

Meeting commenced at 3.00pm.

BUSINESS:

- 1) Apologies.
- 2) Declarations of Interest.
- 3)
 - a. Confirmation of Minutes of the Meeting held 17th November, 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 15th December, 2022.
- 7) Minutes of the Audit, Risk & Improvement Committee Meeting held 9th November 2022.
- 8) Reports: Delegates/Mayor/Councillors

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

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

1) APOLOGIES

There were no Apologies.

2) DECLARATIONS OF INTEREST

Clr Bruce Hutcheon declared a pecuniary interest in Report HS5.

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

RESOLVED on the motion of Clr McKinnon and seconded by Clr Perkin that the Minutes of the Meeting held 17th November 2022 as circulated be confirmed and adopted. 232/12/2022

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 November 2022.
Attachment No: 1.1
- 2) Community Development Officer's Report for November 2022.
Attachment No: 1.2
- 3) Tourism and Business Development Officer's Report for November 2022
Attachment No: 1.3
- 4) Road Safety Officer's Report for November 2022. Attachment No: 1.4
- 5) Allawah Community Care Report for November 2022. Attachment No: 1.5

General Manager's Note

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

2a) INFORMATION PAPERS

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

- 1) A copy of the Minutes of the General Meeting of the Country Mayors Association of New South Wales held 18th November 2022. Attachment No: 2.1
- 2) A copy of the Minutes of the AGM of the Country Mayors Association of New South Wales held 18th November 2022. Attachment No: 2.2
- 3) Minutes of the Advance Ganmain Committee Meeting held 7th December 2022. Attachment No. 2.3

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) THE HON BRAD HAZZARD MP, MINISTER FOR HEALTH (H.03-04, SC226)

Forwarding an email responding to Council's letter regarding the Coolamon Ganmain Multipurpose Service.

General Manager's Note

→ A copy of the Email and Council's letter is attached for the information of Councillors. Attachment No: 3

2b) LOCAL GOVERNMENT NSW (F.03-11, SC459)

Forwarding a response to Council's letter concerning Rural Fire Service Assets.

General Manager's Note

→ A copy of the letter is attached for the information of Councillors. Attachment No: 4

3b) THE HON STEPH COOKE MP (H.03-04, SC226)

Forwarding correspondence responding to Council's letter regarding the Coolamon Ganmain Multipurpose Service.

General Manager's Note

➔ A copy of the letter is attached for the information of Councillors. Attachment No: 17

RESOLVED on the motion of Clr Maslin and seconded by Clr White that the Correspondence listed in Agenda A and Agenda B be received. 233/12/2022

5) GENERAL MANAGER REPORTS

5.1) GENERAL MANAGER REPORTS

GM1) PUBLIC LIBRARY FUNDING (L.03-03, SC269)

- Councils have recently been informed that the Government Funding for New South Wales Public Libraries has now been confirmed as recurrent. Council has received information from State Library of NSW through the RRL Manager advising of the next four years funding programmes. (See attached). Attachment No: 5

This is good news and it is appreciated that our funding levels will continue. Coolamon Shire gets a proportional amount from this funding, that we then use to fund our RRL Budget Allocation.

Recommendation

For Council information.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Maslin that the report be noted. 234/12/2022

GM2) 2022-23 ALLOCATION FOR THE NSW RURAL FIRE FIGHTING FUND (F.03-11, SC459)

- Information has been received from the Director, Finance and Procurement at the RFS advising of the 2022/23 Allocation for the NSW Rural Fire Fighting Fund. Attachment No: 6

The attachment associated with these costings is quite extensive and provides information on what this allocation for the Rural Fire Fighting Fund is made up.

As you are aware Council gets no real input into these finance decisions and the Riverina Zone is required to pay further 2.37% of these total costs.

Within the Riverina Zone (which includes Coolamon, Junee, Lockhart and Wagga), there is a further breakup of individual Council costs, with Coolamon Shire Council paying 19%.

Recommendation

For Council information.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Crocker that the report be noted. 235/12/2022

GM3) AUSTRALIA DAY 2023 (A.13-17, SC1430)

Council has been provided with information relating to our Australia Day Ambassador, who will be Terrence O'Connell.

- Terrence's Biography has been attached and we look forward to having a fun and successful day out at Ardlethan celebrating Australia Day. Attachment No: 7

Recommendation

For Council information.

RESOLVED on the motion of Clr McKinnon and seconded by Clr White that the report be noted. 236/12/2022

GM4) CHRISTMAS AND NEW YEAR OPERATIONS (S.09-01, SC550)

The Council Offices, including the Library and Allawah Community Care will be closing on Friday, 23rd December 2022 at 5.00pm and reopening on Tuesday, 3rd January, 2023 at 8.30am.

The Coolamon Childcare Centre will close on Friday, 23rd December 2022 at 6.00pm and reopen on Monday, 9th January 2023 at 7.00am.

The Outdoor Works Staff will finish on Friday, 23rd December 2022 and will recommence duties on Wednesday, 4th January, 2023. During this time there will be a skeleton staff on call to address urgent matters. After this date staff will commence returning and be back on duty until we hit full production on Monday, 30th January 2023.

Allawah Lodge will remain open – no change to operations at the facility. Families are being asked to plan and advise staff of proposed visits or day trips over the holiday period.

Garbage collection will remain unchanged as per the collection calendar schedule.

Landfill sites will be closed on Public Holidays including Tuesday, 27th December 2022 – operations remain generally unaffected/unchanged during festive period.

Recommendation

That Council note the report on operations for the Christmas and New Year period and provide details to the community.

RESOLVED on the motion of Clr Perkin and seconded by Clr Hutcheon that Council note the report on operations for the Christmas and New Year period and provide details to the community. 237/12/2022

GM5) MODEL CODE OF MEETING PRACTICE (C.14-01, SC150)

→ Council will recall that at the February Meeting this year, a Model Code of Meeting Practice was presented and adopted. This adopted Model Code of Practice was reflective of Council's previous Model Code. Attachment No: 8.1

As a result of some Councillors expressing a wish to zoom into meetings, a review of this Code of Meeting Practice was undertaken. It was found that in 2021 the Office of Local Government had issued a reviewed Model Code of Meeting Practice that was not reflected in the adopted February Model. This was produced around the COVID pandemic, with the express intent of incorporating remote access and electronic meeting protocols.

The 2021 Model Code of Meeting Practice, as provided by the Office of Local Government, has been attached for your information. You will notice that I have colour coded sections of this Model Code that are new and should be adopted into our current Model Code of Meeting Practice. Attachment No: 8.2

Yellow is for new clauses to be included, whilst orange is non-compulsory clauses that are not relevant to our situation.

For your information, I have also provided a new Model Code of Meeting Practice that incorporates both the existing, together with the new changes for your endorsement. Attachment No: 8.3

Recommendation

That Council adopt the December 2022 Model Code of Meeting Practice.

RESOLVED on the motion of Clr Maslin and seconded by Clr White that Council adopt the December 2022 Model Code of Meeting Practice. (See Appendix 1)
238/12/2022

GM6) SEPTEMBER 2024 ORDINARY ELECTIONS (E.01-09, SC1428)

In accordance with the Local Government Act, Councils are required to make a decision on how the Ordinary Elections in September 2024 are to be administered. These decisions must be made by the 13th March 2023.

Council has the choice to either enter into an arrangement with the NSW Electoral Commissioner (NSWEC) or engage another electoral services provider.

- ➔ The attached documentation provides a Frequently Asked Questions list that is very helpful for Councils in making their determination. [Attachment No: 9.1](#)
- ➔ Coolamon Shire has to date used the NSWEC and has not had any concerns with how they are run. At the last election, Council paid \$46,000 and we are still awaiting to see a price from the Electoral Commission prior to including it in future budgets. [Attachment No: 9.2](#)

Recommendation

That Council note the report and make a decision in the New Year when a price estimate has been provided.

RESOLVED on the motion of Clr Perkin and seconded by Clr White that Council note the report and make a decision in the New Year when a price estimate has been provided. [239/12/2022](#)

GM7) OUTDOOR MOVIES SERIES ALCOHOL FREE ZONE SUSPENSION (A.07-02, SC20)

Summary

This report seeks Council approval for the suspension of the current Alcohol Free Zone within Coolamon for the Outdoor Movies Services 'On the Big Screen'. An open air movie screening will be held in each town and village within the Shire across the months of January and February. The only location that requires approval for suspension is Coolamon Redgrave Park. Ganmain's location for the movie will be held at the Football Oval as per the community's request. Ardlethan, Beckom, Marrar and Matong do not have alcohol free zones in place for parks.

The event is open from 6:30pm with the movie starting around 7:30pm. It is anticipated that the movie would finish around 9pm. It's a family focused event with a kid friendly movie, the Coolamon screening will show Space Jam – A New

Legacy (PG). The event is advertised as BYO rug, food and drinks. Alcohol will not be sold at the event.

Redgrave Park Coolamon is an alcohol free zone between the hours of 8pm and 8am. This report is seeking suspension for two hours from 8pm to 10pm to cover the BYO event.

This is a new event delivered through the NSW Government Reconnecting Regional NSW – Community Events Program.

Background

The drinking of alcohol is prohibited in an alcohol-free zone that has been established by a Council. Public places that are public roads, footpaths or public car-parks may be included in a zone. Alcohol-free zones promote the use of these roads, footpaths and car-parks in safety and without interference from irresponsible street drinkers.

Council has the ability to suspend the Alcohol Free Zone provided the appropriate advertising and notification has taken place. Police have been happy to patrol this change and have in the past been supportive.

Legislative Implications

Alcohol-Free Zones prohibit the drinking of alcohol in public places such as roads or car parks under Part 4 of the NSW Local Government Act 1993, Sections 642 - 649. The purpose of these zones is to create a safe environment in which individuals may move about without interference from irresponsible street drinkers. Alcohol Free Zones in Coolamon and Ganmain operate overnight between 8.00pm and 8.00am, 7 days a week.

In accordance with Section 645 of the Act, Council has the power to suspend or cancel the Zone at an earlier date if deemed necessary, or to hold a specific community event. Council is required to do so via a Council resolution and must publish a notice of suspension and/or cancellation. Section 645 *Suspension or cancellation* provides that:

- (1) *The council may, at the request of any person or body or of its own motion, suspend the operation of an alcohol-free zone by publishing notice of the suspension in a newspaper circulating in the area as a whole or in a part of the area that includes the zone concerned.*
- (2) *During the period indicated in such a notice as the period of suspension, the zone does not operate as an alcohol-free zone.*

- (3) *In like manner the council may at any time cancel the operation of an alcohol-free zone.*

Prior to cancellation or suspension Council would be required to liaise with Police both prior to and after the Council resolution.

Financial Implications

There are no financial implications to Council or the community resulting from this report.

Consultation

The NSW Police (Wagga Licensing Branch) and the Coolamon Police Station were contacted in December 2022 and advised of the proposed suspension of the zone and have confirmed that NSW Police have no issues with supporting this proposal.

Further consultation is required to occur in accordance with the Local Government Act 1993 if Council resolves to support the suspension by publishing notice of the suspension in a newspaper circulating in the area as a whole or in a part of the area that includes the zone concerned.

Outdoor Movie Schedule

Town	Location	Date	Movie
Matong	Matong Park	Saturday, 7 January	SuperPets (PG)
Marrar	Marrar Park	Saturday, 21 January	Sonic 2 (PG)
Ganmain	Football Ground	Thursday, 26 January	Paws of Fury (PG)
Ardlethan	Lions Park	Saturday, 28 January	Sing 2 (PG)
Coolamon	Redgrave Park	Saturday, 11 February	Space Jam – A New Legacy (PG)
Beckom	Beckom Park	Saturday, 25 February	The War with Grandpa (PG)

Recommendation

That Council temporarily suspends the Alcohol Free Zone in Coolamon, Redgrave Park on Saturday, 11th February 2022 between the hours of 8.00pm and 10.00pm.

RESOLVED on the motion of Clr Maslin and seconded by Clr Perkin that Council temporarily suspends the Alcohol Free Zone in Coolamon, Redgrave Park on Saturday, 11th February 2022 between the hours of 8.00pm and 10.00pm.
240/12/2022

GM8) JANUARY MEETING (C.11-04, SC140)

Council normally at its December Meeting gives consideration to the holding of a January Meeting. This is generally the holiday time in this district with farmers and families taking a break. In the past this has normally been cancelled on the basis that the Mayor or General Manager can convene a meeting if a matter of urgency arises.

Recommendation

That Council cancel the January Meeting.


RESOLVED on the motion of Clr White and seconded by Clr Hatty that Council cancel the January Meeting. 241/12/2022

5.2) EXECUTIVE MANAGER, CORPORATE & COMMUNITY SERVICES' REPORTS

CS1) FINANCE REPORT AS AT 30TH NOVEMBER, 2022

DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
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
28/04/2022	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	272	2.25%	25/01/2023
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
2/06/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,001,512	273	1.10%	2/03/2023
12/05/2022	NAB	A1/A+	Term Deposit	\$ 1,000,000	336	2.60%	13/04/2023
19/10/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 750,000	182	2.85%	19/04/2023
23/05/2022	NAB	A1/A+	Term Deposit	\$ 1,000,000	336	2.60%	24/04/2023
6/05/2022	NAB	A1/A+	Term Deposit	\$ 1,000,000	364	2.80%	5/05/2023
8/11/2022	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	182	4.15%	9/05/2023
18/11/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	182	4.55%	19/05/2023
4/07/2022	NAB	A1/A+	Term Deposit	\$ 1,000,000	336	3.44%	5/06/2023
21/07/2022	Judo Bank	NR (Govt Guarantee)	Term Deposit	\$ 250,000	365	3.95%	21/07/2023
22/07/2022	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	367	4.00%	24/07/2023
3/08/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	4.25%	3/08/2023
14/09/2022	NAB	A1/A+	Term Deposit	\$ 1,000,000	365	4.10%	14/09/2023
9/09/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	3.75%	9/09/2023
23/09/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	3.75%	23/09/2023
1/10/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	3.95%	1/10/2023
4/10/2022	AMP	A2/BBB	Term Deposit	\$ 1,000,000	365	4.60%	4/10/2023
25/11/2022	AMP	A2/BBB+	Term Deposit	\$ 500,000	334	4.60%	25/10/2023
25/11/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	364	4.60%	24/11/2023
TOTAL INVESTED				\$ 24,001,512			

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 2022)

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

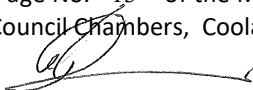
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH DECEMBER 2022.

COOLAMON SHIRE COUNCIL
INCOME STATEMENT

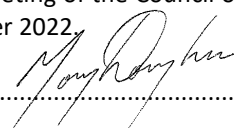
for the period 1st July 2022 to 30th June 2023

	NOVEMBER 2022	OCTOBER 2022	SEPTEMBER 2022	2022/2023 ORIGINAL BUDGET	2021/2022 ACTUAL
Income from continuing operations					
Rates & annual charges	4,146,569.76	4,145,921.86	4,081,107.40	4,098,921.47	4,066,634.90
User charges & fees	2,293,108.09	1,809,162.68	1,277,590.04	5,267,323.00	5,640,141.22
Other revenues	97,768.51	88,637.24	76,443.14	411,415.51	416,162.55
Grants & contributions provided for operating purposes	2,211,813.62	1,095,227.52	1,036,266.20	3,738,847.50	8,092,033.99
Grants & contributions provided for capital purposes	17,681.28	17,681.28	17,681.28	6,142,114.12	4,256,954.12
Interest and investment revenue	(161.16)	(33,723.64)	(57,178.99)	470,895.67	206,245.44
Other income	171,703.26	145,766.82	113,891.75	395,006.77	365,328.47
Net gain from the disposal of assets	21,244.38	21,244.38	21,244.38	303,665.45	-188,544.76
Internals	0.00	0.00	0.00		0.00
Total income from continuing operations	8,959,727.74	7,289,918.14	6,567,045.20	20,828,189.49	22,854,955.93
Expenses from continuing operations					
Employee benefits and on-costs	2,996,767.49	2,215,777.46	1,711,534.04	6,669,700.00	7,098,263.90
Materials & services	2,484,099.68	2,022,044.91	1,596,964.01	5,290,118.64	5,496,606.78
Borrowing costs	4,612.67	3,347.64	3,347.64	10,000.00	23,321.75
Depreciation, amortisation & impairment	1,280,225.66	1,220,678.85	1,160,224.27	4,393,790.00	4,189,169.06
Other expenses	168,108.00	167,583.00	167,583.00	451,187.33	379,243.79
Net loss from the disposal of assets					
Total expenses from continuing operations	6,933,813.50	5,629,431.86	4,639,652.96	16,814,795.97	17,186,605.28
Operating result from continuing operations	2,025,914.24	1,660,486.28	1,927,392.24	4,013,393.52	5,668,350.65
Net operating result for the year before grants and contributions provided for capital purposes	2,008,232.96	1,642,805.00	1,909,710.96	-2,128,720.60	1,411,396.53

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 15th December 2022.



MAYOR.....



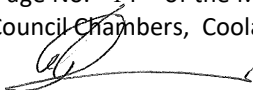
.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH DECEMBER 2022.

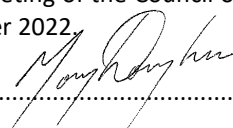
COOLAMON SHIRE COUNCIL
INCOME STATEMENT BY FUND

November 2022			
	CONSOLIDATED		TOTAL
	GENERAL FUND	SEWERAGE FUND	
Income from continuing operations			
Rates & annual charges	3,424,534.73	722,035.03	4,146,569.76
User charges & fees	2,293,108.09	0.00	2,293,108.09
Other revenues	96,935.39	833.12	97,768.51
Grants & contributions provided for operating purposes	2,206,813.62	5,000.00	2,211,813.62
Grants & contributions provided for capital purposes	15,780.78	1,900.50	17,681.28
Interest and investment revenue	(983.65)	822.49	-161.16
Other income	171,703.26		171,703.26
Net gain from the disposal of assets	21,244.38	0.00	21,244.38
Internals	18,980.25	(18,980.25)	0.00
Total income from continuing operations	8,248,116.85	711,610.89	8,959,727.74
Expenses from continuing operations			
Employee benefits and on-costs	2,914,770.34	81,997.15	2,996,767.49
Materials & services	2,363,212.47	120,887.21	2,484,099.68
Borrowing costs	4,612.67		4,612.67
Depreciation & amortisation	1,210,237.01	69,988.65	1,280,225.66
Other expenses	168,108.00	0.00	168,108.00
Total expenses from continuing operations	6,660,940.49	272,873.01	6,933,813.50
Operating result from continuing operations	1,587,176.36	438,737.88	2,025,914.24
Net operating result for the year before grants and contributions provided for capital purposes			
	1,571,395.58	436,837.38	2,008,232.96

This is Page No. 14 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th December 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 15TH DECEMBER 2022.

COOLAMON SHIRE COUNCIL
BALANCE SHEET

for the period 1st July 2022 to 30th June 2023

	NOVEMBER 2022	OCTOBER 2022	SEPTEMBER 2022	AUGUST 2022	2022/2023 ORIGINAL BUDGET (ADJ FOR OPENING BALS)	2021/2022 ACTUAL
ASSETS						
Current assets						
Cash and cash equivalents	3,178,419.77	3,133,455.73	3,520,276.79	4,104,182.52	3,302,156.69	5,104,044.52
Investments	24,004,075.43	24,001,512.33	24,001,512.33	23,001,512.33	19,800,000.33	22,001,512.33
Receivables	1,728,575.23	2,209,797.97	2,301,139.54	3,304,861.52	919,874.73	919,874.73
Inventories	2,299,194.06	2,295,021.63	2,280,506.65	2,284,941.11	3,904,282.79	2,298,206.98
Other						
Total current assets	31,210,264.49	31,639,787.66	32,103,435.31	32,695,497.48	27,926,314.54	30,323,638.56
Non-current assets						
Investments						
Receivables	280,092.35	280,092.35	280,092.35	280,092.35	248,082.35	280,092.35
Inventories	429,149.05	429,149.05	429,149.05	429,149.05	429,149.05	429,149.05
Infrastructure, property, plant & equipment	263,038,649.26	262,072,378.89	261,743,487.20	261,467,044.78	270,549,416.70	260,834,465.06
Accumulated Dep'n - Infrastructure, PP&E	(58,846,371.05)	(58,786,824.24)	(58,726,369.66)	(57,683,721.28)	(61,986,073.81)	(57,592,283.81)
Accumulated Imp't - Infrastructure, PP&E	0.00	0.00	0.00	0.00	0.00	0.00
Total non-current assets	204,901,519.61	203,994,796.05	203,726,358.94	204,492,564.90	209,240,574.29	203,951,422.65
Total assets	236,111,784.10	235,634,583.71	235,829,794.25	237,188,062.38	237,166,888.83	234,275,061.21
LIABILITIES						
Current liabilities						
Payables	8,080,768.65	7,953,559.07	7,880,249.91	8,348,191.20	7,563,967.24	8,829,433.14
Contract Liabilities	2,235,245.98	2,258,255.98	2,258,255.98	2,258,255.98		1,673,201.90
Borrowings	0.00	0.00	0.00	0.00	0.00	0.00
Employee benefit provisions	1,984,945.45	1,977,844.78	1,979,388.65	1,982,160.03	2,121,841.25	1,987,941.25
Provisions	0.00	0.00	0.00	0.00	0.00	0.00
Other	5,307.89	4,835.71	4,905.58	4,975.45	4,883.03	4,883.03
Total current liabilities	12,306,267.97	12,194,495.54	12,122,800.12	12,593,582.66	9,690,691.52	12,495,459.32
Non-current liabilities						
Payables	4,241.62	4,241.62	4,241.62	4,241.62	4,241.62	4,241.62
Borrowings	0.00	0.00	0.00	0.00	0.00	0.00
Employee benefit provisions	131,302.97	131,302.97	131,302.97	131,302.97	131,302.97	131,302.97
Provisions	1,075,019.30	1,075,019.30	1,075,019.30	1,075,019.30	1,085,019.30	1,075,019.30
Total non-current liabilities	1,210,563.89	1,210,563.89	1,210,563.89	1,210,563.89	1,220,563.89	1,210,563.89
TOTAL LIABILITIES	13,516,831.86	13,405,059.43	13,333,364.01	13,804,146.55	10,911,255.41	13,706,023.21
Net assets	222,594,952.24	222,229,524.28	222,496,430.24	223,383,915.83	226,255,633.42	220,569,038.00
EQUITY						
Retained earnings	108,737,990.58	108,372,562.62	108,639,468.58	109,526,954.17	112,398,671.76	106,712,076.34
Reserves	113,856,961.66	113,856,961.66	113,856,961.66	113,856,961.66	113,856,961.66	113,856,961.66
Internal Assets/Liabilities	0.00	0.00	0.00	0.00		0.00
Trust Transfer						
Total equity	222,594,952.24	222,229,524.28	222,496,430.24	223,383,915.83	226,255,633.42	220,569,038.00

This is Page No. 15 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th December 2022.

.....MAYOR.....

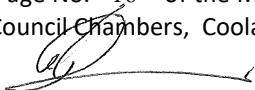
.....GENERAL MANAGER.....

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH DECEMBER 2022.

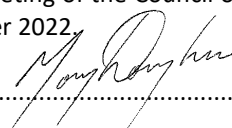
COOLAMON SHIRE COUNCIL
BALANCE SHEET BY FUND

	November 2022		COOLAMON SHIRE TOTAL
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	
ASSETS			
Current assets			
Cash and cash equivalents	800,853.31	2,377,566.46	3,178,419.77
Investments	24,004,075.43		24,004,075.43
Receivables	1,389,756.33	338,818.90	1,728,575.23
Inventories	2,299,194.06		2,299,194.06
Other			0.00
Total current assets	28,493,879.13	2,716,385.36	31,210,264.49
Non-current assets			
Investments			0.00
Receivables	280,092.35		280,092.35
Inventories	429,149.05		429,149.05
Infrastructure, property, plant & equipment	241,429,703.97	21,608,945.29	263,038,649.26
Accumulated Depreciation	(50,941,741.75)	(7,904,629.30)	(58,846,371.05)
Accumulated Impairment	0.00		0.00
Total non-current assets	191,197,203.62	13,704,315.99	204,901,519.61
Total assets	219,691,082.75	16,420,701.35	236,111,784.10
LIABILITIES			
Current liabilities			
Payables	8,080,768.65	0.00	8,080,768.65
Contract Liabilities	2,235,245.98		2,235,245.98
Interfunding			0.00
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	1,984,945.45		1,984,945.45
Provisions	0.00		0.00
Other	5,307.89	0.00	5,307.89
Total current liabilities	12,306,267.97	0.00	12,306,267.97
Non-current liabilities			
Payables	4,241.62		4,241.62
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	131,302.97		131,302.97
Provisions	1,075,019.30		1,075,019.30
Total non-current liabilities	1,210,563.89	0.00	1,210,563.89
TOTAL LIABILITIES	13,516,831.86	0.00	13,516,831.86
Net assets	206,174,250.89	16,420,701.35	222,594,952.24
EQUITY			
Retained earnings	98,963,908.48	9,774,082.10	108,737,990.58
Reserves	107,210,342.41	6,646,619.25	113,856,961.66
Internal Assets & Liabilities			0.00
Trust Transfer			0.00
Total equity	206,174,250.89	16,420,701.35	222,594,952.24

This is Page No. 16 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th December 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 15TH DECEMBER 2022.

COOLAMON SHIRE COUNCIL
INTERNAL & EXTERNAL RESTRICTIONS

for the period 1st July 2022 to 30th June 2023

	NOVEMBER 2022	OCTOBER 2022	SEPTEMBER 2022	AUGUST 2022	2022/2023 BUDGET (ADJ FOR OPENING BALS)	2021/2022 ACTUAL
<i>EXTERNALLY RESTRICTED</i>						
Contract Liabilities	1,346,860.12	1,354,871.84	1,361,991.84	1,333,594.54	262,804.00	1,673,201.90
Allawah Lodge Accommodation Payments	3,917,536.71	4,058,627.92	4,058,627.92	4,350,892.48	4,356,548.65	4,356,548.65
Allawah Village Loan-Licence	3,974,000.84	3,874,000.84	3,874,000.84	3,874,000.84	4,019,572.84	3,874,000.84
Home Care Packages	92,243.76	123,208.06	123,208.06	167,474.94	167,474.94	167,474.94
Developer Contributions	101,718.61	101,718.61	101,718.61	90,211.90	79,362.38	90,211.90
Grant Revenues	604,247.06	616,067.06	639,972.02	777,760.87	43,809.87	809,254.87
Sewerage Fund	2,377,566.46	2,387,311.88	2,382,516.83	2,415,090.35	2,329,618.58	2,256,858.36
Waste Management	1,110,052.15	1,091,805.43	1,029,953.18	1,055,666.19	635,104.55	849,242.40
Stormwater Management Reserve	42,183.12	53,142.33	53,142.33	10,524.83	18,939.83	10,524.83
Other - Community Transport	298,711.08	270,928.00	270,928.00	270,928.00	270,928.00	270,928.00
	13,865,119.91	13,931,681.97	13,896,059.63	14,346,144.94	12,184,163.64	14,358,246.69
<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	1,000,000.00
Employees Leave Entitlements Reserve	1,700,000.00	1,700,000.00	1,700,000.00	1,700,000.00	1,793,500.00	1,700,000.00
Deferred Works Reserve	57,790.00	60,589.07	60,589.07	73,760.00	15,970.00	73,760.00
Ardlethan Preschool	63,889.64	63,889.64	58,769.64	58,769.64	78,269.64	58,769.64
Asset Management	4,500,000.00	4,500,000.00	4,500,000.00	4,500,000.00	4,959,469.39	4,500,000.00
Financial Assistance Grant	0.00	0.00	0.00	0.00	0.00	3,159,565.00
Swimming Pools Reserve	75,000.00	75,000.00	75,000.00	75,000.00	40,000.00	75,000.00
Gravel Pits Rehabilitation Reserve	215,000.00	215,000.00	215,000.00	215,000.00	255,000.00	215,000.00
CECC Asset Mgt Reserve	535,216.02	523,354.06	510,895.58	488,800.59	442,133.02	442,957.02
Allawah Lodge Asset Mgt Reserve	1,035,621.31	1,067,575.75	986,115.56	953,711.50	1,092,091.65	939,413.99
Allawah Village Asset Mgt Reserve	233,601.37	243,201.52	237,263.50	247,254.21	360,513.71	326,777.40
	9,416,118.34	9,448,610.04	9,343,633.35	9,312,295.94	10,036,947.41	12,491,243.05
Unrestricted	3,901,256.95	3,754,676.05	4,282,096.14	3,447,253.97	881,045.98	256,067.11
TOTAL CONSOLIDATED CASH	27,182,495.20	27,134,968.06	27,521,789.12	27,105,694.85	23,102,157.02	27,105,556.85

This is Page No. 17 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th December 2022.

..... MAYOR.....

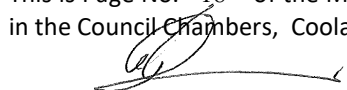
..... GENERAL MANAGER.....

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH DECEMBER 2022.

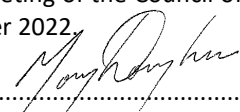
RATE COLLECTIONS

	ARREARS BEMD	LEVIES INC. INTEREST	TOTAL	COLLECTIONS TO DATE	% TO TOTAL	ADJUSTMENTS INC. PENS CONCESSIONS	ADJ TOTAL	% TO TOTAL	COLLECTABLE BALANCE
30/11/2003	280,098.47	2,036,142.89	2,316,241.36	1,089,119.45	47.02%	102,843.89	2,213,397.47	49.21%	1,124,278.02
30/11/2004	181,374.69	2,090,403.41	2,271,778.10	1,074,460.47	47.30%	106,390.81	2,165,387.29	49.62%	1,090,926.82
30/11/2005	163,566.58	2,163,126.88	2,326,693.46	1,101,089.93	47.32%	106,736.13	2,219,957.33	49.60%	1,118,867.40
30/11/2006	185,519.90	2,251,798.35	2,437,318.25	1,178,048.73	48.33%	107,541.24	2,329,777.01	50.56%	1,151,728.28
30/11/2007	236,912.33	2,414,655.78	2,651,568.11	1,243,662.62	46.90%	120,517.64	2,531,050.47	49.14%	1,287,387.85
30/11/2008	277,343.62	2,498,813.41	2,776,157.03	1,224,614.17	44.11%	120,416.67	2,655,740.36	46.11%	1,431,126.19
30/11/2009	239,371.45	2,601,394.29	2,840,765.74	1,337,017.30	47.07%	121,874.49	2,718,891.25	49.18%	1,381,873.95
30/11/2010	309,194.09	2,720,155.47	3,029,349.56	1,424,755.43	47.03%	170,316.60	2,859,032.96	49.83%	1,434,277.53
30/11/2011	239,162.46	2,863,766.54	3,102,929.00	1,433,328.88	46.19%	128,312.48	2,974,616.52	48.19%	1,541,287.64
30/11/2012	207,935.41	3,023,495.38	3,231,430.79	1,540,163.80	47.66%	127,488.05	3,103,942.74	49.62%	1,563,778.94
30/11/2013	230,807.22	3,138,630.79	3,369,438.01	1,532,060.19	45.47%	123,975.60	3,245,462.41	47.21%	1,713,402.22
30/11/2014	263,562.88	3,293,414.94	3,556,977.82	1,609,336.25	45.24%	121,405.48	3,435,572.34	46.84%	1,826,236.09
30/11/2015	335,520.44	3,409,409.08	3,744,929.52	1,847,652.99	49.34%	123,819.73	3,621,109.79	51.02%	1,773,456.80
30/11/2016	300,944.76	3,497,140.57	3,798,085.33	1,879,600.26	49.49%	123,339.76	3,674,745.57	51.15%	1,795,145.31
30/11/2017	303,728.87	3,565,800.57	3,869,529.44	1,927,430.49	49.81%	117,922.90	3,751,606.54	51.38%	1,824,176.05
30/11/2018	319,410.16	3,677,190.88	3,996,601.04	1,994,532.91	49.91%	115,488.11	3,881,112.93	51.39%	1,886,580.02
30/11/2019	368,193.86	3,785,534.13	4,153,727.99	2,044,361.24	49.22%	116,486.06	4,037,241.93	50.64%	1,992,880.69
30/11/2020	342,642.82	4,026,036.28	4,368,679.10	2,260,743.84	51.75%	123,316.92	4,245,362.18	53.25%	1,984,618.34
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
2022/2023									
31/07/2022	126,583.34	4,209,276.12	4,335,859.46	51,490.95	1.19%	118,168.29	4,217,691.17	1.22%	4,166,200.22
31/08/2022	126,583.34	4,213,801.21	4,340,384.55	1,539,846.59	35.48%	120,515.16	4,219,869.39	36.49%	2,680,022.80
30/09/2022	126,583.34	4,219,005.50	4,345,588.84	1,783,663.60	41.05%	121,408.87	4,224,179.97	42.23%	2,440,516.37
31/10/2022	126,583.34	4,219,009.64	4,345,592.98	1,925,993.96	44.32%	122,533.90	4,223,059.08	45.61%	2,297,065.12
30/11/2022	126,583.34	4,222,708.70	4,349,292.04	2,390,052.90	54.95%	123,208.90	4,226,083.14	56.55%	1,836,030.24

RESOLVED on the motion of Cllr Crocker and seconded by Cllr Perkin that the report be received. 242/12/2022



MAYOR.....



.....GENERAL MANAGER.

CS2) 2022-2026 DELIVERY PROGRAM (S.11-06, SC516)

Following the endorsement of “Coolamon Shire 2040”, Council’s Delivery Program for 2022-2026 has been reviewed to reflect the themes and outcomes in the Community Strategic Plan.

- ➔ The Delivery Program Actions and Operational Plan Activities have remained the same but all references to the Community Strategic Plan have been updated to “Coolamon Shire 2040”, including the vision and values on page 5 and updates to the themes in Part 2 (pages 11-47). Attachment No: 10

Recommendation

That Council adopt the changes to the Delivery Program to reflect the Community Strategic Plan, “Coolamon Shire 2040”.

RESOLVED on the motion of Clr White and seconded by Clr Perkin that Council adopt the changes to the Delivery Program to reflect the Community Strategic Plan, “Coolamon Shire 2040”. 243/12/2022

CS3) FEES & CHARGES (F.01-01, SC177; C.04-02, SC76; C.08-08, SC106)

ARDLETHAN PRESCHOOL FEES

Council staff have discussed internally the fees for the Ardlethan Preschool. Council has in the past included as part of the preschool fees for each child provision of a shirt, hat and drink bottle and that fruit for fruit break be provided by the preschool.

The Start Strong funding received by Council for the Ardlethan Preschool, **includes the now integrated Affordable Preschool initiative (Start Strong for Community Preschools - Fee Relief Payments)**, promotes universal access and priority of access by providing:

- Higher program funding rates for preschools which operate within the lower range of Socio-Economic Index for Areas (SEIFA) score of relative socio-economic disadvantage.
- Additional funding for children aged 3 years and above from low income families, children with an Aboriginal and Torres Strait Islander background, and children with disability or additional needs.

Loadings for preschools that operate in outer regional, remote and very remote areas.

- Further loadings and subsidies as outlined in Section 3.2.
- **Up to \$4,220 per year in fee relief for 3 to 5 year old children in community and mobile preschools.**

As Council will now be receiving funding to subsidise enrolments at the preschool, Council must now set reflective fees.

Council staff are proposing to operate the preschool 3 days per week for 40 weeks in 2023, this amounts to 120 days. Fees reflective to receive the \$4,220 subsidisation would therefore \$35.00 per day.

HOME CARE PACKAGES

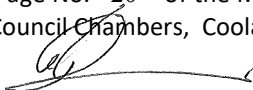
Council staff have been required to review the fees associated with providing Home Care Packages following advice from the Department of Health & Aged Care in relation to quantum that can be raised by these fees. Council's Operational Plan included the following fees for FY2023:

- Case Management/Co-ordination Fee (Level 1) - \$50.00 per week
- Case Management/Co-ordination Fee (Level 2) - \$100.00 per week
- Case Management/Co-ordination Fee (Level 3) - \$150.00 per week
- Case Management/Co-ordination Fee (Level 4) - \$200.00 per week

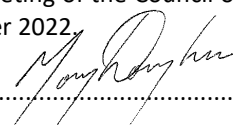
Council is able to charge both a Care Management fee and a Package Management Fee. Care Management is the administration of the home care package and includes reviewing home care plans, assessing needs, goals and preferences and aligning services with care needs. Pack Management is the organisation of the home care package and includes preparing monthly statements, managing package funds, compliance and quality assurance activities.

Council staff are proposing that the original fees adopted for FY2023 now be split as follows:

- Care Management – Level 1 \$28.84 per week
- Care Management – Level 2 \$61.32 per week
- Care Management – Level 3 \$69.16 per week
- Care Management – Level 4 \$77.42 per week
- Package Management – Level 1 \$21.14 per week
- Package Management – Level 2 \$38.71 per week
- Package Management – Level 3 \$80.85 per week



..... MAYOR.....



.....GENERAL MANAGER.

- Package Management – Level 4 \$122.57 per week

As packages are all worked out on a daily basis, there is no difference between the fees as adopted and the fees as proposed. Ultimately it will not cost the client any more by implementing these changes but the splitting of the fees is more reflective of how the industry will operate into the future.

Recommendation

- 1) That the daily fee of \$35.00 proposed for the Ardlethan Preschool for the 2022 Calendar Year be put on public exhibition for the required 28 days and be brought back, with any submissions, to the February 2021 Meeting of Council.
- 2) That Council's Fees & Charges Schedule be update to split the Case Management/Co-ordination Fees for each level into Care Management & Package Management.

**CS3) FEES & CHARGES (F.01-01, SC177; C.04-02, SC76; C.08-08, SC106)
(Continued)**

ARDLETHAN PRESCHOOL FEES

Following a further review of the fee guidelines for the 2023 Start Strong for Community Preschool program, Council will be required to set the fees according to the following guidelines:

Child Cohort	Fee Guideline
Children in the year before school	<ul style="list-style-type: none"> • Fee must not be higher than fee for 3yr old child not eligible for equity loading • Fee must not be lower than fee for children eligible for equity loading
Children eligible for equity loading	<ul style="list-style-type: none"> • Fee must be lower than children not eligible for equity loading, irrespective of age
3yr old children not eligible for equity loading	<ul style="list-style-type: none"> • Fee must not be lower than fee for children in year before school • Fee must be higher than fee for children eligible for equity loading

Council will therefore need to adopt two sets of fees to adhere to these guidelines. Council staff are proposing the following fees be adopted for the Ardlethan Preschool for 2023:

Children eligible for equity loading: \$30/day
All other enrolments: \$35/day

Recommendation

That a daily fee of \$30.00 per day for children eligible for equity loading and \$35.00 per day for all other enrolments at the Ardlethan Preschool for the 2023 Calendar Year be put on public exhibition for the required 28 days and be brought back, with any submissions, to the February 2023 Meeting of Council.

RESOLVED on the motion of Clr Crocker and seconded by Clr Maslin that a daily fee of \$30.00 per day for children eligible for equity loading and \$35.00 per day for all other enrolments at the Ardlethan Preschool for the 2023 Calendar Year be put on public exhibition for the required 28 days and be brought back, with any submissions, to the February 2023 Meeting of Council. 244/12/2022

CS4) COUNCIL'S ANNUAL REPORT FOR 2021-2022 (S.11-02, SC388)

- A copy of Council's Annual Report for 2021-2022 has been previously distributed to Councillors and is **tabled**. It has been published on Council's website and the Office of Local Government has been notified that it has been published.

Recommendation

That the 2021-2022 Annual Report be endorsed.

RESOLVED on the motion of Clr White and seconded by Clr Perkin that the 2021-2022 Annual Report be endorsed. 245/12/2022

CS5) 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: 11

- Asset Management Policy (no changes proposed)
- Human Resources Strategy (references to related documents and review section updated)
- Public Cemeteries Policy (no changes proposed)

- Service Installation & Replacement Policy (no changes proposed)
- Unsealed Road Hierarchical System Policy (no changes proposed)
- Up to Date Store Hire Policy (no changes proposed)
- Volunteer Policy (no changes proposed)
- Work, Health & Safety Consultation Policy (no changes proposed)
- Work, Health & Safety Policy (no changes proposed)

Recommendation

That the policies as presented be adopted:

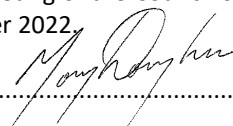
- Asset Management Policy
- Human Resources Strategy
- Public Cemeteries Policy
- Service Installation & Replacement Policy
- Unsealed Road Hierarchical System Policy
- Up to Date Store Hire Policy
- Volunteer Policy
- Work, Health & Safety Consultation Policy
- Work, Health & Safety Policy

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Hatty that the following policies (See Appendix 2) as presented be adopted: 246/12/2022

- **Asset Management Policy**
- **Human Resources Strategy**
- **Public Cemeteries Policy**
- **Service Installation & Replacement Policy**
- **Unsealed Road Hierarchical System Policy**
- **Up to Date Store Hire Policy**
- **Volunteer Policy**
- **Work, Health & Safety Consultation Policy**
- **Work, Health & Safety Policy**



..... MAYOR.....



.....GENERAL MANAGER.

5.3) EXECUTIVE MANAGER, ENGINEERING & TECHNICAL SERVICES' REPORTS

ES1) SHIRE ROAD RESHEETING, STABILISATION AND MAINTENANCE

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

- Ariah Road (East West Road to Menzies Lane)
- Berry Jerry Lane (Rannock Road to Marrar North Road)
- East West Road (Methul Road to Ardlethan Road)
- Seymours Lane (Johnsons Hill Road to Berry Jerry Lane)
- O'Dwyers Lane (Mary Gilmore Way to McPhanns Lane)
- Hodges Lane (McNabbs Lane to Marrar Silo)
- Johnsons Hill road (McNabbs Lane to Seymours Lane)
- Hodges Lane (McNabbs Lane to Marrar Silo)
- Turners Lane (Hodges Lane to Johnsons Hill Road)
- Langtrys Lane (Canola Way to Woodens Lane)
- Spencers Lane (Bygoo Road to boundary)
- Stewarts Lane (Bygoo Road to boundary)
- McIntyres Lane (Marrar South Road to boundary)
- Patons Lane (SH17 to boundary)
- Litchfield Lane (SH17 to boundary)
- Willows Road (SH17 to boundary)

With harvest gearing up, council are receiving many requests for unsealed maintenance but unfortunately Council have widespread damage as a result of recent natural disaster and all defects will not be accomplished in the short term.

Council staff will assess/prioritise works and until maintenance can be provided, all motorists are advised to drive to the conditions present and patience/understanding of all would be appreciated.

ES2) TOWN WORKS

1) KERB & GUTTER – COWABBIE STREET WEST (BOOTH TO ORR STREET)

Council staff and contractors have completed foundation preparations, pouring 225m of K&G and backfilling at rear and front of kerb. Sealing at front of kerb will be scheduled for programme in New Year.

2) BOOTH STREET NORTH (COWABBIE STREET TO CHILDCARE) DRAINAGE WORKS

In advance of scheduled kerb and gutter installation, piped drainage works have been completed connecting into upstream Cowabbie Street drainage system and downstream recently constructed piped childcare drainage system. This will provide a complete piped drainage system with inlets from Cowabbie Street to Wallace Street and across Millwood Road, feeding into McPherson's dam catchment.

3) INTERSECTION YITHAN/WARRI STREET (POST OFFICE), ARDLETHAN PATH

Contractors have completed installation of 60 x 1.8m concrete path surrounding the Ardlethan Post Office.

A number of old Kurrajong trees were removed and will be replaced with more suitable trees. The deteriorated asphalt nature strip presenting many trip points will also be excavated and replaced with compacted road base.

ES3) LRCIP

K&G LEWIS STREET WEST (STINSON TO DEVLIN STREET), DEVLIN STREET NORTH (LEWIS TO BRUCE STREET), DEVLIN STREET SOUTH (LEWIS TO BRUCE STREET) AND LEWIS STREET WEST (DEVLIN TO COOLAMON CARPENTRY) 495M

Council have commenced kerb and gutter foundation preparation works in advance of kerb installation scheduled for the week of the Council Meeting. It is then proposed to have kerb backfilled prior to the Christmas break and seal performed in the New Year.

ES4) COOLAMON BUSINESS PARK

Progress of the Business Park works are as follows:

- Contractors are progressing with rear of block stormwater and sewer networks.
- Stormwater and sewer pump station (PS) components have been installed and backfilled. Contractors are to return for fitout of PS and commissioning.

- Concrete contractors are progressing with path installation and will return in the New Year for driveway construction.
- Top soil continues to be delivered for shaping of nature strip and landscapers will be onsite in coming week for irrigation installation.
- Electrical contractors have completed final pole and turret installation, removal of unwanted stay poles from nature strip, are proceeding to make network live and achieve certification from Essential Energy.

ES5) ROADS TO RECOVERY

1) METHUL ROAD RECONSTRUCTION (0.0 TO 2.55KMS FROM ARDLETHAN ROAD)

Reconstruction works have progressed well on the first stage (1.25 to 2.55kms) 1.3kms with stabilisation completed and sealing to be performed on Thursday, 8th December 2022.

2) MARRAR NORTH ROAD – HEAVY PATCH REHABILITATION PROGRAMME

Council have commenced pavement corrections and stabilization works to various sections of Marrar North Road.

Since the initial road assessment and presentation of proposed works for the 22/23 budget back in March 2022, grain haulage operators have inflicted considerable extended damage when hauling from Temora to Emerald Grain during winter months. Extent of damage has doubled, these defects require priority attention and an additional \$120,000 repair funds will be drawn from the FLR Pothole Repair Fund allocation.

ES6) NATURAL DISASTER

Following Notice of Natural Disaster Declaration of the Coolamon LGA, Council staff have been inspecting all roads for identification of defects and submission of claim. Crews have also been progressing with priority emergency repairs and it will be some time before the Road Network is returned to pre-event condition considering the extent of damage.

ES7) FLR – POTHOLE REPAIR FUND

Following Council's submission to TfNSW for its share of the \$50 Million to supplement existing funding and support efforts in short term pavement corrective maintenance, Council have received Funding Deed and allocation of \$480,671.54. This allocation was determined taking into consideration kilometres of Council's Road Network and split between the eligible Councils on a pro-rata basis.

As mentioned previously (ES5), additional priority works have been performed on Marrar North Road at value of \$120,000 and this will be drawn from the \$480,671, leaving \$360,671 which will be easily exhausted with the extended damage.

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

Biosecurity Weeds Officer Reports

- Coolatai grass controlled in Marrar area.
- St John's Wort treated across the Shire, focus paid to main roads, highly trafficked local roads and previously identified hot spots.
- Inspections – private property inspections on ad-hoc basis.
- High risk pathways patrolled and logged into Biosecurity information system.
- No new incursions of previously unknown weeds discovered.
- Road shoulder spraying completed in CSC.
- Spraying of Landfills in CSC complete.
- Spraying of Cemeteries in CSC and JSC complete.
- The 3 RENWA Councils were chosen "at random" to be part of a DPI soft audit program, no issues found.
- Riverina LLS region is the first to be funded under this year Weeds Action Program (WAP)
- RENWA staff will be on leave for the usual Council shut down over Christmas. Available for contact if necessary.

Recommendation

That the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES8) be received and noted.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Hutcheon that the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES8) be received and noted. 247/12/2022

ES9) CLASS 2 PBS LEVEL 2B 30M TRUCK & DOG REQUEST (R.09-05, SC339)

- Council is in receipt of a request from Graincorp for the addition of Mirrool Street, Mullins Street and Railway Street to the PBS 2B 30m Truck & Dog Network.
Attachment No: 12

In May 2022, Council approved PBS Level 1 20m Truck & Dog for all Council roads and PBS level 2a 26 Truck & Dog for all Regional Roads in addition to 30m A-Double Road Train pre-approved for the above requested route.

The 30m A-Double field trial proved the route is suitable, the proposed vehicle of PBS 2B 30m Truck & Dog has a sweeping path no worse than existing approved operation and poses no issue.

Recommendation

That the streets of Mirrool Street (Burley Griffin Way to Mullins Street), Mullins Street (Mirrool Street to Graincorp/Emerald Grain boundary) and Railway Street (Mullins Street to Graincorp silos) be approved for PBS Level 23 30m Truck & Dog.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr White that the streets of Mirrool Street (Burley Griffin Way to Mullins Street), Mullins Street (Mirrool Street to Graincorp/Emerald Grain boundary) and Railway Street (Mullins Street to Graincorp silos) be approved for PBS Level 23 30m Truck & Dog.. 248/12/2022

ES10) COWABBIE STREET – SPEEDING AND TRAFFIC MANAGEMENT (R.09-03, SC337)

Council has received several concerns raised by residents about the speed of vehicles in Cowabbie Street and the safety of people crossing the road.

This issue was provided to Council for consideration last year regarding speeding and harvest trucks. At the time of the main street upgrade the reasons for the current design were provided and approved.

A summary of the issues is presented below:

1) SPEED

- Cowabbie Street is a sign posted 50kph zone, is considered appropriate for the area and the main concern is motorists not driving to the correct speeds.

Speed varies between heading south (downhill) and north (uphill after roundabout and rail crossing) and seems to be very specific to the area at the top of the rise at Loughnan Street. This is driver behavior and the first point of rectification is through policing.

- *Police have been advised of the issues and have increased patrols.*
- The real concern about this issue is that to be speeding at the top of Loughnan Street (adjacent to the Up-to-Date Store), any vehicle has been speeding for approximately 1km past and through residential areas. This has similar concerns for the safety of those residents.
- Council has previously provided electronic speed boards that indicates current speed and expressing people to slow down if they are exceeding the limit. This made a quantifiable difference to traffic speed within the main street when last used.
 - *Council will commence the process of investigating purchase and installing them back in place.*

2) TRAFFIC MANAGEMENT

- Cowabbie Street is an operational route for productivity and a retail strip - What this means is that it is not a sole retail strip (Eg: Wagga, Cootamundra etc). So we have to be really careful with slowing traffic to a crawl or frequently stopping. This will re-direct trucks into a residential street and this is unwanted as it creates issues of safety, road damage, turning templates at intersections, infrastructure upgrades, noise etc.

This issue is because we currently don't have a second option to travel north/south in Coolamon. You must go over the rail crossing. Getting a second crossing has already been broached with Transport for NSW but the solution is a costly and long process. This option needs to be justified in terms of traffic numbers and road and rail safety.

- The issue of right of way of pedestrians verses traffic, has implications as well. A pedestrian crossing stops traffic as people use them whilst blisters or refuges shorten the distance between traffic exposure, but still put the onus on the pedestrian to manage their safety. Stopping traffic at a pedestrian crossing heading north along Cowabbie Street has implications as a hill start is required with potentially full loaded trucks. This damages road infrastructure and increases noise, fumes, and frustration from drivers.

- Pedestrian crossings have to be justifiable from the traffic numbers point of view. Any crossing located in Cowabbie Street would require Transport for NSW approval. The current numbers of both vehicle and people could not justify a pedestrian crossing being placed in Cowabbie Street.
- The central placement of a pedestrian crossing would require the removal of approximately 14 car parking spaces in the main street out of the current 100. This is close to a 15% reduction in current carparking and Council already receive feedback that the existing numbers are not adequate enough.

Recommendation

- 1) That Council advise the local Police of the speeding concerns; and
- 2) That Council investigate a speed board panel.

RESOLVED on the motion of Clr Crocker and seconded by Clr White: 249/12/2022

- 1) **That Council advise the local Police of the speeding concerns; and**
- 2) **That Council investigate a speed board panel.**

5.4 EXECUTIVE MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES' REPORTS

HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 30TH NOVEMBER, 2022 (B.05-03, SC58)

Summary

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

Application Number	Type	Address	Determination	Value
ADA 2018/58.2	Modification of Shed Size	7 Wise Street, Marrar	Approved	\$19,800.00
ADA 2021/47.3	Various Amendments to approved Development Application for Alterations and Additions to Coolamon Hotel	39 Wade Street, Coolamon	Approved	\$2,000,000.00
DA 2022/86	Construction of Shed	108 Methul Street North, Coolamon	Approved	\$33,000.00
DA 2022/94	New Storage Silo	20 Kamarah Tank Road, Ardlethan	Approved	\$1,000,000.00
DA 2022/96	Proposed Carport & Shed Extension	83 Rannock Road, Coolamon	Approved	\$19,000.00
DA 2022/98	New Single Dwelling & Attached Garage	55 Moses Road, Coolamon	Approved	\$799,000.00
DA 2022/100	Construction of new outdoor entertainment area	64 Lewis Street North, Coolamon	Approved	\$15,000.00
CDC 2022/20	New Single Dwelling & Attached Garage	17 Kindra Crescent, Coolamon	Approved	\$536,000.00
TOTAL: 8			8	\$4,421,800.00

Financial Implications

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

Consultation

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

Recommendation

That Council receive and note this report on development activity for the period up to 30th November, 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 30th November, 2022. 250/12/2022

HS2) COOLAMON SHIRE COUNCIL CONFLICT OF INTEREST POLICY – FOR COUNCIL RELATED DEVELOPMENT (P.12-01, SC316; P.03-01, SC297)

Summary

This report presents the Coolamon Shire Council Conflict of Interest Policy – for Council Related Development to Council with a recommendation for the adoption of the policy.

Background

The draft policy was presented to the September, Ordinary Business Meeting of Council where it was resolved:

- 1) *That Council note the report on the Coolamon Shire Council Conflict of Interest Policy – for Council Related Development; and*
- 2) *That Council endorse the public exhibition of the Policy for a period of 28 days.*

As a result of the abovementioned resolution, the draft policy was placed on public exhibition.

Aims of the Policy

This policy aims to manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development.

Financial Implications

There are no adverse financial implications resulting from the creation of this policy.

Consultation

Internal consultation has occurred with relevant staff members.

The Draft policy was publicly exhibited for a period of 28 days from the 16th September to the 18th November 2022.

No submissions were received in relation to the draft policy.

Attachments

- Coolamon Shire Council Conflict of Interest Policy – for Council Related Development. Attachment No: 13

Recommendation

- 1) That Council note the report on the adoption of Coolamon Shire Council Conflict of Interest Policy – for Council Related Development; and
- 2) That Council endorse the adoption of the policy.

RESOLVED on the motion of Clr White and seconded by Clr Crocker: 251/12/2022

- 1) **That Council note the report on the adoption of Coolamon Shire Council Conflict of Interest Policy – for Council Related Development; and**
- 2) **That Council endorse the adoption of the policy.**

HS3) COOLAMON LANDFILL TRANSFER STATION (G.01-04, SC193, SC1205)

Summary

This report provides information and a status update to Council on the proposed Transfer Station required at the Coolamon Landfill Facility.

Background

Coolamon Shire Council operates four (4) land fill sites, as identified in table 1 below:

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH DECEMBER 2022.

Location	Days	Time	Waste Streams
Ardlethan Landfill Newell Highway, Ardlethan	Tuesday Thursday and Saturday	12.45 pm – 4.15 pm 1.15 pm – 4.15 pm 8.45 am – 11.15 am	<ul style="list-style-type: none"> ▪ Residual waste ▪ Green waste ▪ Timber ▪ DrumMUSTER ▪ Recycling ▪ Oil ▪ Steel
Coolamon Landfill Dyces Lane, Coolamon	Tuesday Wednesday Friday and Saturday	7.00 am – 11.00 am 1.30 pm – 5.00 pm 8.00 am – 12.30 pm 1.00 pm – 5.00 pm	<ul style="list-style-type: none"> ▪ Residual waste ▪ Green waste ▪ Timber ▪ DrumMUSTER ▪ Recycling ▪ Oil ▪ Steel ▪ Batteries ▪ E-waste ▪ Paint ▪ Gas bottles ▪ Fire extinguishers
Ganmain Landfill Grave Street, Ganmain	Wednesday Thursday Friday Saturday	1.45 pm – 4.45 pm 8.15 am – 11.15 am 1.45 pm – 4.45 pm 8.15 am – 11.15 am	<ul style="list-style-type: none"> ▪ Residual waste ▪ Green waste ▪ Timber ▪ Recycling ▪ Steel
Marrar Landfill Easticks Lane, Marrar	Wednesday Friday Saturday	8.15 am – 12.15 pm 1.45 pm – 4.45 pm 12.45 pm – 4.45 pm	<ul style="list-style-type: none"> ▪ Residual waste ▪ Green waste ▪ Timber ▪ Recycling ▪ Steel

Table 1: Coolamon LGA Landfill Infrastructure

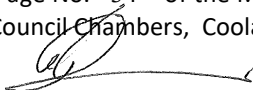
A report was presented to the October 2021, Ordinary Council Business Meeting detailing the lifespan of the Coolamon Landfill facility.

The Council resolved at the meeting:

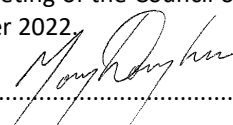
- 1) *That Council note the Report titled ‘Coolamon Landfill Life Span Status Report’; and*
- 2) *That “Option Three – Create a Transfer Station” be explored as preferred option for the future operation of the Coolamon Landfill Site; and*
- 3) *That staff present a report at a future Council meeting detailing the current EPA 20 year Waste Strategy.*

As a result of the October Council Meeting, Council staff have undertaken the following actions:

- Shaped and finalised plans and specifications for a Transfer Station; and
- Obtained a quotation and engaged a contractor to create the Transfer Station.



..... MAYOR.....



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

Landfill Lifespan

The Coolamon landfill site is nearing the end of lifespan with approximately 6 months left in the current underground landfill disposal cell.

There is no additional area remaining at the site for any further underground cells, although it should be acknowledged that there is potential to stockpile waste and cover above ground.

Transfer Station

The design and implementation of a Transfer Station at the Coolamon Landfill provides an opportunity for Coolamon Shire Council to rationalise existing landfill operations and continue to offer a facility for residents by introducing an alternative arrangement to the current landfill operations employed in the LGA.

The final design for a Transfer Station, is attached to this report, is based on the NSW EPA's Handbook for Design and Operation of Rural and Regional Transfer Stations.

At present, there are no Transfer Stations in the LGA, however, all of Council's landfill sites provide for areas for the stockpile and storage of metals, green waste, and batteries while the landfill site at Coolamon also offers resource recovery for tyres, C&D waste, gas bottles, motor oils, paint, e-waste, plastic drums, glass, and comingled waste.

The benefits of a transfer station include:

- Ensuring that there is a waste facility still available for the residents of Coolamon;
- Addresses the issue of there being no land area available for the creation of below ground trenches for general waste;
- Potential to reduce waste management costs to Council; and
- Improve existing LGA waste infrastructure.

A proposed Transfer Station at the Coolamon site would include:

- Continuation of the use of the Community Recycling Centre
- Internal road works
- Stormwater works
- Creation of transfer station waste stream disposal bunkers
- Hiring of suitably sized skip bins
- Skip bins would be collected by an external contractor and disposed of at an alternate landfill site within the Shire.

The operation of a Transfer Station at the Coolamon Landfill site, would result in the onsite storage of general household waste and recycling waste streams being deposited by members of the community into skip bins. The general waste would be collected and transferred by Council staff to the Marrar Landfill Facility for landfilling. Recycling waste streams deposited at the transfer station would continue to be transferred to an authorised recycling centre for processing. It is proposed that an access charge be implemented at the gate for all persons who seek to deposit general waste streams at any proposed Coolamon Transfer Station.

Whilst a service charged will be imposed on residents for use of the Transfer Station, it should be noted that residents will still have the opportunity to use, free of charges (for applicable waste streams), both Ganmain and Marrar Landfills which are located approximately 10 minutes from Coolamon.

Financial Implications

Council has obtained a quotation from D and L McCallum for the civil works associated with the creation of the Transfer Station as per attached plans for \$161,354.51.

The quotation from D and L McCallum has been accepted and works will commence in mid to late February 2023.

Council has obtained a quotation from Smallmon Bros for the rental and collection of 35m³ skip bins at the following pricing schedule:

- Hook bin service fee - \$550.00
- Additional hook bin services completed in the same trip - \$260.00 (second bin)
- Bin rental - \$50.00/week

Council has considered the purchase of skip bins, but at prices ranging from \$38,000.00 - \$50,000.00 combined with the fact that the bins are subject to corrosion, staff are of the view that currently this option is not economically viable. Staff will monitor and review this position to ensure the most cost effective method is chosen.

In order to ensure that the creation of a transfer station and provision of a facility is available for residents of the Coolamon community, a waste disposal fee for use of the transfer station is required to be charged. The disposal charge for domestic waste for residents who elect to use the Transfer Station is proposed at \$30.00 per m³ or less.

The proposed disposal charge will be required to be added to the Councils Schedule of Fees and Charges.

It is anticipated that the transfer station will become operational in March 2023.

Consultation

Internal consultation has occurred with relevant staff.

Consultation will be required to be undertaken with the community in relation to the creation of a Transfer Station. Consultation will be under taken via the Councils Resident Newsletter, Facebook and on Council's Website.

Attachments

→ Coolamon Transfer Station Plan. Attachment No: 14

Recommendation

- 1) That Council note the Report titled 'Coolamon Landfill Transfer Station'; and
- 2) That Council endorse the proposed Waste Disposal Charge for Domestic Waste at the Transfer Station for use by residents who elect to use the Transfer Station facility at Coolamon in lieu of the Ganmain and Marrar Landfills.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Lewis: 252/12/2022

- 1) That Council note the Report titled 'Coolamon Landfill Transfer Station'; and**
- 2) That Council endorse the proposed Waste Disposal Charge for Domestic Waste at the Transfer Station for use by residents who elect to use the Transfer Station facility at Coolamon in lieu of the Ganmain and Marrar Landfills.**
- 3) That Council investigate and include a price for a 240/140 litre bin being disposed of at the Transfer Station.**

**HS4) ADOPTION OF THE COOLAMON SHIRE COUNCIL DRAFT TRADE WASTE
POLICY (P.12-01, SC316; S.03-06, SC1125)**

Summary

This report presents the Draft Coolamon Shire Trade Waste Policy to Council for endorsement and adoption.

Background

The Coolamon Shire Council Trade Waste Policy was presented to the Ordinary Council Business Meeting that was held on the 15th September 2022 where it was resolved:

'That Council note the report on the Draft Coolamon Shire Trade Waste Policy and endorse the public exhibition of the Plan for a period of 28 days'.

As a result of the abovementioned resolution, the draft policy was placed on public exhibition.

Objectives

The objectives of this policy are:

- to protect public health;
- to protect the health and safety of Council employees;
- to protect the environment from the discharge of waste that may have a detrimental effect;
- to protect Council assets from damage;
- to assist Council to meet its statutory obligations;
- to provide an environmentally responsible liquid trade waste service to the non-residential sector;
- to encourage waste minimisation and cleaner production in the commercial and industrial sectors;
- to promote water conservation, water recycling and biosolids reuse;
- to ensure compliance of liquid trade waste dischargers with Council's approved conditions;
- to provide operational data on the volume and composition of industrial and commercial effluent to assist in the operation of the sewerage system and the design of augmentations or new sewerage systems;
- to ensure commercial provision of services and full cost recovery through appropriate sewerage and liquid trade waste fees and charges.

Policy Scope

This policy comprises three parts:

- Part 1 specifies the circumstances in which a person is exempt from the necessity to apply for an approval to discharge liquid trade waste to Council's sewerage system;
- Part 2 specifies the criteria which Council will take into consideration in determining whether to give or refuse a liquid trade waste approval;
- Part 3 specifies the framework for regulation of liquid trade waste, including the NSW Framework for Regulation of Sewerage and Trade Waste, alignment with the National Framework for Wastewater Source Management, application procedures, liquid trade waste discharge categories, liquid trade waste services agreements, monitoring of liquid trade waste discharges, liquid trade waste fees and charges, modification or revocation of approvals, prevention of waste of water and contaminated stormwater discharges from open areas.

Implementation

There is a considerable amount of work that will be required by Council staff to implement the provisions of the proposed policy and as such it is suggested that the policy be implemented over 2 phases:

- Phase 1:** Upon adoption of the policy, all new developments would be immediately subject to the policy provisions and charging regime.
- Phase 2:** Existing Businesses would be phased into Policy compliance. The phasing in of such existing businesses would need to be informed by inspections and identification of Discharge Volumes, consideration of Sewer and Liquid Trade Waste Discharge factors. There is no accurate timeframe that can be suggested at this stage for phase 2 implementation.

Financial Implications

There are no adverse financial implications resulting from the development and subsequent implementation of the policy. Any financial implications would be considered positive, as by implementing a policy framework that encourages a user pay system for the increased use of the sewerage system that eligible businesses have on the sewer.

The draft policy identifies some preliminary charges that have been based on industry standard. The fee structure will need to be further considered by Council when it considers the 2023/24 Fees and Charges.

Consultation

Internal consultation has occurred with relevant staff members.

The Draft policy was publicly exhibited for a period of 28 days from the 16th September to the 18th November 2022.

No submissions were received in response the public exhibition of the policy.

Attachments

➔ Draft Coolamon Shire Trade Waste Policy. Attachment No: 15

Recommendation

That Council note the report on the Draft Coolamon Shire Trade Waste Policy and endorse the adoption of the policy.

RESOLVED on the motion of Clr White and seconded by Clr Perkin that Council note the report on the Draft Coolamon Shire Trade Waste Policy and endorse the adoption of the policy. 253/12/2022

HS5) PLANNING PROPOSALS FOR REZONING - JERRICKS LANE AND CAMPBELLS LANE COOLAMON (P.03-01, SC297)

Clr Hutcheon declared a pecuniary interest and left the meeting at 4.20pm.

Summary

Council has received two (2) individual planning proposals, requesting the rezoning of land within the Coolamon Local Government Area.

This report requests that Council resolve to support the planning proposals to rezone the subject areas of land and request Gateway Determination from the NSW Minister for Planning.

Background

Council is in receipt of two (2) individual planning proposals requesting the rezoning of land within the Coolamon Local Government Area.

1) Planning Proposal Number 1 - Jerricks Lane:

This Planning Proposal is submitted to Coolamon Shire Council to request an amendment to the Coolamon Local Environmental Plan 2011 (CLEP) to rezone Lot 47, DP 1252259 Jerricks Lane, Coolamon, from RU1 (Primary Production) to R5 (Large Lot Residential) with a 2 Ha minimum lot size.

The subject site is known as 1 Jerricks Lane, Coolamon and is legally described as Lot 47, DP 1252259. The site of the proposed rezoning is approximately 65.2 Ha in area and has direct road frontage Dycles Lane and will have access from Nestrom Drive (new road being constructed under an approved subdivision).

The primary objective and intended outcome of the Planning Proposal is to enable subject land to be developed for large lot residential purposes. This can be achieved by amending the CLEP 2011 to change the zoning and minimum lot size control applying to the land.

2) Planning Proposal Number 2 - Campbells Lane:

This Planning Proposal has been prepared for the rezoning of 93 Campbells Lane Coolamon. The subject site is legally registered as Lot 21, DP 1224134 and has an area of approximately 67 ha.

The subject site is in the RU1 Zone (Primary Production) and is surrounded by Bartletts Lane to the north, Campbells Lane to the east, Davies Drive to the west and residential lots in RU4 (Primary production small lots) to the south.

The primary objective and intended outcome of the Planning Proposal is to enable subject land to be developed for large lot residential purposes. This can be achieved by amending the CLEP 2011 to change the zoning and minimum lot size control applying to the land.

Considerations

There are a number of issues relating to these proposals which are reflected in the extent of the areas being recommended for rezoning in the attached formal Planning Proposals. They are:

- Aboriginal Cultural Heritage
- Biodiversity
- Bushfire
- Flood and Drainage Impacts
- Land Contamination
- Servicing
- Strategic Merit

Both Planning proposals are accompanied by detailed specialist consultant reports that satisfactorily address the considerations identified above.

Both Planning Proposals are consistent with the recently approved Coolamon Shire Settlement Strategy 2040.

The Settlement Strategy identifies both sites, as sites that are suitable for rezoning from RU1 Primary Production to RU4 Primary Production Small Lot with a minimum lot size of 2 Ha.

It is noted that advice from the Department of Planning in respect of land identified in the settlement strategy for rezoning, from RU1 Primary Production to RU4 Primary Production Small Lots, that the Department seeks for Council to consider zoning the land identified as being rezoned as RU4 Primary Production Small Lot as being rezoned to R5 Large Lot Residential.

The staging plan attached to the Settlement Strategy identifies that both sites could be considered for rezoning between 2022 and 2025.

Planning Proposals

The elements of the attached Planning Proposals (Attachment 1 and 2) are described below:

1) JERRICKS LANE PLANNING PROPOSAL

The Planning Proposal will require an amendment to the CLEP 2011 maps and inclusion of an R5 Large Lot Residential Land Use Table.

The following actions are required to facilitate this planning proposal:

- a) Amendment to Land Zoning Maps – Land Zoning Map - Sheet LZN_003E and Land Zoning Map - Sheet LZN_003G from RU1 Primary Production to R5 Large Lot Residential.

- b) Amendment to Lot Size Map - Sheet LSZ_003E and Lot Size Map - Sheet LSZ_003G - Amend lot size restriction applying to Lot 47, DP 1252259 from 200 Ha to 2 Ha.
- c) Inclusion of an R5 Large Lot Residential Land Use Table into the CLEP 2011.
- d) Amendment to Clause 4.2B 'Erection of dwelling houses in certain rural zones' of the CLEP 2011, to include the R5 Zone in Clause 4.2b (2) to include R5 Large Lot Residential as land to which this clause applies.

The proposed change in land use zoning to R5 Large Lot Residential is considered the most appropriate and logical land use zone in respect of the site context and character of the area.

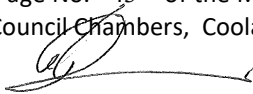
The R5 Large Lot Residential Zone would allow for more consistent and compatible development given the lot is isolated and whilst adjoined by RU4 Primary Production zoned land, such land is predominately being used for large lot residential land use purposes, confirmed by a land use survey. It is considered that the R5 Large Lot Residential Zone objectives and land use table is more consistent with the property characteristics and adjoining land uses when compared to its current zoning of RU1 Primary Production.

Although the request is for the amendment to the zoning of the land, other mapping amendments would also be required to be amended to be consistent with the adjoining development provisions and to control bulk and scale.

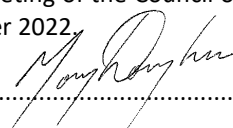
The Lot Size map requires amendment. Currently there is a minimum lot size applying to the land of 200 Ha and the amendment proposes to introduce a Lot Size control of 2 Ha. The 2 Ha is consistent with the lot size of RU4 zoned land adjoining the site to the north and west. The 2 Ha proposed will ensure Large Lot Residential land uses and ancillary dwelling houses can be accommodated on any future allotments created.

The minimum lot size of 2 Ha is therefore justified having regard to the following:

- the total site area of Lot 47 will be 65.2 Ha (after registration of current subdivision) and is inconsistent with lot sizes adjoining to the north and east;
- the 2 Ha is proposed as it reflects the lot sizes that adjoin the site to the north and east;
- the site demonstrates merit to proceed to development for the purposes of large lot residential lots.



..... MAYOR.....



.....GENERAL MANAGER.

The Coolamon Local Environmental Plan 2011 (CLEP 2011) does not currently contain an R5 Large Lot Residential Zone. The CLEP 2011 would be required to be amended to include a land use table.

As a result of there being no R5 Large Lot Residential Zone in the CLEP, an amendment to Clause 4.2B 'Erection of dwelling houses in certain rural zones' of the CLEP 2011, to include the R5 Zone in Clause 4.2b (2) to include R5 Large Lot Residential as land to which this clause applies would be required. It is presumed that Council will require the clause to be amended to include R5 Zoned land. The clause would be amended to provide for: 'Erection of dwelling houses and dual occupancies on land in certain residential and rural zones'.

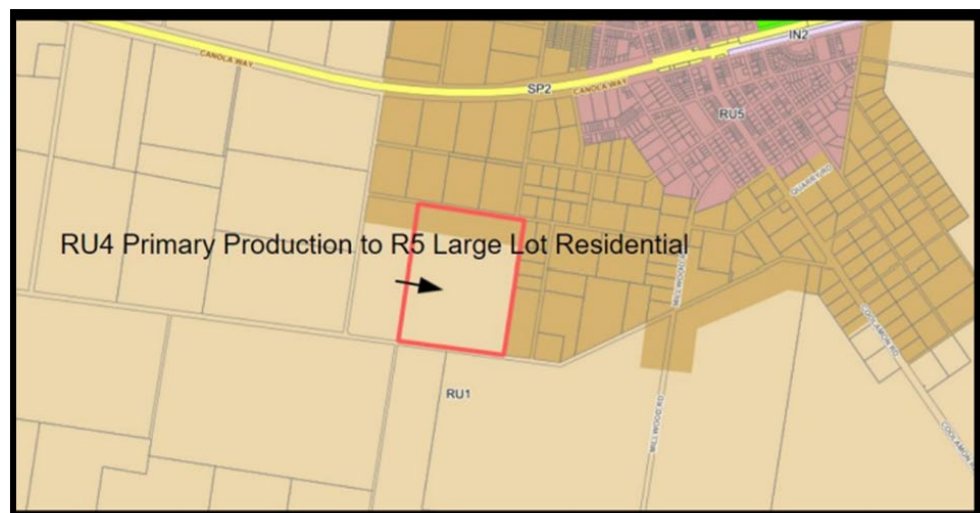


Figure 1: Proposed Rezoning of Jerricks Lane from RU1 Primary Production to R5 Large Lot Residential

2) CAMPBELLS LANE PLANNING PROPOSAL

The Planning Proposal will also require an amendment to the CLEP 2011 maps and inclusion of an R5 Large Lot Residential Land Use Table.

The following actions are required to facilitate this planning proposal:

- a) Amendment to Land Zoning Maps – Land Zoning Map - Sheet LZN_003F from RU1 Primary Production to R5 Large Lot Residential.
- b) Amendment to Lot Size Map - Lot Size Map - Sheet LSZ_003F, Amend lot size restriction applying to Lot 21, DP 1224134 from 200 Ha to 2 Ha.
- c) Inclusion of an R5 Large Lot Residential Land Use Table into the CLEP 2011.

- d) Amendment to Clause 4.2B 'Erection of dwelling houses in certain rural zones' of the CLEP 2011, to include the R5 Zone in Clause 4.2b (2) to include R5 Large Lot Residential as land to which this clause applies.

The proposed change in land use zoning to R5 Large Lot Residential is considered the most appropriate and logical land use zone in respect of the site context and character of the area.

It is considered that the R5 Large Lot Residential Zone objectives and land use table is more consistent with the property characteristics and adjoining land uses when compared to its current zoning of RU1 Primary Production.

Although the request is for the amendment to the zoning of the land, other mapping amendments would also be required to be amended to be consistent with the adjoining development provisions and to control bulk and scale.

The Lot Size map requires amendment. Currently there is a minimum lot size applying to the land of 200 Ha and the amendment proposes to introduce a Lot Size control of 2 Ha. The 2 Ha is consistent with the lot size of RU4 zoned land adjoining the site to the north and west. The 2 Ha proposed will ensure large lot residential land uses and ancillary dwelling houses can be accommodated on any future allotments created.

The minimum lot size of 2 Ha is therefore justified having regard to the following:

- the 2 Ha is proposed as it reflects the lot sizes that adjoin the site to the north and east;
- the site demonstrates merit to proceed to development for the purposes of large lot residential lots.

The Coolamon Local Environmental Plan 2011 (CLEP 2011) does not currently contain an R5 Large Lot Residential Zone. The CLEP 2011 would be required to be amended to include a land use table.

As a result of there being no R5 Large Lot Residential Zone in the CLEP, an amendment to Clause 4.2B 'Erection of dwelling houses in certain rural zones' of the CLEP 2011, to include the R5 Zone in Clause 4.2b (2) to include R5 Large Lot Residential as land to which this clause applies would be required. It is presumed that Council will require the clause to be amended to include R5 Zoned land. The clause would be amended to provide for: 'Erection of dwelling houses and dual occupancies on land in certain residential and rural zones'.



Figure 2: Proposed Rezoning of Campbells Lane from RU1 Primary Production to R5 Large Lot Residential

Next Steps

Following endorsement by Council, the Planning Proposal will be forwarded to the Department of Planning, Infrastructure and Environment seeking a Gateway determination to proceed with the amendment. The Gateway decision will set out requirements for any additional investigations, consultations and the timing of any required changes to the CLEP 2011.

Consultation

There has been no public consultation on these proposed changes as yet.

With Council approval, there will be a formal public exhibition period if the planning proposal proceeds past the Department of Planning's Gateway process.

Conclusion

The proposed amendments to CLEP 2011 detailed in this report are considered to be of a routine nature.

The proposed rezoning, amendments to minimum lot size and inclusion of an R5 Large Lot Residential Zone land use table are considered to be consistent with the Coolamon Settlement Strategy, and promote a wider array of land use activities with the potential to garner positive social and economic benefits to the local government area.

➔ Attachments

- 1) Jerricks Lane – Scoping Report and Draft Planning Proposal.
Attachment No: 16.1

- 2) Campbells Lane – Scoping Report and Draft Planning Proposal.
Attachment No: 16.2

Recommendation

- 1) That Council receive and note the report.
- 2) That Council forward the group planning proposal to the Department of Planning and Environment under section 3.34, requesting that the Minister issue a “gateway determination” that will allow the planning proposals to proceed.
- 3) That, subject to the response from the Department of Planning and Environment, public consultation be undertaken.

RESOLVED on the motion of Clr Perkin and seconded by Clr Crocker: 254/12/2022

- 1) That Council receive and note the report.
- 2) That Council forward the group planning proposal to the Department of Planning and Environment under section 3.34, requesting that the Minister issue a “gateway determination” that will allow the planning proposals to proceed.
- 3) That, subject to the response from the Department of Planning and Environment, public consultation be undertaken.

The Mayor called for a division

Those voting in favour of the motion: All those present

Those voting against the motion: Nil

Clr Hutcheon returned to the meeting at 4.23pm.

↑ **ADJOURNMENT**

RESOLVED on the motion of Clr White 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. 255/12/2022

Council adjourned at 4.24pm into Committee of a Whole and reconvened at 5.06pm.

**6) RECOMMENDATIONS OF A COMMITTEE OF A WHOLE MEETING HELD
15TH DECEMBER 2022.**

RESOLVED on the motion of Clr White and seconded by Clr Crocker that the Recommendations of a Committee of a Whole Meeting held 15th December 2022 be received and adopted. 256/12/2022

**7) MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE
MEETING HELD 9TH NOVEMBER 2022.**

RESOLVED on the motion of Clr McKinnon and seconded by Clr White that the Minutes of the Audit, Risk & Improvement Committee Meeting held 9th November 2022 be noted and endorsed. 257/12/2022

8) REPORTS: DELEGATES/MAYOR/COUNCILLORS

- Clr McCann reported:
 - Attendance at the Country Mayors Association Meeting.
 - Coolamon/Junee Community Safety Precinct Committee Meeting.
 - MPS Meeting
 - LEMC Meeting
 - Federal Minister Meeting for Aged Care
 - Thank you to Councillors and staff for a good and productive year and wishes everyone a happy Christmas.

- Clr White reported:
 - Goldenfields Water – use the App.

- Clr McKinnon reported:
 - Matong Football oval – water pipe damaged by power installation.
 - Christmas in the Park.

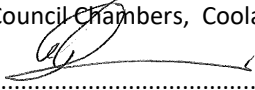

- Clr Hatty reported:
 - School students met with Jacqui Collins.
 - Ganmain Pool 50 years old.

- Clr McKinnon reported:
 - Curtis Lane – Water logged.

Meeting Closed at 5.16pm.

Confirmed and signed during the Meeting held this 16th day of February 2023.

.....
MAYOR

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

ATTACHMENTS FOR THE MEETING HELD 15TH DECEMBER, 2022

ITEMS DISTRIBUTED WITH THE AGENDA

- 1) Activity Reports:
 - 1) Operating Statistics of the Coolamon Shire Library for November 2022.
 - 2) Community Development Officer's Report for November 2022.
 - 3) Tourism and Business Development Officer's Report for November 2022.
 - 4) Road Safety Officer's Report for November 2022.
 - 5) Allawah Community Care Report for November 2022.Refer Correspondence Item (1a).
- 2) Information Papers:
 - 1) A copy of the Minutes of the General Meeting of the Country Mayors Association of New South Wales held 18th November 2022.
 - 2) A copy of the Minutes of the AGM of the Country Mayors Association of New South Wales held 18th November 2022.
 - 3) Minutes of the Advance Ganmain Committee Meeting held 7th December 2022.Refer Correspondence Item (2a).
- 3) Correspondence from The Hon Brad Hazzard MP regarding the Coolamon Ganmain Multipurpose Service.
Refer Correspondence Item (1b), [File No. H.03-04].
- 4) Correspondence from Local Government NSW regarding Rural Fire Service Assets.
Refer Correspondence Item (2b), [File No. F.03-11].
- 5) Correspondence regarding Public Library Funding
Refer General Manager's Report (GM1), [File No. L.03-03].
- 6) Correspondence from RFS regarding the 2022-23 Allocation for the NSW Rural Fire Fighting Fund.
Refer General Manager's Report (GM2), [File No. F.03-11].
- 7) A copy of the Biography of Council's Australia Day Ambassador, Terrence O'Connell.
Refer General Manager's Report (GM3), [File No. A.13-17].
- 8) Correspondence regarding the report on the Model Code of Meeting Practice.
Refer General Manager's Report (GM5), [File No. C.14-01].
- 9) Correspondence regarding the report on the September 2024 Ordinary Elections.
Refer General Manager's Report (GM6), [File No. E.01-09].
- 10) A copy of the 2022-2026 Delivery Program.
Refer Executive Manager, Corporate & Community Services' Report (CS2, [File No. S.11-06].

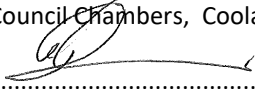

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH DECEMBER 2022.

- 11) A copy of the Policies in relation to the Policy Review Report.
Refer Executive Manager, Corporate & Community Services' Report (CS5, [File No. P.12-01].
- 12) Correspondence from Graincorp regarding Vlsdd 2 PBS Level 2B 30M Truck & Dog Request.
Refer Executive Manager, Engineering & Technical Services' Report (ES9, [File No. R.09-05].
- 13) A copy of the Conflict of Interest Policy – For Council Related Development.
Refer Executive Manager, Development & Environmental Services' Report (HS2, [File No. P.12-01, P.03-01].
- 14) A copy of the Coolamon Landfill Transfer Station Plan.
Refer Executive Manager, Development & Environmental Services' Report (HS3, [File No. G.01-04].
- 15) A copy of the Coolamon Shire Council Draft Trade Waste Policy.
Refer Executive Manager, Development & Environmental Services' Report (HS4, [File No. P.12-01, S.03-06].
- 16) Correspondence regarding the report on Planning Proposals for Rezoning - Jerricks Lane and Campbells Lane Coolamon.
Refer Executive Manager, Development & Environmental Services' Report (HS5, [File No. P.03-01].
- 17) Correspondence from The Hon Steph Cooke MP regarding the Coolamon Ganmain Multipurpose Service.
Refer Correspondence Item (3b), [File No. H.03-04].

ITEMS TABLED AT THE MEETING

- 1) A copy of Council's Annual Report for 2021-2022.

APPENDIX 1 – Adopted Model Code of Meeting Practice

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



MODEL CODE OF MEETING PRACTICE

2022

Adopted: Council Meeting held 15 December 2022 (Minute No. 238/12/2022)

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1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

This Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary council meetings

3.1 *Clause left blank.*

3.2 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

- 3.3 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.3 reflects section 366 of the Act.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **five (5)** business days before the meeting is to be held.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 *Clause left blank.*

Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.

- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.21 reflects section 9(2A)(a) of the Act.

- 3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

- 3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

- 3.24 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.24 reflects section 9(2) and (4) of the Act.

- 3.25 Clause 3.24 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.25 reflects section 9(2A)(b) of the Act.

- 3.26 For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.26 reflects section 9(3) of the Act.

- 3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

Note: Clause 3.27 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.28 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.29 Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.
- 3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.33 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.34 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.35 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.

- 3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.38 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

4 DEPUTATIONS TO COUNCIL

- 4.1 The council may receive a deputation prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Deputations may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 *Clause left blank.*
- 4.3 Any deputation is to be chaired by the mayor or their nominee. Deputations are specific to identified issues and are not an open invite to discuss matters of general interest to individuals or groups. Deputations can be invited or by application.
- 4.4 To speak to council, a person must first make an application to the council in the approved form. Applications to speak at the meeting must be received **five (5) business days** before the date on which the council meeting is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 *Clause left blank.*
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a council meeting unless they identify their status as a legal representative when applying to speak.
- 4.7 The general manager or their delegate may refuse an application to speak at a council meeting. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than **two (2)** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on

- whom to nominate to address the council, the general manager or their delegate is to determine who will address the council.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
 - 4.11 Approved speakers at the meeting are to register with the council any written, visual or audio material to be presented in support of their address to the council at the meeting, and to identify any equipment needs no more than **three (3)** days before the meeting. The general manager or their delegate may refuse to allow such material to be presented.
 - 4.12 The general manager or their delegate is to determine the order of speakers.
 - 4.13 Each speaker will be allowed **three (3)** minutes to address the council. This time is to be strictly enforced by the chairperson.
 - 4.14 Speakers at meetings must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
 - 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address to the meeting. Questions put to a speaker must be direct, succinct and without argument.
 - 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **two (2)** minutes.
 - 4.17 Speakers cannot ask questions of the council, councillors, or council staff.
 - 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **three (3)** minutes in response to an address to the council at after the address and any subsequent questions and answers have been finalised.
 - 4.19 Where an address made as a result of a deputation raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
 - 4.20 When addressing the council, speakers must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

- 4.21 If the chairperson considers that a speaker has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at council meetings in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at council meetings for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made and how the conflict of interest was managed by the councillor who made the declaration.

Note: Deputations should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a deputation is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

5 COMING TOGETHER

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.
- 5.3 *Clause left blank.*
- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from

making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

- 5.5 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.7 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.7 reflects section 234(1)(d) of the Act.

- 5.8 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.

- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

- 5.16 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.
- Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

Attendance by councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.
- 5.22 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.25 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.26 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.27 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more

previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

- 5.28 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.29 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.30 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

- 5.31 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.31 reflects section 10(1) of the Act.

- 5.32 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.33 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.33 reflects section 10(2) of the Act.

Note: If adopted, clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

- 5.34 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.35 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.36 The recording of a meeting is to be made publicly available on the council's website:
- (a) at the same time as the meeting is taking place, or
 - (b) as soon as practicable after the meeting.
- 5.37 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.38 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.34 – 5.38 reflect section 236 of the Regulation.

- 5.39 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 5.40 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.40 reflects section 376(1) of the Act.

- 5.41 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.41 reflects section 376(2) of the Act.

- 5.42 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.42 reflects section 376(3) of the Act.

- 5.43 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

- 5.44 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

6 THE CHAIRPERSON

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 A member shall on all occasions when in the Council, address and speak of the other members by their official designation, as Mayor, Chairperson or Councillor, as the case may be.

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 *Clause left blank.*
- 8.2 For all Ordinary Meetings of Council, except the meeting held in September for the election of mayor, the general order of business shall be:
- 1) Apologies
 - 2) Declarations Interest
Mayoral Minute (if required)
 - 3)
 - a) Confirmation of Minutes
 - b) Matters Arising out of Minutes
 - 4) Correspondence
 - a) Agenda A (Information Only)
 - b) Agenda B
 - 5) General Manager's Report
 - 5.1) Executive Manager, Corporate & Community Services
 - 5.2) Executive Manager, Engineering & Technical Services
 - 5.3) Executive Manager, Planning & Environmental Services
 - 6) Recommendations of Committee of a Whole Meeting
 - 7) Reports: Delegates/Mayor/Councillors
- 8.3 The order of business as fixed under clause 8.2 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
 - (e) is identified as items of late business, as warranted by the Mayor or General Manager, for information or expediency in the operation of Council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 *Clause left blank.*

Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.
- 10.9 *Clause left blank.*

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.
- 10.31 *Clause left blank.*

11 VOTING

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

11.4 *Clause left blank.*

Voting at council meetings

11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.11 *Clause left blank.*

Voting on planning decisions

11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

Note: Clauses 11.12–11.15 reflect section 375A of the Act.

Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.

- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **three (3)** business days before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **two (2)** speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.

- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **two (2)** speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **five (5)** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

- 14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, the Regulation or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
 - (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

- 15.12 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
 - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.14 *Clause left blank.*

- 15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.
- 15.16 Clause 15.15 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.17 reflects section 233(2) of the Regulation.

- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.22 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.23 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

- 15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than **seven (7) days** after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 *Clause left blank.*

17.13 *Clause left blank.*

17.14 *Clause left blank.*

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

(a) to correct any error, ambiguity or imprecision in the council's resolution,
or

(b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

18.1 *Clause left blank.*

18.2 *Clause left blank.*

18.3 *Clause left blank.*

18.4 *Clause left blank.*

18.5 *Clause left blank.*

19 AFTER THE MEETING

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.

- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

- 20.4 The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 *Clause left blank.*
- 20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.20 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

- 20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 20.24 *Clause left blank.*
- 20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - (e) a failure to comply with this code.

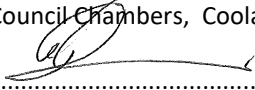

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including

	the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

APPENDIX 2 – Adopted Policies December 2022

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



ASSET MANAGEMENT POLICY

Date Adopted	15 December 2022		
Council Minute	246/12/2022		
Version	Version 4		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	November 2022	Last Review Date	November 2026

OBJECTIVE

To provide the framework for Council to ensure that assets are provided, maintained and renewed so that they continue to meet the service delivery needs of the community in a way which assist in the achievement of Council's visions and providing the best balance of community expectation with available resources.

By the implementation of long-term management of its assets, Council will achieve significant benefits including:

- More informed decision making
- Improved efficiency
- Ability to plan for the present and future generations
- Improved long term financial forecasting and management

Council needs to ensure that asset management is an integral part of its business cycle and will:

- Be consistent with its goals and objectives
- Help Council to manage business risk
- Provide tangible benefits
- Be integrated with other components of the business
- Balance communities expectation with sustainable asset management

BACKGROUND AND CONTEXT

Council's assets consist of a wide range of different asset types all of which are fundamental in meeting the needs of the community.

Council assets may be physical (i.e. tangible eg plant, buildings) or non-physical (i.e. intangible eg intellectual property, good will). This policy only considers physical assets.

Council's physical assets are as follows:

Asset Class	Includes Assets such as:
Roadworks, Bridges & Footpaths, Kerb & Gutter	Sealed roads, unsealed roads, bulk earthworks, bridges, footpaths, kerb & guttering, bike paths.
Drainage, Stormwater	Drains (underground), pipes, culverts, pits, litter traps, retarding basins, table drains.
Buildings ,Facilities & Other Structures, Open Spaces	Libraries, Community Halls, Community Facilities, Public Toilets, Houses, Museums, Council offices, Preschools, Childcare Centres, Aged Care Facilities Swimming Pools, Waste Facilities, Emergency Service Buildings, Parks, Gardens, Swimming Pools, Playground Equipment, Irrigation systems, Skate Park, pump track mobile.
Plant & Equipment	Motor vehicles, Trucks, Construction equipment, Gardening equipment,
Office Equipment	Office furniture, fittings & equipment, Computer systems/equipment.
Wastewater	Sewer Mains, Pump Stations & Treatment Works, storage dams and ponds
Land	Community and Operational Land
Restoration Assets	Gravel Pits

A physical asset has value, enables services to be provided, and has an economic life of greater than 12 months.

The standard to which these assets are provided and maintained impacts on residents, the business community and visitors, as well as the amenity, safety and liveability of the community.

The long-lived nature of many assets and the need for their ongoing renewal means that planning must be based on an understanding of the full costs throughout each asset's lifecycle and address both short and long term planning needs.

GOALS

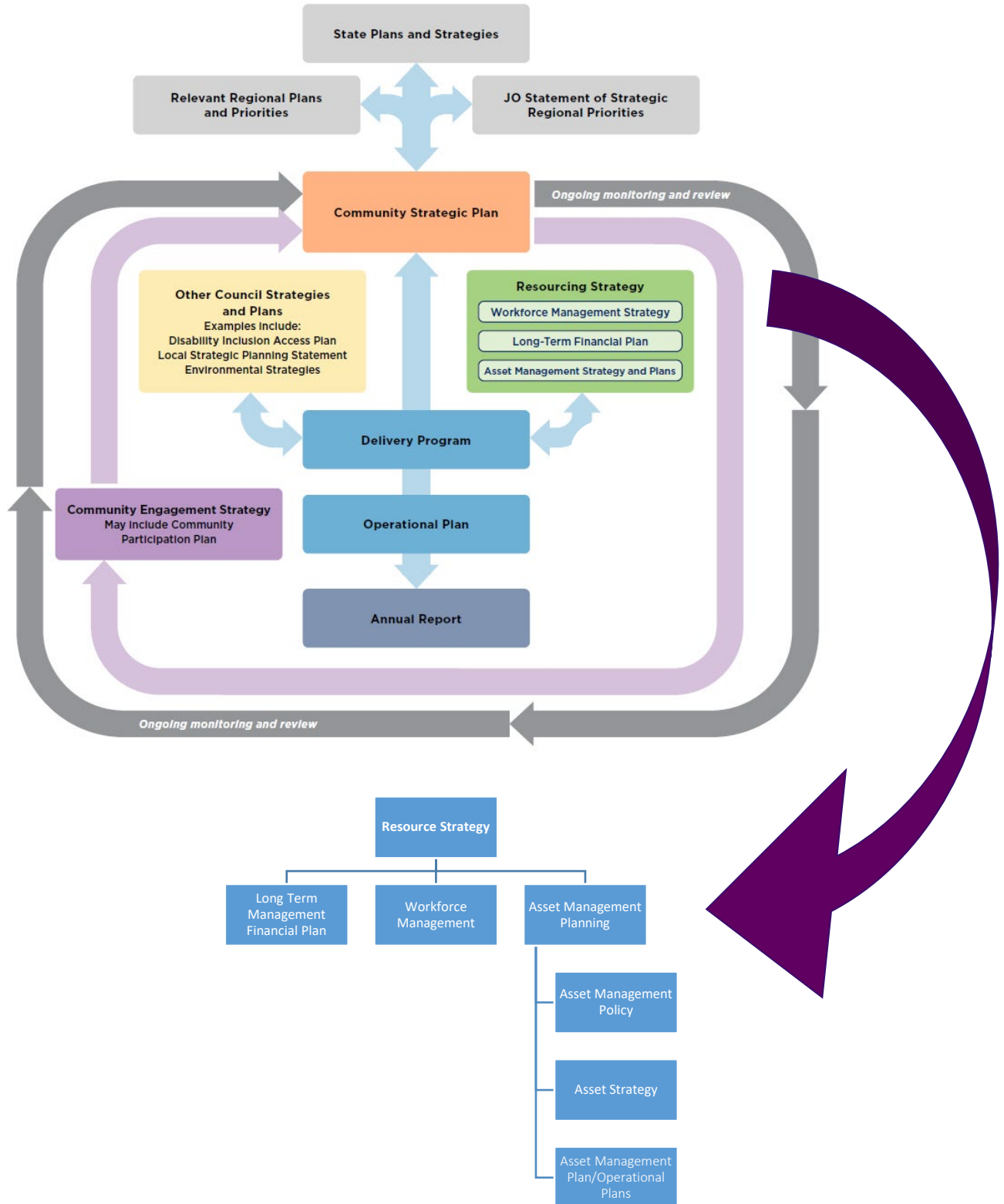
The goals of this policy are:

1. To maintain an accurate, consistent asset register, which records all of Council's assets including depleted or redundant assets.
2. To regularly maintain and renew assets to assist in the delivery of the required level of service and to ensure assets continue to function as built, for their full life.
3. To prioritise funding for the maintenance, operation and renewal of existing assets above the funding of new assets.
4. To develop and implement guidelines for the allocation of financial resources, both Capital and Recurrent, over short and long term timelines to meet projected growth due to new development.
5. Commit to reviewing assets regularly to ensure they meet needs and expectations.

FRAMEWORK

Council’s asset management framework as illustrated below shows the relationship between the Council plan, this policy, the asset management strategy, asset management plans and operational plans. This framework will ensure a strategic approach to asset management.

Integrated Planning and Reporting Framework



ROLES & RESPONSIBILITIES

Councillors adopt the policy to ensure sufficient resources are applied to manage the assets.

The **General Manager** has overall responsibility for developing asset management systems, policies and procedures and reporting on the status and effectiveness of asset management within Council.

Executive Managers are responsible for implementing asset management systems, policies and procedures.

Employees with management or supervisory responsibility are responsible for the management of assets within the area of responsibility as determined under asset management plans.

In the short term, **employees** will be tasked under implementation plans, and will be responsible for the timely completion of those activities contained within those plans. In the medium term, awareness sessions will be conducted to ensure that employees are familiar with asset management and how it is applied within Coolamon Shire Council.

DEFINITIONS

Asset Management

The process applied to assets from their planning, acquisition by Council, operation, maintenance, renewal and disposal, to ensure that the assets meet Council's priorities for service delivery.

Appropriate Best Practice

The application of best practice processes in asset management, taking into account the costs and systems that are appropriate to meet the required service levels.

Related Documents

This Asset Management Policy is supported by Council's Asset Management Strategy and Asset Management Plans.

ASSET MANAGEMENT WITHIN THE ORGANISATION

This policy reflects the key directions of the Council Integrated Planning and Reporting, and is adaptable to the changing direction of Council and the environment of the time. The vision and goals set by Council are adaptable to the changing expectations of the community.

This policy applies to Council, Executive Management, staff and the community involved in the operation, maintenance, renewal, upgrading and development of Council's existing and new assets.

KEY OUTPUTS

Council will set realistic and achievable timeframes for Asset Management development and implementation, which will be detailed in Council's Asset Management Strategy.

The timeframes will be based on Council's desired outcomes. The key outputs include:

Asset Management Strategy

- Review Asset Management Strategy

Integration of Asset Management into Council's Business Processes

- Integration of Asset Management Policy, Asset Management Strategy and Asset Management Plans into the Corporate Governance Framework.

Asset Management Plan Development

- Completion of Asset Management Plans for each significant asset class to an appropriate degree of accuracy and reliability.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Local Government Act 1993</i>
Policies	
Procedures/Protocols, Statements, Documents	<i>Coolamon Shire Council Asset Management Strategy</i> <i>Coolamon Shire Council Asset Management Plan</i>

REVIEW

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

Version 4 Adopted: Council Meeting held 15 December 2022 (Minute No. 246/12/2022)

Version 3 Adopted: Council Meeting held 15 October 2020 (Minute No 212/10/2020)

Version 2 Adopted: Council Meeting held 21 September 2017 (Minute No 175/09/2017)

Version 1 Adopted: Council Meeting held 18 February 2010 (Minute No. 28/02/2010)



HUMAN RESOURCES STRATEGY

Date Adopted	15 December 2022		
Council Minute	246/12/2022		
Version	4		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	November 2022	Next Scheduled Review	November 2026

OBJECTIVES

GENERAL

Council's intention is to create an atmosphere which embodies the principle of honesty and frankness and encourage a forum based on openness, commonsense and innovation. To this end Council will:

- 1) Engage appropriately qualified Staff to carry out its functions - to ensure the effective and efficient delivery of services to the Coolamon Shire Community.
- 2) Provide necessary resources for Staff to carry out their designated tasks.
- 3) To provide appropriate career path options, subject to the financial constraints of Council.
- 4) To plan for the replacement of essential Staff to ensure the continuity of the delivery of services.
- 5) To provide for the health and wellbeing of all Staff in the workplace environment to ensure their safety and other issues are addressed.
- 6) To provide a workplace that helps employees to develop pride and have a caring attitude in the performance of their duties and also for their fellow employees.

ELIGIBILITY

HUMAN RESOURCES DOCUMENTATION

In addition to this strategy the following documents shall form part of Council's Human Resource materials:

- Acceptance of Donations Policy
- Bullying & Harassment Policy
- Child Protection Policy
- Child Safe Policy
- Credit Card Policy
- Customer Service Policy
- Drugs, Alcohol, Medication & Fatigue in the Workplace Policy
- Elder Abuse Policy
- Employee Assistance Program
- Equal Employment Opportunity Policy and Management Plan

- Grievance Policy
- Injury Management & Rehabilitation (Recover at Work) Policy
- Internal Reporting Policy (Public Interest Disclosures)
- Model Code of Conduct for Local Councils in NSW & Procedures for the Administration of the Model Code of Conduct
- Office Equipment IT Strategy
- Payment of Expenses and Provision of Facilities to Staff Policy
- Recognition of Service Policy
- Recruitment & Selection Policy
- Rostered Days Off Policy
- Sick Leave Policy
- Smoking in the Work Place
- Social Media Policy
- Staff Uniform Policy
- Statement of Business Ethics
- Sun Protection Policy
- Training Policy
- Work, Health & Safety Consultation Policy
- Work, Health & Safety Policy
- Workforce Management Plan
- Workplace Surveillance 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 4 Adopted: Council Meeting held 15 December 2022 (Minute No. 246/12/2022)

Version 3 Re-Adopted: Council Meeting held 19 February 2009 (Minute No.26/02/2009)

Version 3 Adopted: Council Meeting held 15 November 2007 (Minute No. 366/11/2007)

Version 2 Adopted: Council Meeting held 14 September 2005 (Minute No 357/9/2005)

Version 1 Adopted Council Meeting held 19 August 2004 (Minute No. 277/8/2004)

PUBLIC CEMETERIES POLICY

Date Adopted	15 December 2022		
Council Minute	246/12/2022		
Version	Version 6		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	November 2022	Next Scheduled Review	November 2026

OBJECTIVE

To control the operations and administration of Councils cemeteries in an efficient and effective manner.

GENERAL

- 1) Notification of burials, Undertakers shall be required to give at least 36 working hours notice prior to a burial being able to take place.
- 2) All Funeral Directors be required to comply with the Coolamon Shire Council Notification of Burial form in both the monumental and lawn sections of the various Cemeteries. (Copy of forms attached).
- 3) All Funeral Directors be required to pay all Cemetery fees within 30 days from date of burial.
- 4) Lawn Cemetery Reservations – Council will not permit reservations in the Lawn Cemeteries located at Ardlethan, Coolamon, Ganmain and Marrar.
- 5) Second Internment – Monumental Section – Any application for a second internment in the Monumental Section of Council's Cemetery shall be required to sign an Indemnity Form relieving Council of any liability in relation to the removal of any monumental memorial.
- 6) Cemetery Fees and Charges – The Cemetery fees and charges applicable to the Monumental Cemeteries and Lawn Cemeteries shall be as set out in Council's annual Operational Plan.

LAWN CEMETERY OPERATIONS

- 7) That fresh or artificial flowers be permitted to be placed in Council approved vases that are suitable for insertion in the concrete beam.
- 8) That no glass/ceramic vases, statues, crosses or breakable items be placed upon the beam or permanently affixed to the concrete beam.

- 9) That no plants be placed on or in the actual grave site.
- 10) That personal items may be left on the beam for a six month period from the time of burial.
- 11) That a regular clearance be undertaken of flowers, vases and prohibited items.

ARDLETHAN & COOLAMON MEMORIAL GARDEN CEMETERY

The following conditions of interment shall apply:

- 12) A garden is of a "Memorial Garden" type with community ownership, (ie. no interment would have exclusive provision of any particular shrub, tree or plant etc.
- 13) Recommended plot size of 300mm x 300mm mounted on a suitable base, eg: cement type tile with a 230 x 230 brass plaque.
- 14) Dual interments mounted side by side on a 300 x 300 base, (ie. total 600 x 300) with one laurel vase per dual interment. For a single interment again a 300 x 300 base plate with a 230 x 230 plaque with a single vase at the head of the interment.
- 15) Each interment to be placed in sequence around the bed with only one reserve plot for partner/family.
- 16) Garden concept to include suitable paving, around the perimeter of the area (suggested brick paving edge). The garden area to include a variety of suitable trees and shrubs. The garden area to be covered with a suitable weed mat and approved aggregate. Should anyone wish to supply a individual shrub, tree or rose Council would reserve the right to reject it if was felt it was not compatible with the general garden concept.

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 Re-Adopted: Council Meeting held 15 December 2022 (Minute No. 246/12/2022)
Version 6 Adopted: Council Meeting held 20 October 2016 (Minute No. 233/10/2016)
Version 5 Adopted: Council Meeting held 17 May 2012 (Minute No 124/05/2012)
Version 4 Adopted: Council Meeting held 14 February 2012 (Minute No. 022/02/2012)
Version 3 Adopted: Council Meeting held 23 April 2009 (Minute No.104/04/2009)
Version 2 Adopted: Council Meeting held 20 February 2008 (Minute No. 22/02/2008)
Version 1 Adopted Council Meeting held 19 August 2004 (Minute No. 277/8/2004)



COOLAMON SHIRE COUNCIL

Phone: (02) 6930 1800 Fax: 6927 3168

After Hours: 1300 880 045

NOTIFICATION OF BURIAL – MEMORIAL GARDEN

DECEASED.....
SURNAME GIVEN NAMES

DATE OF DEATH.....DATE OF BIRTH.....

LAST PERMANENT ADDRESS.....

AGE.....SEX M / F FORMER OCCUPATION.....

NAME & ADDRESS OF PERSON AUTHORISING BURIAL.....

RELATIONSHIP TO DECEASED..... SIGNATURE.....

MEMORIAL GARDEN Coolamon Ardlethan

PLOT NUMBER Lot.....

INTERMENT TYPE Single Double

(Office use only)

BURIAL FEES PAID Date.....Receipt No.....Amount.....

HAS INTERMENT BEEN RECORDED ON COUNCIL'S PLANS NO YES..... signed

SHIRE CEMETERIES AGREEMENT

In order for Council to be able to maintain its cemeteries in a tidy manner it is requested that only the vase provided be used for floral arrangements and that no other ornament, attachment or vase be placed on the grave site. If any other ornaments or memorabilia are placed on the grave site Council will remove them.

I/We acknowledge that a vase is provided with every grave along with the plaque and that no other ornament, attachment or vase is to be placed on the grave site.

Signed:Date.....

Name: (please print).....



COOLAMON SHIRE COUNCIL

Phone: (02) 6930 1800 Fax: 6927 3168
After Hours: 1300 880 045

NOTIFICATION OF BURIAL – MONUMENTAL SECTION

DECEASED.....
SURNAME GIVEN NAMES

DATE OF DEATH.....DATE OF BIRTH.....

LAST PERMANENT ADDRESS.....

AGE.....SEX M / F FORMER OCCUPATION.....

NAME & ADDRESS OF PERSON AUTHORISING BURIAL.....

RELATIONSHIP TO DECEASED..... SIGNATURE.....

FUNERAL DIRECTOR	Alan Harris McDonald	6921 4913
(please tick)	John Bance & Son	6925 4444
	Daniel Woods Funeral Care	6921 8218
	Les Watkins & Sons	6959 2062
	Temora Funeral Services	6977 1332

CEMETERY Coolamon Ganmain Ardlethan Marrar
FIRST INTERMENT: Yes Re-Opening Twin Grave
 Name of previous Interment.....
 SURNAME GIVEN NAMES

GRAVE DESCRIPTION Row.....Lot.....

GRAVE DEPTH 7'0' OR 2.1m Re-open
COFFIN SIZE Standard Oversize (Please specify ACTUAL coffin size).....

BURIAL TIME & DATE
 DAY DATE OF FUNERAL SERVICE TIME E.T.A. AT CEMETERY
DENOMINATION Presbyterian Methodist C of E Catholic Other
TYPE OF SERVICE Normal Grave-side Req.Mass Other
 CAN A MINIMUM NOTICE OF 36 HOURS BE PROVIDED BEFORE INTERMENT YES NO
 ARE RELATIVE ABLE TO CONFIRM CEMETERY PLAQUE REQUIREMENTS AT SHIRE YES NO

(Office use only)
 BURIAL FEES PAID Date.....Receipt No.....Amount.....
 HAS INTERMENT BEEN RECORDED ON COUNCIL'S PLANS NO YES.....REGISTER NO.....

SHIRE CEMETERIES AGREEMENT

DOES A MONUMENTAL SLAB NEED REMOVING? NO
If YES (Please sign) – I hereby request the staff of Coolamon Shire Council to remove the slab and indemnify Council against any damage.

Signed:Date.....

Name: (please print).....



COOLAMON SHIRE COUNCIL

Phone: (02) 6930 1800 Fax: 6927 3168
After Hours: 1300 880 045

CONFIRMATION OF BURIAL

DECEASED.....
SURNAME
GIVEN NAMES

- Alan Harris McDonald 6921 4913 fax: 6921 7248 harris.mcdonald@bigpond.com
- John Bance & Son 6925 4444 fax: 6925 5026 admin@johnbance.com.au
- Daniel Woods Funeral Care 6921 8218 fax: 6921 8217 admin@dwfc.com.au
- Les Watkins & Sons 6953 3499 fax: 6959 3224 info@leswatkins.com.au
- Temora Funeral Services 6977 1332 fax: 69774773 info@temorafuneralservice.com.au
- Abelia Lady Funerals 6926 6430 fax: 69241068 admin@abelialadyfunerals.com.au

CEMETERY COOLAMON GANMAIN ARDLETHAN MARRAR

CEMETERY SECTION: LAWN MONUMENTAL(denomination)

FIRST INTERMENT: Yes Re-Opening Twin Grave
Name of previous Interment.....

.....
SURNAME GIVEN NAMES

GRAVE DESCRIPTION Row.....Lot.....

BURIAL TIME & DATE
DAY DATE OF FUNERAL SERVICE TIME E.T.A. AT CEMETERY

(Office use only)
BURIAL FEES PAID Date.....Receipt No.....**Amount**.....
HAS INTERMENT BEEN RECORDED ON COUNCIL'S PLANS NO YES.....signed

SERVICE INSTALLATION & REPLACEMENT POLICY

Date Adopted	15 December 2022		
Council Minute	246/12/2022		
Version	2		
Policy Responsibility	Engineering & Technical Services		
Review Timeframe	Every 4 years		
Last Review Date	November 2022	Next Scheduled Review	November 2026

OBJECTIVE

- To clearly define the responsibilities of the various authorities.
- Efficient/cost effective replacement of services prior to road reconstruction.

GENERAL

- The responsibility, installation and reinstatement expenses are solely the responsibility of the particular Service Authority.
- When undertaking major road reconstruction Council will give sufficient notice to the Infrastructure Providers of the work to allow the co-ordination of work schedules to ensure post construction impact is minimal and at no expense to Council.

EXCEPTIONS

- Where sufficient notice has not been provided, Coolamon Shire Council will negotiate a contribution. An example of Council's contribution may be the ratio of life remaining in the asset to cost of replacing the main (ie. 25% remaining life, \$100 per linear metre to replace main, Council contribution is \$25/linear metre).

Note: Sufficient notice is a minimum 6 months from adoption of the Service Provider's Delivery Program.

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 Re-Adopted: Council Meeting held 15 December 2022 (Minute No. 246/12/2022)

Version 2 Adopted: Council Meeting held 20 October 2016 (Minute No. 233/10/2016)

Version 1 Adopted: Council Meeting held 19 May 2011 (Minute No. 117/05/2011)

RURAL LOCAL ROADS – UNSEALED ROAD HIERARCHICAL SYSTEM POLICY

Date Adopted	15 December 2022		
Council Minute	246/12/2022		
Version	Version 3		
Policy Responsibility	Engineering & Technical Services		
Review Timeframe	Every 4 Years		
Last Review Date	November 2022	Next Scheduled Review	November 2026

OBJECTIVE

To provide criteria for the evaluation of Councils Rural Local Road System.

GENERAL

The following point scoring system shall be used to evaluate the hierarchy priorities of unsealed roads throughout Council's Rural Local Road area:-

- a) Traffic Volume
 - 0-15 vehicles per day - 4 points
 - 16-30 vehicles per day - 6 points
 - 31-60 vehicles per day - 8 points
 - Greater than 60 vehicles per day - 10 points
- b) Number of dwelling houses in use on the road - 4 points per house
- c) Number of property owners along the road - 1 point per property
- d) Link Road (connecting other major roads) 0-10 points
- e) School Bus Route - 10 points
- f) Mail Route - 3 points

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 Re-Adopted: Council Meeting held 15 December 2022 (Minute No. 246/12/2022)

Version 3 Re-Adopted: Council Meeting held 19 October 2017 (Minute No. 201/10/2017)

Version 3 Adopted: 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 19 August 2004 (Minute No. 277/8/2004)



UP TO DATE STORE HIRE POLICY

Date Adopted	15 December 2022		
Council Minute	246/12/2022		
Version	Version 1		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	November 2022	Next Scheduled Review	November 2026

OBJECTIVE

To outline procedures and conditions for the booking and use of the Up To Date Store.

ELIGIBILITY/APPLICATION

This policy will apply to all undertakings at the Up to Date Store apart from the opening of the centre by volunteers to promote the historical significance of the Up to Date Store, general access allowed through the precinct to permanently housed collections, the use of the "old grain store" and kitchen (subject to separate lease arrangement) and the use of the centre for activities organized for and on behalf of the Coolamon Shire Council.

GENERAL

Council's development of the Up to Date Cultural & Learning Centre, since the original purchase of the Up to Date Store in 1996, has resulted in the establishment of conference, entertainment and open space areas that can be utilized by a number of organizations for a variety of purposes.

The following programs/events are generally permitted uses of the centre, **at the General Manager's discretion**

- Business seminars
- Education programs
- Community information nights
- Conference/Workshop programs
- Travelling exhibitions
- Music Events
- Makers space
- School based shows and exhibitions
- Private functions inc. weddings and anniversary celebrations

Specifically, Council prohibits the following events being undertaken at the centre

- 18th and 21st Birthday Parties or similar
- Youth Parties
- "Bucks" and "Hens" Nights

Users of the centre will be required to make application for hire for a specified period. This application will be assessed and upon confirmation, users will be required to sign the approved hire agreement agreeing to the terms of the hire.

ASSOCIATIONS & RELATIONSHIPS

Legislation	
Policies	
Procedures/Protocols, Statements, Documents	<i>Hire Agreement of the Up-to-Date Store, Coolamon</i> <i>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 1 Re-adopted: Council Meeting held 15 December 2022 (Minute No 246/12/2022)

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

Version 1 Adopted: Council Meeting held 15th August 2013 (Minute No 199/08/2013)

HIRE AGREEMENT OF THE COOLAMON UP-TO-DATE STORE

HIRER'S DETAILS

Name			
Address			
Phone		Mobile	
Email			

BOOKING DETAILS

Date			
Start Time		Finish Time	
Proposed Function and Details			

FEES & BOND (to be sourced from Council's Operational Plan – Fees & Charges)

Fees	Fee (inc GST)	GST Component
Hire of Up-to-Date Store 4hr maximum		
Hire of Up-to-Date Store per day		
Hire of Up-to-Date Store per week (7 days)		
Hire of Up-to-Date Store per fortnight		
Up-to-Date Store Bond (<i>Determined based on type of event</i>)		
Total payment to be invoiced:		

An invoice will be sent to the above address/email address for payment.

DOCUMENT REQUIREMENTS (*Must be submitted 2 weeks prior to event*)

Public Liability Insurance Policy	Yes
Public Liability Insurance Policy of contractors	Yes / NA
Liquor Licence	Yes / NA
Risk Management Plan	Yes

ALARM SYSTEM

Collect alarm fob (remote) and Up-to-Date Store key from Coolamon Shire Library or as arranged. Training and instructions will be provided on pick up.	Yes
--	-----

EVENING EVENT WITH ALCOHOL

Notify Police of your event	Yes / NA
Notify nearby neighbours of your event	Yes / NA

I, the undersigned, understand the terms and conditions for hiring and agree to abide by them. Failure to do so may result in the bond being forfeited.

HIRER:

Signed			
Name		Date	

COOLAMON SHIRE COUNCIL:

Signed			
Name		Date	

Terms & conditions

1. Hire Process

- 1.1 Coolamon Shire Council is the administrator for the hire of the Up to Date Store
- 1.2 All groups or individuals hiring the Up-to-Date Store shall first make application in writing, signed by the responsible person and stating all required details.
- 1.3 Council reserves the right to refuse any booking.
- 1.4 Council reserves the right to cancel any booking by notice in writing to the Hirer. The right will only be exercised under exceptional circumstances. Should it be necessary for Council to cancel any booking then any fees paid in advance will be refunded.
- 1.5 Council reserves the right to cancel any event without receiving the relevant documentation as indicated on the form two weeks prior to the booking date.

2. Fees and bonds

- 2.1 Fees for hire will be set out as per the Fee & Pricing Schedule in Council's Operational Plan and will be reviewed on an annual basis by Coolamon Shire Council.
- 2.2 Bond payments will be determined based on the type of event. Consideration will be determined based on event time, date, catering, alcohol, set-up and pack-up. Payment of a bond is security against damage or for breach of any part of the agreement.
- 2.3 Bookings for any evening event (commencing after 6pm) will require payment of a bond as part of security against damage or for breach of any part of the agreement
- 2.4 Bond and hire charges must be paid in full one day prior to the event.
- 2.5 The bond will be returned to the hirer within two weeks of the event providing there is not damage, missing equipment, the facility is left clean and the key/s are returned.
- 2.6 The Hirer will be required to vacate the facility within the specified time. If additional time is required to set up and clean up following an event, this time must be booked and rental will be charged accordingly.

3. Insurance

- 3.1 Casual hirers of Coolamon Shire Council facilities are covered by a specific Public Liability policy. A Casual Hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes. A casual hirer's activity may include Birthday Parties, Christenings' and Weddings.
- 3.2 Organisations/Groups must present to Council evidence of a current public liability policy with a minimum cover of \$10 million prior to approval of the application.
- 3.3 If the Hirer's activities are auspiced by another organisation, evidence will be required substantiating that the auspicing organisation has consented to the hire and that the event is noted on the auspicing organisation's public liability policy
- 3.4 All contractors working on behalf of the organiser in any capacity will provide the hirer a copy of their current public liability policy (minimum cover \$20 million) prior to engaging in any activity in the facility. **It is the responsibility of the hirer to ensure that a copy of the policy is attached to the application.**
- 3.5 Should individual stall holders use the store under the auspice of the "Friends of the Up-to-Date Cultural Precinct" then insurance must be provided to the Committee prior to such event.

4. General

- 4.1 Smoking is not permitted anywhere inside Council owned facilities.
- 4.2 Animals (with the exception of assistance animals) are not permitted to enter the facility.
- 4.3 All children present must be under adult supervision at all times.
- 4.4 The hirer will ensure that adequate provisions are made to control the behaviour of patrons attending the function. This provision includes the behaviour of patrons when leaving the venue with consideration shown to neighbouring residents. It is generally accepted that the premises will be vacated by 2.00am
- 4.5 Complaints of excessive noise or unruly behaviour may render the hirer or associated organisation unacceptable to utilise Council Facilities for future functions.
- 4.6 The hirer shall comply with all relevant Local, State and Federal, Laws, Acts, Legislation and Regulations.
- 4.7 Any injuries to persons or damages to property sustained during the period of hire must be reported to Coolamon Shire Council as soon as is practicable.
- 4.8 The Hirer will leave the Premises in a clean and tidy condition and will be responsible to compensate the Council for any damage or loss suffered during the hired period. The Hirer shall not, at any stage, use nails, tacks or any other material that will damage the fabric of the building. Any bond paid in association with the hire will be used to offset the costs of rectifying damage or cleaning in the first instance and when costs exceed the bond, the hirer will be issued with an invoice.
- 4.9 Access to the Store will be achieved with the issue of a key and alarm system fob (remote) from the Coolamon Shire Library or discussed to arrange alternative collection. The key and fob will be the responsibility of the person that it is issued to and must be returned by the first working day after the event. In the event that the key is lost, the hirer agrees that they shall be fully responsible for all costs incurred by Council for any changes or replacement.
- 4.10 The Hirer will be responsible for providing a copy of a Liquor Licence where the event involves the sale of alcohol.
- 4.11 All events will require the lodgement of a Risk Management Plan. Further information relating to the Risk Management Plan requirements can be obtained from Council's Community Development Officer.



VOLUNTEER POLICY

Date Adopted	15 December 2022		
Council Minute	246/12/2022		
Version	Version 2		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	November 2022	Next Scheduled Review	November 2026

OBJECTIVE

To provide a framework for the involvement of volunteers in Council activities, clarifying the relationship between Council staff and volunteers. It ensures that the duties and rights of Council, volunteers and volunteer organisations working for Council are clearly understood and accepted.

POLICY STATEMENT

Coolamon Shire Council is committed to providing the community with the best possible service delivery and provision of facilities. To achieve this requires a high level of commitment and competence from all those who provide that service including:

- Section 355 Committees appointed by Council
- Individuals applying to volunteer with Council

Council respects and values the many volunteers who provide a wide range of services to the community.

Council seeks to attract the support of volunteers and recognises it's duty of care to provide them a safe working environment, minimising risks to all parties.

DEFINITIONS

Manager – paid employee of Council with delegated responsibility to manage the functions of a Department within Council.

Designated Supervisor – Paid employee of Council who is responsible to manage an area of volunteer participation or activity.

Volunteer Leader – volunteer in charge of a group of volunteers

Volunteer – any person from the community who offers to do work for Council without monetary compensation apart from reimbursements, including work experience applicants.

RESPONSIBILITIES

Under the *Work Health and Safety Act 2011*, volunteers are defined as being workers, and as such, while at work are owed a duty of care by council to ensure their health and safety and conversely owe a duty to Council to be responsible for their own health and safety while performing their volunteer role.

Council will:

- Provide, as far as reasonably practical, a safe working environment, minimising risks to volunteers' health and safety.
- Recognise the different roles, rights and responsibilities of volunteers
- Ensure that volunteers are appropriately registered
- Provide appropriate induction, training and support.
- Assess volunteer skills to match tasks with expectations, interest, time commitments and skills,
- Have the right not to register a volunteer if there is a perceived health risk to the volunteer or to the effective management of the organisation
- Create a climate of mutual respect
- Ensure that volunteers have access to appropriate insurance cover
- Ensure volunteers are not used to replace paid staff
- Require volunteers to work under the supervision of paid staff.

Council holds the right to dismiss a volunteer for instances of misconduct or breaches of the volunteer's responsibilities and Council's Code of Conduct.

Managers are responsible and will be held accountable for ensuring that:

- The Volunteer Policy and Procedures are effectively implemented in their area of control.
- Agreed Position Descriptions for volunteers are negotiated and documented.
- Designated Supervisors of volunteers have the support necessary, and are held accountable for their specific responsibilities
- Employees and Volunteers under their control are consulted about issues affecting their health and safety
- Prompt action is taken to eliminate unsafe or unhealthy conditions or behaviour.

Designated Supervisors and Volunteer Leaders are responsible and accountable for:

- Taking all practical measures to ensure that the area they control is safe and without risks to health and that the Volunteer Policy and Procedures are adhered to
- Ensuring that persons at the workplace are behaving in a safe manner
- Ensuring Volunteers are supervised and trained sufficiently to perform the required tasks
- Detecting and promptly remedying risks to health and safety where they have the necessary authority, or promptly reporting these risks with a proposed solution to their supervisors who has the necessary authority to fix the problem
- Referring volunteers' health and safety concerns to their manager if they cannot be resolved
- Ensuring that volunteers are capable, with respect to their health and safety, to perform the required tasks.
- Providing appropriate induction into the workplace

Volunteers are responsible, and will be held accountable for:

- Taking reasonable care for the health and safety of themselves and others
- Co-operating and complying with Council's WHS and Volunteer Policies and Programs
- Promptly reporting all incidents , accidents, illnesses and any risks to health and safety
- Complying with Council's Code of Conduct

Human Resources Officer is responsible for:

- Providing Volunteer Induction into the organisation
- Maintaining Council's Volunteer Register

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Work Health and Safety Act 2011 Work Health & Safety Regulation 2017</i>
Policies	
Procedures/Protocols, Statements, Documents	<i>Volunteer Application and Approval Process Volunteer Application Form Volunteer Agreement Volunteer Position Description Section 355 Handbook</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 2 Re-Adopted: Council Meeting Held 15 December 2022 (Minute No. 246/12/2022)

Version 2 Adopted: Council Meeting Held 21 June 2018 (Minute No. 121/06/2018)

Version 1 Adopted: Council Meeting held 21 August 2014 (Minute No. 212/08/2014)

WORK, HEALTH & SAFETY CONSULTATION POLICY

Date Adopted	15 December 2022		
Council Minute	246/12/2022		
Version	Version 6		
Policy Responsibility	Corporate and Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	November 2022	Next Scheduled Review	November 2026

PURPOSE

To comply with the Work Health & Safety Act 2011, Regulations 2017 and Work Health and Safety Consultation, Cooperation and Coordination Code of Practice which place a duty to consult obligation on employers. Employers must consult with their employees to enable the employees to contribute to the making of decisions affecting their health, safety and welfare at work. Coolamon Shire Council is committed to providing a safe and healthy work environment for all its employees, contractors, volunteers and visitors. In particular Council will endeavour to consult with all stakeholders on issues of safety to comply with the legislative requirements.

SCOPE

This policy is applicable to Coolamon Shire Council in all its operations and functions, including those situations where employees are required to work off site.

DEFINITIONS

Consultation requires:

- the sharing of relevant information about Work Health & Safety and welfare with employees;
- that employees be given the opportunity to express their view and to contribute in a timely fashion to the resolution of Work Health & Safety and welfare issues at their place of work;
- that the view of employees are valued and taken into account.

RESPONSIBILITIES:

Management

- Will ensure that it meets its legislative requirements, by providing training to and having in place an Work Health & Safety Committee comprising an elected member from each of the following:
 - Works Staff
 - Parks & Gardens and Maintenance
 - Assets, Waste and Contractors
 - Coolamon Early Childhood Centre
 - Allawah Lodge
 - Allawah Community Care and Volunteers
 - Administration StaffPlus two Management and one WHS representative
- Will consider matters raised the Work Health & Safety Committee and respond in a timely manner.
- Must be proactive and encourage employees to participate in consultation by showing interest in ideas put forward.

WORK HEALTH & SAFETY Committee Members

- Will assist in the development of arrangements for recording hazards and accidents and to promote improved Work Health & Safety policies and procedures.
- Make recommendations on the training of members of the Work Health & Safety Committee and the training of employees
- Can accompany an employee of the workgroup that their Committee represents, at the request of the employee, during any interview by the employer on any Work Health & Safety issue.
- Must not disclose any information relating to any working processes obtained by the member in connection with their functions under the Work Health & Safety Act.

Employees

- Should contribute to determining how work can be undertaken safely by participating in consultation and providing suggestions about how to solve health and safety problems.

PROCEDURES

- Consultation is required to be undertaken in the following circumstances:
 - When changes that may affect the health, safety or welfare are proposed to the premises where person work; systems or methods of work; plant used for work or substances used for work.
 - When risks to health and safety arising from work are assessed or when the assessment of those risks is reviewed.
 - When decisions are made about the measures to be taken to eliminate or control risks
 - When introducing or altering the procedures for monitoring risks
 - When decisions are made about the adequacy of facilities for the welfare of employees.
- The Work Health & Safety Committee will be the primary mechanism for consultation between management and staff with regard to the health, safety and welfare of the employees, contractors, volunteers and visitors.

- The elected representatives will be appointed for two (2) years. If there is more than one nomination from any workgroup (other than Outdoor Works staff), an election for that position will take place under the auspices of the Human Resources Officer
- Management will appoint such members to this committee as deemed necessary, taking into account these appointees have the necessary authority to inform the committee of the likely outcomes of safety proposals recommended by the committee.
- The Chairperson will be elected from the non-management members.
- All members of the Work Health & Safety Committee, both elected and appointed, are eligible to vote in an election for the Chairperson.
- Council will provide the statutory training for all members of the Work Health & Safety Committee.
- Council will give consideration, regarding the most appropriate manner to canvass the views of volunteers, about how they can contribute to making decisions about their health and safety, whilst carrying out their duties as volunteers. The Work Health & Safety Committee will be given such information for consideration and recommendation to Council.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Work Health & Safety Act 2011 Work Health & Safety Regulation 2017</i>
Policies	<i>Work Health & Safety Policy</i>
Procedures/Protocols, Statements, Documents	<i>Model Code of Practice; Work Health & Safety Consultation Co-operation & Co-ordination</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 6 Adopted: Council Meeting held 15 December 2022 (Minute No 246/12/2022)
Version 5 Adopted: Council Meeting held 14 December 2017 (Minute No 235/12/2017)
Version 5 Adopted: Council Meeting held 15 May 2014 (Minute No 105/05/2014)
Version 4 Adopted: Council Meeting held 17 May 2012 (Minute No 124/05/2012)
Version 3 Adopted: Council Meeting held 19 February 2009 (Minute No.26/02/2009)
Version 2 Adopted: Council Meeting held 20 September, 2007 (Minute No. 300/9/2007)
Version 1 Adopted: Council Meeting held 19 August 2004 (Minute No. 277/8/2004)



WORK, HEALTH & SAFETY POLICY

Date Adopted	15 December 2022		
Council Minute	246/12/2022		
Version	Version 7		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	November 2022	Next Scheduled Review	November 2026

OBJECTIVE

Provide a safe workplace for all employees and people who may come into contact with any operations of the Coolamon Shire Council.

POLICY STATEMENT

Coolamon Shire Council is committed to achieving a consistently high standard of health, safety and welfare for its all employees, volunteers, contractors and the general public. Council will strive to acquire and sustain, through review & continuous improvement, a level of Work Health & Safety and Risk Management which is considered to be industry best practice. Council believes that during the delivery of services and facilities to the Community, there are no jobs or tasks that warrant the performance of an unsafe act, nor does Council expect staff to conduct work, which they reasonably consider to be unsafe. Where injuries do occur, Coolamon Shire Council is committed to effective injury management. Council also fully endorses the principles of EEO and anti-discrimination.

In support of this Policy Council will:

- Establish, implement, maintain a Health & Safety Management System that complies with or exceeds the spirit or intent of all relevant legislation and subsidiary codes, and which creates an environment that facilitates cooperation, communication and consultation with stakeholders.
- Provide necessary resources, both human and financial, to meet these requirements.
- Involve and encourage staff to contribute in decisions affecting their work, health and safety and welfare, including ways of eliminating or controlling risks in the workplace.
- Provide safe systems of work, coordination, planning, allocation of responsibilities, information, instruction and training, and supervision to enable staff, contractors and volunteers to perform their duties in a safe and healthy environment.
- Adopt a risk management approach, in consultation with staff, to work methods, plant and machinery acquisition and workplace design, and eliminate or control those identified risks.
- Encourage the rehabilitation of injured staff through post-injury management procedures.
- Promote health & safety awareness.
- Conduct inspections of the workplace, in consultation with the relevant staff, to identify, assess and control hazards.

- Require all staff, contractors, volunteers and visitors to comply with all relevant Work Health & Safety legislation and subordinate documents and to report all injuries and incidents, and participate and assist in accident investigations to prevent reoccurrence.
- Regularly monitor and review the Council Work Health & Safety Risk Management System and performance as part of a continuous improvement plan.

RESPONSIBILITIES

The General Manager, on behalf of Council, is responsible for the implementation of this Policy and the associated Work Health & Safety Risk Management Programs, and is committed to providing appropriate resources to establish and maintain a consultative and systematic approach to Work Health & Safety and Injury Management under this Policy.

Managers are responsible for the safe operations of their division and in particular will:

- Ensure that Work Health & Safety Policy and Procedures are effectively communicated to all employees, volunteers and contractors on Council worksites.
- Plan and arrange the timely distribution of work and resources to enable consultative and systematic practice of Work Health & Safety and Injury Management policy and procedures
- Consult with supervisors to be aware of supervisors' responsibilities and to support, train and assist them to give effective work health and safety priority in the day to day activities of Council
- Provide and maintain systems of work and working environments that are safe and without risk to health and safety
- Maintain places of work in a safe condition, including ensuring safe entrances and exits
- Ensure the safe use, handling, storage and transport of plant and substances

Supervisors are responsible for the day to day supervision of employees and accountable for the implementation of, and compliance with, this Policy and the Work Health & Safety Program in their respective work areas. In particular they will:

- Consult with employees and ensure that all activities are conducted in accordance with Council's Work Health & Safety Policy and Procedures
- Conduct risk assessments and review all tasks in an endeavour to eliminate hazards and improve safety.

Employees and volunteers are responsible and accountable for their cooperation and compliance with this Policy and the Work Health & Safety Risk Management System to ensure risk minimization in the workplace. They must:

- Take reasonable care of the health and safety of themselves and others.
- Immediately remove or report any potential danger observed and maintain the immediate work area in a clean and tidy condition.
- Report any injury, damage or near miss situation encountered during the course of their work and ensure documentation is initiated.
- Not interfere with or misuse things provided for the health, safety and/or welfare of persons at the workplace.
- Contractors and sub-contractors engaged to perform work on Council's premises and/or workplaces are required, as part of their contract, to comply with the Work Health & Safety Act 2011 in Work Health & Safety Regulations 2017 and Council's Work Health & Safety Risk Management Policies and Procedures.

APPLICATION

This Policy is applicable to Councillors, Employees, Contractors, Sub-Contractors, Volunteers and General Public to Council worksites, public buildings and any assets of the Coolamon Shire Council.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Work Health & Safety Act 2011</i> <i>Work Health & Safety Regulation 2017</i>
Policies	<i>Work Health & Safety Consultation Policy</i>
Procedures/Protocols, Statements, Documents	<i>Model Code of Practice; Work Health & Safety Consultation Co-operation & Co-ordination</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 15 December 2022 (Minute No 246/12/2022)

Version 7 Adopted: Council Meeting 15 February 2018 (Minute No 17/02/2018)

Version 6 Adopted: Council Meeting 19 September 2013 (Minute No 232/09/2013)