

Meeting commenced at 3.00pm.

BUSINESS:

- 1) Apologies
- 2) Declarations of Interest.
- 3)
 - a. Confirmation of Minutes of the Meeting held 17th March, 2022.
 - 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 21st April 2022.
- 7) Reports: Delegates/Mayor/Councillors

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

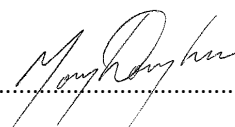
STAFF: Tony Donoghue, General Manager;
Courtney Armstrong, Executive Manager, Corporate & Community Services;
Tony Kelly, Executive Manager, Engineering & Technical Services;
Colby Farmer, Executive Manager, Development & Environmental Services.

1) APOLOGIES

There were no Apologies.



..... MAYOR.....



.....GENERAL MANAGER.

2) DECLARATIONS OF INTEREST

- Clr McCann declared a pecuniary interest in HS2 as an owner of a property identified.
- Clr Hutcheon declared a pecuniary interest in HS2 as an owner of a property identified.
- Clr White declared a pecuniary interest in HS3 as the owner of the property subject to the application.

3a) CONFIRMATION OF MINUTES OF THE MEETING HELD 17TH MARCH 2022.

RESOLVED on the motion of Clr Maslin and seconded by Clr Perkin that the Minutes of the Meeting held 17th March 2022 as circulated be confirmed and adopted.

62/04/2022

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

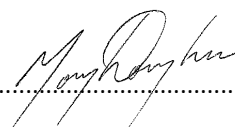
- 1) Operating Statistics of the Coolamon Shire Library for March 2022. Attachment No. 1.1
- 2) Road Safety Officer's Report for March 2022. Attachment No. 1.2
- 3) Allawah Community Care Report for March 2022. Attachment No. 1.3
- 4) Community Development Officer's Report for March 2022. Attachment No. 1.4

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.



..... MAYOR.....



.....GENERAL MANAGER.

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) Draft Minutes of the Riverina Joint Organisation (RIVJO) Board Meeting held 25th February 2022. Attachment No. 2.1
- 2) Draft Minutes of the Riverina Eastern Regional Organisation of Councils (REROC) Board Meeting held 25th February 2022. Attachment No. 2.2
- 3) Minutes of the Advance Matong Committee Meeting held 4th April 2022. Attachment No. 2.3
- 4) Minutes of the Advance Ardlethan Committee Meeting held 4th April 2022. Attachment No. 2.4
- 5) Minutes of the Advance Ganmain Committee Meeting held 6th April 2022. Attachment No. 2.5

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.

AGENDA B

1b) CHRIS TAYLOR, TELSTRA (T.02-01, SC412)

Forwarding a response to Council's letter regarding Mobile Coverage and Outages at Ardlethan.

General Manager's Note

→ A copy of the letter from Council and the reply from Telstra is attached for the information of Councillors. Attachment No. 3

2b) OFFICE OF LOCAL GOVERNMENT (G.03-02, SC202)

Forwarding a Fact Sheet regarding Financial Assistance Grants 2020-2023.
General Manager's Note

➔ A copy of the Fact Sheet is attached for the information of Councillors. Attachment No. 4

3b) ADVANCE MARRAR COMMITTEE (C.09-42, SC131)

Forwarding a copy of the Minutes of the Special Meeting of the Advance Marrar Committee Meeting held 11th January 2022.

Also advising that on their AGM Minutes held 22nd September 2021 and 14th October 2021 that it stated that David Fox as Vice President when it should have said Cathie Fox.

General Manager's Note

➔ A copy of the Minutes of Special Meeting held 11th January 2022 are attached for the information of Councillors. Attachment No. 11

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Perkin that the Correspondence listed in Agenda A and Agenda B be received. 63/04/2022

5) GENERAL MANAGER'S REPORT

5.1 GENERAL MANAGER REPORTS

GM1) MATONG HALL (C.09-49, SC1410)

- Council has received advice from the Advance Matong Committee and the Matong Hall Committee that they are happy with the plans for the proposed Hall. (See attached). Council will now meet with the Hall Committee to finalise any issues and then proceed to construction. [Attachment No. 5](#)

Recommendation

For Council information.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Hatty that the report be received. [64/04/2022](#)

GM2) RIVERINA REGIONAL LIBRARY (L.03-03, SC269)

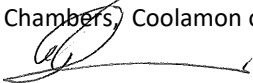
- Coolamon Shire has received the Service Level Agreement 2022-2023 between Coolamon Shire and Riverina Regional Library. This Agreement sets the standard for services provided by RRL. This document is in accordance with previous Agreements and will need to be signed by Council for endorsement. [Attachment No. 6.1](#)
- Council also has been provided with the 2022-2023 Management Plan that identifies how the RRL will operate. [Attachment No. 6.2](#)

In addition, Coolamon Shire Council is continuing to work through the transfer of Executive Council for the RRL from Wagga Wagga City Council to Coolamon Shire Council.

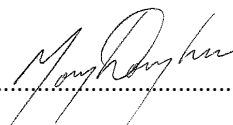
This has required negotiations with Wagga Wagga City Council, Riverina Regional Library staff, the remaining Councils, the State Library and the Unions.

Recommendation

- 1) That Council sign the Service Level Agreement with Riverina Regional Library.
- 2) That Council note the 2022-2023 Management Plan.



..... MAYOR.....



.....GENERAL MANAGER.

- 3) That Council continue the process of transferring the Executive Council of the Riverina Regional Library from Wagga Wagga City Council to Coolamon Shire Council.

RESOLVED on the motion of Clr Maslin and seconded by Clr McKinnon: 65/04/2022

- 1) That Council sign the Service Level Agreement with Riverina Regional Library; and
- 2) That Council note the 2022-2023 Management Plan; and
- 3) That Council continue the process of transferring the Executive Council of the Riverina Regional Library from Wagga Wagga City Council to Coolamon Shire Council.

GM3) JUNE COUNCIL MEETING (C.11-04, SC140)

Staff will be presenting the next Financial Year Delivery Programme & Operational Plan at the May Council Meeting. This meeting will be held on the 19th May 2022, and in accordance with the Local Government Act, the Operational Plan & Delivery Programme is required to be on public display for 28 days.


As the draft budget will commence public consultation on 20th May 2022, it will subsequently finish this process on 17th June 2022. This is one day after the proposed June Council Meeting set down for the 16th June 2022 (the normal third Thursday).


It is suggested that Council move the June Council Meeting to the 23rd June 2022 to allow for the public consultation phase to be completed and the budget can then be presented for adoption at the Council Meeting held on Thursday, 23rd June 2022.

Recommendation

That the Council Meeting proposed for 16th June 2022 be changed to 23rd June 2022.

RESOLVED on the motion of Clr White and seconded by Clr Hatty that the Council Meeting proposed for 16th June 2022 be changed to 23rd June 2022. 66/04/2022


..... MAYOR.....


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

GM4) PECUNIARY INTEREST RETURNS (P.02-01, SC296)

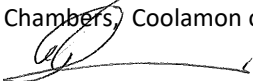
In accordance with the Model Code of Conduct, Councillors must lodge a written Return of Interest with the General Manager within three (3) months of their election or appointment, unless they have submitted a return within the previous three (3) months.

- Tabled for the information of Council are the Disclosures by Councillors and Designated Persons Return that have been completed by the three new Councillors.

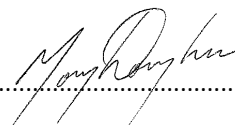
Recommendation

That the report be noted.

RESOLVED on the motion of Clr White and seconded by Clr Perkin that the report be noted. 67/04/2022


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MAYOR.....




.....GENERAL MANAGER.

5.2 EXECUTIVE MANAGER, CORPORATE & COMMUNITY SERVICES' REPORTS

CS1) FINANCE REPORT TO 31ST MARCH 2021

DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
5/05/2021	Macquarie Bank	A1/A+	Term Deposit	\$ 1,000,000	365	0.40%	5/05/2022
2/03/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,001,512	92	0.40%	2/06/2022
10/03/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 2,000,000	92	0.40%	10/06/2022
21/07/2021	Judo Bank	NR (Govt Guarantee)	Term Deposit	\$ 250,000	365	0.85%	21/07/2022
24/11/2021	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	240	0.60%	22/07/2022
3/08/2021	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	0.75%	3/08/2022
9/03/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	184	0.40%	9/09/2022
23/09/2021	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	0.60%	23/09/2022
1/10/2021	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	0.60%	1/10/2022
30/09/2021	AMP	A2/BBB	Term Deposit	\$ 1,000,000	369	0.80%	4/10/2022
19/10/2021	Beyond Bank	A2/BBB	Term Deposit	\$ 750,000	365	0.60%	19/10/2022
8/11/2021	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	365	0.55%	8/11/2022
18/01/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	304	1.00%	18/11/2022
25/11/2021	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	1.00%	25/11/2022
25/11/2021	AMP	A2/BBB+	Term Deposit	\$ 500,000	365	1.00%	25/11/2022
10/12/2021	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	1.10%	10/12/2022
19/03/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	275	0.45%	19/12/2022
14/01/2022	AMP	A2/BBB+	Term Deposit	\$ 500,000	365	1.10%	16/01/2023
17/01/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	1.10%	17/01/2023
1/02/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	1.10%	1/02/2023
11/02/2022	AMP	A2/BBB+	Term Deposit	\$ 2,000,000	367	1.10%	13/02/2023
TOTAL INVESTED				\$ 21,001,512			

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 2021)

External Restrictions - included in liabilities	
Specific purpose unexpended grants	1,550,611.83
Allawah Lodge Bonds & Payments	4,667,532.85
Allawah Village Loan Licences	3,622,432.44
Home Care Packages	544,964.06
	10,385,541.18
External Restrictions - other	
Developer contributions - general	67,613.37
Specific purpose grants (recognised as revenue)	475,265.77
Sewerage Services	1,598,022.28
Domestic Waste Management	750,153.46
Stormwater Management	64,569.62
Other - Community Transport	230,864.00
	3,186,488.50
Internal Restrictions	
Plant & vehicle replacement	1,000,000.00
Employees Leave Entitlements	1,499,000.00
Deferred Works	219,960.00
Ardlethan Preschool (non-grant)	39,155.28
Asset management/replacement	3,500,000.00
Financial Assistance Grant Advance	2,063,337.00
Swimming Pools	55,000.00
Rehabilitation of Gravel Pits	168,000.00
Coolamon Early Childhood Centre	361,222.45
Allawah Lodge	706,001.68
Allawah Village	578,588.69
	10,190,265.10
TOTAL RESTRICTIONS	23,762,294.78
UNRESTRICTED	985,659.43
TOTAL CASH, CASH EQUIVALENTS & INVESTMENTS	24,747,954.21

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD
IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

COOLAMON SHIRE COUNCIL
INCOME STATEMENT

for the period 1st July 2021 to 30th June 2022

	MARCH 2022	FEBRUARY 2022	JANUARY 2022	2021/2022 BUDGET	2020/2021 ACTUAL
Income from continuing operations					
Rates & annual charges	4,044,657.03	4,040,020.79	4,040,020.79	4,042,000.00	3,958,280.47
User charges & fees	4,031,400.61	3,423,121.67	3,093,282.27	4,785,000.00	5,072,093.97
Other revenues	188,711.90	174,453.23	165,145.59	363,000.00	583,429.79
Grants & contributions provided for operating purposes	3,801,536.22	3,600,395.72	3,063,749.73	4,598,000.00	7,322,392.31
Grants & contributions provided for capital purposes	2,162,949.14	1,990,994.64	1,632,082.23	3,581,000.00	2,396,269.47
Interest and investment revenue	72,145.93	39,153.25	21,189.48	114,000.00	270,638.20
Other income	285,653.50	220,867.00	219,935.57	382,000.00	371,469.25
Net gain from the disposal of assets	217,967.08	183,815.26	153,815.26	61,000.00	-110,943.76
Internals	0.00	0.00	0.00		0.00
Total income from continuing operations	14,805,021.41	13,672,821.56	12,389,220.92	17,926,000.00	19,863,629.70
Expenses from continuing operations					
Employee benefits and on-costs	5,178,219.98	4,511,789.65	3,923,800.67	6,665,000.00	6,740,916.96
Materials & services	3,816,782.00	3,445,493.54	2,979,791.90	5,120,000.00	4,719,276.22
Borrowing costs	11,346.10	10,960.16	10,960.16	45,000.00	26,510.03
Depreciation, amortisation & impairment	3,197,617.42	2,235,426.90	2,183,005.60	4,240,000.00	4,095,962.48
Other expenses	304,806.18	242,435.21	189,332.03	362,000.00	481,694.29
Net loss from the disposal of assets					
Total expenses from continuing operations	12,508,771.68	10,446,105.46	9,286,890.36	16,432,000.00	16,064,359.98
Operating result from continuing operations	2,296,249.73	3,226,716.10	3,102,330.56	1,494,000.00	3,799,269.72
Net operating result for the year before grants and contributions provided for capital purposes	133,300.59	1,235,721.46	1,470,248.33	-2,087,000.00	1,403,000.25

This is Page No. 9 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21st April 2022.

..... MAYOR..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD
IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

COOLAMON SHIRE COUNCIL
INCOME STATEMENT BY FUND

	March 2021		TOTAL
	GENERAL FUND	SEWERAGE FUND	
Income from continuing operations			
Rates & annual charges	3,295,474.81	749,182.22	4,044,657.03
User charges & fees	4,031,400.61	0.00	4,031,400.61
Other revenues	188,130.01	581.89	188,711.90
Grants & contributions provided for operating purposes	3,790,442.32	11,093.90	3,801,536.22
Grants & contributions provided for capital purposes	1,829,949.14	333,000.00	2,162,949.14
Interest and investment revenue	70,666.01	1,479.92	72,145.93
Other income	285,653.50		285,653.50
Net gain from the disposal of assets	217,967.08	0.00	217,967.08
Internals	0.00	0.00	0.00
Total income from continuing operations	13,709,683.48	1,095,337.93	14,805,021.41
Expenses from continuing operations			
Employee benefits and on-costs	5,030,181.52	148,038.46	5,178,219.98
Materials & services	3,690,359.59	126,422.41	3,816,782.00
Borrowing costs	11,346.10		11,346.10
Depreciation & amortisation	3,002,326.45	195,290.97	3,197,617.42
Other expenses	304,806.18	0.00	304,806.18
Total expenses from continuing operations	12,039,019.84	469,751.84	12,508,771.68
Operating result from continuing operations	1,670,663.64	625,586.09	2,296,249.73
Net operating result for the year before grants and contributions provided for capital purposes	-159,285.50	292,586.09	133,300.59

This is Page No. 10 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21st April 2022.

..... MAYOR..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD
IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

BALANCE SHEET

for the period 1st July 2021 to 30th June 2022

	2021/2022				
	MARCH 2022	FEBRUARY 2022	JANUARY 2022	BUDGET (ADJ FOR OPENING BALS)	2020/2021 ACTUAL
ASSETS					
Current assets					
Cash and cash equivalents	3,354,563.95	1,870,348.86	1,994,470.15	(662,574.97)	3,746,441.88
Investments	21,001,512.33	23,001,512.33	23,001,512.33	21,001,511.33	21,001,512.33
Receivables	1,044,868.18	1,208,386.78	1,255,131.43	767,516.46	767,845.79
Inventories	87,061.59	68,409.85	79,404.55	1,240,551.62	60,806.06
Other					
Total current assets	25,488,006.05	26,148,657.82	26,330,518.46	22,347,004.44	25,576,606.06
Non-current assets					
Investments					
Receivables	280,092.35	280,092.35	280,092.35	248,247.60	280,092.35
Inventories	1,136,866.84	1,136,866.84	1,136,866.84	1,136,698.42	1,136,866.84
Infrastructure, property, plant & equipment	242,214,914.70	241,553,839.41	241,132,256.54	246,977,705.63	238,042,200.34
Accumulated Dep'n - Infrastructure, PP&E	(50,284,675.97)	(49,363,687.37)	(49,395,816.07)	(51,810,366.77)	(47,569,655.61)
Accumulated Imp't - Infrastructure, PP&E	0.00	0.00	0.00	0.00	0.00
Total non-current assets	193,347,197.92	193,607,111.23	193,153,399.66	196,552,284.88	191,889,503.92
Total assets	218,835,203.97	219,755,769.05	219,483,918.12	218,899,289.32	217,466,109.98
LIABILITIES					
Current liabilities					
Payables	8,061,374.40	8,216,914.22	8,185,598.58	9,046,081.69	9,311,685.38
Contract Liabilities	1,868,513.07	1,713,406.67	1,598,035.27		
Borrowings	0.00	0.00	0.00	0.00	0.00
Employee benefit provisions	1,982,473.85	1,972,611.32	1,971,763.10	2,135,131.52	1,975,675.24
Provisions	28,578.00	28,578.00	28,578.00	0.00	28,578.00
Other	4,240.70	3,768.52	3,838.39	5,785.31	5,785.31
Total current liabilities	11,945,180.02	11,935,278.73	11,787,813.34	11,186,998.52	11,321,723.93
Non-current liabilities					
Payables	3,856.18	3,856.18	3,856.18	3,466.23	3,856.18
Borrowings	0.00	0.00	0.00	0.00	0.00
Employee benefit provisions	135,342.63	135,342.63	135,342.63	135,342.63	135,342.63
Provisions	390,052.54	390,052.54	390,052.54	435,377.90	390,052.54
Total non-current liabilities	529,251.35	529,251.35	529,251.35	574,186.76	529,251.35
TOTAL LIABILITIES	12,474,431.37	12,464,530.08	12,317,064.69	11,761,185.28	11,850,975.28
Net assets	206,360,772.60	207,291,238.97	207,166,853.43	207,138,104.04	205,615,134.70
EQUITY					
Retained earnings	103,339,975.42	104,270,441.79	104,146,056.25	104,117,184.31	101,043,725.69
Reserves	103,020,797.18	103,020,797.18	103,020,797.18	103,020,919.73	103,020,797.18
Internal Assets/Liabilities	0.00	0.00	0.00		0.00
Trust Transfer					
Total equity	206,360,772.60	207,291,238.97	207,166,853.43	207,138,104.04	204,064,522.87

This is Page No. 11 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21st April 2022.

..... MAYOR..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD
IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

COOLAMON SHIRE COUNCIL
BALANCE SHEET BY FUND

	March 2021		COOLAMON SHIRE TOTAL
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	
ASSETS			
Current assets			
Cash and cash equivalents	1,054,205.28	2,300,358.67	3,354,563.95
Investments	21,001,512.33		21,001,512.33
Receivables	870,134.06	174,734.12	1,044,868.18
Inventories	87,061.59		87,061.59
Other			0.00
Total current assets	23,012,913.26	2,475,092.79	25,488,006.05
Non-current assets			
Investments			0.00
Receivables	280,092.35		280,092.35
Inventories	1,136,866.84		1,136,866.84
Infrastructure, property, plant & equipment	221,981,829.70	20,233,085.00	242,214,914.70
Accumulated Depreciation	(42,957,502.77)	(7,327,173.20)	(50,284,675.97)
Accumulated Impairment	0.00		0.00
Total non-current assets	180,441,286.12	12,905,911.80	193,347,197.92
Total assets	203,454,199.38	15,381,004.59	218,835,203.97
LIABILITIES			
Current liabilities			
Payables	8,061,374.40	0.00	8,061,374.40
Contract Liabilities	1,868,513.07		1,868,513.07
Interfunding			0.00
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	1,982,473.85		1,982,473.85
Provisions	28,578.00		28,578.00
Other	4,240.70	0.00	4,240.70
Total current liabilities	11,945,180.02	0.00	11,945,180.02
Non-current liabilities			
Payables	3,856.18		3,856.18
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	135,342.63		135,342.63
Provisions	390,052.54		390,052.54
Total non-current liabilities	529,251.35	0.00	529,251.35
TOTAL LIABILITIES	12,474,431.37	0.00	12,474,431.37
Net assets	190,979,768.01	15,381,004.59	206,360,772.60
EQUITY			
Retained earnings	93,824,242.38	9,515,733.04	103,339,975.42
Reserves	97,155,525.63	5,865,271.55	103,020,797.18
Internal Assets & Liabilities			0.00
Trust Transfer			0.00
Total equity	190,979,768.01	15,381,004.59	206,360,772.60

This is Page No. 12 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21st April 2022.

..... MAYOR..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD
IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

COOLAMON SHIRE COUNCIL
INTERNAL & EXTERNAL RESTRICTIONS

for the period 1st July 2020 to 30th June 2021

	2021/2022				
	MARCH 2022	FEBRUARY 2022	JANUARY 2022	BUDGET (ADJ FOR OPENING BALS)	2020/2021 ACTUAL
<i>EXTERNALLY RESTRICTED</i>					
Contract Liabilities	1,207,316.71	1,230,200.99	1,140,401.71	1,283,762.23	1,550,611.83
Allawah Lodge Accommodation Payments	4,315,616.14	4,359,351.94	4,359,351.94	4,667,532.85	4,667,532.85
Allawah Village Loan-Licence	3,764,970.44	3,764,970.44	3,764,970.44	3,787,585.44	3,622,432.44
Home Care Packages	322,922.24	357,000.00	445,518.02	544,964.06	544,964.06
Developer Contributions	92,791.83	92,791.83	92,791.83	28,289.49	67,613.37
Grant Revenues	316,232.96	316,438.48	334,799.48	475,265.77	475,265.77
Sewerage Fund	2,300,358.67	2,286,454.36	2,249,469.92	1,649,557.95	1,598,022.28
Waste Management	944,779.75	951,365.80	931,412.63	753,961.79	750,153.46
Stormwater Management Reserve	63,848.04	64,537.59	67,887.59	46,344.62	64,569.62
Other - Community Transport	237,719.28	247,996.73	257,990.47	230,864.00	230,864.00
	13,566,556.06	13,671,108.16	13,644,594.03	13,468,128.20	13,572,029.68
<i>INTERNALLY RESTRICTED</i>					
Plant Replacement Reserve	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Employees Leave Entitlements Reserve	1,499,000.00	1,499,000.00	1,499,000.00	1,619,237.00	1,499,000.00
Deferred Works Reserve	167,483.31	167,483.31	167,483.31	162,170.00	219,960.00
Ardlethan Preschool	53,731.28	48,886.28	48,886.28	48,444.28	39,155.28
Asset Management	3,500,000.00	3,500,000.00	3,500,000.00	1,678,812.00	3,500,000.00
Financial Assistance Grant	0.00	0.00	0.00	120,568.00	2,063,337.00
Swimming Pools Reserve	55,000.00	55,000.00	55,000.00	75,000.00	55,000.00
Gravel Pits Rehabilitation Reserve	168,000.00	168,000.00	168,000.00	188,000.00	168,000.00
CECC Asset Mgt Reserve	478,276.74	478,079.95	509,463.64	333,288.45	361,222.45
Allawah Lodge Asset Mgt Reserve	1,054,678.50	1,046,767.27	983,210.28	714,360.27	706,001.68
Allawah Village Asset Mgt Reserve	277,429.81	284,967.61	452,318.78	260,790.33	578,588.69
	8,253,599.64	8,248,184.42	8,383,362.29	6,200,670.33	10,190,265.10
Unrestricted	2,535,920.58	2,952,568.61	2,968,026.16	670,263.95	985,659.43
TOTAL CONSOLIDATED CASH	24,356,076.28	24,871,861.19	24,995,982.48	20,339,062.47	24,747,954.21

This is Page No. 13 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21st April 2022.

..... MAYOR..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

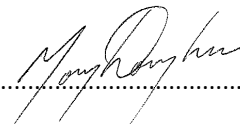
RATE COLLECTIONS

	ARREARS BFWD	LEVIES INC. INTEREST	TOTAL	COLLECTIONS TO DATE	% TO TOTAL	ADJUSTMENTS INC. PENS CONCESSIONS	ADJ TOTAL	% TO TOTAL	COLLECTABLE BALANCE
31/03/2004	280,098.47	2,042,530.43	2,322,628.90	1,643,550.53	70.76%	119,446.23	2,203,182.67	74.60%	559,632.14
31/03/2005	181,374.69	2,090,183.53	2,271,558.22	1,610,038.03	70.88%	107,409.99	2,164,148.23	74.40%	554,110.20
31/03/2006	163,566.58	2,168,380.12	2,331,946.70	1,665,566.12	71.42%	107,515.78	2,224,430.92	74.88%	558,864.80
31/03/2007	185,519.90	2,260,153.99	2,445,673.89	1,697,005.69	69.39%	108,908.33	2,336,765.56	72.62%	639,759.87
31/03/2008	236,912.33	2,424,028.49	2,660,940.82	1,842,237.22	69.23%	124,195.98	2,536,744.84	72.62%	694,507.62
31/03/2009	277,343.62	2,505,620.97	2,782,964.59	1,927,325.78	69.25%	125,166.76	2,657,797.83	72.52%	730,472.05
31/03/2010	239,371.45	2,595,555.85	2,834,927.30	1,954,008.36	68.93%	122,591.09	2,712,336.21	72.04%	758,327.85
31/03/2011	309,194.09	2,732,515.59	3,041,709.68	2,099,148.45	69.01%	171,329.03	2,870,380.65	73.13%	771,232.20
31/03/2012	239,162.46	2,877,024.02	3,116,186.48	2,248,787.28	72.16%	129,355.07	2,986,831.41	75.29%	738,044.13
31/03/2013	207,935.41	3,042,729.02	3,250,664.43	2,332,395.85	71.75%	127,977.11	3,122,687.32	74.69%	790,291.47
31/03/2014	230,807.22	3,153,398.26	3,384,205.48	2,422,743.00	71.59%	124,598.22	3,259,607.26	74.33%	836,864.26
31/03/2015	263,562.88	3,303,946.20	3,567,509.08	2,519,377.73	70.62%	122,649.25	3,444,859.83	73.13%	925,482.10
31/03/2016	335,520.44	3,419,374.08	3,754,894.52	2,685,892.91	71.53%	123,943.17	3,630,951.35	73.97%	945,058.44
31/03/2017	300,944.76	3,505,970.79	3,806,915.55	2,728,939.80	71.68%	123,555.38	3,683,360.17	74.09%	954,420.37
31/03/2018	303,728.87	3,576,653.01	3,880,381.88	2,766,747.07	71.30%	118,594.79	3,761,787.09	73.55%	995,040.02
31/03/2019	319,410.16	3,689,035.22	4,008,445.38	2,851,671.64	71.14%	117,993.12	3,890,452.26	73.30%	1,038,780.62
31/03/2020	368,193.86	3,794,132.70	4,162,326.56	2,908,398.40	69.87%	117,329.15	4,044,997.41	71.90%	1,136,599.01
31/03/2021	342,642.82	4,100,704.99	4,443,347.81	3,142,760.45	70.73%	124,745.06	4,318,602.75	72.77%	1,175,842.30
2021/2022									
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
31/08/2021	190,868.79	4,114,260.21	4,305,129.00	1,493,306.90	34.69%	122,659.36	4,182,469.64	35.70%	2,689,162.74
30/09/2021	190,868.79	4,114,650.96	4,305,519.75	1,725,384.52	40.07%	122,659.36	4,182,860.39	41.25%	2,457,475.87
31/10/2021	190,868.79	4,114,469.66	4,305,338.45	1,830,243.25	42.51%	122,237.48	4,183,100.97	43.75%	2,352,857.72
30/11/2021	190,868.79	4,108,690.93	4,299,559.72	2,337,839.98	54.37%	122,871.86	4,176,687.86	55.97%	1,838,847.88
31/12/2021	190,868.79	4,108,193.52	4,299,062.31	2,523,488.75	58.70%	122,053.10	4,177,009.21	60.41%	1,653,520.46
31/01/2022	190,868.79	4,097,865.57	4,288,734.36	2,627,103.83	61.26%	122,493.73	4,166,240.63	63.06%	1,539,136.80
28/02/2022	190,868.79	4,098,584.08	4,289,452.87	3,071,356.71	71.60%	122,493.71	4,166,959.16	73.71%	1,095,602.45
31/03/2022	190,868.79	4,099,585.84	4,290,454.63	3,286,057.54	76.59%	122,662.49	4,167,792.14	78.84%	881,734.60

RESOLVED on the motion of Clr Crocker and seconded by Clr White that the report be received. 68/04/2022



MAYOR



GENERAL MANAGER

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

→ As part of Council's policy review following the election of a new Council, the following policies are presented by staff: Attachment No. 7

- Allawah Community Centre Policy (re-adoption no changes proposed)
- Child Protection Policy (**review section added**)
- Citizenship Ceremony Policy (re-adoption no changes proposed)
- Community Bus Policy (re-adoption no changes proposed)
- Complaints Handling Policy (minor changes as shown)
- Contract Management Policy (**update of legislation reference**)
- Council Chamber Hire Policy (update of wording relating to fees)
- Council Road Naming Policy (change proposed to date of list of proposed names)
- Credit & Purchase Card Policy (**inclusion of section relating to Fuel Cards and loss or theft of card**)
- Customer Service Policy (**minor changes as shown**)
- Debt Recovery Policy (re-adoption no changes proposed)
- Effluent Re-use Watering Scheme Policy (**minor updates as shown**)
- Employee Assistance Program (re-adoption no changes proposed)
- Internal Reporting Policy – Public Interest Disclosures (re-adoption no changes proposed)
- Investment Policy (re-adoption no changes proposed)
- Legislative Compliance Policy (**update of legislative references**)


Recommendation

That the following policies, as presented, be adopted:

- Allawah Community Centre Policy
- Child Protection Policy
- Citizenship Ceremony Policy
- Community Bus Policy
- Complaints Handling Policy
- Contract Management Policy
- Council Chamber Hire Policy
- Council Road Naming Policy
- Credit & Purchase Card Policy
- Customer Service Policy
- Debt Recovery Policy
- Effluent Re-use Watering Scheme Policy
- Employee Assistance Program
- Internal Reporting Policy – Public Interest Disclosures



..... MAYOR.....



.....GENERAL MANAGER.

- Investment Policy
- Legislative Compliance Policy

RESOLVED on the motion of Clr Hatty and seconded by Clr Crocker that the following policies, (See Appendix 1) as presented, be adopted: 69/04/2022

- Allawah Community Centre Policy
- Child Protection Policy
- Citizenship Ceremony Policy
- Community Bus Policy
- Complaints Handling Policy
- Contract Management Policy
- Council Chamber Hire Policy
- Council Road Naming Policy
- Credit & Purchase Card Policy
- Customer Service Policy
- Debt Recovery Policy
- Effluent Re-use Watering Scheme Policy
- Employee Assistance Program
- Internal Reporting Policy – Public Interest Disclosures
- Investment Policy
- Legislative Compliance Policy

CS3) QUARTERLY BUDGET REVIEW AS AT 31ST MARCH 2022 (F.02-02)

➔ Enclosed with the attachments is the Quarterly Budget Review Statements to the 31st March 2022 for Council’s information. The Review reveals a change in Council’s anticipated operating result after capital amounts from an original surplus of \$1,494,202 to a surplus of \$4,002,200. Attachment No. 8

Council’s anticipated nett cash position has decreased from an original deficit of \$4,408,892 to a deficit of \$2,694,434 being a favourable variance of \$1,714,458.

The following items have been subject to material forecast changes:

Income

Administration

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
Profit on Sale of Assets	60,427	217,967	263,864	203,437	336.67 F

Profit on Sale of Assets – It is estimated that the profit on sale of assets will increase by a further \$64,607 as compared to the estimate made as part of the December 2021 review.

Environment

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
Flood Study Grant	210,000	0.00	0.00	-210,000	100.00 U

Flood Study Grant – Whilst Council was successful in obtaining \$110,940 to undertake a flood study for Coolamon, these funds will not be accounted for as income until the study is complete.

Community Services & Education

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
CECC – Sundry Income	0.00	25,733	25,733	25,733	F

CECC Sundry Income – Council has supported a number of staff to undertake traineeships with Government subsidies being received for each one. This was not included in Council’s original budget.

Housing & Community Amenities

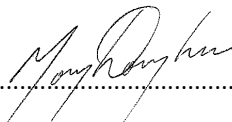
Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
Development Application Fees	55,000	55,658	70,000	15,000	27.27 F
Street Lighting Energy Saving Certificates	0	5,853	5,853	5,853	F
LRCIP 3	0	0	300,000	300,000	F

Development Application Fees – Based on year to date income, the total income estimated for the current year has been increased to \$70,000

Street Lighting Energy Saving Certificates – To date Council has received \$5,853 in energy saving certificates related to the LED replacement of street lights. Council is expected to receive additional income but the amount is not yet known.

LRCIP3 – It is expected that the first instalment of LRCIP3 funding will be received in the current year. Although works associated with the identified projects will not commence until FY2023, the income will be accounted for and restricted at the end of the year for those purposes.


 MAYOR.....


GENERAL MANAGER.....

Sewerage Services

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
Developer Contributions – Coolamon Business Park	550,000	0	0	-550,000	100.00 UF

Developer Contributions – Coolamon Business Park – The Sewerage Reticulation for the business park will be completed in FY2023. The assets will then be “contributed” to Council. This reduction in income is offset by the removal of the corresponding capital asset.

Mining, Manufacture & Construction

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
Construction Certificates	55,000	64,547	70,000	15,000	27.27 F
Building Inspection Fees	30,000	54,955	60,000	30,000	100.00 F

Construction Certificates & Building Inspection Fees – based on year to date income the estimated total income for the year has been increased.

Transport & Communication

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
LRCIP 3	0	0	472,445	472,445	F

LRCIP3 – It is expected that the first instalment of LRCIP3 funding will be received in the current year. Although works associated with the identified projects will not commence until FY2023, the income will be accounted for and restricted at the end of the year for those purposes

General Purpose Revenues

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
Financial Assistance Grant	1,942,769	1,540,995	5,214,225	3,271,456	168.43 F

Financial Assistance Grant – The Federal Government will make a pre-payment of 75% of the FY2023 grant in the current year

Expenditure

Administration

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
Computer & Office Equipment	110,000	151,334	160,000	-50,000	45.45 UF

Computer & Office Equipment – Additional software and hardware costs have contributed to the additional year to date expenditure. A review of IT related costs has been undertaken to ensure that future budgets will be account for new software subscriptions.

Environment

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
Flood Study Expenditure	250,000	0.00	50,000	200,000	80.00 F

Flood Study – The announcement of the successful grant applications has delayed this project. The project will now span two years and Council will then be seeking additional funding

Housing & Community Amenities

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
LEP Review	80,000	0	0	80,000	100.00 F
Street Lighting Electricity	70,000	28,787	45,000	25,000	35.71 F

LEP Review – The review of the LEP and engagement of consultants has been deferred to the next financial year

Street Lighting Electricity – as a result of lower charges and the LED street lighting replacement, Council’s estimated expenditure has been reduced.

Recreation & Culture

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
Swimming Pools – Operational Costs	55,000	69,666	85,000	30,000	54.55 UF
Sporting Grounds	7,500	7,796	30,000	22,500	300.00 UF
Street/Heritage Furniture	5,000	34,903	35,000	30,000	600.00 UF


Swimming Pools – Operational Costs – the additional subsidy provided to the pool operators has contributed to this unfavourable variance.

Sporting Grounds – Preparations of the development application for the ongoing improvements for the Coolamon Showground has resulted in this unfavourable variance

Street/Heritage Furniture – a bulk replacement of street bins in the current year has contributed to this unfavourable variance.



..... MAYOR.....



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

Transport & Communication

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
Block Grant Expenditure	300,000	388,657	500,000	200,000	66.66 UF

Block Grant Expenditure – Since the last review a \$42,000 has been transferred from operating expenditure to capital expenditure. This split is based on year to date expenditure.

Economic Affairs

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
Tourism Salaries & Wages	100,000	36,511	50,000	50,000	50.00 F
Allawah Lodge – Cleaning Supplies	50,000	44,459	65,000	15,000	30.00 UF
Allawah Lodge – Building Maintenance	50,000	55,801	65,000	15,000	30.00 UF
Allawah Village – Building Maintenance	35,000	31,399	45,000	10,000	28.57 UF

Tourism Salaries & Wages – As a result of the Tourism/Business Development Officer’s position has not been filled in a full time capacity for a number of months a favourable variance is expected.

Allawah Lodge Cleaning Supplies – increased cleaning requirements due to COVID have resulted in this expected unfavourable variance.


Allawah Lodge/Allawah Village Building Maintenance – based on year to date expenditure, Council is expected to spend an additional \$15,000 on maintenance at Allawah Lodge & \$10,000 at Allawah Village in the current year

Capital Expenditure

Item	Original Budget	YTD 31/03/2022	Amended Budget	Variance (\$)	Variance (%)
Office Furniture & Equipment	50,000	12,257	15,000	35,000	70.00 F
Regional Road Block Grant	680,000	117,156	446,691	233,309	34.34 F
Stormwater (Coolamon Business Park)	330,000	0	0	330,000	100.00 F
Coolamon Early Childhood Centre Outdoor Learning Area	50,000	30,316	30,316	19,684	39.37 F
Sewer Extension (Coolamon Business Park)	550,000	0	0	550,000	100 F



..... MAYOR.....



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

Office Furniture & Equipment – Year to date expenditure indicates that a favourable variance of \$35,000 will be achieved. This is offset by the additional operational costs associated with IT and software.

Regional Road Block Grant – a reallocation from between the Repair program and operating expenditure has resulted in this favourable variance.

Stormwater (Coolamon Business Park) – These works will not commence until FY2023

Coolamon Early Childhood Centre Outdoor Learning Area – Council received grant funds for the construction of the area. The construction has come in under Council's original estimate.

Sewer Extension (Coolamon Business Park) – These works will not commence until FY2023

Responsible Accounting Officer Statement

It is my opinion that the Quarterly Budget Review as presented to Council for the quarter ended 31st March 2022 indicates that Council's projected financial position at 30th June 2022 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

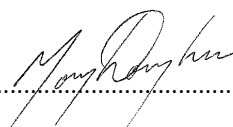
Recommendation

That the Quarterly Budget Review Statements as at 31st March 2022 be received and noted and the revised budgeted income and expenditure be voted.

RESOLVED on the motion of Clr Maslin and seconded by Clr White that the Quarterly Budget Review Statements as at 31st March 2022 be received and noted and the revised budgeted income and expenditure be voted. 70/04/2022



..... MAYOR.....



.....GENERAL MANAGER.

5.3 EXECUTIVE MANAGER, ENGINEERING & TECHNICAL SERVICES' REPORTS

ES1) SHIRE ROAD RESHEETING, STABILISATION AND MAINTENANCE

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

- Boundary Lane (Millwood Road to boundary)
- Tilyards Lane (Rannock Road to Ariaah Road)
- Stinsons Lane (Hawthorns Lane to Tilyards Lane)
- East West Road (Rannock Road to Old Wagga Road)
- Coffin Rock Road (Marrar North Road to class change)
- Halbischs Lane (Canola Way to Pritchards Lane)
- Lesterfield Lane (Canola Way to Boundary Lane)
- Ramp Road (Murrulebale Road to Coffin Rock Road)
- McIntyres Lane (Marrar South Road to boundary)
- Walshs Lane (McCormacks Lane to Springwood Road)
- McCormacks Lane (Berry Jerry Lane to Springwood Road)
- Pearces Lane (Marrar North Road to end)

ES2) COOLAMON BUSINESS PARK

Following a number of delays due to rescheduling of network shutdown for cut-over, Telstra installation has been completed. Gas contractors have returned to site and will be finished within the fortnight. Electrical and water contractors have confirmed commencement late April/early May and will be onsite for a full month.

ES3) TOWN WORKS

- 1) William Kelly Drive (Mirrool to Wallace Street) North and South Side, Coolamon – Kerb and Gutter

Sealing of road widening to new kerb lip has been completed and brings this project to a conclusion.

- 2) Ardlethan Park Exercise Equipment

Exercise equipment has been installed within pre-approved locations of Stewart Park in advance of community opening ceremony held on Tuesday 29th April.



..... MAYOR.....



.....GENERAL MANAGER.

ES4) PRIVATE WORKS

DEVELOPMENT KERB AND GUTTER

With a number of land lots in Coolamon being subdivided, it is a requirement for kerb and gutter to be installed. The developers have engaged Council to perform these works under a Private Works Agreement and are located at:

- 11 Iverach Street, Coolamon
- 45 Mimosa Street, Coolamon
- Pleming Development, Methul St-E (Booth – Devlin), Devlin St-S (Methul – Bruce) & Bruce St-W (Devlin – Booth).

Kerb and gutter has been poured by contractors, Council have reinstated nature strip, adjusted drainage network to suit, widened pavement from edge of existing road to new kerb. Pavement has been suitably prepared in advance of bituminous sealing contractor and brings these projects to a conclusion.

ES5) ROADS TO RECOVERY PROGRAMME 2021/2022

1) **Orr Street, Coolamon – Kerb and Gutter**

Council Staff have moved onto the next Orr Street block involving Orr Street – N, Bruce Street – E, Booth Street – S and Lewis Street –W. Works include foundation preparations, Kerb and gutter establishment by contractors, Council have reinstated nature strip, widened pavement from edge of existing road to new kerb. Pavement has been suitably prepared in advance of bituminous sealing contractor and brings these projects to a conclusion.

2) **Mann Street (Methul – Bruce) - Reconstruction**

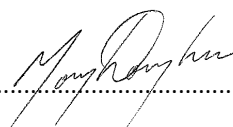
Council Staff have completed reconstruction works involving importation of suitable material, formation corrections, stabilisation and sealing on this section of its urban sealed network.

3) **Bredins Lane (Lewis St – end seal) 1260m – Seal Widening**

Council Staff have commenced pavement widening works to southern side of Bredins Lane in advance of seal widening to achieve a total seal width of 7.0m.



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ES6) BLOCK GRANT

CANOLA WAY – WEST RECONSTRUCTION (23.5 – 24.42km) 920m

Works involving importation of suitable crushed material, formation corrections, stabilisation and sealing works have now been completed on the section of Council's Regional Road Network. Roadside furniture is to be reinstated and line marking listed for schedule late April.

ES7) TOWN MAINTENANCE – CAPITAL WORKS

Contractors have performed bituminous reseals on the following urban streets of Council's Towns and Villages:

- Coolamon
 - Baker Street (Cowabbie Street to cul-de-sac)

- Ganmain
 - Loch Street
 - Ford Street
 - Menangle Street

- Marrar
 - Lyne Street
 - Hare Street

- Matong
 - Pine Street

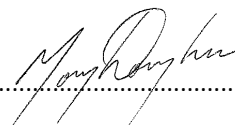
Recommendation

That the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES7) be noted.

RESOLVED on the motion of Clr Crocker and seconded by Clr White that the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES7) be noted. 71/04/2022



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ES8) TIN MINES ROAD MAINTENANCE WORKS

With the Mine Operators moving to the next stage of processing, it has triggered the first stage of upgrade works to Tin Mines Road. The developers have engaged Council to perform the upgrade works under a Private Works Agreement with the following accomplished:

- shoulder / seal edge break repairs
- existing seal repairs
- drainage maintenance and clearing
- shoulder spraying and slashing
- signage installation
- application of rubber reseal

RESOLVED on the motion of Clr Maslin and seconded by Clr White that the report be noted. 72/04/2022

ES9) BIOSECURITY WEEDS REPORT (N.02-01, SC284)

Biosecurity Weeds Officer Reports

Activities

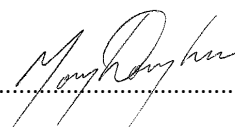
- Private property inspections have been carried out in the Ganmain area.
- An infestation of Prairie Ground Cherry has been identified on Bradshaw's lane, this infestation has now been treated.
- High risk roadways inspected across the Shire.
- Staff have completed roadside inspections of high risk pathways and sites.
- Preparations are underway for the Murrumbidgee Field Days at Griffith as part of our WAP commitments to public education.
- Discussions held with Crown Lands regarding potential CRIF grant applications. Final application for the Bygoo Road Reserve submitted.

WAP targets addressed:

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



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Recommendation

For Council information.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Perkin that the report be noted. 73/04/2022

ES10) NHVR – NATIONAL CLASS 3 20M LONG 3-AXLE TRUCK AND 4-AXLE DOG TRAILER MASS AND DIMENSION EXCEPTION NOTICE 2022 (R.09-05, SC339)

- Council is in receipt of correspondence from the NHVR seeking consent to approve 7-axle truck and dog combinations for the existing approved PBS Level 1 (up to 50.5t, GML) and PBS Level 2a (up to 57.5t, HML). Attached is a NHVR fact sheet explaining the Exemption Notice. Attachment No. 12.1

When investigating existing approved PBS Level 1 and Level 2a Networks within Coolamon Shire Council, it is clear that no approvals presently exist and this should be addressed first.

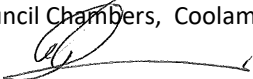
- The two attached plans obtained from the TfNSW Restricted Access Network (RAV) indicate all surrounding Councils with the exception of Bland have provided blanket approval of PBS Level 1. This approach is not considered unreasonable as PBS Level 1 is only restricting vehicles to max 20m length and at GML weight limits. Attachment No. 12.2


This does not pose an issue to Council's Road Network as this vehicle type has a better turning circle as a 19m semi or 19m B-double already utilizing the Network and GML axle weight limits will not impose increased damage to road pavement.

PBS Level 2 proposes an increase in weight limits to HML level and careful consideration is required to ensure unwanted accelerated damage to Council's Road Network is not experienced.

Council has identified its Regional Road Network as its Strategic Heavy Vehicle Network, concentrated its efforts in providing a Regional Road Network to a standard which can withstand increased volume and loads, and is at a level which can withstand HML loads. In addition to the Regional Road Network, Marrar South Road has received extensive reconstruction works and is of a standard to accept HML loads.

As stated in the NHVR Fact Sheet, the Exemption Notice:


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“There is no change, these are the same vehicles as already operating. What’s more, these vehicles meet the same PBS standards and perform to the same safety standard as vehicles in the PBS Scheme (in some cases exceeding existing safety standards)”.

As such, Council is satisfied that the exemption is not seeking an elevated vehicle standard above the PBS Level 1 and Level 2a which would result in unwanted damage across its Network. Operators will still have the facility to obtain HML transport outside of the Regional Road Network but this will be via the permit system which will allow Council to assess the specific vehicle type and route.

Recommendation

That Council provide:

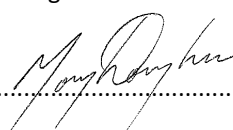
- 1) Blanket approval for PBS Level 1 (up to mass 50.5t GML) with exemption of urban residential streets.
- 2) PBS Level 2a (up to mass 57.5t, HML) for the following roads:
 - **Regional Road Network:**
 - Ardlethan Road
 - Coolamon Road
 - Canola Way
 - Millwood Road
 - Mary Gilmore Way
 - **Rural Local Sealed roads:**
 - Marrar South Road
- 3) Consent to the National Class 3, 20m long 3-axle truck and 4-axle dog trailer mass and dimension Exemption Notice 2022.

RESOLVED on the motion of Clr White and seconded by Clr Crocker that Council provide: 74/04/2022

- 1) **Blanket approval for PBS Level 1 (up to mass 50.5t GML) with exemption of urban residential streets.**
- 2) **PBS Level 2a (up to mass 57.5t, HML) for the following roads:**
 - **Regional Road Network:**
 - **Ardlethan Road**



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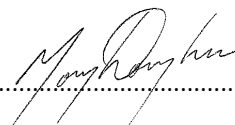
- **Coolamon Road**
- **Canola Way**
- **Millwood Road**
- **Mary Gilmore Way**

- **Rural Local Sealed roads:**
 - **Marrar South Road**

- 3) Consent to the National Class 3, 20m long 3-axle truck and 4-axle dog trailer mass and dimension Exemption Notice 2022.**



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5.4 EXECUTIVE MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES' REPORTS

HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 31ST MARCH, 2022 (B.05-03, SC58)

SUMMARY


This report advises of the Development Application activity for the month of March 2022.

Development Activity Table

Application Number	Type	Address	Determination	Value
DA 2022/07	Demolition of Existing Childcare Centre and Erection of New Childcare Facility, Carpark, Fencing, Associated Landscaping and Boundary Adjustment	71 Bruce Street North, Coolamon	Approved	\$646,400.00
DA 2022/12	New Residence & Shed	142 Mirrool Street North, Coolamon	Approved	\$565,000.00
DA 2022/13	New 4 Bedroom Dwelling & Demolition of Existing Dwelling	46 Mann Street, Coolamon	Approved	\$540,000.00
DA 2022/17	2 x New Sheds	17-19 Hill Street, Ganmain	Approved	\$93,800.00
DA 2022/20	18m x 8m Garage & In Ground Swimming Pool	Jerricks Lane, Coolamon	Approved	\$92,000.00
DA 2022/21	New 3 Bedroom Dwelling & 7m x 16m Carport	116 Wallace Street North, Coolamon	Approved	\$475,000.00
DA 2022/22	New Shed	1 William Kelly Drive, Coolamon	Approved	\$10,000.00
DA 2022/28	Installation of a 40 foot shipping container for personal storage	1-3 Wattle Lane, Coolamon	Approved	\$6,500.00
DA 2022/29	2 Lot Subdivision	19 Logan Street, Coolamon	Approved	\$5,000.00
CDC 2022/02	New In Ground Swimming Pool	33-35 Logan Street, Coolamon	Approved	\$37,683.00
CDC 2022/03	New Shed	22-24 Don Street, Marrar	Approved	\$16,880.00
CDC 2022/05	New Single Dwelling	38-40 Bruce Street South, Coolamon	Approved	\$430,000.00
CDC 2022/06	New In Ground Swimming Pool	87 Iverach Street North, Coolamon	Approved	\$47,105.00
TOTAL:			13	\$2,965,368.00



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Financial Implications

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

Consultation

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

Recommendation

That Council receive and note this report on development activity for the period up to 31st March, 2022.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Maslin that Council receive and note this report on development activity for the period up to 31st March, 2022. 75/04/2022

HS2) COOLAMON SHIRE COUNCIL DRAFT SETTLEMENT STRATEGY (P.03-14, SC1366)

***Clr McCann declared a pecuniary interest and left the room.
Clr Maslin was requested to take the Chair.
Clr Hutcheon declared a pecuniary interest and left the room.***

Summary

This report provides information on the public exhibition of the Draft Coolamon Shire Settlement Strategy and recommends that the Strategy be adopted by Council.

Background

The Draft Coolamon Shire Settlement Strategy was presented to the November 2021, Ordinary Council Business Meeting, where, Council resolved (232/11/2021) to:

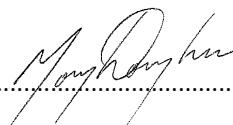
- 1) *Note the report on the Draft Coolamon Shire Settlement Strategy; and*
- 2) *Endorse the public exhibition of the Strategy for a period of 60 days.*

What is a Settlement Strategy?

The Coolamon Settlement (Land Use) Strategy is a plan that identifies key issues facing the settlements in the Coolamon Shire and develops strategies to address

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those issues and manage the future growth and enhancement of each of the settlements for the next 20 years. Council undertook a review of the 2010 land use strategy to address changes that have occurred over the past 11 years.

This strategy will guide decision-making by Council & the NSW Government on areas for future residential expansion over the next 20 years (2021-2040). It considers locations for infill development in existing urban and rural zones &, if required, expansion of urban areas into surrounding rural areas.

Why is a Settlement Strategy Important?

The value of documenting a Settlement Strategy is that it:

- Illustrates the desired future character and land use outcomes that the community (and Council) are aiming for and how the Council expects to achieve them;
- Helps Council staff and Councillors interpret and administer the planning instruments intended to implement the outcomes of the strategy and ensures greater consistency in land use decision-making;
- Promotes forward planning and increased certainty for the community and investors in each settlement and decreases the costs associated with assessing development;
- Assists with an improved understanding of how and why there may be changes to existing planning controls in Coolamon.

Consultation

In accordance with the November 2021 Council resolution, staff exhibited the Strategy from the 24th November 2021 to 24th January 2022.

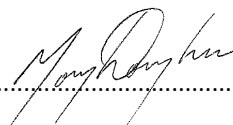
The exhibition of the strategy was advertised in the following:

- Temora Independent
- Wagga Wagga Daily Advertiser
- Council Website and
- Council Facebook Page.

A total of 6 Public submissions and 4 Agency submissions were received.



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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.


The majority of submissions were provided during the exhibition period. The submission from the NSW Department of Planning, Industry and Environment was received on 1st March 2022.

The below table identifies the matters raised in the submission and Council Staff responses to those submissions:

	Matters Raised	Staff Comment
G & J Harrington		
1	The population growth figures for Coolamon, are conservative.	The population figures used in the strategy have been obtained from a number of sources. These include the 2016 ABS Census, the NSW Governments 2019 Population Projections and have been interrogated with forecasts being undertaken by Population Id. (Demographic Analyst). It is noted that some of the figures are projections – these have been based on accepted methodologies.
2	The requirement for upgraded stormwater infrastructure would provide for economies of scale for both sides of Quarry Road to be done at once hence affording opportunity for the southern side to also be re-zoned.	Stormwater infrastructure requirements will be undertaken and paid for by individual property owners after rezoning and at time of subdivision and as required. The rezoning of the southern side of Quarry Road will not be considered within this current iteration of the settlement strategy. The current strategy provides for ample supply of RU5 Land via existing infill development opportunity and under proposed rezoning's.
3	Many property owners in Coolamon are generational owners and not keen to subdivide in the short-medium term. This places additional pressure in meeting housing needs and our property is a natural extension of the proposed re-zoning.	Noted – market forces will dictate and promote the future subdivision of existing RU5 Zoned land. The southern side of Quarry road is a natural extension of zoning from RU4 to RU5 but is not being considered due to oversupply of land considerations in this current iteration of the settlement strategy.
4	Allowing subdivision on one side of the road will impact on the amenity of our property. Hence it makes sense to also include our property and possibly all properties that are located in Quarry Road through to Coopers Lane.	The proposed rezoning of sections of the northern side of Quarry Road is residential in nature (RU5). The land uses, large lot residential and residential are compatible and there is not expected to be any adverse amenity impacts resulting from the proposed rezoning. Traffic will undoubtedly increase due to intensification of allotments but the cumulative traffic impacts are considered to be acceptable.
Advance Marrar Committee		
1	The population forecast states Marrar's population as at 2020 is 173. As at the 2016 census, Marrar has a population of	The population figures used in the strategy have been obtained from a number of sources. These include the 2016 ABS



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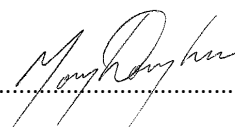
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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

	368 per the Australian Bureau of Statistics. Don't believe the population figure for Marrar and potentially other statistics stated in the report to be accurate or reliable.	Census, the NSW Governments 2019 Population Projections and have been interrogated with forecasts being undertaken by Population Id. (Demographic Analyst). It is noted that some of the figures are projections – these have been based on accepted methodologies. There may be discrepancies in regards to the census boundaries used by ABS and other sources, the 173 population figure is considered accurate based on census areas utilised for purpose of settlement strategy.
2	The forecast that Marrar's population will remain static is questionable and obviously dependant on the availability of land to build new dwellings.	See above comment. In addition a lot yield analysis has identified that in terms of existing RU4 (2Ha) land there is a current supply of 94 allotments and in terms of existing RU5 (800 m2) lots there is a current supply of 220 allotments. It is noted that supply is driven by demand (market). With the current lot yield available and comparing current take up it would be a challenge to receive the support from DPIE to have more land rezoned.
3	Our belief is that if there was vacant land available for sale, it would be desirable and in demand	See above comment. There is currently ample land available. The rezoning of more land will not necessarily result in additional subdivision. Land development is driven by market forces.
4	The Marrar community would like to see its population increase as additional residents may help with the ongoing viability of our primary school, provide an ongoing economic boost for our businesses and provide a rejuvenation and growth to our Community	Agreed and noted.
5	The Advance Marrar Committee has indicated for many years that the subdivision & sale of vacant land in the centre of the village (near the Tennis Courts) should be a priority for our village.	The land is Crown Land and there are administrative and servicing constraints associated with attempting to purchase the land and develop this land for residential purposes. These constraints include Native Title, Biodiversity constraints and servicing constraints.
6	A benefit and enticement of living in Marrar is the larger block sizes and in some cases double blocks. We are aware many potential new residents have already canvassed potential blocks and their offers to purchase have been declined by land-owners.	Noted. Market forces will dictate the sale of land and future development opportunities. Releasing more land will not result in the development of the land – there is ample land available in Marrar for residential development.



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7	The Marrar community, the majority of the land-owners of sub-dividable or vacant properties shown on Map 9 & 10 have no intention to subdivide and/or sell their land now or in the foreseeable future.	See above response.
8	The Committee recognises that water infrastructure is a problem in Marrar, with regular burst pipes and low pressure also being an issue. This outdated infrastructure needs to be prioritised for upgrades.	Noted and Goldenfields Water County Council are the responsible authority for this matter and Council will convey this component of the submission to them.
Jason Mitchell		
	We are excited that Coolamon Shire has a vision for growth and that it can continue to offer a great alternative to larger centres for all sections of society. The rezoning of land is a major factor in Coolamon Shires progression and we look forward to the growth of the Shire.	Noted.
David Simpson & Judith Colwill		
1	<p>There is also a lot of infrastructure issues which need resolving prior to any further development.</p> <p>Water</p> <p>The water supply by Golden Fields water is at best tolerable due to lack of water pressure and poor water quality.</p> <p>Water quality is substandard and we regularly have dirty or unclean water which stains clothing in washes as well as sinks and shower recesses.</p> <p>With further residential development proposed on the Southern area of town, significant infrastructure will need to be developed to increase water capacity, pressure and filtration otherwise the proposed developments will substantially reduce water accessibility.</p>	Noted and Goldenfields Water County Council are the responsible authority for this matter and Council will convey this component of the submission to them. Goldenfields Water have been consulted in the development of the Settlement Strategy and are aware of Infrastructure Servicing requirements.
2	<p>Electricity/Gas</p> <p>The Appendixes maps show most proposed new development on the south west and North West side of town where the electricity substation is on the far east of town. This may require upgrading of the network throughout Coolamon to cater for greater load on the other side of the town as well as catering for solar feed in from new residences. The Key Principles in the plan stated that future development should be near existing infrastructure</p>	It is acknowledged that the upgrading of infrastructure will be required to facilitate the future subdivision of any of the land identified for rezoning in the settlement strategy. Further investigation of infrastructure upgrades will be required by relevant authorities at a future date and generally at the time of a proposed subdivision.



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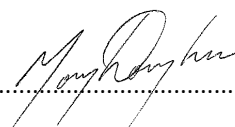
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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

	<p>where possible and overburden existing infrastructure.</p> <p>Similarly, the reticulation of gas needs to be considered</p>	
3	<p>Telecommunication/NBN</p> <p>Has consideration been given to telecommunications and NBN access for any new subdivision particularly on the south west fringe of the town where wireless connection from the current telecommunications tower may not be able to provide coverage to the 'valley' below Devlin Street and Angels Lane.</p> <p>Telstra are also looking at wireless phone technology to replace standard land lines which may also require other towers or repeater stations to provide access. This needs to be considered and investigated prior to any subdivision approval.</p>	<p>See above response.</p>
4	<p>Roads</p> <p>Our main concern with roads is the possibility of Devlin Street west of Cowabbie Street becoming a main thoroughfare to the proposed re-zoned blocks (Map 1) to Maloney and Angels Lane and beyond.</p> <p>Cross streets such as Mirrool, Wallace and Iverach carry traffic and there have been traffic incidents at some of these intersections.</p> <p>Iverach and Wallace Streets are also being used as a short cut to the Millwood Road from the Canola Way for the same reason. The intersection on Cowabbie Street and Millwood Road requires an upgrade of the island design to allow greater access for heavy vehicles and to prevent heavy vehicles using residential streets as through access and preserves the roads from early degradation.</p> <p>Preventing through traffic of heavy vehicles is required.</p> <p>If the proposed development to the west of Devlin Street goes ahead a designated road off the Millwood Road should be built</p>	<p>Consideration of road upgrades to service land identified for rezoning will be considered by Council in relevant road infrastructure planning reviews and as required by any impacts associated with intensification of rezoned lands (informed by traffic impact assessments undertaken at subdivision stage). The subdivision layouts in the Settlement Strategy are indicative only and not final and as such detailed structure plans/masterplans will be created at a future date that will address such matters as access and traffic</p>



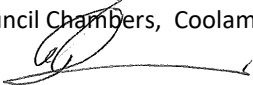
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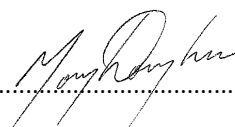
.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

	<p>to the new subdivisions to removed traffic from Devlin Street.</p> <p>We also believe that it is not reasonable for residents of Devlin Street and others to tolerate significant increase in traffic including heavy vehicles for a 20 year period during the build of these subdivisions.</p>	
5	<p>Zoning</p> <p>Build on the North west side of town to be a priority. This is more functional and provides better access to the town and shopping centre, school, recreation areas (pool, skate park, golf course and football ground), library etc.</p> <p>Subdivision on Devlin, Maloney Streets and Angels lane should be RU4 or R5 blocks only to protect the rural lifestyle of those holdings for those that wish to live on a large block or small lot rather than be built in by standard subdivisions.</p> <p>These subdivisions will detract from the now rural outlook and be a mix match of large blocks, small lots and standard residential blocks. Access to the town centre and services is also further to get to with no footpaths or cycleways which means anyone walking will need to walk on the road which is hazardous.</p> <p>In fill development should be restricted to blocks already in standard residential areas and not extend to large blocks with one residence even to the point of zoning these blocks as such.</p>	<p>A staging plan has now been included in the Settlement Strategy that identifies the priorities and timing for the rezoning of the land identified in the strategy.</p>
6	<p>Commercial Precinct</p> <p>There is no mention of development of the commercial /shopping precinct in the Coolamon main street and side streets to cater for increased population and to encourage local shopping and spending rather than travelling to Wagga to shop.</p>	<p>This Strategy is a 'Settlement Strategy' that deals with residential development. A Retail or Commercial Strategy is the appropriate Strategy to deal with Retail or Commercial matters. Such strategies will be considered by Council in the future and will complement the Settlement Strategy.</p>
7	<p>Industrial Precinct</p> <p>The establishment of an industrial precinct is essential for the town to local industries to one area of the town instead of allowing industries to set up within residential areas. The classification of Coolamon as</p>	<p>Council has recently rezoned land for light industrial purposes along Wade Street in Coolamon. The LGA currently utilises the RU4 'Primary Production Small Lots' zoning which in essence represents Large</p>



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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.


	a town should also reflect zoning and removal of the RU5 Village zoning in some instances for R5 Large Lot Residential which is more appropriate for residential living and to prevent the mixing of residential, commercial or industrial business.	Residential Lots.
8	Schools Are the schools in Coolamon able to cater for great student numbers and is there a plan to encourage new families to send their children to local schools.	Educational service / infrastructure demands will be considered by the NSW Government as population increases occur within the LGA.
9	Recreation parks The future development of subdivisions for smaller residential blocks should include provision for parklands, playgrounds walkways, to encourage residents to use this area rather than people having to exercise by riding or walking on roads.	Future subdivisions will be required to cater for the provision of infrastructure services. Subdivision may also require the consideration of active open space areas and park lands.
10	Retirement village and expansion The draft plan discusses the increasing age of residents and the need for accommodation and services for this age group. The plan however does not provide further explanation as to how this is to be achieved – i.e. will there be designated blocks assigned for retirement living i.e. expansion to Allawah Village.	The Strategy does identify that the LGA has an aging population. Council and the community will need to focus growth on existing towns and villages to allow the communities to reach a population threshold that supports the sustainable provision of services or the provision of community and public transport. Consideration for aged care services and facilities has and will continued to be considered on a demand and needs by basis.
11	Second Rail crossing A second or third rail crossing is required to alleviate congestion at the main street crossing when trains pass through the town.	Investigation of a second rail crossing is currently being investigated by Council.
Terence Langtry		
1	Seemingly the southern part of the Shire will continue to expand and grow, with Marrar being the closest location in villages/towns to the north of Wagga located close to CSU and Wagga Industrial Park at Bomen.	Noted. Demographic projection data indicates that growth will be centred within the township of Coolamon.
2	The Progress/Advance Marrar have for approx. 15/20 years prioritised the	Noted. The land is Crown Land and there are administrative and servicing

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

	opening of Crown land such as the public reserve and the blocks opposite the Hall.	constraints associated with attempting to purchase the land and develop this land for residential purposes. These constraints include Native Title, Biodiversity constraints and servicing constraints.
3	The idea of opening up rural land around the town seems unwarranted when you have central crown land blocks right in the middle of our town that has no purpose and no real plan for the future.	The Strategy proposes no rezoning for Marrar at this stage.
Alan White		
1	Question on reliability of the data that is used that predicts declining populations in our smaller communities.	The population figures used in the strategy have been obtained from a number of sources. These include the 2016 ABS Census, the NSW Governments 2019 Population Projections and have been interrogated with forecasts being undertaken by Population Id. (Demographic Analyst). It is noted that some of the figures are projections – these have been based on accepted methodologies.
2	One example of this is in Marrar, data indicates we will have a decline in population from 2016 to 2041 and an expected 4 new dwellings at the same time (table 8). I personally have counted over 10 new dwellings from 2016 to 2021 which would equate to over 50 new dwellings to 2041 at current levels, and these are expected to grow even greater with the popularity and proximity to the larger city of Wagga Wagga.	The figures in table 5 (no. of dwellings) all originate from population and dwelling forecasts. These were published in 2016 (ABS) and are assumptions about how much residential development activity is expected in Marrar. The % change was calculated by comparing the 2041 dwelling total for Marrar (72 dwellings) to the 2016 total (68 dwellings) = 5.9% pct change. Upon review, It appears that those forecasted figures are less than what has been built. This has now been updated to reflect 14 new dwellings for Marrar with a 20.6% change forecasted to 2041.
3	A document such as this should be casting a positive outlook for all our smaller communities to encourage growth. We are being let down with infrastructure growth and forward thinking already (water & electricity).	Noted. The importance of reliable and efficient servicing infrastructure is essential for the functioning of communities. Council will continue to advocate / liaise with essential service providers to ensure such infrastructure is available to all communities within the LGA.
4	A few comments I have regarding Marrar and growth would be that we need to address the block in the centre of the town that was set aside for sporting grounds when the town was proclaimed. I feel this unused block should be re zoned for housing (something the Crown also	Noted. The land is Crown Land and there are administrative and servicing constraints associated with attempting to purchase the land and develop this land for residential purposes. These constraints include Native Title, Biodiversity constraints and servicing constraints.



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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

	agrees with). There is also some land to the south of the town that has the water tower and communications infrastructure, that would be in high demand as RU4 land (2 ha lots).	
5	I feel Marrar should be classed as a village, not a hamlet, as it has much more in the way of services and employment opportunities than the hamlet description and the population would be over 200 if the RU4 area was included in the population numbers.	At this stage no additional RU4 Zoned land is being considered for Marrar. A lot yield analysis has confirmed that there is potential for the creation of 94 RU4 allotments via land that is already zoned RU4.
6	Croker Grain is much larger in size than indicated on the map (table 16), more than 10 times the indicated size. We also have a major service centre employing approximately 20 people, as well as engineering business and expanding food, catering, general business enterprise. There has also been interest in smaller specialty business opening.	Noted – the diagram is indicative only of the location of Croker Grain.
7	Even though the strategy indicates plenty of vacant land available, most is owned by only a small few that are unwilling to sell or develop. Marrar is a growing town.	A lot yield analysis has identified that in terms of existing RU4 (2Ha) land there is a current supply of 94 allotments and in terms of existing RU5 (800 m2) lots there is a current supply of 220 allotments. It is noted that supply is driven by demand (market). With the current lot yield available and comparing current take up it would be a challenge to receive the support from DPIE to have more land rezoned. The rezoning of more land will not necessarily result in additional subdivision. Land development is driven by the market.
8	Coolamon is undoubtedly where the majority of growth will be for our shire, we are in the process of opening up some light industrial land. I believe we should be taking this opportunity to also complement this with some future industrial land surrounded by RU4 land to the east of town on the southern side of the railway line as it is ideally located close to power and transport infrastructure. This could also be an opportunity to address the fact that Coolamon has only one road rail crossing.	Noted. Additional industrial land should be strategically investigated via an Industrial Land Strategy. An additional rail crossing is being investigated by Council for Coolamon at present.
9	I believe that all of our smaller communities have potential for growth with the right promotion.	Noted and agreed.
10	With this document looking to 20 years ahead we are trying to predict the future, but we need to be prepared with	The document is not a static document and represents demographic analysis and proposed rezoning opportunities at a point



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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

	coincided and planned growth for our town and shire as a whole.	in time. The document will be reviewed periodically to capture trends and opportunities for all Towns and Villages within the Shire.
Agency		
NSW Department of Planning, Industry and Environment (Planning)		
1	Feedback summary points: Include constraint mapping.	Constraint mapping has been undertaken and is included in the Strategy.
2	Include a staging and implementation plan	A staging and implementation plan has been developed.
3	Consider utilising R5 Large Lot Residential zone.	Council has considered utilising R5 Large Lot Residential zone and prefers to utilise the RU4 Zone.
4	Introduce commuter data.	Council has obtained commuter data and this is now included in the strategy.
5	Clarify methodology for dwelling demand.	Methodology for dwelling demand has been explained in the strategy.
6	Add discussion on minimum lot size for seniors.	Discussion on minimum lot size for seniors has been considered and included in the strategy. Minimum lot size will remain universal in the RU5 zone at 800 m2.
7	Further detail on Coolamon lot demands.	Details on Coolamon lot demands has been included in the strategy.
8	Introduce land supply monitor.	Council will introduce a land supply monitor as a separate but related process to the Settlement Strategy.
9	Further detail on Harness and Equine Precinct.	Discussion on the Harness and Equine Precinct has now been included in the Strategy.
NSW Department of Planning, Industry and Environment (OEH)		
1	Biodiversity Avoiding, minimising, and offsetting impacts on threatened species and their habitats is consistent with the CSSS and should be included explicitly as a recommendation.	Noted and this has been included.
2	We reiterate Councils duty to apply Part 7 of the Biodiversity Conservation Act 2016 before consenting to development. Of relevance to the CSSS, clause 7.1(3) of the Biodiversity Conservation Regulation 2017 establishes that when considering subdivisions, Council must assess the clearing that is anticipated because of the subdivision.	Noted and Council always considers and assesses clearing that is anticipated because of a subdivision.
3	We commend Council for restricting the development of isolated, intensive urban residential development that impacts rural and environmental lands. We agree such growth is a conflict in land use. We	Noted.



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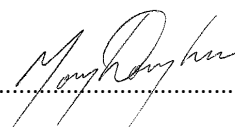
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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

	highlight Council's duty to protect threatened species habitats and the unique natural environmental of Coolamon Shire. Increasing the housing density of existing residential zones is an efficient mechanism for achieving that balance.	
4	<p>Flooding</p> <p>The Department strongly recommends that the best available flood information is used in the planning for new development and where necessary commission studies to improve flood information or examine flood impacts to ensure that:</p> <ul style="list-style-type: none"> • Any development in these areas is compatible with flood behaviour, flood hazard and flood emergency management • The development of these areas does not impact on flood behaviour, flood risk and emergency management risk to the detriment of the existing community. 	Noted.
5	<p>Coolamon is targeted as the primary centre for future development in the LGA. As such the future Flood Study and FRMS&P project for Coolamon is crucial and should include a detailed assessment of the flood risks of these new development areas to determine their appropriateness to the identified flood risks. This assessment will also be needed to support any future change to zoning.</p> <p>Specific Comments:</p> <ul style="list-style-type: none"> • Section 10 – Table 11 - Ardlethan - the map for Ardlethan shows an old flood extent. This should be replaced by that shown in Figure A1 from the report of the Ardlethan FRMS&P (2015) which is significantly larger in extent. • Section 10 – Table 13 - Coolamon - Challenges on development – third dot point - suggest changing this dot point to “Flooding- Major overland flooding issues to be fully identified and assessed via a detailed flood study and subsequent floodplain risk management study and plan. Funding being sought for this 	Noted.



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	<p>exercise from NSW State Government through the DPE Floodplain Management Program”.</p> <ul style="list-style-type: none"> Section 10 – Table 13 - Coolamon - Justification of the recommended outcome – Eighth dot point – suggest changing the second sentence to “Application for funding for a combined Flood Study and Floodplain Risk Management Study and Plan has been made to DPE”. 	
Department of Primary Industries		
1	DPI Ag supports strategic led planning for agricultural areas so that non-agricultural developments do not lead to land use conflicts and loss of industry confidence and investment, and undermining of the strategic planning framework, including The Minister’s Planning Principles (2021).	Noted – the Strategy is consistent with this comment
2	Much of the land around the Coolamon Township is mapped as Land and Soil Capability Class 3 which is considered good quality agricultural land. As such it has also been identified as draft State Significant Agricultural Land, It also appears that some of the proposed sites are still used for productive agriculture or are immediately adjacent to large scale farming operations.	Noted. The Strategy proposes rezoning of such land only as a natural extension of existing RU4 Zoning
3	As the proposed rezoning’s are located in close proximity to existing settlements and similar zones, DPI Ag considers the proposed sites as consistent with strategic planning principles. Where these rezoning’s are located adjacent to farming operations, DPI Ag would support the inclusion of specific clauses requiring buffers and appropriate vegetation to be established as one mechanism that could assist in minimising land use conflicts between the large scale agricultural operations and new peri urban housing.	Noted and agreed – any future subdivisions will be required via an application and assessment process to provide for appropriate buffers.
Goldenfields Water		
1	<p>Section 8 of Coolamons Draft Settlement Strategy provides:</p> <p>‘The cost of servicing new subdivisions for residential development with reticulated water infrastructure acts as a disincentive for the development of such land. The cost of water supply infrastructure, combined with the cost of other required infrastructure (power, kerb and gutter, roads) reduces the attractiveness for developers to invest in land development</p>	Noted and Council will update the document to reflect the requested change.



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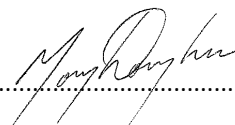
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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21ST APRIL 2022.

	<p>exercises within the LGA'.</p> <p>Goldenfields Water strongly disagree with this statement and the historical and proposed future growth rates provide clear evidence that this statement is incorrect and should be reconsidered. It also suggests that roads, power, kerb and gutter are more essential in activating growth precincts of communities. Again, it is very clear that access to water supply is the most essential service in enabling growth and prosperity of a community.</p> <p>It would be recommended that the challenge listed with the Settlement Strategy for potable water supply, be re-worded to provide a new statement, such as the example below:</p> <p>'A key challenge for future residential development within the Shire is the availability/extension of an economically feasible and appropriate quality water supply.</p> <p>All towns and villages (Ardlethan, Beckom, Coolamon, Ganmain and Matong) within the shire are supplied by Goldenfields Water County Council via the Mt Arthur and Oura Water Supply Schemes.</p> <p>It has been suggested that costs of providing potable water service provisions for residential development may disincentivise development.</p> <p>However, recent growth rates suggest that the existing costs of development have not hindered growth rates within the shire. Nevertheless, it is essential that both Coolamon Shire and Goldenfields Water ensure that the service provisions remain value for money and do not become cost prohibitive or act as a disincentive for investment into our communities'.</p>	
2	<p>Goldenfields Water would also recommend that under the heading 'opportunity' within Section 8, that an inclusion be made to assess increased levels of service to improve water quality.</p> <p>It should be highlighted that the</p>	<p>Noted and Council will update the document to reflect the requested change</p>



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	assessment of increasing such levels of service, is done so with an increase in servicing costs. This will require both Coolamon Shire and Goldenfields Water to work closely together to ensure that this increase in levels of service does not become a burden on the community, or a disincentive to development.	
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Table 1: Submission Table

Financial Implications

There are no immediate / or adverse financial implications resulting from the development and subsequent implementation of the Strategy.

Attachments

→ Coolamon Shire Settlement Strategy. **Attachment No. 9**

Recommendation

- 1) That Council note the report titled 'Draft Coolamon Shire Settlement Strategy Exhibition Report'; and
- 2) That Council adopt the Settlement Strategy and request that the NSW Department of Planning Industry and Environment (DPIE) endorse the document.


RESOLVED on the motion of Clr Perkin and seconded by Clr McKinnon: **76/04/2022**

- 1) **That Council note the report titled 'Draft Coolamon Shire Settlement Strategy Exhibition Report'; and**
- 2) **That Council adopt the Settlement Strategy and request that the NSW Department of Planning Industry and Environment (DPIE) endorse the document.**

***Clr McCann and Clr Hutcheon returned to the meeting.
Clr McCann resumed the Chair.***

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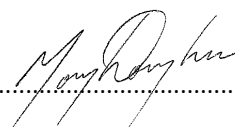
HS3) DEVELOPMENT APPLICATION 2021/115 - ALTERATIONS AND ADDITIONS TO EXISTING FOOD AND DRINK PREMISES AND DWELLING, ERECTION OF CARPORT, REAR AWNING AND LOCATION OF 2 SHIPPING CONTAINERS, AT THE MARRAR CAFÉ (RT1001919; B.05-03, SC58)

Clr White declared a pecuniary interest and left the Council meeting.

Applicant	Michele Seymour
Owner	Alan John White
Development Cost	\$60,000.00
Development Description	<p>The development is for alterations and additions to existing retail premises (Cafe) and alterations to existing dwelling which comprises the following works:</p> <ul style="list-style-type: none"> • Removal of existing staff toilet in retail portion of premises. • Creation of unisex disabled toilet facility (public) in retail portion of the premises. • Creation of new staff toilet in retail portion of premises. • Conversion of bedroom to bathroom and laundry in existing residence. • Conversion of portion of existing residence to commercial kitchen for onsite and offsite catering purposes. • Installation of 2 cool rooms to the rear of the proposed new commercial kitchen with new awning over cool rooms. • New Carport (Steel Framed) 12m x 11m. • Installation of 2 shipping containers for storage purposes at the rear of the premises (1 x 25ft and 1 x 40ft). • Installation of new on site system for sewage management. <p>The development proposes to employ up to 6 full time workers and proposes the following hours of operation:</p> <p>Café:</p> <ul style="list-style-type: none"> ➤ Monday 7am - 7pm ➤ Tuesday 7am - 7pm ➤ Wednesday 7am - 7pm ➤ Thursday 7am - 7pm ➤ Friday 7am - 7pm ➤ Saturday 7am - 7pm ➤ Sunday 7am - 7pm <p>Commercial Kitchen for Offsite Catering:</p> <ul style="list-style-type: none"> ➤ Monday Generally closed unless there is a function on that day ➤ Tuesday 9am - 3pm ➤ Wednesday 9am - 3pm ➤ Thursday 9am - 3pm ➤ Friday 8am - 10pm ➤ Saturday 8am - 10pm ➤ Sunday 12pm - 4pm



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Key Considerations

- The development is permitted in the RU5 (Village) Zone with Council consent.
- Existing Use.
- Heritage considerations (located in Heritage Conservation Area).
- Noncompliance with Shipping Container Controls contained within the Coolamon Development Control Plan 2015 (CDCP 2015).

Assessment

Criteria for the Development Application Report

Determination Body Reason

The application has been referred to Council as it will result in a noncompliance with the Shipping Container controls contained within the Coolamon Development Control Plan 2015.

Consultation

In accordance with the provisions of Section 14.2 of the Coolamon Development Control Plan 2015, the application was not notified to adjoining land owners as it is considered that the application is:

- Consistent with the primary objective of the zone; and
- Of a minor nature with little potential for adverse impacts.

Internal consultation has occurred with relevant Council Staff and with Councils Heritage Advisor (Heritage Advisors comments located in attached Section 4.15 Assessment Report).

Reasons for Approval (Summary)

The Staff assessment has identified that:

- The application is for a use which is permitted in the RU5 Village Zone.
- It is considered that impacts identified during the assessment process are acceptable and can be addressed via conditions of development consent.
- It is considered that the potential benefits of the proposed development will outweigh any potential negative impacts associated with subject approval.
- It is considered that the proposed development has the potential to positively contribute to the social and economic viability of the locality.



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- The development complies with the requirements of the Environmental Planning and Assessment Act 1979 and will not compromise the outcomes sought for the Coolamon Local Environmental Plan 2011 and Coolamon Development Control Plan 2015.

Site Location and Development Proposal

The site is located at 5 York Street, Marrar (Lot: 2 DP: 614164).

The site / building is an existing single storey building of composite construction, predominately double brick, and incorporates 2 individual land uses. The first land use is a food and drink premises in the form of a café which incorporates approximately 162 m² of floor area. The second land use is that of an existing dwelling which incorporates approximately 79.5 m² of floor area.

The total floor area of the building is approximately 378m², which includes the following areas:

- Commercial Kitchen: 48 m² approx.
- Dwelling: 79.5 m² approx.
- Café: 162 m² approx.
- Staff Toilet: 3.75 m² approx.
- Disabled Unisex Toilet: 7.5 m² approx.
- Store: 11.7 m² approx.
- Office: 16 m² approx.
- Shared Hall Way: 14 m² approx.

The premises is located in the Marrar Heritage Conservation Area.

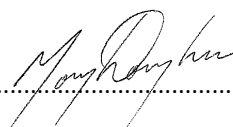
The site is serviced by required infrastructure in the form of reticulated electricity, water and communications.

The site is serviced by an existing On Site System of Sewerage Management, a new system is proposed to be installed.

The premise's is surrounded by a mixture of occupied and unoccupied buildings that are commercial and retail in nature.



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Diagram 1: Site and Locality Plan



Policy and Legislative Implications

The following Legislation and Policy documents are relevant to this application:

- Environmental Planning and Assessment Act 1979
- Coolamon Local Environmental Plan 2011
- Coolamon Development Control Plan 2015
- National Construction Code (Building Code of Australia).

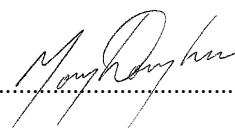
As previously identified the application is noncompliant with the shipping container controls contained within the Coolamon Development Control Plan 2015 (CDCP 2015).

The development proposes the installation of 2 shipping containers, 1 x 25 ft and 1 x 40 ft. The DCP provides that only 1 Shipping Container can be provided in the RU5 (Village Zone).

The relevant controls in this section are as follows:

- *Must not be visually intrusive when viewed from a public place or neighbouring property, and must therefore be screened and painted in a colour consistent with other development on the site.*


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- *Must be provided with a means of exit whereby persons within the container can exit should it be closed from the outside, or alternatively be fitted with an internally operated alarm that is to be maintained and regularly tested.*
- *Shipping containers may be used for temporary purposes without the need for consent for a time not exceeding six months.*
- *Are not to be located within a front or side setback;*
- ***Are limited to either 1 shipping container or rail carriage per property in the RU5 Zone and are limited to either 2 shipping containers or rail carriages per property in the RU4 Zone;***
- *Are to be free of major rust or rot and be in a structurally stable condition;*
- *Must be installed and tied-down to a concrete slab or foundations capable of supporting the combined weight of the container/carriage and its contents. The method of tie-down and slab/foundation design must be certified by a practicing structural engineer. Where foundations are used in place of a concrete slab, a hardstand surface such as compacted gravel (or the like) must be used.*

The applicant proposes the installation of 2 x shipping containers which is in noncompliance with the numerical control relating to the number of containers on land within the RU5 Zone, as such the development is required to be presented to Council for determination.

The site is approximately 1543 m² in size and the proposed shipping containers will be located in the rear yard of the premises and screened from view thus reducing any negative streetscape impacts. The variation is supported for this reason.

Quadruple Bottom Line Analysis

For a complete analysis of the social, environmental and economic considerations please refer to s4.15 Assessment Report, attached.

Risk Management Issues from the Council

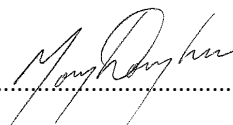
Refusal of the application on unjustified grounds or approval of the application without adequate statutory planning or impact considerations may result in an appeal process in the Land and Environment Court which will have to be defended by Council.

Internal / External Consultation

See the Section 4.15 Assessment report for full details of all consultation.



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Attachments

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- 1) Site and Architectural Plans Attachment No. 10.1
 - 2) Statement of Environmental Effects Attachment No. 10.2
 - 3) Heritage Advisors Report Attachment No. 10.3
 - 4) 4.15 Assessment Report Attachment No. 10.4

Recommendation

That Council approve Development Application 2021/115 for alterations and additions to an existing Food and Drink Premises and Dwelling, erection of Carport, rear Awning and location of 2 Shipping Containers, at 5 York Street, Marrar (Lot: 2, DP: 614164), be approved, subject to the conditions listed in the attached Section 4.15 Assessment Report.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Hatty that Council approve Development Application 2021/115 for alterations and additions to an existing Food and Drink Premises and Dwelling, erection of Carport, rear Awning and location of 2 Shipping Containers, at 5 York Street, Marrar (Lot: 2, DP: 614164), be approved, subject to the conditions listed in the attached Section 4.15 Assessment Report. 77/04/2022

The Mayor called for a division.

Those voting in favour of the motion: All those present

Those voting against the motion: Nil

Clr White returned to the meeting.

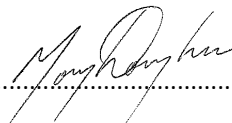
↑ **ADJOURNMENT**

RESOLVED on the motion of Clr Maslin and seconded by Clr Crocker 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. 78/04/2022

Council adjourned at 3.40pm into Committee of a Whole and reconvened at 3.59pm.

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6) RECOMMENDATIONS OF A COMMITTEE OF A WHOLE MEETING HELD 21ST APRIL 2022.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Maslin that the Recommendations of a Committee of a Whole Meeting held 21st April 2022 be received and adopted. 79/04/2022

7) REPORTS: DELEGATES/MAYOR/COUNCILLORS

- Clr Crocker advised that a team from Coolamon in the Red Neck Rally raised the most as compared to all other teams. In all five teams had participants from Coolamon and raised \$120,000.
- Clr Maslin and Clr McCann reported on the successful Ardlethan Country Music Festival.
- Clr Hatty wanted to acknowledge the efforts of Barrie Logan and the Ganmain Golf Ladies in relation to the Seniors Dinner in Ganmain.
- Clr Hatty acknowledged the efforts relating to the Ganmain Women’s Health Forum and that a mens event is to be scheduled shortly.
- Clr White advised that that the drainage works undertaken on Seymours Lane appear to have resolved the water issues.
- Clr McCann advised that Peter Stead from Coolamon was awarded a Seniors Award. He was nominated by Coolamon Landcare.
- Clr McCann asked fellow Councillors to start encouraging community members to consider Citizen of the Year.
- Clr Hatty extended thanks to Jason Mitchell on behalf of the Advance Ganmain Committee.

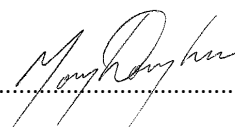
Meeting Closed at 4.06pm.

Confirmed and signed during the Meeting held this 19th day of May 2022.

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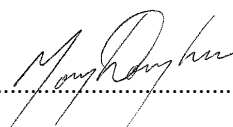
ATTACHMENTS FOR THE MEETING HELD 21ST APRIL 2022

ITEMS DISTRIBUTED WITH THE AGENDA

- 1) ACTIVITY REPORTS
 - 1) Operating Statistics of the Coolamon Shire Library for March 2022.
 - 2) Road Safety Officer's Report for March 2022.
 - 3) Allawah Community Care Report for March 2022.
 - 4) Community Development Officer's Report for March 2022.
Refer Correspondence Item (1a).
- 2) INFORMATION PAPERS:
 - 1) Draft Minutes of the Riverina Joint Organisation (RIVJO) Board Meeting held 25th February 2022.
 - 2) Draft Minutes of the Riverina Eastern Regional Organisation of Councils (REROC) Board Meeting held 25th February 2022.
 - 3) Minutes of the Advance Matong Committee Meeting held 4th April 2022.
 - 4) Minutes of the Advance Ardlethan Committee Meeting held 4th April 2022.
 - 5) Minutes of the Advance Ganmain Committee Meeting held 6th April 2022.
Refer Correspondence Item (2a).
- 3) Correspondence regarding Mobile Coverage and Outages at Ardlethan.
Refer Correspondence Item (1b), [File No. T.02-01].
- 4) A Fact Sheet from the OLG regarding Financial Assistance Grants 2020-2023.
Refer Correspondence Item (2b), [File No. G.03-02].
- 5) A copy of the plans for the proposed new Matong Hall.
Refer General Manager's Report (GM1), [File No. C.09-49].
- 6) Correspondence regarding the report relating to the Riverina Regional Library.
Refer General Manager's Report (GM2), [File No. L.03-03].
- 7) A copy of the Policies in relation to the Policy Review Report.
Refer Executive Manager, Corporate & Community Service's Report (CS2), [File No. P.12-01].
- 8) A copy of the Quarterly Budget Review Statements to the 31st March 2022.
Refer Executive Manager, Corporate & Community Service's Report (CS3), [File No. F.02-02].
- 9) A copy of the Coolamon Shire Council Draft Settlement Strategy.
Refer Executive Manager, Development & Environmental Services' Report (HS2), [File No. P.03-14].
- 10) Correspondence in regard to the report on Development Application 2021/115 – Marrar Café.
Refer Executive Manager, Development & Environmental Services' Report (HS3), [File No. RT1001919].



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- 11) Minutes of the Advance Marrar Committee Special Meeting held 11th January 2022.
Refer Correspondence Item (3b), [File No. C.09-42].
- 12) Correspondence in regard to the report on NHVR – National Class 3 20m long 3-axle truck and 4-axle dog trailer mass and Dimension Exception Notice 2022.
Refer Executive Manager, Engineering & Technical Services' Report (ES10), [File No. R.09-05].

ITEMS TABLED AT THE MEETING

- 1) Copies of the Disclosures by Councillors and Designated Persons Return that have been completed by the three new Councillors.

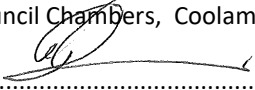

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APPENDIX 1 – Adopted Policies April 2022



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ALLAWAH COMMUNITY CENTRE POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 7		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

OBJECTIVE

To outline procedures for the control of the operation of the Allawah (Furner/Stevenson) Community Centre.

ELIGIBILITY/APPLICATION

- 1) That Council permits the following Senior Citizen Activities to be undertaken in the Community Centre:
 - Senior Citizen Meetings
 - Senior Citizen Dinners
 - Senior Citizen Activities such as carpet bowls, bingo, dancing and so forth.
 - Men's Group

- 2) That Council permit the following Community Activities to be undertaken in the Community Centre:
 - Community Meetings
 - Community Seminars
 - Funeral Gatherings
 - Educational and Training Programs
 - Private Functions

- 3) That all activities undertaken at the Centre be subject to the following conditions:
 - All activities to be confined to within the Centre.
 - Hire rates for the use of the Community Centre will be as set out in Council's Operational Plan.

- 4) That the Coolamon-Ganmain Hospital Auxiliary be exempt from the applicable fees.

- 5) That Council prohibits the following activities from being undertaken within the Community Centre.
- Weddings
 - 21st Birthday Parties or similar
 - Youth Parties and so forth
- 6) That Council reserves the right to refuse any activity from being carried out within the Centre if it considers that such an activity will have an adverse impact on the adjoining residents.

ASSOCIATIONS & RELATIONSHIPS

Legislation	
Policies	
Procedures/Protocols, Statements, Documents	<i>Hire Agreement of the Allawah Community Centre Hire and bond rates as set in Council's annual Operational Plan.</i>

REVIEW

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

Version 7 Re-adopted: Council Meeting held 21 April 2022 (Minute No 69/04/2022)
Version 7 Re-Adopted: Council Meeting held 21 September 2017 (Minute No 175/09/2017)
Version 7 Adopted: Council Meeting held 17 July 2014 (Minute No 174/07/2014)
Version 6 Adopted: Council Meeting held 19 June 2014 (Minute No 138/06/2014)
Version 5 Adopted: Council Meeting held 17 October 2013 (Minute No 258/10/2013)
Version 4 Adopted: Council Meeting held 16 May 2013 (Minute No. 117/05/2013)
Version 3 Adopted: Council Meeting held 23 April 2009 (Minute No.104/04/2009)
Version 2 Adopted: Council Meeting held 21 August 2008 (Minute No.237/8/2008)
Version 1 Adopted Council Meeting held 19 October, 2000 (Minute No. 355/10/2000)

CHILD PROTECTION POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 3		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

OBJECTIVE

The overall objective of this Policy is to ensure compliance with child protection legislation, including; mandatory reporting, attraction and engagement and responding to allegations against staff involving children and young people.

The objectives of this Policy include:

- To promote the health, safety, welfare and wellbeing of children and young people in council activities as well as the Coolamon Shire community.
- To ensure that Council provides a safe environment for children and young people whilst on Council premises and utilising Council services.
- To ensure all workers engaged with Council in a child-related role have a valid Working with Children Check clearance number.
- To ensure workers are aware of their obligations in relation to the various child protection legislation and Council's policy.
- To ensure Council promptly implements procedures which are confidential and transparent when investigating and responding to allegations of "reportable conduct" as defined under the *Children's Guardian Act 2019*.

All workers at Council should be aware of and sensitive to children with culturally diverse or indigenous backgrounds and their cultural practices without deviating from this policy; in line with the *Anti-Discrimination Act 1977* and the principles of Equal Employment Opportunity.

SCOPE OF POLICY

This policy applies to all workers engaged by Council (in any paid or unpaid capacity).

Any reference to 'worker' for the purpose of this policy includes employees, councillors, contractors or sub-contractors, work experience participants, labour hire, volunteers and student placements who are in a child-related role. Child related roles are to be in accordance with legislation and regulatory requirements.

1. RESPONSIBILITIES

Head of Entity

Council is considered a relevant entity and reporting body as per the Reportable Conduct Scheme and under the *Children's Guardian Act 2019* must have a "head of a relevant entity". For the purpose of this policy Council's Head of Entity is the General Manager. The Head of Entity is required to notify the Children's Guardian of reportable allegations and convictions against employees. Responsibilities include:

- Ensuring the entity's compliance with legislative obligations under the Reportable Conduct Scheme.
- Ensuring the entity has systems, policies and processes in place to adhere to the *Children's Guardian Act 2019*.
- Should Council become aware of a reportable allegation or a reportable conviction, the Head of Entity must follow the below steps:
 - Notify the Office of the Children's Guardian within seven business days
 - Conduct an investigation into the allegations.
 - Provide information about the allegation, the progress of the investigation and the finding and action taken to the alleged victim and their parent/carer unless the General Manager considers that it is not in the public interest to do so
 - By 30 calendar days after the Head of Entity becomes aware of the reportable allegation, provide either a finalised entity report or an update (an interim report, reasons the investigation has not been completed and an estimated timeframe for completion)
 - Make a finding of reportable conduct if satisfied, on the balance of probabilities
 - Provide information to the Children's Guardian, which may include information about a reportable allegation, the relevant entity's response to a reportable allegation, and systems for preventing and responding to reportable allegations
 - Ensure an appropriate level of confidentiality of information relating to reportable allegations and only disclose information about the allegations in circumstances permitted by the Act or other legislation

Managers/ Supervisors

Managers and supervisors are responsible for:

- Treating all complaints seriously, equitably and confidentially, taking immediate action to investigate and resolve allegations
- Notifying the Head of Entity and Executive Manager, Corporate & Community Services of any reportable allegation
- Determining child-related roles within the organisation and for the ongoing management of the process, supported by the Employee & Public Relations Officer

- Notifying the Employee & Public Relations Officer prior to the engagement of any non-Council employee involved in child-related work so the appropriate verification check and training can be undertaken.

Employee & Public Relations Officer

The Employee & Public Relations Officer is responsible for:

- Verifying workers working with children checks
- Recording of all Working with children check documentation including expiry date
- Supporting Managers to determine child-related roles within the organisation and for the ongoing management of the process

Workers

Workers are responsible for:

- Acting in accordance with the *Children's Guardian Act 2019*
- If working within a child related role the worker must apply and submit clearance to the Employee & Public Relations Officer or person who engaged them in work for verification or renewal purposes.
- Adhering to Council's Child Protection Policy
- Adhering to the Council's Code of Conduct when engaged in child related work
- Immediately notifying Council's Employee & Public Relations Office if any reportable allegation or conviction of which they become aware.
- Report any concerns about the safety or welfare of a child or young person immediately.

2. COMMITMENT TO CHILD SAFETY AND WELLBEING

Council is committed to implementing the NSW Child Safe Standards which are aligned to the National Principles for Child Safe Organisations. Council have put into practice several measures to ensure we are providing a safe environment for children and young people. This includes the processes related to policy adherence, risk, recruitment, communications and council response to issues and complaints.

This Policy reflects Council's commitment to the child safe standards identified by the Royal Commission (2017) as outlined below:

- Child safety is embedded in institutional leadership, governance & culture
- Children participate in decisions affecting them and are taken seriously
- Families and communities are informed and involved
- Equity is upheld and diverse needs are considered
- People working with children are suitable and supported
- Processes to respond to complaints of child sexual abuse are child focused.
- Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
- Physical and online environments minimise the opportunity for abuse to occur.
- Implementation of the Child Safe Standards is continuously reviewed and improved.
- Policies and procedures document how the institution is child safe.

Implementation of this policy will be overseen by the Corporate & Community Services section and coordinated by representatives across any other departments within Council where child-related work may be arise.

3. RECRUITMENT & TRAINING

Council will undertake a robust recruitment process, including role advertisement, pre-interview screening, reference checks and effective interviewing to assist in the recruitment of suitable workers. All workers who are engaged in child-related work are required to undertake a Working with Children Check as issued by the NSW Office of the Children's Guardian. This is to be renewed every 5 years.

Council is committed to ensuring that all workers engaged in child-related work are equipped with the knowledge, skills and awareness to keep children safe and will provide targeted training and support for individuals in those roles.

All workers engaged in child-related work will be required to sign off that they have read, understood and will abide by the Child Protection Policy and Code of Conduct.

4. COMPLAINTS MANAGEMENT

Complaints and allegations concerning the welfare, wellbeing and safety of children against Council workers will be managed according to Council's Complaints Handling Policy.

All complaints should be reported immediately, this includes:

- Disclosure of abuse
- Inappropriate behaviour around children
- Suspicion of abuse or harm to a child

All complaints must be reported either verbally or written as per Council's Complaints Handling Policy. Any worker can also make a complaint to the Employee & Public Relations Officer.

5. REPORTING OBLIGATIONS

Where there are concerns that a child or young person is at risk of being neglected or physically, sexually or emotionally abused, staff who are 'mandatory reporters' are required to report this to Department of Communities and Justice by phoning the helpline on 132 111. Mandatory reporters should use the Mandatory Reporters Guide (<https://reporter.childstory.nsw.gov.au/s/>) to help decide whether a child is suspected to be at risk of significant harm. The Mandatory Reporters Guide covers eight key areas to help you understand if a report should be made and they include:

- Physical Abuse
- Neglect – Supervision; Environment; Food; Hygiene; Medical Care; Mental Health Care; Education -Not Enrolled
- Sexual Abuse – Child; Young Person; Problematic Sexual Behaviour Toward Others
- Psychological Harm
- Danger to Self or Others
- Relinquishing Care
- Carer Concern – Substance abuse; Mental Health; Domestic Violence
- Unborn Child

Workers who are not mandatory reporters, as well as members of the community, can also report the suspected risk of significant harm to the Department of Communities & Justice helpline.

As a reporting body Council has obligations to report findings of sexual misconduct and serious physical assault involving children by a child-related worker to the Office of Children's Guardian.

Under the *Child Protection (Working With Children) Act 2012*, Council must investigate allegations of such conduct to make an informed finding as to whether or not the conduct occurred.

To determine whether or not the conduct meets the criteria, Council must consider the nature of the conduct itself and the context in which it occurred.

If the investigation results in a finding that sexual misconduct or serious physical assault occurred, Council must report this finding to the Office of the Children's Guardian.

6. RISK MANAGEMENT

Council will ensure that child safety is a part of the overall risk management approach. A risk assessment will be undertaken in facilities that have child related services and Council events.

Steps that must be taken to complete council's Risk Assessment for child related services are:

1. An activity will be identified
2. Hazards associated with that activity will then be recorded.
3. A risk score for the hazards identified from the risk score matrix should be determined and recoded.
4. Determine appropriate risk controls as reasonably practical for hazards identified and recorded
5. Finally determine the risk score after controls have been implemented for the hazards in which have been identified.

7. DOCUMENTATION AND RECORD KEEPING

Council's Employee & Public Relations Officer will maintain records of Working With Children Checks, acknowledgement of the workers understanding of their child protection and training undertaken. Records will be electronic and be made available if requested for audit and monitoring purposes.

All documentation and/or records of a confidential nature relating to allegations against workers will always be kept private and confidential.

8. BARRED STATUS

Should the check or continuous monitoring result in a barred status the worker, if currently working in a child-related role, will be removed from that role. Should the worker be an employee of Council then the matter will be referred to the General Manager for determination; which depending on the circumstances may also result in termination of employment. This will be managed in accordance with Disciplinary Procedures of the Local Government (State) Award.

9. SUPPORT AVAILABLE

Council provides an Employee Assistance Program (EAP) which is available to workers who have had allegations made against them and workers who have been involved in the investigative process, including those who have been involved in reporting the matter to the General Manager. The EAP service is also available to workers and their families who may be experiencing personal difficulties including child abuse and/or allegations. The EAP is a free confidential and independent counselling service.

DEFINITIONS

Abuse	A term used to refer to different types of harm or maltreatment. In this document it refers to types of harm or maltreatment that children and young people experience, including; physical harm, sexual assault, exposure to domestic violence, psychological harm and prenatal risks.
Allegation	A reportable allegation is an allegation that an employee has engaged in conduct that may be reportable.
Child	Any persons under the age of 18 years.
Child-related Work	Work that involves direct contact (physical contact or Face to Face) by a worker with a child or children and that contact is a usual part of and more than incidental to the work, or work in a stipulated, child-related role.
Conviction	A reportable conviction means a conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere, of an offence involving reportable conduct.
Child-Safe Organisation	An organisation in which child safety is embedded in planning, policy and practices and where the voices of children and young people are valued and actioned.
Investigation	Conduct investigations to determine whether there is a risk of (significant) harm to a child or young person.
Mandatory Reporters	People who deliver services, wholly or partly, to children as part of their paid or professional work. This is regulated by the <i>Children and Young Persons (Care and Protection) Act 1998</i> . This includes, but not limited to, professionals working in health care; welfare; education; children's services; residential services and law enforcement.
Neglect	A term used to refer to a pattern characterised when a parent or caregiver cannot regularly provide a child or young person the basic requirements for his or her growth and development such as food, clothing, shelter, medical and dental care, adequate supervision and adequate parenting and care.
Risk of Significant Harm	Concern/s about a child or young person that are sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent. It is something that is not minor or trivial and that may be reasonably expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing. In Addition, it can result from a single act or omission or an accumulation of these. Risk of significant harm is the NSW threshold to report child protection concerns to Department of Communities & Justice via the Child Protection helpline.
Reportable Conduct Scheme	The reportable conduct scheme monitors how organisations (relevant entities) investigate and report on types of conduct made against their employees, volunteers or certain contractors who provide service to children. When the head of a relevant entity becomes aware of a reportable allegation or a reportable conviction, the head of that entity must notify the Children's Guardian within seven (7) business days and conduct an investigation into the allegations.
WWCC	Working with Children Check. The WWCC is a requirement for any non-exempt person who works or volunteers in child-related work in NSW. The check provides either clearance to work with children for five years, or a bar against working with children
Young Person	A young person can be defined in a variety of ways depending on the context. For the purpose of this policy a young person is a person who is over the age of 16 years but under the age of 18 years.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Anti-Discrimination Act 1977</i> <i>Child Protection (Working with Children) Act 2012 (NSW)</i> <i>Child Protection (Working with Children) Regulation 2013 (NSW)</i> <i>Local Government (State) Award 2020</i> <i>Children’s Guardian Act 2019</i> <i>Children and Young Persons (Care and Protection) Act 1998</i> <i>Civil Liability Act 2002 – No 22</i> <i>Crimes Act 1900 – No 40</i> <i>The Ombudsman’s Act 1974</i> <i>The Commission for Children and Young People Act 1998</i> <i>Education and Care Services National Law and Regulations</i>
Policies	Code of Conduct Complaints Handling Policy Equal Employment Opportunity Policy & Management Plan Staff Recruitment & Selection Policy

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 3: *Council Meeting held 21 April 2022 (Minute No 69/04/2022)*
Version 2 Re-Adopted: *Council Meeting held 19 February 2009 (Minute No.26/02/2009)*
Version 2 Adopted: *Council Meeting held 15 November 2007 (Minute No. 366/11/2007)*
Version 1 Adopted *Council Meeting held 19 August 2004 (Minute No. 277/8/2004)*

CITIZENSHIP CEREMONY POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 2		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

OBJECTIVE

All Ceremonies will reflect the significance of the occasion by being conducted at the appropriate time and location. All attendees will be appropriately attired and respectful.

FUNCTION DATES

All ceremonies will be held at scheduled Council meetings or on Australia Day in accordance with the guidelines and protocols developed by the Federal Government.

Any matters of urgency will be directed to the Federal Department of Home Affairs who have the appropriate authority to conduct such ceremonies.

DRESS CODE

Citizenship Ceremonies should reflect the significance of the occasion and attendees should wear suitable attire.

Coolamon Shire Council encourages Citizenship Ceremony attendees to wear smart casual.

Attendees are welcome to wear their own national/traditional/cultural dress.

The following attire is not suitable on the day:

- Rubber thongs
- Bare feet
- Beach wear
- Sports training apparel
- Slippers
- Offensive shirts
- Short skirts/shorts

Citizenship Ceremonies are in accordance with the guidelines and protocols developed by the Federal Government.

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 2 readopted: *Council Meeting held 21 April 2022 (Minute No 69/04/2022)*

Version 2 Adopted: *Council Meeting held 20 February 2020 (Minute No. 07/02/2020)*

Version 1 Re-Adopted: *Council Meeting held 21 September 2017 (Minute No.175/09/2017)*

Version 1 Adopted: *Council Meeting held 19/06/2014 (Minute No 129/06/2014)*

COMMUNITY BUS POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 5		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

OBJECTIVE

To provide conditions of use for Community Bus

GENERAL

CONDITIONS OF USE FOR THE HIRE OF THE COOLAMON SHIRE COMMUNITY BUS

1) APPROVED USERS

Various Community Non Profit Organisations with the Coolamon Shire subject to the concurrence of the General Manager such as:

- CWA
- Hospital Auxiliary
- Canola Adventurers
- Community Transport

The bus shall only be available for Community / Charitable Organisations principally associated with the Allawah Lodge, Allawah Community Care, Allawah Village and/or the Coolamon-Ganmain Hospital.

Coolamon Shire Council may use the bus as it sees appropriate.

2) VEHICLE BOOKINGS

Bookings shall be made through the Administration Office of the Coolamon Shire Council with a minimum booking notification time of one week prior to use.

3) HOUSING OF VEHICLE

The vehicle shall be housed at the Coolamon Shire Council Depot and picked up from that Depot.

If the Depot is locked when bus is returned, alternate arrangements will need to be made to ensure the vehicle is left at the Allawah Lodge Complex.

4) DRIVERS

Drivers are required to have an LR (Light Rigid) Drivers Licence. Drivers will be sourced from the Community in a voluntary capacity.

5) COMMUNITY ORGANISATION CHARGES

a) As per Annual Operational Plan

Any trips beyond 400kms to be negotiated with Applicant Organisation.

b) Bus will have a pre safety check carried out by Staff of the Coolamon Shire Council. It will be made available to Organisations with the fuel tank full. It will be the responsibility of the Organisation to return the bus in the same condition and with the fuel tank full. The bus shall be inspected when it is returned to the Depot. If the bus is returned in an unacceptable state, Council may charge a cleaning fee to bring the bus to an acceptable standard which is to be paid by the Applicant Organisation. The future use of the bus if it is returned in an unacceptable condition by an Organisation is subject to Council approval.

6) CONDITIONS OF USE

No food or drinks to be consumed in vehicle.

7) BOOKINGS

No more than one booking shall be made at one time and a second booking shall only be allowed after the first booking has been completed. In the case of the Canola Adventurers where they normally have fortnightly excursions, they shall not have exclusive rights to the bus each fortnight. This shall be subject to bookings by the various Community Organisations.

8) LOG BOOK

A log book on the usage of the vehicle will be kept. The log book will be made available at the commencement of hire and shall be completed by the hiring organisation when the bus is returned to the Depot. Upon verifying the kilometres travelled the applicable fee shall be payable by the organisation at the time of bus being returned.

Intermittent users shall be required to complete the log book for all trips that are taken. It will be the responsibility of the Storekeeper/Purchasing Officer to ensure the log book is completed and the page returned to the Administration Department of the Coolamon Shire Council.

9) SAFETY CHECK

The Storekeeper/Purchasing Officer is responsible for completing the pre delivery safety check on the vehicle.

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 5 readopted: *Council Meeting held 21 April 2022 (Minute No 69/04/2022)*
Version 5 Adopted: *Council Meeting held 20 October 2016 (Minute No. 233/10/2016)*
Version 4 Adopted: *Council Meeting held 16 May 2013 (Minute No. 117/05/2013)*
Version 3 Adopted: *Council Meeting held 14 February 2012 (Minute No. 022/02/2012)*
Version 2 Readopted: *Council Meeting held 21 May 2009 (Minute No.141/05/2009)*
Version 2 Adopted: *Council Meeting held 19 June 2008 (Minute No.162/6/2008)*
Version 1 Adopted: *Council Meeting held 21 September, 2006 (Minute No. 299/9/2006)*

COMPLAINTS HANDLING POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 6		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

STATEMENT OF INTENT

Coolamon Shire Council's primary charter as a service organisation is to assist its customers and stakeholders consistent with the common good, and legal and statutory responsibilities.

In observation of this charter, one of Council's responsibilities is to receive and act upon complaints from external sources, which relate to any aspect of Council's operations or services.

Coolamon Shire Council regards all complaints with the utmost seriousness. Council will handle complaints in a professional, respectful and timely manner in order to resolve the issues raised by complainants.

ELIGIBILITY

This policy applies to all Council staff, Councillors and contractors working on behalf of Council.

DEFINITIONS

1. *Complaint*

A complaint is an expression of dissatisfaction with the Council's policies, procedures, charges, staff, agents or quality of service. A complaint may relate to a specific incident or issue involving Council, or to matters of a more philosophical or general nature regarding Council's processes and/or procedures.

2. *Contract Administrator*

The Contract Administrator is any member of Council's staff who is responsible for letting and overseeing the completion of contracts on behalf of Council. Contracts may be for the provision of goods and/or services to Council.

3. *Public Officer*

The Public Officer is a member of Council's senior staff, appointed under the *Local Government Act 1993*. The functions of the Public Officer include provision of assistance to the public in accessing Council documents, representation of Council in legal and other matters, receipt of submissions made to Council and to assist with requests from the public regarding Council's affairs.

PROVISIONS

1. *Lodging Complaints*

Complaints may be lodged with Council in the following ways:

- By telephone;
- In person;
- In writing including by facsimile, or email.

2. *Anonymous Complaints*

Anonymous complaints will be dealt with in accordance with the gravity of the situation being reported.

3. *Recording of Complaints*

All complaints received by Council will be recorded in Council's Electronic Document Management System or Customer Requests Management System.

When a complaint is made in person, subject to the gravity of the complaint, staff and volunteers in the field will advise the complainant to contact Council's office by formal means.

When a complaint is made in person to a Councillor, the Councillor should assess the gravity of the situation and contact the appropriate staff.

Where a complainant is requesting a service, and there are no prior indications of failure to provide that service to the complainant, the request will be recorded as an 'action request' rather than a complaint.

If Council records indicate that the complainant has made contact with Council on one or more occasions regarding a failure of Council to provide that service, such contact will be recorded as a complaint. Complaints of this nature will be forwarded to the General Manager.

4. *Complaint Handling*

Complaints received by Council concerning Council affairs will be referred to the appropriate staff member at Manager or Supervisor level to investigate in the first instance.

Should the processes undertaken by the Manager or Supervisor fail to resolve the complaint, or the outcome be regarded as unsatisfactory to the complainant, the Manager or Supervisor will refer the complaint to the General Manager for further review.

In circumstances where these internal processes are unable to resolve a complaint or satisfy the complainant, Council will refer the complaint to an appropriate external agency for review. Such agencies may include the NSW Ombudsman's Office, the Independent Commission Against Corruption or the Office of Local Government.

Where a complaint is received and reported by a Council contractor, the General Manager will investigate the complaint.

Contractors conducting works on behalf of Council are required to report to the Contract Administrator, complaints received by them regarding any aspects of Council's operations or their work. On request from the complainant, the contractor shall refer the complainant directly to the General Manager to address issues surrounding the complaint.

Council may seek to use alternative dispute resolution methods to resolve the complaint in circumstances where such a course of action is deemed appropriate by the Public Officer.

5. *Communication with Complainant*

Within 10 working days of receipt of a complaint, in circumstances where a complainant has provided his/her name, address and contact details, the staff member responsible for handling the complaint will provide acknowledgement of receipt of the complaint to the complainant. Such acknowledgement may be by telephone or in writing as appropriate.

The staff member responsible for handling the complaint will ensure that the complainant is kept informed of progress regarding investigation and resolution of the complaint.

The staff member responsible for handling the complaint will provide written advice to the complainant as to the outcome of investigations. Where appropriate the complainant will also be advised of any measures taken to minimise chances of the issue(s) underlying the complaint occurring again.

6. *Confidentiality*

Council will ensure that confidentiality is maintained in regard to complaints received. Staff receiving and recording complaints alleging corrupt conduct, pecuniary interest, maladministration or improper use of positions must ensure that all allegations contained therein, are not discussed other than with the Public Officer and/or General Manager. Council will take all care that reporting of complaints about Council activities will not result in the complainant experiencing any form of victimization or retribution as a result of the complaint.

7. *Complaints Involving Allegations of Maladministration or Corrupt Conduct*

All complaints alleging corrupt conduct, pecuniary interest, maladministration or improper use of position, including complaints made verbally or anonymously, are to be referred immediately and directly to the Public Officer and/or General Manager.

Under Section 11 of the *Independent Commission Against Corruption Act 1998*, the General Manager must report to the Independent Commission Against Corruption in circumstances where there is reasonable suspicion that corruption in any form has occurred within Council.

8. *Malicious, Frivolous and Vexatious Complaints*

All complaints received by Council will be treated with the utmost seriousness. However if, following investigation, a complaint is found to be malicious, frivolous or vexatious, Council will take no further action on the complaint. A decision to take no further action will be made by a member of staff at the level of Manager or higher and the complainant will be informed of the decision in writing.

9. *Reporting of Complaints*

Staff will provide reports to Senior Management on complaints received and subsequent follow-up and departmental action as they occur. Reports will provide the following information on each complaint:

- The issue at the centre of the complaint;
- The outcome of investigations in each instance;
- Action taken to address complainants issues;
- Feedback from the complainant where possible as to satisfactory resolution of the complaint or otherwise;
- Referral of the complaint to an external agency;
- Recommendations or actions taken to improve service.

On an annual basis the Public Officer will prepare a statistical summary of complaints received for the statutory annual report.

1. *Regular Review of Complaints Handling by Council*

The Public Officer will conduct a review of Council's complaint handling processes on a annual basis to ensure that such processes are responsive to complainants and are appropriate in addressing issues underlying complaints received by Council.

RESPONSIBILITY/ACCOUNTABILITY

Under the *Local Government Act 1993*, Council's Public Officer is responsible for overseeing the handling of all complaints received by Council concerning Council's affairs.

All staff are required to be aware of the content of this policy.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Local Government Act 1993</i> <i>Independent Commission Against Corruption Act 1998</i>
Policies	<i>Code of Conduct</i> <i>Statement of Business Ethics</i> <i>Agency Information Guide</i> <i>Privacy Management Plan</i>
Procedures/Protocols, Statements, Documents	

REVIEW

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

Version 6 adopted: ***Council Meeting held 21 April 2022 (Minute No 69/04/2022)***
Version 5 Adopted: ***Council Meeting held 21 September 2017 (Minute No 175/09/2017)***
Version 4 Adopted: ***Council Meeting 19 September 2013 (Minute No 232/09/2013)***

CONTRACT MANAGEMENT POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 1		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

1. PURPOSE/OBJECTIVES

This policy outlines Council's requirements and advises on the management of contracts with suppliers of goods and services.

This policy includes information relating to:

- The benefits of undertaking effective contract management
- The key requirements of the contract management framework

2. SCOPE

This policy applies to contracts greater than \$250,000, although the contract management framework can be applied to contracts less than \$250,000.

Whilst the policy is relevant for all contracts over \$250,000, the policy provides significant benefits to contracts that are high in value, risk or complexity, that are delivered over a longer period of time, have significant implementations issues and involve complex performance measures. Many one-off purchases that have minimal management tasks may not require, or benefit from a formal contract management approach.

The contract management activities outlined in this policy may also prove relevant when Council is required to meet the requirements of relevant funding deeds with other levels of government.

3. COOLAMON SHIRE COUNCIL STATEMENT OF BUSINESS ETHICS

The Coolamon Shire Council Statement of Business Ethics outlines Council's commitment to suppliers of goods and services and sets out what suppliers can expect from Council when they do business with Council.

The Statement of Business Ethics requires that:

1. All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids;

2. All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for effective performance review of contracts;
3. Tenders will not be called unless Council has a firm intention to proceed to contract. Council will not disclose confidential or proprietary information.

4. DEFINITIONS

Contract Management is the process of pro-actively managing a contractual relationship between a supplier and Council, including addressing risks and disputes that arise, to achieve the agreed contractual outcomes.

The *Contract Management Framework* outlines the key process and activities to be undertaken by council to achieve effective contract management outcomes. The framework comprises both organizational requirements that apply more generally and transactional requirements that apply to specific contracts.

The *Contract Management Plan* is an internal document outlining key strategies, activities and tasks required for managing a contract including but not limited to roles and responsibilities, timelines, performance management and financial matters.

The *Contract Manager* is the person nominated to be responsible for the management of the day-to-day matters of a contract.

5. CONTRACT MANAGEMENT FRAMEWORK

As contract management is a key stage of the procurement process, it is essential that a contract management framework be in place.

Contract management focuses on the activities to be undertaken after the contract has been awarded and executed, but is strongly influence by what has occurred in the previous stages of the procurement process: acquisition planning and supplier selections. Effective contract management:

- Supports the achievement of value for money outcomes by ensuring that all parties to the contract meet or exceed their obligations in line with the contract performance measures, timeframes and expected deliverables,
- Minimizes the risks to Council, Council employees, Council suppliers and the general public
- Holds the supplier to account
- Prevents misunderstandings about the contract scope
- Promotes innovation and improvement in supplier performance
- Assists in developing the capability of both the supplier and Council

The contract management framework outlines the key processes and activities to be undertaken by Council to achieve contract management outcomes. The frameworks comprises both organizational requirements that apply more generally and transactional requirement that apply to specific contracts. The contract management framework may include plans, policies, procedures, guidelines, checklists, training, reports, audits, surveys and computer systems.

The organizational level incorporate the following key aspects:

- Privacy and confidentiality
- Probity, ethical behavior, accountability and transparency
- Stakeholders

The transactional level incorporates the following key processes:

- Prepare to manage a contact
- Implement a contract management strategy
- Implement the contract
- Monitor and maintain the performance of the contract
- Complete and review the contract.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Local Government Act 1993</i> <i>Local Government Regulations 2021</i>
Policies	Statement of Business Ethics Code of Conduct Procurement Policy
Procedures/Protocols, Statements, Documents	Guide for Contract Management Contract Management Plan Template Contract Management Checklist

REVIEW

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

Version 1 Readopted: *Council Meeting held 21 April 2022 (Minute No 69/04/2022)*

Version 1 Adopted: *Council meeting held 18 June 2020 (Minute No 112/6/2020)*



GUIDE FOR CONTRACT MANAGEMENT

1. ORGANISATIONAL REQUIREMENTS

Privacy and confidentiality

In accordance with Council's Statement of Business Ethics, Council business dealings will be transparent and opened to public scrutiny wherever possible.

Confidential or commercial client and supplier information is to be handled appropriately throughout the contact management process in accordance with confidentiality and privacy clauses contained in the contract and in accordance with legislation that applies to Council as a public authority (GIPA, Privacy, Health Records)

Probity, Ethical Behaviour, Accountability and Transparency

The Statement of Business Ethics requires that Council's policies, procedures and practices are consistent with best practice and the highest standards of ethical conduct. Councillors, Council staff and Council volunteers are bound by the Code of Conduct when doing business.

Practices and actions that strengthen probity, ethical behavior, accountability and transparency include:

- Maintain a written record of all decisions, contract management meeting outcomes, key discussions with suppliers and significant contract management issues including approvals and the rationale for decisions made.
- Undertaking supplier audits and accessing supplier information where necessary
- Undertaking site visits to verify contract undertakings and outcomes
- Establishing processes for identifying, declaring and managing conflicts of interest
- Providing regular reports on supplier performance to senior management
- The use of a gift register

The risk of unethical behavior is an important and real consideration during the contract management phase and involves balancing several issues in relation to:

- Adhering to Council's Statement of Business Ethics
- Adhering to Council's Code of Conduct
- Achieving contract outcomes
- Maintain a professional and respectful relationship with the supplier
- Avoiding the potential for and the perception of unethical behavior and conflict of interest.

Stakeholders

Implementing effective contract management strategies involves managing the needs and expectations of internal and external stakeholders who may include end users, customers or clients, managers, suppliers, technical or functional experts or advisors. The type and frequency of interaction and communication with stakeholders will vary according to the value, risk and complexity of the contract.

2. TRANSACTIONAL REQUIREMENTS

2.1 PREPARE TO MANAGE A CONTRACT

Appointing a Contract Manager

For contracts valued at \$250,000 and significant contracts below (as determined by the General Manager) an adequately resourced and skilled contact manager must be appointed.

The early appointment of the contract manager allows them to influence the final contract and develop the contract management plan as soon as possible in the procurement process and prior to the contract being awarded. Complex or high risk contract may requirement the appointment of a contract management team.

The key roles of the contract manager are to:

- Understand the contract requirements and obligations
- Make sure the contract outcomes are achieved
- Identify opportunities for realizing additional value
- Manage and address contract risks
- Maintain effective relationships with the supplier and schedule regular contract management meetings,
- Communicate with users, stakeholders and clients
- Ensure that performance measures are met and provide performance repots to senior management and/or Council
- Certify payments to the supplier for work done (where applicable)
- Address problems and conflicts that may arise
- Assess and (where required) seek approval for any variations to the contract.

Contract Management Plan

The contract management plan:

- Is an internal document for documenting key strategies, activities and tasks required to manage the contract
- Provides a systematic and accountable method to ensure that both parties fulfil their contractual obligations
- Is used by Council to review the performance of the contract and monitor the achievement of the contract outcomes.

For contracts over \$250,000 and significant contracts below \$250,000 (as determined the General Manager) an approved contract management plan must be developed, implemented and monitored, except for contracts that are of a one-off nature and have minimal management tasks.

The contract management plan is normally drafted before the contract is executed with the involvement of the contract manager where appropriate.

An example of effective contract management plan is provided in *Appendix 1*.

Completing the contract management plan requires professional judgement to determine the level of detail for each heading, which may range from a simple statement to more comprehensive detail and information, depending on the value, risk and the complexity of the contract.

For smaller value, less risk and less complex contracts, a contract management checklist that comprising key contract management activities can be utilized. An example is provided in Appendix 2.

Governance and Oversight

For contracts of high value, risk or complexity, a team from Council's Senior Management may be designated to oversee a specific contract/

Contract Risks

Managing risk is central to effective contract management and involves developing and monitoring relevant risk minimization strategies, including those related to contract risks previously identified in the acquisition planning and supplier selection phases.

2.2 IMPLEMENT A CONTRACT MANAGEMENT STRATEGY

Relationship Management

Wherever possible, Council and suppliers need to work collaboratively, respectfully and flexibly to achieve agreed outcomes. An effective professional supplier relationship underpins achieving contract outcomes, the contract manager being the key link between Council and the supplier.

An ineffective or difficult relationship may result in the supplier taking a more adversarial approach or being less will to provide quality services.

Communication

Good communication is crucial in developing and maintaining a professional relationship.

Communication strategies may include:

- Setting up regular meetings with the supplier to review progress and discuss opportunities for improvement
- A system to monitor milestones and key deliverables
- Advising uses/customers of the key aspects of the contract and the supplier/s
- Ensuring the flow of relevant information at critical stages of the contract

Formal communication in relation to the contract is preferably channeled through the contract manager.

2.3 IMPLEMENT THE CONTRACT

Start-up Tasks

Initial tasks undertaken by the contract manager include:

- Conveying an initial contract management meeting with suppliers, Council representatives and stakeholders to ensure all parties have a clear understanding of their responsibilities and obligations.
- Confirming the contract risks and developing strategies to manage these risks
- Enabling the supplier to commence work including arranging induction to the work site and any other requirements
- Establishing files to record or store relevant documentation

Implementing the Contract

The implementation period commences at the execution of the contract and can last some time before contract management and monitoring activities take precedence. Effective contract implementation:

- Ensures that a new contract is quickly established and operational to deliver the required goods or services
- Involves communicating the existence of the contract to stakeholders describing what goods and service the contract will provide, who is responsible for the key contract tasks and how to utilize the contract

Methods of communicating may include newsletters, face to face briefings and email. Communication may be undertaken by procurement staff, the contract manager, supplier representatives and user representatives.

Service Continuity and Transition

Transition from one supplier to another or from one contract to another involves careful planning and communication to ensure a smooth handover and the continuity of service provision. The transition period can involve high risks and stress on all parties.

A transition plan may be warranted to manage the transition and is useful where there are:

- Complex or essential service contracts in place
- Significant assets or intellectual property that will become the property of the Council or new suppliers
- Security of safety issues

A transition plan identifies and addresses risks allowing the transition to occur with minimal disruption to existing services and for improving systems and procedures.

The new supplier may also have several issues to consider including:

- Outstanding warranty matters
- Obtaining previous contractual records and information
- Obtaining access to premises and assets
- Understanding any areas in which the previous supplier did not perform adequately

In complex cases, the transition period may occur over a period of time but still finish prior to the original contract ending. Where this cannot occur, it may be necessary to extend the original contract before it expires.

A review of the transition phase may be useful in determining improvements and identifying issues that may have to be addressed in the contract management phase.

Payments

Timely payments made in accordance with the contract are important in maintaining a good supplier relationship and ensuring the supplier can continue to provide the contracted goods and services.

Payments are subject to a compliant tax invoice and the contract manager (or other appropriate person) certifying, where relevant the satisfactory receipt of the goods or services and/or the achievement of relevant performance measures or outcomes.

Record Keeping and Documentation

Keeping records and significant documents that relate to the contract management phase is a crucial aspect of good contract management in accordance with the legislative requirements of Council.

These records may include, but are not limited to:

- Risk monitoring and assessments
- The original contract and contract management plan
- Minutes of contract management meetings
- Significant communications with the suppliers
- Record of payments
- Performance reports, assessments, feedback or non-compliance issues
- Variations or extensions to the contract
- Legal or technical advice received.

2.4 MONITOR AND MAINTAIN THE PERFORMANCE OF A CONTRACT

Performance Measures and Data Collection

Performance measures link to the original procurement objectives as documented in the contract. Effective performance measures tend to be outcome focused, able to be measured objectively, understood by all parties and reflect the key aspects of the contract. Examples of performance measures include:

- Targets to be met
- Outcomes to be met
- Key steps of milestones
- Achieving payment deadlines
- Client feedback or customer service metrics
- Technical considerations
- Quality, safety, environmental or social outcomes

Systems for collecting relevant data (financial, quality, safety or technical aspects of the supplier's performance) are best established from the commencement of the contract, with the data discussed with all parties at the regular contract meetings. Qualitative data may also be collected through ratepayer and user surveys.

In some cases, (ie in contracts relating to complex or highly technical matters) an independent assessment or periodic audit can determine whether the performance measures have been met.

Stakeholder and User Feedback

Feedback can be obtained from key stakeholders throughout the life of the contract on the quality and level of services they are receiving, in line with the contract. Feedback can be collected via surveys, incident log books, questionnaires, telephone or face-to-face enquiries.

Feedback is best considered with other performance data to provide a more comprehensive view. By itself, client feedback may not represent the total or majority client/user experience as can skew towards the negative as more unsatisfied clients are likely to log an issue.

Contract management meetings

Council's *Statement of Business Ethics* is underpinned by the importance of engaging with suppliers to identify opportunities for improvement and remove barriers to good procurement practice. Regular scheduled contract management meetings with the supplier are important to monitor contract activities and to discuss improvement opportunities.

The frequency of contract management meetings varies. For example, the majority of medium to longer term contracts may require contract management meetings on a quarterly basis, with short term contracts (less than six months) or higher risk contracts requiring meetings on a more regular basis.

A formal agenda is good practice and assists to guide the discussion towards improving contract outcomes. Key contract management meeting outcomes need to be documented.

Performance management

Where the supplier's performance is found to be inadequate, the issue is to be discussed with the supplier and solutions to remedy the situation agreed. These discussions are to be documented and outcomes monitored at contract management meetings.

Performance monitoring of contracts needs to be commensurate with the risks involved and the previous experience and performance of the supplier.

Contract Reviews

Formal contract reviews are an important aspect of managing a contract. An annual contract review must be completed for all contracts valued above \$250,000 and significant contracts (as determined by the General Manager) for senior management and/or Council.

Questions to consider in undertaking a formal annual contract review may include:

- Have the contract key performance indicators been met?
- What is the status in completing the contract milestones or agreed outcomes?
- What are the areas where implementation has not been completed?
- What is the status of risk management strategies?
- Are there any unresolved performance issues, problems of contractual matters which need to be addressed with the suppliers?
- What are the learnings to date?
- What opportunities are there to improve contract outcomes?
- Are there any other relevant issues for future procurements?

All other contracts are to be reviewed on regular basis commensurate with its value, risk, complexity and length with the General Manager best placed to determine the frequency of these reviews.

In some cases, the nature and timing of reviews are outlined in the contract. In addition, there may be occasions where an ad-hoc contract review is warranted, for example, in addressing a serious breach in service delivery.

Dispute Resolution

In an environment of trust and co-operation, most disputes are relatively minor and can be resolved quickly. However, no matter how well a contract is managed, disputes can occur over the life of the contract. The key is for problems to be anticipated, where possible, and resolved at an early stage before they become more difficult to address.

Dispute resolution processes are usually outlined in the contract including mechanisms for resolving formal disputes such as negotiation, arbitration, mediation and litigation. Advice from experts should be sought before formal actions is taken in all disputes.

Disputes often relate to definitions of deliverables or performance measures, disagreements over requirements, delivery schedules, price changes, additional tasks, contract scope, payment schedules

and complaints by third parties. Suppliers need to be informed of any problems in writing and given an opportunity to respond.

Formal disputes are to be avoided where possible as they can affect the goods or services provided and undermine the relationship. However, if necessary, the contract manager is to protect the interests of Council.

Termination and legal action are only to be considered as a last resort after all reasonable attempts to resolve the issues have been made.

Exercising Contract Extension Options

A contract extension is the exercising of a contract option to extend the contract for a further period, subject to the agreement of both parties. Contract extension options are outlined in the contract and state who can exercise the contract option (ie one or both parties). Extension options are approved in accordance with the process outlined in the contract.

In exercising an extension option, consideration is to be given to whether the extension option provides value for money and whether the contract has achieved what was expected. Discussions to exercise an extension option generally commence well before the expiry date in case the extension is not taken up and a new procurement is undertaken.

Where a contract has expired without an approved variation to extend but the supply of goods and/or services under the expired contract is required to continue for a short time after the expiration, a new interim contract will need to be executed. In such situations, where the supplier/s are willing to continue supply under the same terms and conditions, procurement approval for the extended arrangements may be obtained via the same process used for variations. Although an acquisition plan is not required, Council still needs to consider risk and value for money by assessing the negative impact of the extended arrangements on the contract deliverables, price, timeframes and objects of the contract (including money outcomes, probity, transparency and accountability).

This option is to be utilized only as an interim measure on the condition that a new procurement process is undertaken within a reasonable time-frame. For longer term extensions and/or those requiring complex negotiations, an acquisition plan should be used.

Contract Variations

A contract variation is an addition or alteration to the original contract. Variations may be proposed by either party and may refer to adding, removing or changing an existing contract provision and may include a change to:

- The scope of the contract
- The value of the contract
- The contract options to be exercised
- Contract prices
- Quantity purchased.

Procedures for varying and amending contracts are included in the contract and managed by the contract manager. All contract variations must be approved in writing in accordance with the contract and approved by the appropriate delegate.

An assessment of the proposed variation is to be made in terms of its impact on the contract deliverables, price, timeframes, value for money outcomes, probity, transparency and accountability.

The level of variation is to be determined in terms of whether it is insignificant, minor, moderate or major.

Variations do not change the original objectives of the contract. The following guide is provided for each type of variation

Measure	Description	Approval Requirements
Insignificant	No potential to impact the contract deliverables, price, timeframes, value for money outcomes, probity, transparency and accountability	A note is recorded in the relevant file
Minor	Limited potential to impact the contract deliverables, price, timeframes, value for money outcomes, probity, transparency and accountability	A note is recorded in the relevant file
Moderate	Moderate potential to impact the contract deliverables, price, timeframes, value for money outcomes, probity, transparency and accountability	Approval is sought from the approving delegate of the acquisition plan
Major	High potential to impact the contract deliverables, price, timeframes, value for money outcomes, probity, transparency and accountability	Approval is sought from the approving delegate of the acquisition plan

In high risk or complex cases, it is recommended that legal advice be sought before such authorization is given.

Approval is to be sought from Council where the variation takes the total value of the contract above the Council's tender requirements. In the case of a contract/s which resulted from an original approval by Council or a contract where the Council has approved a previous variation due to the total value of the contract, the General Manager is required to assess the variations measure of impact to determine if further approval is required from Council.

2.5 COMPLETE AND REVIEW THE CONTRACT

Post-Contract Review

A post-contract review (also known as a contract closure report) is conducted at the end of every contract period to review how the contract has performed and provides valuable lessons which can be used when a new procurement is undertaken or a contract is renewed.

A post contract review report must be prepared for Senior Management and/or Council for contracts valued above \$250,000 and significant contracts below \$250,000.

Questions to consider in reviewing the contract include:

- What was the supplier's overall performance?
- Were there particular performance issues with the supplier?
- Did the contract achieve value for money? How?
- What were the main overall benefits delivered by the Contract?
- Would you use the supplier again?
- What savings were achieved by the contract?
- Is the contract to be renewed?
- What are the learnings and opportunities to improve future contracts/procurements?
- Are there any other relevant issues for future procurements?

- Are there any other matters requiring attention?

End of Contract Process

Various matters are considered at the end of the contract including whether:

- All outstanding contract actions have been completed, including deliveries
- Required documents, equipment or other goods have been returned
- All payments and financial obligations have been completed and reconciled
- There are any outstanding reports or disputes
- Any warranty issues are still outstanding
- There are any legal rights and obligations on the parties that may survive after the contract has closed
- Access arrangements have been terminated or revoked.

Appendix 1 – Contract Management Plan Template

Contract Name: #####

Contract Number: #####

Background information

Details of the contract and successful supplier/s and how the need for the contact arose

Purpose and objectives

Purpose and objectives of the contract management plan

Procurement description and key deliverables

The objectives of the contract and the key deliverables of the contract

Contract summary

Key information on the contract (start and end date, estimated value, contract extension options etc.) and on key clauses such as warranties and intellectual property

Roles and responsibilities and governance

Key individuals and their roles in managing the contract, governance processes that are in place, management of documentation and information, key stakeholders and their information requirements

Contract management meetings

Information on the frequency of meetings, attendees, reporting requirements, agendas and minutes etc

Implementation approach

Details on the implementation approach to the contract including transition in requirements

Risk management

Details on key risks and how they will be managed

Performance management

Details on key performance measures and reporting requirements of the supplier/s

Dispute resolution and termination

The process for dispute resolution and the relevant contractual clauses as well as the process and contract clause for termination

Payment terms and arrangements

Details on payment and invoice approval requirements and the payment schedule if relevant

Contract variations and extensions

The process for managing variations and contract extensions

Contract finalization

Includes transition out requirements and requirement to complete a post-contract review report.

CONTRACT MANAGEMENT CHECKLIST

Prepare and Manage a Contract

- A suitably skilled contract manager has been appointed
- The contract has been ready by the contract manager and its requirements and conditions are understood
- A file has been established for the contract
- Roles and responsibilities for managing the contract have been identified and are understood by the relevant parties
- Obligations in relation to probity and ethical behavior are understood
- There is no conflict, or potential conflict, of interest in managing this contract.
- Contract risks and risk management strategies have been identified and will be implemented and monitored during the contract management phase

Implement a Contract Management Strategy

- Strategies to develop and maintain the supplier relationship have been developed and include regular contract meetings
- Effective communication will be undertaken with the supplier, stakeholders, users and persons involved in managing the contract
- Appropriate documentation will be kept including minutes of contract management meetings and key approvals

Implement the Contract

- Council *Statement of Business Ethics* and *Code of Conduct* will be observed and applied in managing the contract, particularly in relation to gifts.
- Payments to the supplier will be made after relevant contractual requirements have been met and verified and a compliant invoice received
- Transition in and transition out strategies will be developed and considered as appropriate

Monitor and Maintain Performance of a Contract

- Performance measures have been identified and will be used to monitor the success of the contract implementation.
- Appropriate data will be collected and reviewed (including client feedback) to ascertain the performance of the supplier against relevant performance measures and agreed outcomes
- Disputes will be managed and resolved in accordance with the agreed contractual dispute resolution process in a cooperative and professional manner
- Regular reports will be provided to the appropriate manager as required on the performance of the contract.
- Any required variations to the contract will be considered and approved by the appropriate delegate and a record kept in the file.

Complete and review the Contract

- A post-contract review is conducted at the end of the contract to review how the contract has performed and whether outcomes have been achieved and a report provided to the appropriate manager.
- Various end of contract matters are considered at the end of the contract including outstanding contract actions, payments and financial obligations, final reports or disputes, warranty issues and access and security arrangements.
- Appropriate documents are stored securely including risk assessments, contract management plan, review reports and written feedback.

COUNCIL CHAMBER HIRE POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 4		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

AREA TO BE THE SUBJECT OF HIRE

Complete Meeting Room area including kitchen.

ELIGIBLE BODIES

- 1) Public bodies, Religious, Benevolent and Charitable Organisations - **No charge.**
- 2) Business and Professional Bodies, Companies and Organisations. (Trading Stall prohibited) - **Charges as per Annual Operational Plan**

CONDITIONS

- The use of alcoholic liquor is prohibited.
- Stack-a-by-Chairs be made available to Public bodies at no charge subject to the approval of the General Manager.

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 readopted: Council Meeting held 21 April 2022 (Minute No 69/04/2022)
Version 4 Re-Adopted: Council Meeting held 21 September 2017 (Minute No.175/09/2017)
Version 4 Adopted: Council Meeting held 14 February 2012 (Minute No. 022/02/2012)
Version 3 Adopted: Council Meeting held 16 December 2008 (Minute No.359 /12/2008)
Version 2 Adopted: Council Meeting held 16 August 2007 (Minute No. 261/8/2007)
Version 1 Adopted Council Meeting held 19 August 2004 (Minute No. 277/8/2004)

COUNCIL ROAD NAMING POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 1		
Policy Responsibility	Engineering & Technical Services		
Review Timeframe	Every 4 Years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

OBJECTIVE

To set the criteria for the adoption of road names within the Coolamon Shire.

ELIGIBILITY

This policy shall apply to all roads being both urban and rural within the Coolamon Shire.

GENERAL CONDITIONS

Road Names

- That Council utilise the listing of past Councillor's and ex-Servicemen as a reference point for future road naming.
- The attached list as at 21 September 2017 be the list that road names are sourced from.
- Should any members of the public come forth with road name suggestions they will be referred to Council's road naming policy.
- Any suggested variation to the road naming policy shall be referred to Council prior to any decision being taken.

REVIEW

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

Version 1 readopted: Council Meeting held 21 April 2022 (Minute No 69/04/2022)

Version 1 Re-Adopted: Council Meeting held 21 September 2017 (Minute No.175/09/2017)

Version 1 Adopted: Council Meeting held 23 April 2009 (Minute No.104/04/2009)

SUGGESTED ROAD NAMES This list is up to date as of 21 September 2017

During this process the research provided for numerous road names that could be applied throughout the Shire.

COOLAMON / MARRAR

COUNCILLORS

- Le Lievre – 1922-1928 and 1934-1937
- Moses – 1953-1970
- Robertson – 1931-1934
- Anthony 'Nick' Winter – an Olympian who once lived in this district and represented Australia at the 1924 and 1928 Olympics. He won one gold medal and held the world record in triple jump.

KILLED IN ACTION

WW1

- Allen
- Bendall
- Bradney (2)
- Bloomfield
- Corner
- Curren
- Cholerton
- Chilton
- Gogoll
- Harding
- Hardy
- Hepburn
- Hicks
- Hunt
- Jackson
- Killoh
- Meadows
- Monaghan
- McAlister
- O'Brien
- Roach
- Rogers
- Ralph
- Renehan
- Toland
- Vagg

Please note that this is not a complete list of soldiers killed in action. Any surnames that already exist as road names have been excluded

GANMAIN / MATONG

COUNCILLORS

- Regan – 1920-1925
- Richardson – 1928-1937

KILLED IN ACTION WW1

- Bartlett
- Bean
- Bennett
- Black
- Burrows
- Butcher
- Campbell
- Cassidy
- Cob
- Davison
- Devereux
- Erskine
- Fidge
- Gillespie
- Hehir
- Hetherington
- Hughes
- Hunter
- Jamieson
- Kawelmacher
- Manood
- Maxwell
- Mitchell
- Munro
- O'Shea
- Power
- Reid
- Stevens
- Sullivan
- Symington
- Tait
- Vagg
- Walker
- Waters
- Watkins
- Weisner

KILLED IN ACTION WW2

- Baxter (2)
- Bouchier
- Conquest
- Crask
- Gibson
- Halden
- Hills
- Hoare
- Hughes
- Kerr
- Kerlin
- Ledgerwood
- Mc Alister
- Oliver
- O'Sullivan
- Westendorf
- Warran

Please note that this is not a complete list of soldiers killed in action. Any surnames that already exist as road names have been excluded

ARDLETHAN / BECKOM

COUNCILLORS

- Bryant – 1949-1953
- Griffin – 1934-1965
- McKinnon – 1917-1922
- O'Brien – 1920-1925

KILLED IN ACTION

WW1

- Ambrose
- Bond
- Bromfield
- Burns
- Drew
- Hyland
- Hicks
- Lucas (2)
- Man
- McGregor
- Richardson
- Rock
- Stockton
- Guy

KILLED IN ACTION

WW2

- Byron
- Guy
- Guthrie
- Harrison
- McCullam
- McLeod
- Searle
- Stout
- Trevena

Please note that this is not a complete list of soldiers killed in action. Any surnames that already exist as road names have been excluded.

CREDIT & PURCHASE CARD POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 7		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

PURPOSE

The purpose of this policy is to:

- 1) Ensure that organisational transactions are carried out as efficiently as possible through the use of credit cards and transaction cards as appropriate.
- 2) Guard against any possible abuse of organisational credit cards.

ELIGIBILITY & ISSUE OF CREDIT CARD

An organisational credit card will only be issued under the authority of the General Manager and will only be issued to Staff members where their functions and duties would be enhanced by the use of an organisational credit card.

Each organisational credit card will be issued to a specific person, who will remain personally accountable for the card. Cardholders will be required to sign a Cardholder Agreement for each card issued to them.

Only the authorised signatory may use the card. No more than one type of card shall be issued per cardholder. Credit limits as appropriate shall be set for each card by the issuing authority.

The issue of credit cards will be limited to Westpac and Custom Fleet Fuel Cards.

ACCEPTABLE USE

Credit Cards are to be used for:

- a. Expenditure according to the delegated authority of the card holder
- b. Training courses, seminars and workshops,
- c. Business related travel expenses including airfares, taxis, accommodation and meals,
- d. Business related catering
- e. 'Petty Cash' items previously purchased by staff for reimbursement
- f. Online or phone ordering of goods or services

Fuel Cards

- a. Fuel Cards are only to be used for the vehicle to which they are related to.
- b. Only fuel and lubricants are to be purchased on the Fuel Card.
- c. If a corporate credit card is used instead of fuel card, all transaction documentation is to be retained by the cardholder and produced as part of the reconciliation process.

EXCLUSIONS OF USE

Credit cards are not to be used for the following:

- a. Personal items
- b. Items that are supplied under a contracted supply arrangement or where an existing purchasing arrangement is in place (ie use of Purchase Orders)
- c. Items normally held in Council's stores
- d. Purchasing from a business not registered with an Australian Business Number (ABN)
- e. For avoiding the requirement of Council's Procurement Policy
- f. Cash advances

CARDHOLDER'S RESPONSIBILITIES

1. Ensure credit cards are maintained in a secure manner and guarded against improper use.
2. Credit cards are to be used only for official Council activities, there is no approval given for any private purchase.
3. All documentation regarding a card transaction is to be collated by the cardholder and provided as part of the reconciliation procedure. If no supporting documentation is available, the cardholder will provide a declaration detailing the nature of the expense and must state that 'all expenditure is of a business nature'. Approval of this expense is referred to the General Manager or Mayor for a decision. Should approval of expenses be denied by the Mayor or General Manager recovery of the expense shall be met by the cardholder.
4. Credit limits are not to be exceeded.
5. Purchases on cards are to be made in accordance with Coolamon Shire Council's Procurement Policy.
6. Reconciliation is to be completed within 14 days of the date of the card statement being issued.
7. Cards are to be returned upon request by the General Manager, on or before the employee's termination date or if the card is cancelled by the issuing authority. A full acquittal of expenses is to be provided with the returned card.
8. All cardholder responsibilities as outlined by the card provider.
9. The loss or theft of a card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the Executive Manager, Corporate & Community Services of the loss or theft on the next working day. Advice of a damaged card is to be provided to the Executive Manager, Corporate & Community Services who will organise replacement.

APPROVING MANAGER RESPONSIBILITIES

It is the responsibility of the approving manager to ensure that:

- a. Card use is monitored to ensure compliance to delegations, budget and relevant policies/procedures
- b. Identify any questionable transactions and make the necessary enquires
- c. Signoff on statement reconciliation.

BREACH

Any breach of this policy may result in:

1. The cardholder being liable for charges, and/or
2. Immediate and permanent withdrawal of the credit card facility from the cardholder, and/or
3. Disciplinary action in accordance with Council's policies and Code of Conduct.

ASSOCIATIONS & RELATIONSHIPS

Policies	<i>Procurement Policy Code of Conduct</i>
Procedures/Protocols, Statements, Documents	<i>Cardholder Agreement Procurement Procedures</i>

REVIEW

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

<i>Version 7 Adopted:</i>	<i>Council Meeting held 21 April 2022 (Minute No 69/04/2022)</i>
<i>Version 6: Adopted:</i>	<i>Council Meeting held 18 June 2020 (Minute No. 112/6/2020)</i>
<i>Version 5 Readopted:</i>	<i>Council Meeting held 19 September 2013 (Minute No 232/09/2013)</i>
<i>Version 5 Adopted:</i>	<i>Council Meeting held 14 February 2012 (Minute No. 022/02/2012)</i>
<i>Version 4 Adopted:</i>	<i>Council Meeting held 10 November 2011 (Minute No 324/11/2011)</i>
<i>Version 3 Adopted:</i>	<i>Council Meeting held 20 November 2008 (Minute No.328/11/2008)</i>
<i>Version 2 Adopted:</i>	<i>Council Meeting held 19 July 2007 (Minute No. 229/7/2007)</i>
<i>Version 1 Adopted</i>	<i>Council Meeting held 14 February, 2007 (Minute No. 24/02/2007)</i>



CARDHOLDER AGREEMENT

I, _____ acknowledge and agree to the following conditions regarding the use of the Coolamon Shire Council's _____ card.

1. Ensure that the card is maintained in a secure manner and guarded against improper use.
2. The card is to be used only for official Council activities, there is no approval given for any private purchase.
3. All documentation regarding a card transaction is to be collated and provided as part of the reconciliation procedure. If no supporting documentation is available, a declaration detailing the nature of the expense is to be prepared and must state that 'all expenditure is of a business nature'. Approval of this expense is referred to the General Manager or Mayor for a decision. Should approval of expenses be denied by the Mayor or General Manager recovery of the expense shall be met by me.
4. Card limits are not to be exceeded.
5. Purchases on the card are to be made in accordance with Coolamon Shire Council's Procurement Policy.
6. Reconciliation is to be completed within 14 days of the date of the card statement being issued.
7. The card is to be returned upon request by the General Manager, on or before the employee's termination date or if the card is cancelled by the issuing authority. A full acquittal of expenses is to be provided with the returned card.
8. All cardholder responsibilities as outlined by the card provider.

I will immediately report the loss or theft of my Card to the issuer and the General Manager.

The use of the card is subject to the provisions of Council's Credit & Purchase Card Policy, Council's Procurement Policy & Council's Code of Conduct. Failure to comply may result in any liability arising being passed to myself, result in the card being withdrawn or serious transgression may result in an appropriate referral under the *Crimes Act 1900* and/or termination of employment.

Signature: _____ Date: _____

Witness: _____ Date: _____

Witness Name: _____



CUSTOMER SERVICE POLICY

Date Adopted	21 April 2022		
Council Minute	69/02/2022		
Version	Version 6		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

STATEMENT OF INTENT

1. Coolamon Shire Council will provide the highest possible level of service to its customers.
2. Service to customers will reflect Council's Vision and Core Values. All activities undertaken at Coolamon Shire Council are focused on the delivery of service to Council's customers. Therefore, service goes beyond the personal contact staff have with the public and encompasses internal procedures and practices that result in efficient service.
3. Council's staff will be professional at all times and show:
 - a. Courtesy in all circumstances;
 - b. Accuracy in what they do;
 - c. Accountability for the quality of service they deliver;
 - d. Integrity in all their dealings;
 - e. Consideration for the needs of the customer;
 - f. Promptness in all their actions, keeping people informed of progress.

ELIGIBILITY

The Customer Service Policy applies to all permanent, temporary and casual employees, volunteers and nominated contractors of Coolamon Shire Council.

DEFINITIONS

1. Customers include all customers, whether internal or external.
2. Nominated contractors are those whose contracts necessitate their working at Council offices, using Council's facilities and operating in a similar manner to staff.

PROVISIONS

Council's primary purpose is the provision of service to both residents and non-residents of the Coolamon Shire local government area.

1. External Customers - All those seeking assistance from the Council will be accorded a high level of service regardless of the manner in which that assistance is sought.
2. Internal Customers - Staff will give each other the same level of service as that provided to our external customers, as it is important that internal service standards support the external service delivery.
3. Courtesy - Courtesy will be shown in all circumstances. In difficult situations where the customer does not show similar courtesy in return, staff have the right to terminate the interview. Staff will be courteous in their spoken words, body language and demeanour.
4. Accuracy - Where there is any doubt about the accuracy of any information, the details will be checked and validated prior to release.
5. Accountability - Staff will look for ways to enhance the quality of service they deliver. Concerns about the quality of service will be referred to the next level management.
6. Integrity - Staff will act with integrity in all their dealings and comply with all provisions of Council's Code of Conduct.
7. Consideration - Consideration will be given to the needs of the customer. Staff will be empathetic and respond to the needs of the customer within the constraints of legislation and policy, Council's role and responsibilities.
8. Promptness - Staff will provide prompt and courteous service to customers.
9. Continuous Improvement - Impediments to good customer service, when identified, will be addressed. Examples might include reviewing procedures, documentation, etc.
10. Training - Training and coaching will be provided on customer service and general communication skills on a needs basis.

CUSTOMER SERVICE LEVELS

Coolamon Shire Council is committed to satisfying the needs of the residents of and visitors to the Shire. To achieve this, the following customer services levels are defined.

General Requests/Enquiries:

- Coolamon Shire Council will respond to all written requests/enquiries within two (2) weeks of receipt. Whilst it is not always possible for the response to be in full, Council will provide an acknowledgment listing the action being taken and the name and telephone number of the officer dealing with the matter.

- Telephone and counter requests/enquiries will be handled promptly and where information is not readily available, verbal enquiries will be answered with four (4) working days.

Transport

- The inspection and maintenance to Roads and Footpaths will be carried out in accordance with Council Policy.

Sewerage Service

- Major sewerage service system failures will be responded to within eight (8) hours of being reported. Minor failures will be responded to within 7 days of being reported.

Waste Services

- All domestic waste management collections provided to residential properties will be completed by 3.00pm on the respective collection day subject to no mechanical breakdown of equipment.

Community Protection

- All blockages in the drainage system with potential to flood private property will be responded to within eight (8) hours and cleared within 48 hours of being reported to Council, subject to weather or emergency conditions.

Built and Natural Environment

- All fully documented development applications shall be determined by Council within twenty-eight (28) days of lodgement, except:
 - when advertising of the proposal and notification of adjoining owners is required then an additional 21 days will be required for processing; and/or
 - when reference to a statutory authority is required for any application.
- All requests in respect of noisy dogs will be responded to within two (2) days of the report being received.
- All complaints received during working hours with respect to stray dogs and straying stock will be investigated within eight (8) working hours of being reported to Council. After hours calls will be attended to if situation is life threatening or an emergency.

Human Environment

- All complaints received during working hours related to food premises shall be responded to within two (2) working days of being reported.

Parks and Landcare Services

- All dangerous defects in parks and sporting facilities will be responded to within eight (8) working hours of being reported.

- All fallen or hazardous street trees will be responded to within eight (8) working hours of being reported both during and after working hours, subject to severe weather or emergency conditions.

RESPONSIBILITY/ACCOUNTABILITY

1. Staff

Each member of staff and/or nominated contractor is:

- accountable for the quality of the service they deliver;
- responsible for identifying and reporting any impediments to delivery of good customer service;
- Management is responsible for acting upon any identified impediments to the delivery of good customer service.

2. Customer

Customers are required:

- to respect the human rights and dignity of Council staff and volunteers and of other consumers;
- to be responsible for the results of any decisions they make;
- to play their part in helping staff to provide them with services.

3. Managers and Supervisors

Managers and Supervisors are accountable for ensuring consistently high levels of customer service in their divisions. They are responsible for:

- monitoring the level of service provided by their staff and nominated contractors and for modeling and coaching good customer service;
- assessing staff against the customer service criteria established in the PPA identifying training needs.

4. Human Resources

The Employee & Public Relations Officer is responsible for arranging any training and/or coaching on customer service and communication skills.

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 6 Adopted: *Council Meeting held 21 April 2022 (Minute No 69/04/2022)*
Version 5 Adopted: *Council Meeting held 15 May 2014 (Minute No. 105/05/2014)*
Version 4 Adopted: *Council Meeting 19 September 2013 (Minute No 232/09/2013)*

DEBT RECOVERY POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 3		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

OBJECTIVES

1. To ensure consistency, fairness, integrity and confidentiality of all proceedings for both the Council and the debtor;
2. To fulfill the statutory requirements of the *Local Government Act, 1993* with respect to the recovery of rates, charges and other debts;
3. To maximize collections of outstanding debts and to optimize Council's cash flow;
4. To be sympathetic and helpful to ratepayers and other debtors suffering genuine financial hardship.

RATES AND ANNUAL CHARGES

1. Reminder Letter

A "Reminder Letter" is to be issued to all ratepayers with more than one instalment overdue and a total arrears balance greater than \$500.00

If a "Reminder Letter" does not result in payment in full or suitable arrangements being made within 14 days of the date of the letter, the debt is referred to Council's Debt Recovery Agency.

2. Interest

Interest accrues on a daily basis in accordance with Section 566 of the Local Government Act 1993 on rates and charges that remain unpaid after they become due and payable. The rate to be charged is the maximum allowed as announced by the Office of Local Government.

3. Arrangements

- Council is empowered under Section 564 of the Act to enter into an agreement with a person to accept variable payments of rates and charges due and payable.
- Arrangements are to be negotiated in accordance with the adopted procedures with the aim of recovering all arrears and the current year's rates and charges within the current rating year, where possible.
- Where a ratepayer defaults on approved arrangements for payment, recovery action will recommence from the stage which had been reached prior to the last arrangement being negotiated.

4. Sale of Land for Unpaid Rates and Charges

- Where any rate or charge is overdue and has remained unpaid for more than five (5) years from the date on which it became payable, Council may proceed to sell the land in accordance with Division 5 of Part 2 of Chapter 17 of the Local Government Act, 1993.
- Where any ratepayer or charge is overdue in respect of vacant land and the amount overdue exceeds the Valuer General's current valuation of the property, Council may proceed to sell the land in accordance with Division 5 of Part 2 of Chapter 17 of the Local Government Act, 1993.

On a 3 yearly basis, a report shall be referred to Council for consideration listing all rate assessment numbers who fall into the above two sections. The report will provide a detailed history of the circumstances of each case together with a recommendation in relation to the possible sale of the land to recover the overdue rates and charges.

SUNDRY DEBTORS

1. Private Works

- In the case of non-property owners or owners who do not own property in Coolamon Shire, or the work does not constitute a charge on the land, payment is required based on estimated cost, prior to the commencement of works.
- In the case of Government Departments, Public Authorities or companies, a written official order form is required prior to the commencement of works.
- In the case of developers or sub-dividers, payment up front is required based on estimated costs.
- Council reserves the right to refuse credit for private work accounts where a property owner has other overdue amounts owing to Council, or has a poor payment of debt history with Council.
- Accounts that remain overdue after 30 days may have interest charged. The interest rate will be the equivalent amount set for Council Rates.
- A "Reminder Letter" is to be issued for all private works accounts unpaid 60 days after the invoice date.
- If a "Reminder Letter" does not result in payment in full or suitable payment arrangements being made, recovery action shall be commenced.
- Arrangements for payments shall be made in accordance with Council's adopted procedures.

2. Compulsory Capital Contributions to Footpath, Kerb and Guttering Works

- Accounts that remain overdue after 30 days may have interest charged. The interest rate will be the equivalent amount set for Council Rates.
- A "Reminder Letter" is to be issued for all capital contribution accounts unpaid 60 days after the invoice date.
- If a "Reminder Letter" does not result in payment in full or suitable payment arrangements being made, recovery action shall be commenced.
- Arrangements shall be made in accordance with Council's adopted procedures for capital contribution accounts.

3. Coolamon Early Childhood Centre
 - a. Accounts that are not fully paid on the last day of each month are charged a \$10 late fee
 - b. If no payment is made or arrangement entered into after 7 days the enrolment will be cancelled.
 - c. Where an enrolment has ceased and the account remains overdue, a reminder letter will be issued 7 days after cessation of enrolment.
 - d. If the account remains outstanding and no arrangement has been entered into 14 days after issue of reminder letter, a late fee of \$10 will be charged and the account will be referred to Council's debt recovery agency.

4. Other Sundry Debtors
 - Accounts that remain overdue after 30 days may have interest charged. The interest rate will be the equivalent amount set for Council Rates.
 - A "Reminder Letter" is to be issued for all sundry debtor accounts unpaid 60 days after the statement date.
 - If a "Reminder Letter" does not result in payment in full or suitable payment arrangements being made, recovery action shall be commenced.
 - Arrangements for payments shall be made in accordance with Council's adopted procedures.

RECOVERY ACTION

1. A final notice shall be issued reminding the ratepayer/debtor of the outstanding debt and requesting payment in full or negotiation of suitable payment arrangements to avoid the commencement of legal action.
2. If no payment is received or no arrangements negotiated the debt is to be referred to Council's Debt Recovery Agency for the appropriate legal action.
3. As provided for under Section 605 of the Local Government Act 1993 Council will add to the amount of rates and charges any reasonable out-of-pocket expenses incurred in tracing the person liable to pay the rates or charges.
4. All legal costs and expenses incurred in recovering outstanding sundry debts shall be added to the debt outstanding.

Legislation	<i>Local Government Act 1993</i>
Policies	
Procedures/Protocols, Statements, Documents	Procedures for Debt Control

REVIEW

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

- Version 3 Readopted:** *Council Meeting held 21 April 2022 (Minute No 69/04/2022)*
- Version 3 Adopted:** *Council Meeting held 19 October 2017 (Minute No. 201/10/2017)*
- Version 2 Adopted:** *Council Meeting held 13 December 2007 (Minute No. 398/12/2007)*
- Version 1 Adopted:** *Council Meeting held 28 October 2004 (Minute No. 365/10/2004)*



PROCEDURES FOR DEBT CONTROL

1. Rates and Annual Charges

- Rates Notices are issued in July each year and Instalment Notices issued quarterly in accordance with the *Local Government Act, 1993*.
- Instalments are due on the last day of the following months:
 - August
 - November
 - February
 - May
- Interest is calculated daily on overdue rates at the maximum rate announced by the Office of Local Government each year.
- Within thirty (30) days after each instalment, "Reminder Letters" are to be issued to ratepayers who have rates and/or charges outstanding over the amount of \$100.00 or the balance due is in excess of two full instalments.
- If no response has been received from the "Reminder Letter" a "Letter of Demand" is issued prior to the commencement of recovery action.
- Recovery action, in accordance with Council's Debt Recovery Policy, will commence on ratepayers who fail to contact Council to make suitable arrangements or pay the balance outstanding in full within fourteen (14) days from the date of the "Letter of Demand".

2. Sundry Debtors

- Sundry Debtor invoices will be issued at least fortnightly and due and payable within thirty (30) days of the date of issue.
- Statements are issued monthly.
- Recovery action will commence on debtors who fail to contact Council to make suitable payment arrangements or pay the balance outstanding. Prior to commencement of recovery action, the staff shall attempt to contact the debtor by telephone to request payment.

3. Arrangements - General

- Arrangements may be requested in person, or in writing (including fax and email).
- Arrangements which will clear the arrears and current balance within the current financial year may be approved by any staff member in the Administration and Finance Department. Requests for arrangements which go beyond the current financial year must be authorised by either the Finance Manager or the Executive Manager of Corporate & Community Services. Staff should have regard to all debts owing to Council before making any arrangement.
- Arrangements will be monitored monthly.

4. Arrangements – Rates and Charges
 - Arrangements for Rates and Charges and Arrears where a Final Notice has been issued shall require a signed agreement where a direct periodic debt is made to the debtors bank account, a copy of the bank agreement should be attached to the agreement.
 - All arrangements relating to outstanding rates and charges shall be recorded in the Debt Recovery Register on each individual assessment.
5. Arrangements – Sundry Debtor Accounts
 - All sundry debtor account arrangements require a signed Agreement debt is in excess of \$500.00 or recovery action has commenced.
 - All arrangements relating to outstanding sundry debtor accounts shall be recorded in the Debt Recovery Register.
6. Arrangements – Sundry Debtor Accounts
 - All compulsory Capital Contribution Arrangements require a signed Agreement where the debt will not be cleared in the current financial year.
 - In cases where recovery action is likely to cause personal hardship the Finance Manager or the Manager Corporate and Community Services may recommend to Council an arrangement whereby a nil or minimal payment is required until the property is sold.
 - All arrangements relating to outstanding Compulsory Capital Contribution Debtors shall be recorded in the Debt Recovery Register and recorded on each individual rating assessment.
7. Defaulted Arrangements
 - A letter will be send reminding the Ratepayer/Debtor of their repayment commitments. Failure to recommence arrangements within the time specified will result in recovery action being commenced or continued (as appropriate).

RECOVERY ACTION

1. For all accounts where recovery action is to commence a “Letter of Demand” is issued to the Ratepayer/Debtor within fourteen (14) of the payment date specified in the reminder notice.
2. Within seven (7) days after the expiration of the payment date specified in the “Letter of Demand”, a report detaining all ratepayers/debtors where no payment has been received and no suitable arrangements negotiated shall be forward to the Finance Manager for approval to proceed with legal action.

SALE OF PROPERTY FOR OVERDUE RATES

Chapter 17 Division 5 – Sections 713-726 LGA 1993

1. In September of each year, outstanding debts are to be reviewed to identify all properties where any rates or charges are overdue and have remain unpaid for more than 5 years from the date from which they became payable.
2. Obtain a title search to establish all owners and interested parties.
3. In accordance with Sec 713(3) the General Manager or Public Officer shall certify the debt in writing.
4. A report shall then be put to Council requesting a resolution to enable the sale to proceed.

5. Council shall call for expressions of interest from local real estate agents and appoint an agent to conduct the auction.
6. Council's Solicitor shall be advised of the intention to sell the land and be requested to prepare sale contracts and to attend the auction.
7. Completed Section 7.11 Certificates, Drainage Diagram and Section 603 Certificates shall be forwarded to the solicitors for preparation of contracts (Section 603 Certificates to be updated at the time of settlement).
8. All owners and interested parties will be notified of Council's intention to sell the property using the last known addresses or information available.
9. A date for the auction shall be set being not more than six months and not less than three months from the publishing of the proposed notice of sale.
10. The venue for the auction selected and booked (eg the Council Chambers).
11. Council shall publish the proposed sale in the local newspaper and the Government Gazette.
12. Assessments must be checked daily as the sale will not take place if full payment is received or if a satisfactory arrangement (at least 75% of the outstanding debt paid in a lump sum) is negotiated. An "important note" is to be attached to the assessment notifying staff of the impending sale and advising that arrangements are only to be authorised by:
 - i. General Manager
 - ii. Executive Manager, Corporate and Community Services
13. On the date of sale 10% deposit shall be paid by cash or bank cheque.
14. If the land is not sold at auction, Council may organize another public auction or the property may then be sold by private treaty upon a resolution of Council.
15. All costs associated with the sale are to be raised against the individual assessment or apportioned over all assessments.
16. Upon the settlement of the sale:
 - If the amount is less than the outstanding balance Council will consider the debt to be paid in full in accordance with Section 719 of the Act.
 - If the money received is more than the amount outstanding Council will hold the money for persons having estates or interests in the land immediately before the sale according to their respective estates and interests. Section 720 of the Act provides for Council to pay the balance of the purchase money or any part of the balance to or among the persons who are, in its opinion, clearly entitled to it, and the receipt of the person to whom any payment is so made is an effectual discharge to the Council for it.
17. Upon finalization, the sale results shall be reported to Council.



EFFLUENT RE-USE WATERING SCHEME POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 3		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

POLICY

Council will subsidise Effluent Reuse Water Users at the rate of 50% per litre based on the previous year's actual cost to Council. Actual cost is to be determined as the cost of delivering the effluent water from the Coolamon Treatment Works to the Pumping Station at Jim Thompson Sporting Fields and from that point through to the actual facilities.

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 3 Adopted: *Council Meeting held 21 April 2022 (Minute No 69/04/2022)*
Version 2 Adopted: *Council Meeting held 17 November 2016 (Minute No. 265/11/2016)*
Version 1 Adopted: *Council Meeting held 18 October 2012 (Minute No. 292/10/2012)*

EMPLOYEE ASSISTANCE PROGRAM

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 3		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

OBJECTIVE

The objective of the Employee Assistance Program is to:

- ensure that Council recognizes that work related and external factors can affect employees' well being and work performance;
- promote and maintain a healthy and productive working environment;
- provide an independent and confidential professional psychological and counselling service at no cost to employees, to address issues which may be impacting on the employee's performance or well being;

ELIGIBILITY

This Policy shall apply to all employees of the Coolamon Shire Council.

POLICY

The Coolamon Shire Council is committed in providing all employees preventative and proactive risk management services to assist in the reduction of workplace injuries and illness. The Employee Assistance Program is therefore designed to complement the Coolamon Shire Council's current strategies to assist employees and minimize workplace injuries.

GENERAL

An Employee Assistance Program is aimed at assisting persons experiencing difficulties in their lives such as:

- Relationship difficulties
- Divorce and separation
- Harassment and discrimination
- Conflict
- Alcohol or drug problems
- Work related problems
- Grief and bereavement
- Financial difficulties
- Stress and fatigue
- Emotional difficulties

The services offered through the Employee Assistance Program are:

- Off site counselling service for employees
- On site counselling service
- Crisis Care/Workplace Trauma Counselling (at the request of Management)
- Referrals for persons needing on-going support or further assistance

Coolamon Shire Council's Employee Assistance Program provider is

Thrive Psychology

Central contact number: 1300 575 652

Central contact fax: 1300 435 352

Wagga Wagga Office

92 Morgan Street,

WAGGA WAGGA NSW 2650

Phone: 02 6923 0555

Fax: 02 6921 6575

Email: wagga@thrivepsychology.com.au

Council's financial assistance provided under this policy is limited to employees only and is restricted to 3 x one hour sessions per year (1 November to 31 October).

TRAINING

All new employees will be provided with information on induction.

ATTENDANCE AT SESSIONS

Staff members can attend Employee Assistance Program appointments funded by Coolamon Shire Council during work hours. In this case, the staff member must advise either the nominated supervisor or the relevant Executive Manager if they are accessing the Employee Assistance Program during working hours, which the supervisor or Executive Manager is required to keep confidential. Staff also have the option to attend counselling appointments outside of work hours without notifying their supervisor or manager.

FURTHER ASSISTANCE

Any staff member who requires assistance in understanding the Employee Assistance Program Policy should first consult their nominated supervisor. Should further advice be required staff should contact the Employee and Public Relations officer.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Work Health & Safety Act 2011</i> <i>Work Health & Safety Regulation 2017</i>
Policies	<i>Work Health & Safety Policy</i>
Procedures/Protocols, Statements, Documents	

REVIEW

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

Version 3 Readopted: *Council Meeting held 21 April 2022 (Minute No 69/04/2022)*

Version 3 Adopted: *Council Meeting held 21 September 2017 (Minute No 175/09/2017)*

Version 2 Adopted: *Council Meeting held 15 May 2014 (Minute No. 105/05/2014)*

Version 1 Re-Adopted: *Council Meeting held 19 February 2009 (Minute No.26/02/2009)*

Version 1 Adopted: *Council Meeting held 18 October, 2007 (Minute No. 331/10/2007)*



INTERNAL REPORTING POLICY – PUBLIC INTEREST DISCLOSURES

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 3		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	March 2022	Next Scheduled Review	March 2023

1. Purpose and context of the policy

This policy is based on the NSW Ombudsman’s Model Internal Reporting Policy – Local Government (June 2014).

The purpose of this policy is to establish an internal reporting system for staff and Councillors to report wrongdoing without fear of reprisal. The policy sets out who you can report wrongdoing to in Coolamon Shire Council, what can be reported and how reports of wrongdoing will be dealt with by Coolamon Shire Council.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the *Public Interest Disclosures Act 1994* (PID Act).

This policy is just one in the suite of Coolamon Shire Council complaint handling policies including:

- *Grievance Policy*
- *Complaint Handling*
- *Code of Conduct*

The internal reporting system established under this policy is not intended to be used for staff grievances, which should be raised through the *Grievance Policy*. If a staff member makes a report under this policy which is substantially a grievance, the matter will be referred to Council’s Human Resources team to be dealt with in accordance with the *Grievance Policy*

2. Organisational commitment

Coolamon Shire Council does not tolerate fraud, corrupt conduct, maladministration, serious or substantial waste of public money, government information contravention or local government pecuniary interest contravention.

For a Council to be able to deal effectively with reports of wrongdoing, it must have the right culture. Coolamon Shire Council will:

- create a climate of trust, where people are comfortable and confident about reporting wrongdoing
- encourage individuals to come forward if they are aware of wrongdoing within the Council
- keep the identity of the person disclosing wrongdoing confidential, where this is possible and appropriate
- protect the person from any adverse action resulting from them making a report
- deal with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it
- keep the individual who makes a report informed of their progress and the outcome
- encourage the reporting of wrongdoing within the Council, but respect any decision to disclose wrongdoing outside the Council that is made in accordance with the provisions of the PID Act
- ensure managers and supervisors at all levels in the Council understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing
- review the policy periodically to ensure it is relevant and effective
- provide adequate resources, to:
 - encourage reports of wrongdoing
 - protect and support those who make them
 - provide training about how to make reports and the benefits of internal reports to the Council and the public interest generally
 - properly assess and investigate or otherwise deal with allegations
 - properly manage any workplace issues that the allegations identify or that result from a report
 - appropriately address any identified problems.

Under the *Public Interest Disclosures Act 1994* (PID Act), the General Manager is responsible for ensuring that:

- the Council has an Internal Reporting Policy
- the staff of the Council and Councillors are aware of the contents of the policy and the protection under the *PID Act* for people who make public interest disclosures
- the Council complies with the policy and the Council's obligations under the *PID Act*
- the policy delegates at least one staff member as being responsible for receiving public interest disclosures. Clause 3.20 of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW requires the complaints coordinator to be a disclosures coordinator. The Ombudsman recommends Councils nominate more than one person as being responsible for receiving public interest disclosures.

3. Who does this policy apply to?

This policy applies to:

- both Council staff and Councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees
- consultants
- individual contractors working for Coolamon Shire Council
- employees of contractors providing *services* to Coolamon Shire Council
- other people who perform Council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.

The policy also applies to public officials of another Council or public authority who report wrongdoing relating to Coolamon Shire Council.

4. Roles and responsibilities

a. The role of Council staff and Councillors

Staff and Councillors play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All Council staff and Councillors are obliged to:

- report all known or suspected wrongdoing and support those who have made reports of wrongdoing
- if requested, assist those dealing with the report, including supplying information on request, cooperating with any investigation and maintaining confidentiality
- treat any staff member or person dealing with a report of wrongdoing with courtesy and respect
- respect the rights of any person the subject of reports.

Staff and Councillors must not:

- make false or misleading reports of wrongdoing
- victimise or harass anyone who has made a report

Additionally, the behaviour of all Council staff and Councillors involved in the internal reporting process must adhere to the Coolamon Shire Council's *Code of Conduct*. A breach of the code could result in disciplinary action.

b. The role of the Coolamon Shire Council

The Coolamon Shire Council has a responsibility to establish and maintain a working environment that encourages staff and Councillors to report wrongdoing and supports them when they do. This includes keeping the identity of reporters confidential where practical and appropriate, and taking steps to protect reporters from reprisal and manage workplace conflict.

The Coolamon Shire Council will assess all reports of wrongdoing it receives from staff and Councillors and deal with them appropriately. Once wrongdoing has been reported, the Coolamon Shire Council takes 'ownership' of the matter. This means it is up to us to decide whether a report should be investigated, and if so, how it should be investigated and by whom. The Coolamon Shire Council will deal with all reports of wrongdoing fairly and reasonably, and respect the rights of any person the subject of a report.

The Coolamon Shire Council must report on our obligations under the *PID Act* and statistical information about public interest disclosures in our annual report and to the NSW Ombudsman every six months.

To ensure the Coolamon Shire Council complies with the *PID Act* and deals with all reports of wrongdoing properly, all staff and Councillors with roles outlined below and elsewhere in this policy will receive training on their responsibilities.

c. Roles of key positions

General Manager

The General Manager has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring the Coolamon Shire Council complies with the *PID Act*. The General Manager can receive reports from staff and Councillors and has a responsibility to:

- assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with
- deal with reports made under the Council's *Code of Conduct* in accordance with the Council's adopted *Code of Conduct* procedures
- ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- make decisions following any investigation or appoint an appropriate decision-maker
- take appropriate remedial action where wrongdoing is substantiated or systemic problems are identified
- refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC)
- refer any evidence of a reprisal offence under section 20 of the *PID Act* to the Commissioner of Police or the ICAC.

Disclosures Coordinator

The Disclosures Coordinator has a central role in the Coolamon Shire Council's internal reporting system. The Disclosures Coordinator can receive and assess reports, and is the primary point of contact in the Coolamon Shire Council for the reporter. The Disclosures Coordinator has a responsibility to:

- assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the General Manager)
- deal with reports made under the Council's *Code of Conduct* in accordance with the Council's adopted *Code of Conduct* procedures
- coordinate the Coolamon Shire Council's response to a report
- acknowledge reports and provide updates and feedback to the reporter
- assess whether it is possible and appropriate to keep the reporter's identity confidential
- assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified
- where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report
- ensure the Coolamon Shire Council complies with the *PID Act*
- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the *PID Act*.

Disclosures Officers

Disclosures Officers are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and Councillors to make reports.

Disclosures Officers have a responsibility to:

- document in writing any reports received verbally, and have the document signed and dated by the reporter
- make arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary away from the workplace
- discuss with the reporter any concerns they may have about reprisal or workplace conflict
- carry out preliminary assessment and forward reports to the disclosures coordinator or General Manager for full assessment.

Mayor

The Mayor can receive reports from staff and Councillors about the General Manager. Where the Mayor receives such reports, the Mayor has a responsibility to:

- assess the reports to determine whether or not they should be treated as a public interest disclosure, and to decide how they will be dealt with
- deal with reports made under the Council's *Code of Conduct* in accordance with the Council's adopted *Code of Conduct* procedures
- refer reports to an investigating authority, where appropriate
- liaise with the disclosures coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- refer actual or suspected corrupt conduct to the ICAC
- refer any evidence of a reprisal offence under section 20 of the *PID Act* to the Commissioner of Police or the ICAC.

Managers and Supervisors

Supervisors and Managers play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Supervisors and Managers should be aware of the internal reporting policy and are responsible for creating a local work environment where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- encourage staff to report known or suspected wrongdoing within the organisation and support staff when they do
- identify reports made to them in the course of their work which could be public interest disclosures, and assist the staff member to make the report to an officer authorised to receive public interest disclosures under this policy
- implement local management strategies, in consultation with the disclosures coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report
- notify the disclosures coordinator or General Manager immediately if they believe a staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the General Manager, notify the Mayor.

5. What should be reported?

You should report any suspected wrongdoing within the Coolamon Shire Council, or any activities or incidents you see within the Coolamon Shire Council that you believe are wrong.

Reports about five categories of serious misconduct – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the *Government Information (Public Access) Act (GIPA Act)*, and local government pecuniary interest contravention – which otherwise meet the criteria of a public interest disclosure, will be dealt with under the *PID Act* and according to this policy. See below for details about these types of conduct. More information about what can be reported under the *PID Act* can be found in the NSW Ombudsman’s *Guideline B2: What should be reported?*

All other wrongdoing or suspected wrongdoing should be reported to a supervisor, to be dealt with in line with the relevant policies. This might include:

- harassment or unlawful discrimination
- practices that endanger the health or safety of staff or the public.

Even if these reports are not dealt with as public interest disclosures, the Coolamon Shire Council recognises such reports may raise important issues. We will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

Further information relating to Council’s *Grievance Policy*, *Complaint Handling Policy* and the *Code of Conduct* can be found on Council’s website www.coolamon.nsw.gov.au or by contacting Council (p. 02 6930 1800 or e. council@coolamon.nsw.gov.au)

a. Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a Council official being influenced by a member of public to use their position in a way that is dishonest, biased or breaches public trust.

b. Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant an approval for reasons that are not related to the merits of their application.

c. Serious and substantial waste of public money

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in losing or wasting public money.

For example, this could include:

- not following a competitive tendering process for a large scale contract
- having bad or no processes in place for a system involving large amounts of public funds.

d. Breach of the GIPA Act

A breach of the *Government Information (Public Access) Act 2009* (GIPA Act) is a failure to properly fulfil functions under that Act.

For example, this could include:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

e. Local government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to comply with requirements under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, disclose pecuniary interests at Council and Council committee meetings and leave the meeting while the matter is being discussed. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

For example, this could include:

- a senior Council staff member recommending a family member for a Council contract and not declaring the relationship
- a Councillor participating in consideration of a DA for a property they or their family have an interest in.

6. Assessment of reports

All reports will be promptly and thoroughly assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a public interest disclosure.

The Disclosures Coordinator is responsible for assessing reports, in consultation with the General Manager where appropriate. All reports will be assessed on the information available to the disclosures coordinator at the time. It is up to the disclosures coordinator to decide whether an investigation should be carried out and how that investigation should be carried out. In assessing a report the disclosures coordinator may decide that the report should be referred elsewhere or that no action should be taken on the report.

7. When will a report be treated as a public interest disclosure?

The Coolamon Shire Council will treat a report as a public interest disclosure if it meets the criteria of a public interest disclosure under the PID Act. These requirements are:

- the report must be about one of the following five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, or local government pecuniary interest contravention
- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing
- the report has to be made to either the General Manager or, for reports about the General Manager the Mayor, a position nominated in this policy (see section 8), an investigating authority or in limited circumstances to an MP or journalist (see section 9).

Reports by staff are not public interest disclosures if they:

- mostly question the merits of government policy (see section 17)
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action (see section 18).

8. Who can receive a report within the Coolamon Shire Council?

Staff are encouraged to report general wrongdoing to their supervisor. However the PID Act requires that, for a report to be a public interest disclosure, it must be made to certain public officials identified in this policy or any supporting procedures.

The following positions are the only people within the Coolamon Shire Council who are authorised to receive a public interest disclosure. Any supervisor who receives a report that they believe may be a public interest disclosure is obliged to assist the staff member to make the report to one of the positions listed below. The broader responsibilities of these positions are outlined under Roles and Responsibilities (section 4).

If your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

General Manager

- *Phone 02 6930 1800 or email tdonoghue@coolamon.nsw.gov.au*

Mayor (for reports about the General Manager only)

- *Phone 02 6930 1800 or email dmccann@coolamon.nsw.gov.au*

Disclosures Coordinator

- *Executive Manager, Corporate & Community Services (Courtney Armstrong)
Phone 02 6930 1800 or email carmstrong@coolamon.nsw.gov.au*

Disclosures Officers

- *Executive Manager, Engineering & Technical Services (Tony Kelly)
Phone 02 6930 1800 or email tkelly@coolamon.nsw.gov.au*
- *Executive Manager, Development & Environmental Services (Colby Farmer)
Phone 02 6930 1800 or email cfarmer@coolamon.nsw.gov.au*

9. Who can receive a report outside of the Coolamon Shire Council?

Staff and Councillors are encouraged to report wrongdoing within the Coolamon Shire Council, but internal reporting is not your only option. You can also make a public interest disclosure to:

- An investigating authority.
- A Member of Parliament or a journalist, but only in the limited circumstances outlined below.

a. Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff and Councillors can report wrongdoing to and the type of wrongdoing each authority can deal with. In certain circumstances it may be preferable to make a report of wrongdoing to an investigating authority, for example a report about either the General Manager or the Mayor.

The relevant investigating authorities for the Coolamon Shire Council are:

- the Independent Commission Against Corruption (ICAC) — for reports about corrupt conduct
- the Ombudsman — for reports about maladministration
- the Information Commissioner — for disclosures about a breach of the GIPA Act
- the Office of Local Government— for disclosures about local Councils.

You should contact the relevant investigating authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that the investigating authority may well discuss any such reports with the Coolamon Shire Council. We will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. We will also provide appropriate support and assistance to staff or Councillors who report wrongdoing to an investigating authority, if we are made aware that this has occurred.

b. Members of Parliament or journalists

To have the protections of the PID Act, staff reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager
- a person nominated in this policy, including the Mayor for reports about the General Manager
- an investigating authority.

Also, the Coolamon Shire Council or the investigating authority that received your initial report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true (see section 19).

c. Other external reporting

If you report wrongdoing to a person or authority that is not listed above, or make a report to an MP or journalist without following the steps outlined above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or Council's *Code of Conduct* – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside the Coolamon Shire Council, contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

10. How to make a report

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report will make a comprehensive record of the report and ask the person making the report to sign this record. The reporter should keep a copy of this record.

11. Can a report be anonymous?

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by the Coolamon Shire Council, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about what action is to be taken or has been taken to deal with the issues raised in the report, or the outcome of any investigation.

It is important to realise that an anonymous disclosure may not prevent you from being identified by the subjects of the report or your colleagues. If we do not know who made the report, it is very difficult for us to prevent any reprisal should others identify you.

12. Feedback to staff who report wrongdoing

Staff and Councillors who report wrongdoing will be told what is happening in response to their report.

a. Acknowledgement

When you make a report, the Coolamon Shire Council will contact you to confirm that your report has been received and to advise:

- the timeframe within which you will receive further updates
- the name and contact details of the people who can tell you what is happening or handle any concerns you may have.

After a decision is made about how your report will be dealt with, the Coolamon Shire Council will send you an acknowledgment letter, providing:

- information about the action that will be taken in response to your report
- the likely timeframes for any investigation or other action
- information about the internal and external resources or services available that you can access for support.

We will provide this information to you within ten working days from the date you make your report. We will also advise you if we decide to treat your report as a public interest disclosure and provide you with a copy of this policy at that time, as required by the PID Act.

Please note, if you make a report which meets the requirements of the PID Act but the report was made under a statutory or legal obligation or incidental to the performance of your day to day functions, you will not receive an acknowledgement letter or a copy of this policy.

b. Progress updates

While your report is being dealt with, such as by investigation or making other enquiries, you will be given:

- information about the progress of the investigation or other enquiries and reasons for any delay
- advice of any decision by the Coolamon Shire Council not to proceed with the matter
- advice if your identity needs to be disclosed for the purposes of investigating the matter or making enquiries, and an opportunity to talk about this beforehand.

c. Feedback

Once the matter has been finalised you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you are likely to be called as a witness in any further matters, such as disciplinary or criminal proceedings.

13. Maintaining confidentiality

The Coolamon Shire Council realises reporters may want their identity and the fact they have made a report to remain confidential. This can help to prevent any action being taken against them for reporting wrongdoing.

Where possible and appropriate we will take steps to keep your identity, and the fact you have reported wrongdoing, confidential. We will discuss with you whether it is possible to keep your identity confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from reprisal in consultation with you.

If you report wrongdoing, it is important that you only discuss your report with those responsible for dealing with it. This will include the disclosures coordinator and the General Manager, or in the case of a report about the General Manager, the disclosures coordinator and the Mayor. The fewer people who know about your report, before and after you make it, the more likely it will be that we can protect you from any reprisal.

Any staff or Councillors involved in the investigation or handling of a report, including witnesses, are also required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

14. Managing the risk of reprisal and workplace conflict

When a staff member or Councillor reports wrongdoing, the Coolamon Shire Council will undertake a thorough risk assessment to identify the risk to you of detrimental action in reprisal for reporting, as well as indirect but related risks of workplace conflict or difficulties. The risk assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

Depending on the circumstances, the Coolamon Shire Council may:

- relocate the reporter or the staff member who is the subject of the allegation within the current workplace
- transfer the reporter or the staff member who is the subject of the allegation to another position for which they are qualified
- grant the reporter or the staff member who is the subject of the allegation leave of absence during the investigation of the disclosure.

These courses of action are not punishment and will only be taken in consultation with the reporter.

15. Protection against reprisals

The Coolamon Shire Council will not tolerate any reprisal against staff or Councillors who report wrongdoing or are believed to have reported wrongdoing.

The PID Act provides protection for staff and Councillors who have made a public interest disclosure by imposing penalties on anyone who takes detrimental action against another person substantially in reprisal for that person making a public interest disclosure. These penalties also apply to cases where a person takes detrimental action against another because they believe or suspect the other person has made or may have made a public interest disclosure, even if they did not.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.
-

A person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action. Taking detrimental action in reprisal is also a breach of the Council's *Code of Conduct* which may result in disciplinary action. In the case of Councillors, such disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

It is important for staff and Councillors to understand the nature and limitations of the protection provided by the PID Act. The PID Act protects reporters from detrimental action being taken against them because they have made, or are believed to have made, a public interest disclosure. It does not protect reporters from disciplinary or other management action where the Coolamon Shire Council has reasonable grounds to take such action.

a. Responding to allegations of reprisal

If you believe that detrimental action has been or is being taken against you or someone else in reprisal for reporting wrongdoing, you should tell your supervisor, the disclosures coordinator or the General Manager immediately. In the case of an allegation of reprisal by the General Manager, you can alternatively report this to the Mayor.

All supervisors must notify the disclosures coordinator or the General Manager if they suspect that reprisal against a staff member is occurring or has occurred, or if any such allegations are made to them. In the case of an allegation of reprisal by the General Manager, the Mayor can alternatively be notified.

If the Coolamon Shire Council becomes aware of or suspects that reprisal is being or has been taken against a person who has made a disclosure, the Coolamon Shire Council will:

- assess the allegation of reprisal to decide whether the report should be treated as a public interest disclosure and whether the matter warrants investigation or if other action should be taken to resolve the issue
- if the reprisal allegation warrants investigation, ensure this is conducted by a senior and experienced member of staff
- if it is established that reprisal is occurring against someone who has made a report, take all steps possible to stop that activity and protect the reporter
- take appropriate disciplinary action against anyone proven to have taken or threatened any action in reprisal for making a disclosure
- refer any breach of Part 8 of the Council's *Code of Conduct* (reprisal action) by a Councillor or the General Manager to the Office of Local Government.
- refer any evidence of an offence under section 20 of the PID Act to the ICAC or NSW Police Force.

If you allege reprisal, you will be kept informed of the progress and outcome of any investigation or other action taken in response to your allegation.

If you have reported wrongdoing and are experiencing reprisal which you believe is not being dealt with effectively, contact the Office of Local Government, the Ombudsman or the ICAC (depending on the type of wrongdoing you reported). Contact details for these investigating authorities are included at the end of this policy.

b. Protection against legal action

If you make a public interest disclosure in accordance with the PID Act, you will not be subject to any liability, and no action, claim or demand can be taken against you for having made the public interest disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

16. Support for those reporting wrongdoing

The Coolamon Shire Council will make sure that staff who have reported wrongdoing, regardless of whether their report is treated as a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management or counselling services.

Access to support may also be available for other staff involved in the internal reporting process where appropriate. Reporters and other staff involved in the process can discuss their support options with the disclosures coordinator.

Coolamon Shire Council offers a free *Employee Assistance Program* for workplace and personal issues. The service is by qualified professionals. You can find more information regarding Council's *Employee Assistance Program* on Council's website www.coolamon.nsw.gov.au or by contacting Council (p. 02 6930 1800 or e. council@coolamon.nsw.gov.au)

17. Sanctions for making false or misleading statements

It is important all staff and Councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. The Coolamon Shire Council will not support staff or Councillors who wilfully make false or misleading reports. Such conduct may also be a breach of the *Code of Conduct* resulting in disciplinary action. In the case of Councillors, disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

18. The rights of persons the subject of a report

The Coolamon Shire Council is committed to ensuring staff or Councillors who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where this is practical and appropriate.

If you are the subject of the report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:

- advised of the details of the allegation
- advised of your rights and obligations under the relevant related policies and procedures
- kept informed about the progress of any investigation
- given a reasonable opportunity to respond to any allegation made against you
- told the outcome of any investigation, including any decision made about whether or not further action will be taken against you.

Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Coolamon Shire Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

19. Review

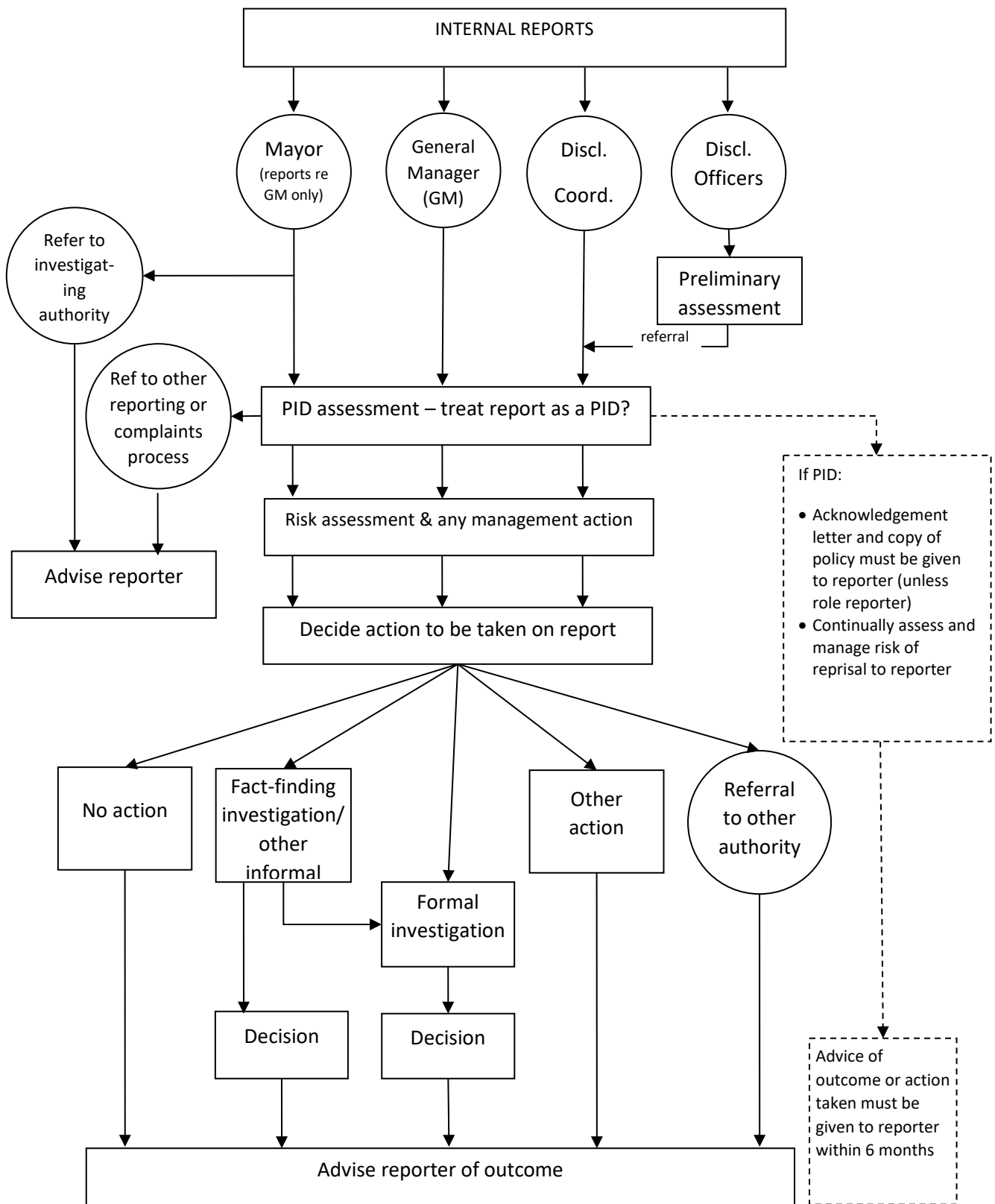
This policy may be reviewed at any time or as required in the event of legislative changes. Unless otherwise required the policy will be reviewed at least once during a term of Council.

For any advice or guidance about this review, contact the NSW Ombudsman's Public Interest Disclosures Unit.

20. More information

Staff can also seek additional advice and guidance from the Disclosures Coordinator and the NSW Ombudsman's website at www.ombo.nsw.gov.au.

Flow chart of internal reporting process



Resources

The contact details for external investigating authorities that staff can make a public interest disclosure to or seek advice from are listed below.

<p>For disclosures about corrupt conduct: Independent Commission Against Corruption (ICAC) Phone: 02 8281 5999 Toll free: 1800 463 909 Tel. typewriter (TTY): 02 8281 5773 Facsimile: 02 9264 5364 Email: icac@icac.nsw.gov.au Web: www.icac.nsw.gov.au Address: Level 21, 133 Castlereagh Street, Sydney NSW 2000</p>	<p>For disclosures about maladministration: NSW Ombudsman Phone: 02 9286 1000 Toll free (outside Sydney metro): 1800 451 524 Tel. typewriter (TTY): 02 9264 8050 Facsimile: 02 9283 2911 Email: nswombo@ombo.nsw.gov.au Web: www.ombo.nsw.gov.au Address: Level 24, 580 George Street, Sydney NSW 2000</p>
<p>For disclosures about breaches of the GIPA Act: Information Commissioner Toll free: 1800 472 679 Facsimile: 02 8114 3756 Email: ipcinfo@ipc.nsw.gov.au Web: www.ipc.nsw.gov.au Address: Level 11, 1 Castlereagh Street, Sydney NSW 2000</p>	<p>For disclosures about local Councils: Office of Local Government Phone: 02 4428 4100 Tel. typewriter (TTY): 02 4428 4209 Facsimile: 02 4428 4199 Email: dlg@dlg.nsw.gov.au Web: www.dlg.nsw.gov.au Address: 5 O'Keefe Avenue, Nowra, NSW 2541</p>

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Public Interest Disclosures Act 1994 Government Information (Public Access) Act 2009 Local Government Act 1993</i>
Policies	<i>Grievance Policy, Complaint Handling Policy Code of Conduct</i>
Procedures/Protocols, Statements, Documents	<i>NSW Ombudsman's Model Internal Reporting Policy – Local Government (June 2014)</i>

- Version 3 Readopted:** Council Meeting held 21 April 2022 (Minute No 69/04/2022)
Version 3 Adopted: Council Meeting held 21 September 2017 (Minute No 175/09/2017)
Version 2 Re-Adopted: Council Meeting held 19 February 2009 (Minute No.26/02/2009)
Version 2 Adopted: Council Meeting held 18 October, 2007 (Minute No. 331/10/2007)
Version 1 Adopted Council Meeting held 20 July, 2006 (Minute No. 207/7/2006)

INVESTMENT POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 5		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

OBJECTIVE

To provide a framework for the investing of Council's funds at the most favourable rate of return available at the time whilst having due consideration of risk and security for that investment type and ensuring that liquidity requirements are being met.

While exercising the power to invest, consideration is to be given to:

- **Preservation of capital** is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient **liquidity** to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale or redemption of an investment.
- Investments are expected to achieve a market average **rate of return** in line with the Council's risk tolerance.
- Maximise earnings from authorised investments and ensure the security of Council funds whilst maintaining a **level of support** for financial institutions located with Coolamon Shire.
- Ensure **compliance** with statutory prudential requirements for accommodation bonds held by Council and ensure that residents of Council's aged care facility receive repayment of bond balance entitlements on a timely basis and within legislated time frames.

DELEGATION OF AUTHORITY

Authority for implementation of the Investment policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may in turn delegate the day-to-day management of Council's investments to the Responsible Accounting Office or senior staff, subject to regular reviews.

Officers' delegated authority to manager Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

PRUDENT PERSON STANDARD

Investments will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manager, Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

ETHICS AND CONFLICTS OF INTEREST

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

APPROVED INVESTMENTS

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

PROHIBITED INVESTMENTS

In accordance with the Ministerial Investment Order, this Investment Policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flows; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

RISK MANAGEMENT GUIDELINES

Investments obtained are to be considered in light of the following criteria:

- Preservation of Capital – the requirements for preventing losses in an investment portfolio's total value (considering the time value of money);
- Diversification – setting limits to the amounts investment with a particular financial institution or government authority to reduce credit risk;
- Credit risk – the risk that a council has invested in fails to pay the interest and or repay the principal or an investment;
- Market risk – the risk that the fair value of future cash flows of an investment will fluctuates due to changes in market prices;
- Liquidity Risk – the risk an investor in unable to redeem the investment at a fair price within a timely period; and
- Maturity Risk – the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

REPORTING AND REVIEWING OF INVESTMENTS

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

The documentary evidence must provide Council legal title to the investment.

Certificate must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of institution (including credit rating), principal, performance, investment term, maturity date and restrictions.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2021</i> <i>Ministerial Investment Order</i> <i>Local Government Code of Account Practice and Financial Reporting</i> <i>Australian Accounting Standards</i> <i>Office of Local Government Circulars</i> <i>Aged Care Act 1997</i> <i>User Rights Principles 2014</i> <i>Aged Care (Accommodation Payment Security) Act 2006</i> <i>Aged Care (Accommodation Payment Security) Levy Act 2006</i>
Policies	Prudential Standards Policy

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 5 Readopted: *Council Meeting held 21 April 2022 (Minute No 69/04/2022)*

Version 5 Adopted: *Council meeting held 18 June 2020 (Minute No. 112/6/2020)*

LEGISLATIVE COMPLIANCE POLICY

Date Adopted	21 April 2022		
Council Minute	69/04/2022		
Version	Version 2		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	March 2022	Next Scheduled Review	March 2026

INTRODUCTION

A compliance program is an important element in the corporate governance and due diligence of an organisation. This policy sets out the structural, operational and maintenance elements of an effective legislative compliance program.

OBJECTIVES

The aim of an effective compliance program is to:

- a. Prevent, and where necessary, identify and respond to, breaches of applicable laws, regulations, codes and organisational standards;
- b. Promote a culture of compliance within the organisation;
- c. Assist the organisation in remaining or becoming a good corporate citizen.

COMMITMENT

Coolamon Shire Council is committed to fulfilling the community's expectations and being a good corporate citizen through compliance with all applicable laws, regulations, codes and organisational standards.

IMPLEMENTATION

The General Manager will have overall responsibility for compliance.

A compliance framework will be maintained identifying the more significant laws and regulations applying to the Council (refer Schedule 1) and reporting obligations (refer Schedule 2).

The compliance framework will allocate responsibility for individual compliance tasks within the organisation.

Compliance obligations are to be integrated into the day-to-day operational procedures of the organisation.

MONITORING AND MEASURING

The Audit and Risk Committee will work closely with the Internal Auditor, to assist the Council in exercising due care, diligence and skill in discharging its oversight and monitoring responsibilities, especially regarding financial reporting, risk management and compliance with legislation and Council policies.

An Internal Audit Plan will be maintained and will include an ongoing program for the internal review of the Council's activities including periodic reviews of its compliance program.

Compliance failures and complaints will be investigated in order to rectify breaches and prevent systematic and recurring problems.

Council policies will be subject to periodic review by the Council or as required in the event of legislative changes. Unless otherwise required policies will be reviewed at least once during a term of Council.

CONTINUOUS IMPROVEMENT

The Compliance program and the compliance framework referred to in Schedule 1 will be regularly reviewed and continually improved by:

- a. Incorporating periodic internal audit reviews focusing on compliance in the Council's Internal Audit Plan and monitoring the work of the Internal Auditors in their reports to the Audit Committee especially noting the risk ratings attached.
- b. Regular review of Council policies;
- c. Remaining abreast of changes in legislation and policies of Government by subscribing to Office of Local Government (OLG) Circulars, retaining membership of Local Government NSW and participating in conferences, seminars and other events hosted by Office of Local Government, Local Government NSW, Local Government Professionals Australia, Riverina Eastern Regional Organisation of Councils, Riverina Joint Organisation and other local government industry bodies.

ASSOCIATIONS & RELATIONSHIPS

Legislation	See schedule 1
Policies	
Procedures/Protocols, Statements, Documents	

REVIEW

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

Version 2 Adopted: **Council Meeting held 21 April 2022 (Minute No 69/04/2022)**

Version 1 Adopted: **Council meeting held 21 March 2019 (Minute No. 46/03/2019)**

Schedule 1

Compliance Framework Legislation/Award	Responsibility
New South Wales	
Anti-Discrimination Act 1977	Council General Manager Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services Executive Manager, Development & Environmental Services Human Resource & Public Resource Officer
Biodiversity Conservation Act 2016	Executive Manager, Engineering & Technical Services Executive Manager, Development & Environmental Services
Biosecurity Act 2015 (this is feds)	Executive Manager, Engineering & Technical Services Executive Manager, Development & Environmental Services
Community Services (Complaints, Reviews and Monitoring) Act 1993	Executive Manager, Corporate & Community Services
Companion Animals Act 1998	Executive Manager, Development & Environmental Services
Contaminated Land Management Act 1997	Executive Manager, Development & Environmental Services
Crown Land Management Act 2016	Executive Manager, Corporate & Community Services Executive Manager, Development & Environmental Services
Disability Inclusion Act 2014	Council General Manager Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services Executive Manager, Development & Environmental Services
Environmental Planning & Assessment Act 1979	Executive Manager, Development & Environmental Services
Food Act 2003	Executive Manager, Corporate & Community Services
Government Information (Public Access) Act 2009	Executive Manager, Corporate & Community Services
Health Records & Information Privacy Act 2002	Executive Manager, Corporate & Community Services
Heritage Act 1977	Executive Manager, Development & Environmental Services
Impounding Act 1993	Executive Manager, Development & Environmental Services
Library Act 1989	General Manager Executive Manager, Corporate & Community Services
Local Government Act 1993	Council General Manager Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services Executive Manager, Development & Environmental Services

Compliance Framework Legislation/Award	Responsibility
Local Government (NSW) State Award 2020	General Manager Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services Executive Manager, Development & Environmental Services Human Resource & Public Resource Officer
Local Government, Aged, Disability and Home Care (State) Award	General Manager Executive Manager, Corporate & Community Services Human Resource & Public Resource Officer
Nursing Homes, &c., Nurses' (State) Award	General Manager Executive Manager, Corporate & Community Services Human Resource & Public Resource Officer
Privacy & Personal Information Protection Act 1998	Executive Manager, Corporate & Community Services
Protection of the Environment Operations Act 1997	Executive Manager, Development & Environmental Services
Public Health Act 2010	Executive Manager, Development & Environmental Services
Public Interest Disclosures Act 1994	General Manager Executive Manager, Corporate & Community Services
Residential Tenancies Act 2010	Executive Manager, Corporate & Community Services
Retirement Villages Act 1999	Executive Manager, Corporate & Community Services
Roads Act 1993	Executive Manager, Engineering & Technical Services
Rural Fires Act 1997	General Manager Executive Manager, Development & Environmental Services
State Emergency & Rescue Management Act 1989	
State Emergency Services Act 1989	
State Records Act 1998	Executive Manager, Corporate & Community Services
Valuation of Land Act 1916	Executive Manager, Corporate & Community Services
Waste Avoidance & Resource Recovery Act 2001	Executive Manager, Development & Environmental Services
Work Health and Safety Act 2011	Council General Manager Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services Executive Manager, Development & Environmental Services Human Resource & Public Resource Officer
Commonwealth	
Aged Care Act 1997	General Manager Executive Manager, Corporate & Community Services
A New Tax System (Goods and Services Tax) Act 1999	Executive Manager, Corporate & Community Services
A New Tax System (Pay As You Go) Act 1999	Executive Manager, Corporate & Community Services
Disability Discrimination Act	Council General Manager Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services

Compliance Framework Legislation/Award	Responsibility
	Executive Manager, Development & Environmental Services Human Resource & Public Resource Officer
Education and Care Services National Law 2010	General Manager Executive Manager, Corporate & Community Services
Fair Work Act 2009	Council General Manager Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services Executive Manager, Development & Environmental Services Human Resource & Public Resource Officer
Fringe Benefits Tax Assessment Act 1986	Executive Manager, Corporate & Community Services
Privacy Act 1998	Council General Manager Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services Executive Manager, Development & Environmental Services Human Resource & Public Resource Officer
Quality of Care Amendment (Minimising the Use of Restraints) Principles 2019	General Manager Executive Manager, Corporate & Community Services Aged Care Services Manager
National Heavy Vehicle Law	Executive Manager, Engineering & Technical Services
Native Title Act 1993	Executive Manager, Engineering & Technical Services
User Rights Amendment (Charter of Aged Care Rights) Principles 2019	General Manager Executive Manager, Corporate & Community Services Aged Care Services Manager

Schedule 2

Reporting Obligations

Reporting Requirement	Recipient	Due Date	Responsibility
Active Transport Completion Report	Transport for NSW	30 June	Executive Manager, Engineering & Technical Services
Aged Care Online Claim	Medicare	Monthly	Aged Care Services Manager
Annual Report	Minister for Local Government	30 November	General Manager
Block Grant Annual Report	Transport for NSW	July	Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services
Building Approvals	Long Service Leave Corporation	Monthly	Executive Manager, Development & Environmental Services
Business Activity Statement	Australian Taxation Office	Monthly	Executive Manager, Corporate & Community Services
Cemeteries Annual Report	Crown Lands NSW	July	Executive Manager, Engineering & Technical Services
Code of Conduct Statistics	Council Office of Local Government	31 December	General Manager Executive Manager, Corporate & Community Services
Companion Animals Annual Report	Minister for Local Government	30 September	Executive Manager, Development & Environmental Services
Crown Land Annual Report	Crown Lands NSW	31 October	Executive Manager, Corporate & Community Services
CCS Reporting	Department of Education, Skills & Employment	Ongoing/weekly	Coolamon Early Childhood Centre Manager
CHSP Funding Reporting	Department of Social Services	Reports required by funding agreement	Allawah Community Care Co-ordinator
Community Transport Funding Reporting	Transport for NSW	Reports required by funding agreement	Allawah Community Care Co-ordinator
Development & Building Approvals Statistics	Australian Bureau of Statistics	August	Executive Manager, Development & Environmental Services

Reporting Requirement	Recipient	Due Date	Responsibility
Disability Inclusion Act Annual Report	Department of Family & Community Services	30 November	General Manager Executive Manager, Corporate & Community Services
Disclosure of Interest Annual Returns	Council	30 September	General Manager
Financial Statements	Office of Local Government	31 October	Executive Manager, Corporate & Community Services
Financial Data Return	Office of Local Government	31 October	Executive Manager, Corporate & Community Services
Food Safety Report	NSW Food Authority	31 July	Executive Manager, Development & Environmental Services
GIPA Annual Report	Minister for Local Government Information Commissioner	31 October	Executive Manager, Corporate & Community Services
Home Care Package Reporting	Department of Health	Reports required by funding agreement	Allawah Community Care Co-ordinator
Landfill Annual Reports	Environment Protection Authority	31 August	Executive Manager, Development & Environmental Services
Mandatory/Serious Reporting – Child Care Services	NSW Department of Community Services/Australian Children’s Education & Care Quality Authority	As required	Coolamon Early Childhood Centre Manager Ardlethan Preschool Director
Mandatory/Serious Reporting – Aged Care Services	Department of Health	As required	Aged Care Services Manager
Mines (Quarries) Annual Reports	Mines NSW (DPI)	September	Executive Manager, Engineering & Technical Services
National Local Roads Data Annual Report	Office of Local Government	November	Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services
Preschool census	NSW Department of Education	Yearly	Ardlethan Preschool Director
Plan First Levy	Department of Planning	Monthly	Executive Manager, Development & Environmental Services
Public Interest Disclosures Annual Report	Minister for Local Government Ombudsman	Six monthly	Executive Manager, Corporate & Community Services
Organics Licence Return	Environmental Protection Authority	February	Executive Manager, Development & Environmental Services

Reporting Requirement	Recipient	Due Date	Responsibility
Regional Roads Repair Program	Transport for NSW	30 June	Executive Manager, Engineering & Technical Services
Regional Roads Monthly Claim & Forecast Report	Transport for NSW	Monthly	Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services
Return of Information on Local Roads and Bridges on Local Roads	Local Government Grants Commission	30 September	Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services
Return of General Information	Local Government Grants Commission	30 November	Executive Manager, Corporate & Community Services
Roads to Recovery - Standard Annual Report	Department of Infrastructure, Transport, Regional Development & Communications	31 October	General Manager Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services
Roads to Recovery - Quarterly Reports	Department of Infrastructure, Transport, Regional Development & Communications	January, April, July, October	Executive Manager, Corporate & Community Services Executive Manager, Engineering & Technical Services
Sewerage Treatment Plants Annual Report	Environment Protection Authority	January	Executive Manager, Development & Environmental Services
Sewerage Treatment Plants Annual Report	Office of Water	31 October	Executive Manager, Development & Environmental Services
State Environmental Planning Policies	Department of Planning	Quarterly	Executive Manager, Development & Environmental Services