING PROPOSAL FOR LOT 21, DP 1224134, 93 CAMPBELL'S LANE
COOLAMON (P.03-03, SC299)**

Clr Hutcheon declared a pecuniary interest

Summary

This report is a notation report and advises of the status of a Planning Proposal for the land known as 93 Campbell's Lane Coolamon.

Report

As Council may recall, Council had prepared a Planning Proposal that sought to rezone land and amend the current minimum lot size that applies to the abovementioned land, via an amendment to the Coolamon Local Environmental Plan (CLEP) 2011.

The objective of the Planning Proposal was to amend the CLEP 2011 by rezoning land that is currently zoned RU1 (Primary Production) with a minimum lot size of 200 Ha to R5 (Large Lot Residential) with a minimum lot size of 2 Ha.

The Rezoning / LEP Amendment has now been completed and was gazetted on the 28th July 2023.

Recommendation

That Council note the report titled 'Planning Proposal for Lot 21, DP 1224134, 93 Campbell's Lane Coolamon NSW'.

RESOLVED on the motion of Clr Lewis and seconded by Clr Perkin that Council note the report titled 'Planning Proposal for Lot 21, DP 1224134, 93 Campbell's Lane Coolamon NSW'. 134/08/2023

↑ **ADJOURNMENT**

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Maslin that Council resolve into Committee of a Whole for the purpose of considering confidential matters as listed in the Committee of a Whole agenda for the reason that such matters are considered to be of a confidential nature and in accordance with Council's policy thereto. 135/08/2023

Council adjourned at 3.36pm into Committee of a Whole and reconvened at 3.51pm.

6) RECOMMENDATIONS OF A COMMITTEE OF A WHOLE MEETING HELD 17th AUGUST 2023.

RESOLVED on the motion of Clr Maslin and seconded by Clr Hatty that the Recommendations of a Committee of a Whole Meeting held 17th August 2023 be received and adopted. 136/08/2023

MAYORAL MINUTE

Coolamon Shire Council has completed the annual review of the General Managers performance.

The outcome of this review included an assessment of the Total Remuneration Package (TRP).

The Committee are delegated to make decisions in regard to both these matters, and accordingly has decided that the TRP for the General Manager will increase by 5%.

It was decided to provide this increase based on the following:

- All current staff received a 5% (4.5% plus 0.5% superannuation) increase under the Local Government Award
- The review found a better than satisfactory performance has been met.
- Alignment with GM remuneration across other similar sized Councils and GM experience.

The overall performance of the General Manager was assessed as a score of 8.26 out of 10 and is summarised as follows:

The Panel are of the view that the General Manager has performed at an excellent level over the past 12 months particularly as the management of grant funded projects has been demanding in both time and oversight. In order to achieve the best outcomes for the community Council has project managed the majority of these projects rather than opting for external project managers. The savings made have been returned to the community by way of value for money projects being delivered across the LGA. The successes can be attributed to the commitment of Council staff supported by the GM.

MPS and Showgrounds redevelopment are projects with considerable community benefit. Both are currently in early stages, but have required the GM to undertake significant negotiations with external stakeholders and secure grant funding and government support, the outcome of the GMs work to date will have long lasting benefit to the community

Coolamon Shire Council are very much looking forward to the future under the General Manager's stewardship.

RESOLVED on the motion of Clr Dave McCann that the Mayoral Minute be adopted. 137/08/2023

7) MINUTES OF THE INTERNAL AUDIT ALLIANCE COMMITTEE MEETING HELD 8TH JUNE 2023.

RESOLVED on the motion of Clr Hatty and seconded by Clr Perkin that the Minutes of the Internal Audit Alliance Committee Meeting held 8th June 2023 be received and adopted. 138/08/2023

8) MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD 5TH JULY 2023

RESOLVED on the motion of Clr Crocker and seconded by Clr McKinnon that the Minutes of the Audit, Risk & Improvement Committee Meeting held 5th July 2023 be received and adopted. 139/08/2023

9) REPORTS: DELEGATES/MAYOR/COUNCILLORS

- Clr McCann reported that the Coolamon Shire Council is congratulating the service of Lesley Fairweather for working within the Banking industry for over 50 Years in the Shire, and wished her well in her retirement.
- Clr McCann wished to thank Jacqui Collins for the preparations and success of the Local Government Week activities.
- Clr McCann reported meeting with Steph Cooke to discuss the upgrade of the MPS, RFS assets and the release of Crown Lands.
- Clr McCann reported meeting with Dr Joe McGirr, Member for Wagga Wagga regarding the upgrade of the Coolamon MPS and the proposed application for the Coolamon Showground.
- Clr Maslin reported that the Ardlethan Showground Management Committee is now totally separate to the Ardlethan Show Society.
- Clr Maslin reported that the Ardlethan Lions have commenced fundraising for a sculpture of a soldier.
- Clr McKinnon reported that the Matong Community are proposing a community event in the park on Saturday 26 August 2023.
- Clr Hatty advised that the Ganmain Show will be held 19 August 2023 and that record entries have been received for Capture Coolamon.
- Clr Maslin reported that the Beckom Community would be celebrating 110 years of education in Beckom.

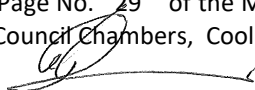
Meeting Closed at 4.04pm

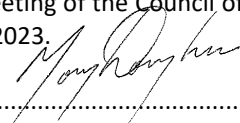
Confirmed and signed during the Meeting held this 21st day of September 2023.

.....
MAYOR

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

This is Page No. 29 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held
in the Council Chambers, Coolamon on the 17th August 2023.


..... MAYOR


.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD AT THE COUNCIL
CHAMBERS, COOLAMON ON WEDNESDAY 5TH JULY 2023 AT 10.08 AM.

BUSINESS:

- 1) Apologies.
- 2) Confirmation of Minutes (8 March 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: A Balind (Bland Shire Council), Clr B Hutcheon & Clr A White

STAFF: T Donoghue, General Manager
C Armstrong, Executive Manager, Corporate & Community Services

EXTERNAL AUDIT: J Gilbert (audio/visual)

INTERNAL AUDIT: Nil

APOLOGIES : G Baker (Bland Shire Council)

1) APOLOGIES

RECOMMENDED on the motion of Clr B Hutcheon and seconded by Clr A White that the apology of G Baker be accepted.

2) CONFIRMATION OF MINUTES (8 MARCH 2023)

Recommendation

RECOMMENDED on the motion of Clr A White and seconded by Clr B Hutcheon that the Minutes of the Meeting held 8 March 2023 as circulated be confirmed and adopted.

3) MATTERS ARISING FROM MINUTES (8 MARCH 2023)

Nil

4) EXTERNAL AUDIT

J Gilbert provided a verbal report and advised that the Interim Audit for FY2023 had been undertaken remotely with the file currently with the NSW Audit Officer pending feedback. No new high risk issues were identified as part of the interim audit and therefore no Interim Management Letter is expected to be issues. Three previous management letter items were closed during the interim audit including:

- Review of revenue masterfile
- IT Controls
- Quarterly Budget review and bank reconciliation balancing

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD AT THE COUNCIL CHAMBERS, COOLAMON ON WEDNESDAY 5TH JULY 2023 AT 10.08 AM.

Two management letter points remain outstanding:

- Recognition of RFS assets
- ITGC Governance – Policies & Procedures

A Balind asked whether the final audit for FY2023 would be undertaken remotely and J Gilbert advised that it would be a hybrid audit with some staff onsite and others offsite.

T Donoghue asked about interactions between the NSW Audit Office and Crowe as contract auditors and whether the NSW Audit Office is gaining a better understanding of NSW local government as an industry. J Gilbert advised that contract auditors are pushing back with risk based assessments of Councils based on individual experience.

J Gilbert advised that the final FY2023 audit would commence on 18 September 2023.

RECOMMENDED on the motion of Clr B Hutcheon and seconded by Clr A White that the External Audit update be noted.

5) **INTERNAL AUDIT**

a. Current Audit Topic

T Donoghue reported that the Audit Alliance had engaged Mason Blackadder to report on the OLG ARIC requirements and guidelines and whether the current arrangements met those guidelines. The Audit Alliance met to consider the report on 8 June 2023. The Alliance's priorities were discussed with how each Council could meet the new guidelines in the most effective and cost efficient manner. The Alliance has committed to meeting with J Briggs from REROC to consider further resource sharing opportunities that could include the engagement of a shared Chairperson, establishment of a panel of independent ARIC members and possible engagement of a shared Head of Internal Audit.

b. Internal Audit Alliance

The Audit Alliance also considered a proposed 4-year audit plan but were conscious that when an independent Chairperson is appointed to the ARIC that this could change. The next audit topic is planned to be IP&R compliance with the scope to be developed and quotations sourced from suitably qualified consultants. (Minutes attached)

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 A White and seconded by Clr B Hutcheon that the ARIC note the briefing paper provided by Mason Blackadder and endorse staff pursuing resource sharing opportunities to meet the new Guidelines.

RECOMMENDED on the motion of Clr B Hutcheon & seconded by Clr A White that 4-Year Audit Plan as presented be adopted by the committee.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD AT THE COUNCIL
CHAMBERS, COOLAMON ON WEDNESDAY 5TH JULY 2023 AT 10.08 AM.

**RECOMMENDED on the motion of Clr A White and seconded by Clr B Hutcheon that the
committee note the progress in the Report on Actions.**

6) **RISK MANAGEMENT**

T Donoghue provided a verbal report that Council's Asset & Risk Management Officer
responsible for Enterprise Risk was settling into his role and that Council had engaged a
new Human Resources officer who would be responsible for WHS. The Committee was
advised that Council's WHS Committee had met after an extended period of time.

**RECOMMENDED on the motion of Clr B Hutcheon & seconded by Clr A White that the
report on Risk Management be noted.**

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**

Nil

9) **NEXT MEETING**

The next meeting of the Audit, Risk & Improvement Committee is scheduled for Wednesday
8 November 2023 at 10.00am.

Meeting closed at 10.46am.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

MINUTES OF THE INTERNAL AUDIT ALLIANCE MEETING HELD AT COOLAMON SHIRE COUNCIL ON
THURSDAY, 8 JUNE 2023 AT 9.30AM.

INTERNAL AUDIT ALLIANCE MEETING THURSDAY, 8 JUNE 2023 MINUTES

PRESENT:

- Coolamon Shire Council – Tony Donoghue
- Cootamundra-Gundagai Regional Council – Steve McGrath
- Junee Shire Council – James Davis
- Lockhart Shire Council – Peter Veneris
- Temora Shire Council – Gary Lavelle

STAFF:

- Bland Shire Council – Alison Balind
- Coolamon Shire Council – Courtney Armstrong
- Cootamundra-Gundagai Regional Council – Linda Wiles
- Junee Shire Council – Luke Taberner
- Temora Shire Council – Elizabeth Smith

APOLOGIES:

- Bland Shire Council – Grant Baker
- Lockhart Shire Council – Craig Fletcher

BUSINESS:

1. Minutes of the Audit Alliance Meeting – 23 November, 2022

Resolved: That the Minutes of Meeting held 23 November, 2022 were a true and accurate record.

Moved: Tony Donoghue

Seconded: James Davis

2. Briefing Paper on Future Alliance requirements

Matters discussed included:

- Make up of ARIC – Councillors of individual Councils can be members of ARICs but not voting members.
- Engagement of independent chair – Consensus was to engage one person to act as the Chair for all Councils ARICs.

ACTION – Further written clarification to be sought from the Office of Local Government in relation to:

- Chief Audit Officer/Internal Audit Function – is this a new position or an existing employee coordinating the audit process?
- Engaging internal auditors – can they be engaged on a subject/audit basis or is an internal auditor engaged for a period of time to undertake all audits?
- Committee membership – continuation of current “independents” from other Councils.
- Sharing of audit topic and appointment of an internal auditor to then provide separate audit reports to each Council.

Further exploration with Riverina Eastern Regional Organisation of Councils on achieving compliance with ARIC Guidelines to be undertaken.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

MINUTES OF THE INTERNAL AUDIT ALLIANCE MEETING HELD AT COOLAMON SHIRE COUNCIL ON
THURSDAY, 8 JUNE 2023 AT 9.30AM.

3. Scope for Audit of Integrated Planning and Reporting

Resolved:

- a) That the Scope for the Audit of Integrated Planning and Reporting processes of the Alliance Councils include the following:
- Compliance/comparison with the IP&R requirements – good, better best measures.
 - Level of staff involvement with elements of the IP&R (Community Strategic Plan, Delivery Program, Operational Plan, Resourcing Strategy).
 - Level of Councillor involvement with Community Engagement and CSP development.
 - Integration to other strategies and actions of Council.
- b) That Requests for Quote to undertake the audit be sought from a range of consultants to comply with procurement procedures of Councils with determination to be made via email by the majority of Councils.

Moved: James Davis

Seconded: Tony Donaghue

ACTION – Scope to be prepared and Request for Quote sought from three consultancies being – Centium, Karen Legge Consulting and Morrison Low.

Gary Lavelle left the meeting at 11.10am.

Peter Veneris left the meeting at 11.20am.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

MINUTES OF THE INTERNAL AUDIT ALLIANCE MEETING HELD AT COOLAMON SHIRE COUNCIL ON
THURSDAY, 8 JUNE 2023 AT 9.30AM.

4. Audit Planning for Financial Year 2023/24

Resolved:

That the following Internal Audit schedule be undertaken, noting that audits post-1 July
2024 may be subject to change with the implementation of new ARIC :

Month	Presentation	Scope
July 2023	ARIC compliance with new OLG Guidelines	IP&R compliance
November 2023	IP&R compliance	Enterprise Risk Management Framework
March 2024	Enterprise Risk Management Framework	Light Fleet Management: Scope to include purchasing, maintenance, usage and leasing.
June 2024	Light Fleet Management: Scope to include purchasing, maintenance, usage and leasing.	Workers Compensation Claims Processing
Proposed Schedule for Financial Year 2024/25 – To be confirmed		
August 2024	Workers Compensation Claims Processing	Data Integrity of Reports and other Information
November 2024	Data Integrity of Reports and other Information	Waste Management Facility Operations (Refuse and Industrial) including Cash Handling and Revenue Accounting Policy
March 2025	Waste Management Facility Operations (Refuse and Industrial) including Cash Handling and Revenue Accounting Policy	Councillor training, education and reporting
June 2025	Councillor training, education and reporting	Business Continuity Testing
Proposed Schedule for Financial Year 2025/26 – To be confirmed		
August 2025	Business Continuity Testing	Asset Management
November 2025	Asset Management	Council Investments – Scope to consider achieving targeted investment revenue or outside policy and Government Guidelines
March 2026	Council Investments – Scope to consider achieving targeted investment revenue or outside policy and Government Guidelines	Council Corporate System Integration or Update Plans
June 2026	Council Corporate System Integration or Update Plans	Rates Assessment and Processing, including Pension Concessions

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17th AUGUST 2023.

MINUTES OF THE INTERNAL AUDIT ALLIANCE MEETING HELD AT COOLAMON SHIRE COUNCIL ON
THURSDAY, 8 JUNE 2023 AT 9.30AM.

Proposed Schedule for Financial Year 2026/27 – To be confirmed		
August 2026	Rates Assessment and Processing, including Pension Concessions	Events Management
November 2026	Events Management	Gifts and Benefits management and reporting
March 2027	Gifts and Benefits management and reporting	Legislative Compliance
June 2027	Legislative Compliance	TBD

Moved: Tony Donoghue

Seconded: James Davis

5. Future Business - Audit Alliance Memorandum of Understanding review

Resolved:

That the Audit Alliance take on notice the need to review the Memorandum of Understanding (MoU) and that the existing MoU be retained until 1 July, 2024.

That a new Memorandum of Understanding be developed depending upon requirements once the new Audit, Risk and Improvement Framework is in place.

Moved: James Davis

Seconded: Tony Donoghue

6. General Business

- The Hansard Parliamentary Statements of the Minister for Local Government from 30 May and 1 June 2024 discussed.
- Development of four year audit plan discussed.

ACTION: Examples of four-year Internal Audit Plans to be sourced (AB)

7. Date of next Audit Alliance meeting – Thursday, 12 October 2023

ATTACHMENTS FOR THE MEETING HELD 17TH AUGUST, 2023

ITEMS DISTRIBUTED WITH THE AGENDA

- 1) ACTIVITY REPORTS
 - 1) Operating Statistics of the Coolamon Shire Library for July 2023.
 - 2) Community Development Officer's Report for July 2023.
 - 3) Tourism and Business Development Officer's Report for July 2023.
 - 4) Road Safety Officer's Activity Report for July 2023.
 - 5) Allawah Community Care Report for July 2023.Refer Correspondence Item (1a).

- 2) INFORMATION PAPERS:
 - 1) Minutes of the Advance Matong Committee Meeting held 17th July 2023.
 - 2) Financial Statements of the Rannock Community Centre - Reserve No. 89397.
 - 3) Minutes of the Ardlethan Showground Management Committee AGM and General Meeting held 17th July 2023.
 - 4) Minutes of the Country Mayors Association of NSW Meeting held 4th August 2023.Refer Correspondence Item (2a).

- 3) Correspondence from OLG explaining the position of the RFS Fleet.
Refer General Manager's Report (GM2), [File No. F.03-11].

- 4) Correspondence from the Hon Ryan Park, Minister for Health and Regional Health, regarding the Coolamon Ganmain MPS.
Refer General Manager's Report (GM5), [File No. H.03-04].

- 5) Correspondence from the Coolamon Preschool seeking a donation from Council for DA and Construction Certificate fees.
Refer General Manager's Report (GM6), [File No. C.04-03].

- 6) A copy of the Recognition of Service Policy
Refer Executive Manager, Corporate & Community Services' Report (CS2), [File No. P.12-01].

- 7) A copy of the Draft Agency Information Guide 2023
Refer Executive Manager, Corporate & Community Services' Report (CS3), [File No. P.12-01].

APENDIX 1 - RECOGNITION OF SERVICE POLICY



RECOGNITION OF SERVICE POLICY

Date Adopted	17 th August 2023		
Council Minute	128/08/2023		
Version	Version 4		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	August 2023	Next Scheduled Review	August 2027

POLICY STATEMENT

To formally acknowledge and reward significant cumulative service milestones achieved by Councillors and Staff of the Coolamon Shire Council and recognise the benefits and service these people have provided to the organisation and the community.

IMPLEMENTATION

Council will recognise the cumulative service of Councillors and Staff as follows:

Years of Service	Recognition
15+ years	Gift voucher to the value of years of service x \$10.00 upon leaving Council
20 years	\$200.00 gift voucher and framed certificate presented at a Council meeting
25+ years	Recognition on the applicable honour board upon leaving Council
30 years	\$300.00 gift voucher and framed certificate presented at a Council meeting
30+ years	For each 5 years of service that exceed 30 years, recipients will be presented with a framed certificate and additional recognition will be at the discretion of the General Manager.

The recipient will have the choice as to where the gift voucher can be redeemed subject to the approval of the General Manager.

In recognition of the importance to Council of long serving Councillors and Staff, certificates for 20 and 30 years service will be presented at an Ordinary Meeting of Council on an annual basis (August). Recognition of service beyond 20 years will also be acknowledged at a Council meeting once the period of cumulative service of the individual is complete.

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 4 Adopted:** Council Meeting 17 August 2023 (Minute No 128/08/2023)
Version 3 Re-Adopted: Council Meeting 19 May 2022 (Minute No 90/05/2022)
Version 3 Adopted: Council Meeting held 14 December 2017 (Minute No 235/12/2017)
Version 2 Adopted: Council Meeting held 20 August 2015 (Minute No 173/08/2015)
Version 1 Adopted: Council Meeting held 13 December 2012 (Minute No 351/12/2012)

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APENDIX 2 - AGENCY INFORMATION GUIDE



AGENCY INFORMATION GUIDE 2023

Date Adopted	17 August 2023		
Council Minute	129/08/2023		
Version	2023 Version		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Annually		
Last Review Date	August 2023	Next Scheduled Review	August 2024

INTRODUCTION

The Coolamon Shire Council Agency Information Guide has been prepared in accordance with Section 20 of the *Government Information (Public Access) Act 2009* (GIPA Act).

By describing Council's functions, responsibilities and organizational structure, the Guide aims to promote a better understanding of Council's work in the community. It also describes the various types of information held by Council, how that information can be accessed and how members of the public can participate in Council's decision making processes.

THE STRUCTURE & FUNCTION OF THE COOLAMON SHIRE COUNCIL

The Coolamon Shire was proclaimed in 1906. The Shire covers an area of 2,433 square kilometres and is located in the Riverina bounded by the neighbouring Shires of Narrandera, Bland, Temora, Junee and the City of Wagga Wagga.

The Coolamon Shire Council is incorporated under the *Local Government Act 1993*. Section 8 of the *Local Government Act* sets out Council's Charter. Section 222 of the *Local Government Act* provides that representatives called 'Councillors' comprise the governing body of Council. The Coolamon Shire Council has nine Councillors who are elected by the residents and ratepayers of the Shire every four years. These Councillors elect a Mayor and Deputy Mayor for the two year terms.

Section 232 of the *Local Government Act* provides that the role of a Councillor is to:

- Be an active and contributing member of the governing body;
- Make considered and well informed decisions as a member of the governing body;
- Participate in the development of the integrated planning and reporting framework;
- Represent the collective interests of residents, ratepayers and the local community;
- Facilitate communication between the local community and the governing body;
- Uphold and represent accurately the policies and decisions of the governing body;
- Make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

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..... MAYOR

.....GENERAL MANAGER.

A Councillor is accountable to the local community for the performance of the Council.

Section 226 of the *Local Government Act* provides that the role of the Mayor is to:

- Be the leader of the council and a leader in the local community;
- Advance community cohesion and promote civic awareness;
- Be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities;
- Exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council;
- Preside at meetings of the council;
- Ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act;
- Ensure the timely development and adoption of the strategic plans, programs and policies of the council;
- Promote the effective and consistent implementation of the strategic plans, programs and policies of the council;
- Promote partnerships between the council and key stakeholders;
- Advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council;
- In conjunction with the general manager, ensure adequate opportunities and mechanisms for engagement between the council and the local community;
- Carry out the civic and ceremonial functions of the mayoral office;
- Represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level;
- In consultation with the councillors, lead performance appraisals of the general manager;
- Exercise any other functions of the council that the council determines.

The General Manager is responsible for the efficient operation of Council as an organisation and for ensuring the implementation of the decisions of Council.

Section 335 provides that the General Manager has the following functions:

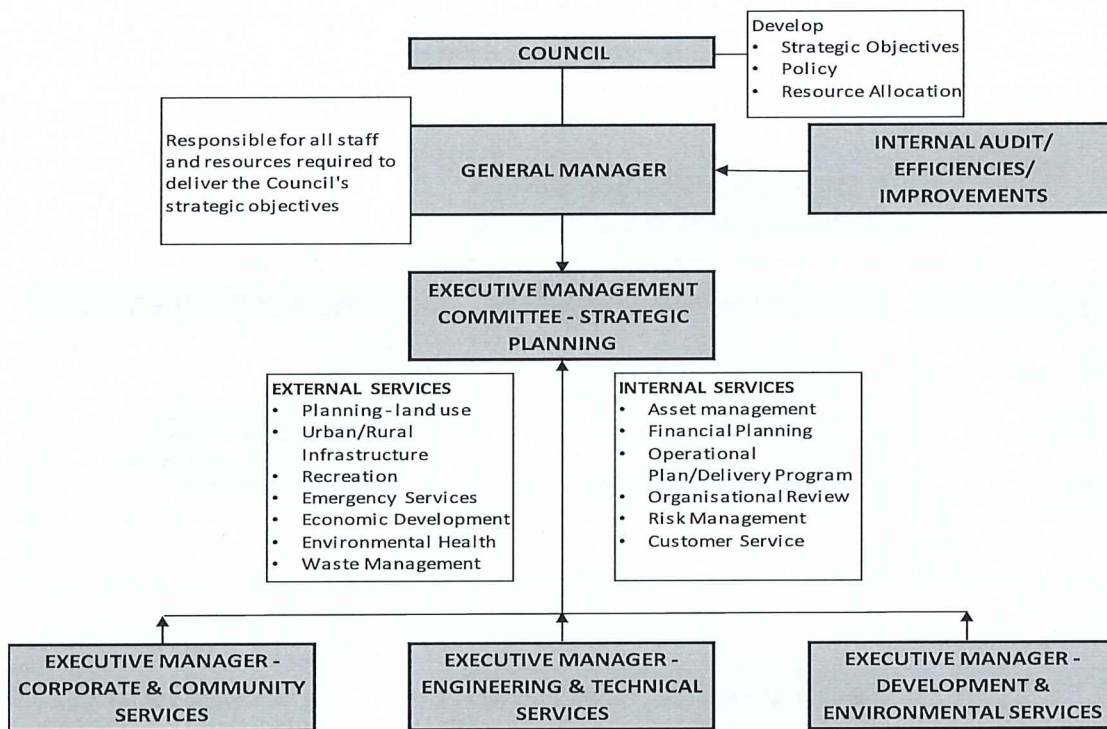
- To conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council;
- To implement, without undue delay, lawful decisions of the council;
- To advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council;
- To advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council;
- To prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report;
- To ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions;
- To exercise any of the functions of the council that are delegated by the council to the general manager;
- To appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council;
- To direct and dismiss staff;
- To implement the council's workforce management strategy;

- Any other functions that are conferred or imposed on the general manager by or under this or any other Act.

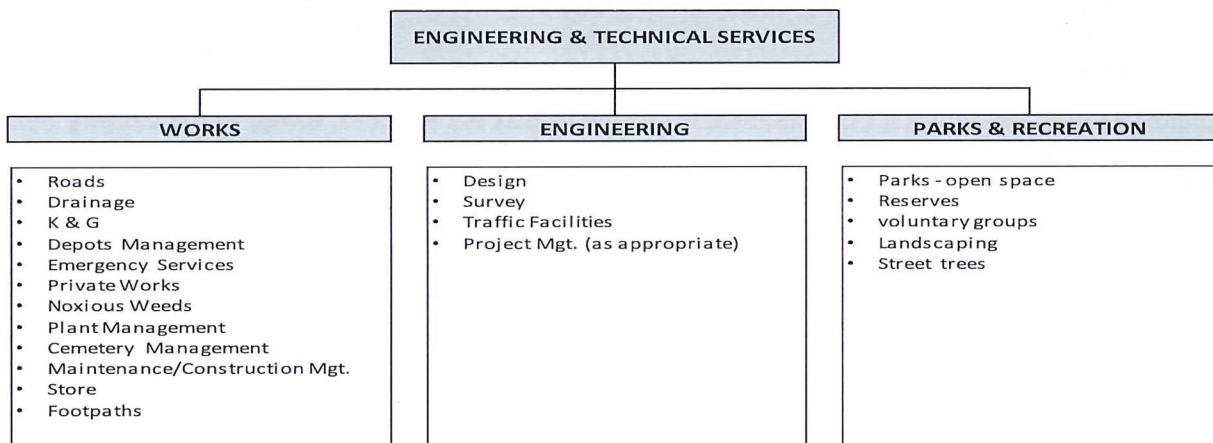
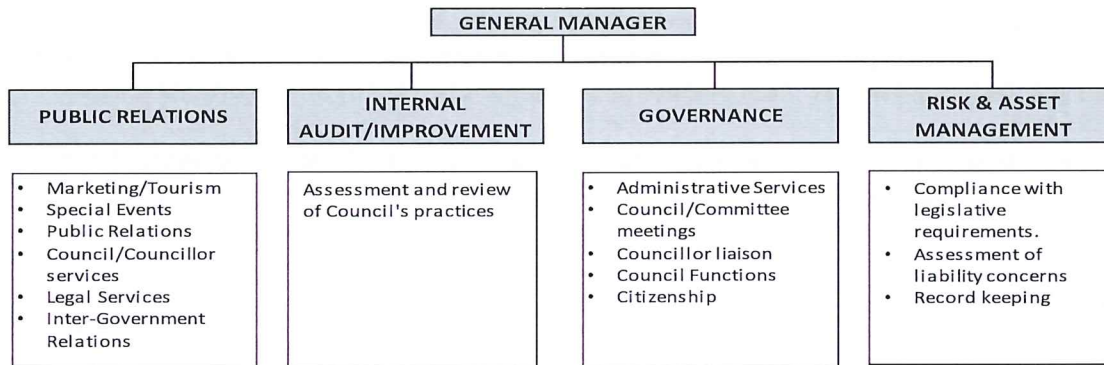
To assist the General Manager in the exercise of these functions, there are 3 departments of Council. These departments are Corporate & Community Services, Development & Environmental Services and Engineering & Technical Services. Each of these departments is headed by an Executive Manager.

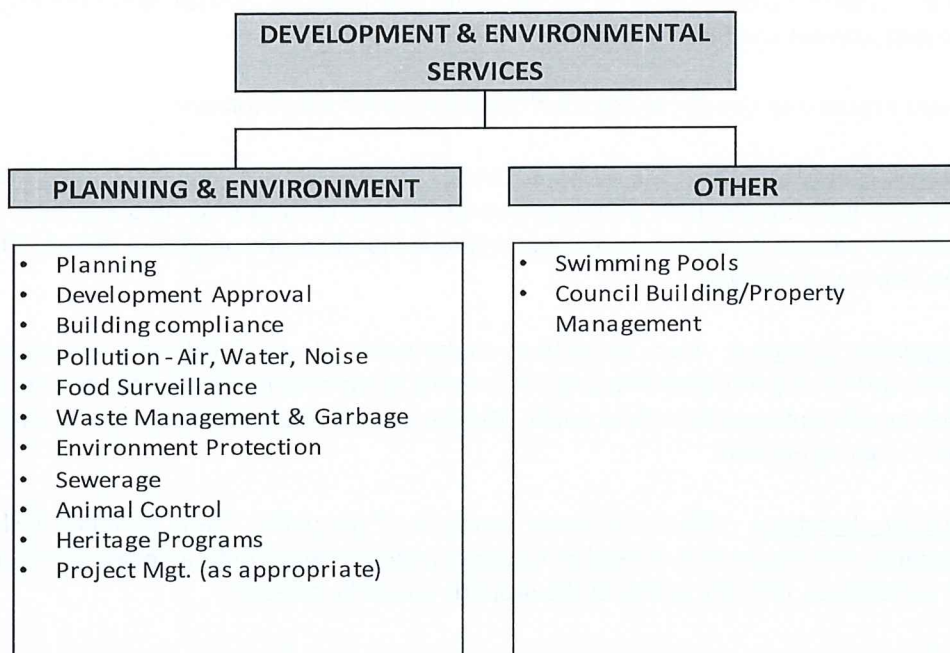
Within these departments, Council employs staff such as Engineers, Building Surveyors, Finance Officers, Rangers, Child-care and Aged-care workers who carry out the day-to-day operations of the Council and implement Council policies and other decisions as directed by the General Manager.

ORGANISATIONAL STRUCTURE



Council reviews and adopts its organisational structure as part of the annual review of the Delivery Program and development of the annual Operational Plan. Council adopted the structure on 22 June 2023.





AFFECT OF COUNCIL FUNCTIONS ON MEMBERS OF THE PUBLIC

The Coolamon Shire Council is a governing body, therefore every decision it makes affects members of the public. Council is a planning body for the future that manages infrastructural and community services of past, current and future residents.

The functions imposed on Council by the *Local Government Act* are as follows:

- Service Functions - affect the public as Council provides services and facilities to the public. These include the provision of human services such as child care services and local libraries, halls and community centres, sport and recreation facilities and programs, infrastructure and the removal of garbage.
- Regulatory Functions - place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and do not endanger the lives or safety of members of the public. Members of the public must be aware of, and comply with, such regulations.
- Ancillary Functions - affect only some members of the public. These functions include, for example, the resumption of land or Council's power to enter onto a person's land. In these circumstances, only the owner of the property would be affected.
- Revenue Functions - affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.
- Administrative Functions - do not necessarily affect members of the public directly but do have an indirect impact on the community through the efficiency and effectiveness of the services provided by Council.
- Enforcement Functions - only affect those members of the public who are in breach of certain legislation. This includes matters such as the non-payment of rates and charges, unregistered animals, and parking offences.
- Community Planning & Development functions - affect areas such as cultural development, social planning and community profile

In addition, various other Acts and associated Regulations confer or imposed functions on Council including (but not limited to):

- *Aged Care Act 1997*
- *Biodiversity Conservation Act 2016*
- *Building Professionals Act 2005*
- *Children and Young Persons (Care & Protection) Act 1998*
- *Civil Liabilities Act 2002*
- *Community Land Development Act 1989*
- *Companion Animals Act 1998*
- *Contaminated Land Management Act 1997*
- *Conveyancing Act 1919*
- *Crown Lands Management Act 2016*
- *Crown Lands Act 1989*
- *Dividing Fences Act 1991*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning & Assessment Amendment Act 1997*
- *Firearms Act 1996*
- *Fire Brigades Act 1989*
- *Food Act 2003*
- *Government Information (Public Access) Act 2009*
- *Health Records and Information Privacy Act 2002*
- *Heritage Act 1977*
- *Impounding Act 1993*
- *Independent Commission Against Corruption Act 1998*
- *Library Act 1939*
- *Local Land Services Amendment Act 2016*
- *Noxious Weeds Act 1993*
- *Pesticides Act 1999*
- *Plumbing & Drainage Act 2011*
- *Privacy & Personal Information Protection Act 1998*
- *Protection of the Environment Operations Act 1997*
- *Public Health Act 2010*
- *Public Interest Disclosures Act 1994*
- *Recreation Vehicles Act 1983*
- *Roads Act 1993*
- *Roads Transport Act 2013*
- *Smoke Free Environment Act 2000*
- *State Emergency & Rescue Management Act 1989*
- *State Emergency Service Act 1989*
- *State Records Act 1998*
- *Strata Schemes Development Act 2015*
- *Strata Schemes Management Act 1996*
- *Swimming Pools Act 1992*
- *Transport Administration Act 1988*
- *Unclaimed Money Act 1995*
- *Waste Avoidance and Resource Recovery Act 2001*
- *Work Health & Safety Act 2011*
- *Workplace Injury Management & Workers Compensation Act 1998*

PUBLIC PARTICIPATION IN LOCAL GOVERNMENT

There are a number of ways in which the public may participate in the policy development and, indeed, the general activities of the Council. These are through representation and personal participation.

Representation

Local Government in Australia is based on the principle of representative democracy. This means that the people elect representatives to their Local Council to make decisions on their behalf. In New South Wales, Local Government elections are held every four years. The next general elections are to be held in September 2024.

At each election, voters elect 9 Councillors for a four year term. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote, but must register their intention to vote on the non-residential roll. Voting is compulsory.

Councillors are the elected representatives of the residents and ratepayers of a local government area and make decisions on behalf of their constituents. Residents are able to raise issues with, and make representations to, the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf thus allowing members of the public to influence the development of policy.

Personal Participation

There are also avenues for members of the public to personally participate in the policy development and the functions of the Council.

Council meetings are open to the public and are usually held in the Council Chambers on the third Thursday of each month. Business papers are available from Council before meetings and the minutes can be access on Council's website.

Public exhibitions are a key way for the community to participate in local government. Members of the community can submit feedback on proposed policies, plans, projects or development that Council is considering. Members of the public can, either personally or in writing, address any matter that falls within Council jurisdiction.

Information provided to Council in correspondence, submissions or requests, including personal information such as names and addresses, may be made publicly available in accordance with the GIPA Act.

There are several Committees to which Council has delegated a function of Council to under Section 355 of the *Local Government Act* that allow direct community input into the decision making process. In performing their role on the Committees, members of the public exercise some of the functions of Council. These committees include

- Advance Ardlethan Committee
- Advance Ganmain Committee
- Advance Marrar Committee
- Advance Matong Committee
- Beckom Hall & Community Committee
- Ardlethan Showground Management Committee
- Coolamon Shire Community Benefit Fund Committee
- Coolamon Shire Photographic Competition
- Coolamon Showground Management Committee
- Friends of the Up-to-Date Cultural Precinct Committee
- Local Heritage Fund Committee
- Matong Hall Committee
- Kindra Bike & Walking Trail-Management Committee
- Rannock Community Centre – Reserve 89397 Committee
- Coolamon Flood Risk Management Committee

INFORMATION HELD BY THE COOLAMON SHIRE COUNCIL

Council holds information in various formats in respect to the wide range of functions undertaken by it as well as information that is pertinent to different issues relating to the Coolamon Shire Local Government area.

The GIPA Act provides the public with a general right of access to information held by Council as long as it does not infringe privacy or other laws or there aren't public interest considerations against disclosure.

The following information is prescribed Open Access information in accordance with the GIPA Act and is available on Council's website:

- This information guide
- Documents (if any) tabled in Parliament on behalf of Council (will be available on Council's website if and when any information is tabled in parliament on behalf of Council)
- Council's Policy documents
- Council's Disclosure Log of Access Applications
- Council's Register of Government Contracts
- A record of open access information that is not made available to the public on the basis of an overriding public interest against disclosure.

Council holds a range of information in various formats that relate to a number of different issues concerning the Coolamon Shire Local Government Area. This information may be available on Council's website, via an Informal Access to Information request or a Formal Access to Information application. All requests for access to information held by Council will be determined in accordance with the requirements of the GIPA Act.

In addition, pursuant to Schedule 1 of the *Government Information (Public Access) Regulation 2018*, all of Council's 'Open Access' information is required to be available via Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website). Where this is the case, the information will be available for inspection at Council offices. Any current (and the immediately preceding version of) documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges, in accordance with Council's Fees and Charges.

Open Access information includes:

Information about Council

- 1) Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:
 - a) the model code prescribed under section 440 (1) of the *Local Government Act* and the code of conduct adopted under section 440 (3) of the *Local Government Act*,
 - b) code of meeting practice,
 - c) annual report,
 - d) annual financial reports,
 - e) auditor's report,
 - f) management plan,
 - g) Equal Employment Opportunity management plan,
 - h) policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors,
 - i) annual reports of bodies exercising functions delegated by Council,
 - j) any codes referred to in the *Local Government Act*.
- 2) Information contained in the following records (whenever created) is prescribed as open access information:
 - a) returns of the interests of Councillors, designated persons and delegates,
 - b) agendas and business papers for any meeting of Council or any committee of Council (but not including business papers for matters considered when part of a meeting is closed to the public),
 - c) minutes of any meeting of Council or any committee of Council, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting,
 - d) reports by the Chief Executive of the Office of Local Government presented at a meeting of Council in accordance with section 433 of the *Local Government Act*.
- 3) Information contained in the current version of the following records is prescribed as open access information:
 - a) land register,
 - b) register of investments,
 - c) register of delegations,
 - d) register of graffiti removal work kept in accordance with section 13 of the *Graffiti Control Act 2008*,
 - e) register of current declarations of disclosures of political donations kept in accordance with section 328A of the *Local Government Act*,
 - f) the register of voting on planning matters kept in accordance with section 375A of the *Local Government Act*.

Plans and Policies

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:

- (a) local policies adopted by Council concerning approvals and orders,
- (b) plans of management for community land,
- (c) environmental planning instruments, development control plans and contributions plans made under the *Environmental Planning and Assessment Act 1979* applying to land within the Coolamon Shire Local Government area.

Information about development applications

(1) Information contained in the following records (whenever created) is prescribed as open access information:

(a) development applications (within the meaning of the *Environmental Planning and Assessment Act 1979*) and any associated documents received in relation to a proposed development including the following:

- i. home warranty insurance documents,
- ii. construction certificates,
- iii. occupation certificates,
- iv. structural certification documents,
- v. town planner reports,
- vi. submissions received on development applications,
- vii. heritage consultant reports,
- viii. tree inspection consultant reports,
- ix. acoustics consultant reports,
- x. land contamination consultant reports,

(b) records of decisions made on or after 1 July 2010 on development applications (including decisions made on appeal),

(c) a record that describes the general nature of the documents that Council decides are excluded from the operation of this clause by subclause (2).

(2) However, this clause does not apply to so much of the information referred to in subclause (1) (a) as consists of:

- (a) the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
- (b) commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret, or
- (c) development applications made before 1 July 2010 and any associated documents received (whether before, on or after that date) in relation to the application.

(3) Council must keep the record referred to in subclause (1) (c).

Approvals, orders and other documents

Information contained in the following records (whenever created) is prescribed as open access information:

- (a) applications for approvals under Part 1 of Chapter 7 of the *Local Government Act* and any associated documents received in relation to such an application,
- (b) applications for approvals under any other Act and any associated documents received in relation to such an application,
- (c) records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals,
- (d) orders given under Part 2 of Chapter 7 of the *Local Government Act*, and any reasons given under section 136 of the *Local Government Act*,
- (e) orders given under the authority of any other Act,
- (f) records of building certificates under the *Environmental Planning and Assessment Act 1979*,
- (g) plans of land proposed to be compulsorily acquired by Council
- (h) compulsory acquisition notices,
- (i) leases and licences for use of public land classified as community land,
- (j) performance improvement orders issued to a council under Part 6 of Chapter 13 of the *Local Government Act*.

HOW TO ACCESS INFORMATION HELD BY COUNCIL

Under the GIPA Act there is an underlying rationale to encourage greater accessibility to government information for members of the public. A large amount of the information Council holds is made available on the Council's website. Information that is not published on Council's website may be requested via informal release or via a formal access application in line with sections 7 to 9 of the GIPA Act. There are four ways to obtain access to information held by Council:

Mandatory Proactive Release (open access)

- Under legislation Council must release certain information unless there is an overriding public interest against doing so.
- Council's website is the central reference point where members of the public can search for this information.
- This type of information includes Council policies, meeting agendas and minutes, media releases, annual reports, register of government contracts and disclosures log of access applications.

Authorised Proactive Release

- Council proactively releases information with a commitment to providing as much information as possible for free on Council's website, or in another appropriate manner and by the amount specified in Council's Fees and Charges.

Informal Access Applications

- Information that is not available by mandatory or authorised proactive release may be provided through informal release, subject to any reasonable conditions that Council may wish to impose, including deleting matter that would otherwise result in there being an overriding public interest against disclosure.
- Applications for informal release can be made in writing to the Access to Information Officer at council@coolamon.nsw.gov.au or PO Box 101, Coolamon NSW 2701.
- There is no fee required for an informal access application, however photocopying fees may apply as specified in Council's Fees and Charges.

- Informal requests will be processed in a timely manner and as soon as practical. Turnaround times will also depend on the volume of information sought and whether documents need to be retrieved from archives.

Formal Access Applications

A formal access application may be required where the information requested is not available by proactive or authorised release or informal access, and the information sought:

- Is of a sensitive nature that requires careful consideration of the public interest test;
 - Contains confidential information;
 - Contains personal information of third parties who must be consulted;
 - Contains business information of third parties who must be consulted; or
- Would involve a significant diversion of Council resources
- Formal access applications must be made in writing by completing a Formal Access Application form which is available on Council's website.
- Processing charges as outlined in Division 5 of the GIPA Act apply to formal access applications, and additional processing costs, such as photocopying costs, may apply as outlined in Council's Fees and Charges.
- Formal access applications will be acknowledged and determined within the statutory periods prescribed by section 57 of the GIPA Act, which includes making a determination and notifying the applicant of the decision within 20 working days, unless the applicant agrees to extend the time. Council may also extend the time by up to 15 working days when consultation with a third party is required or if Council needs to retrieve records from archives.

ADDITIONAL INFORMATION

Copyright

Some information may be subject to copyright laws and the consent of the copyright owner will be required before releasing copies of such information. Alternatively, Council may grant 'view only' access to such material.

Council will advise if the information is subject to copyright.

Privacy and Personal Information Protection

Access to certain information may be limited in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and the *Health Records and Information Privacy Act 2002* (HRIP Act).

The PPIP Act and HRIP Act provide for the protection of personal and health information and for the protection of the privacy of individuals generally.

In accordance with the PPIP Act and the HRIP Act, Council has adopted a Privacy Management Plan which outlines Council's practice for dealing with privacy and personal information in accordance with Information Protection Principles contained within the PPIP Act and the Health Protection Principles contained within the HRIP Act.

Public Interest Considerations in Favour of Disclosure

The GIPA Act provides a presumption in favour of disclosure of government information but allows for consideration of **any** public interest in favour of disclosure.

The GIPA Act lists the following examples of interests Council might consider (but is not limited to):

- Promoting open discussion of public affairs
- Enhancing Government accountability or contributing to positive and informed debate on issues of public importance
- Informing the public about the operations of Council and, in particular, policies and practices for dealing with members of the public
- Ensuring effective oversight of the expenditure of public funds
- The information is the personal information of the person to whom it is to be disclosed
- Revealing or substantiating that an agency (or member of an agency) has engaged in misconduct, or in negligent, improper, or unlawful conduct

Public Interest Considerations Against Disclosure

The GIPA Act provides an exhaustive list of public interest considerations against disclosure under s 14. These are the only considerations against disclosure that Council may consider in applying the public interest test.

Considerations are grouped under the following headings:

- Responsible and effective government
- Law enforcement and security
- Individual rights, judicial processes, and natural justice
- Business interests of agencies and other persons
- Environment, culture, economy, and general matters
- Secrecy provisions
- Exempt documents under interstate freedom of information legislation

Review of Decisions

Where an applicant is refused access to information under a formal application pursuant the GIPA Act, Council will provide details of the reasons for refusal in writing. If the applicant is dissatisfied with Council's determination of their application, they may seek to have the decision reviewed either by:

- Internal review - this is a review by a Council officer more senior than the original decision maker. Applicants have 20 working days from receiving notice of a decision to ask for a review, and a \$40 fee is payable by the applicant.
- External Review by the Information Commissioner - the applicant has eight weeks from receiving notice of a decision to ask for a review.
- External Review by NSW Civil Administration Tribunal – the applicant has eight weeks from receiving notice of a decision from Council to ask for a review, or four weeks after the completion of a review by the Information Commissioner.

Third Party Consultation

In accordance with section 54 of the GIPA Act, Council must consult where the information requested concerns:

- Personal information
- Business interests
- Research that has been carried out; or
- The affairs of another state or the Commonwealth government

Consultation must take place if the information is such that the person may have reasonable concerns about disclosure and those concerns are relevant to the public interest test.

Disclosure Log

Council's Disclosure Log lists information released under a formal access application under the GIPA Act that is considered to be of interest to the wider public.

It should be noted that applicants can object to inclusion in Council's Disclosure Log.

Public Officer

The *Local Government Act* requires Council to appoint a Public Officer. The Public Officer may:

- Deal with requests from the public concerning Council's affairs;
- Accept service of documents on behalf of Council;
- Receive submissions made to Council;
- Assist the public to gain access to public documents.

NSW Information and Privacy Commission

The NSW Information and Privacy Commission is responsible for overseeing the application of the PPIP Act, HRIP Act and the GIPA Act.

Further information about the right to information can be sourced from the Information & Privacy Commission New South Wales:

Freecall: 1800 472 679
Email: ipcinfo@ipc.nsw.gov.au
Website: www.ipc.nsw.gov.au

ASSOCIATIONS & RELATIONSHIPS

Legislation	<p><i>Government Information (Public Access) Act 2009</i> <i>Government Information (Public Access) Regulation 2018</i> <i>Privacy & Personal Information Protection Act 1998</i> <i>Privacy & Personal Information Protection Regulation 2014</i> <i>Health Records & Information Privacy Act 2002</i> <i>Health Records & Information Privacy Regulation 2012</i> <i>Local Government Act 1993</i> <i>Graffiti Control Act 2008</i></p>
Policies	<p><i>Coolamon Shire Council Records Management Policy</i> <i>Coolamon Shire Council Privacy Management Plan</i> <i>Coolamon Shire Council Community Engagement Strategy</i></p>
Procedures/Protocols, Statements, Documents	

REVIEW

This guide may be reviewed at any time or as required in the event of legislative changes. Council is required to review and adopt a new agency information guide at intervals of not more than 12 months.

2023 Version Adopted: Council Meeting held 17 August 2023 (Minute No. 129/08/2023)

2022 Version Adopted: Council Meeting held 17 February 2022 (Minute No. 24/02/2022)

2020 Version Adopted: Council Meeting held 15 October 2020 (Minute No. 214/10/2020)

2018 Version Adopted: Council Meeting held 15 November 2018 (Minute No 231/11/2018)

2017 Version Adopted: Council Meeting held 21 September 2017 (Minute No 175/09/2017)

2015 Version Adopted: Council Meeting held 15 October, 2015 (Minute No. 231/10/2015)