

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH FEBRUARY, 2018.

Meeting commenced at 2.00pm.

BUSINESS:

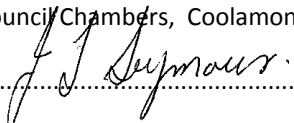
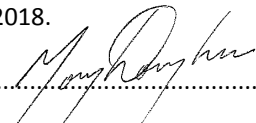
- 1) Apologies
- 2) a. Confirmation of Minutes of the Meeting held 14th December, 2017.
b. Matters arising out of Minutes. (Not elsewhere reported)
- 3) Mayoral Minute
- 4) Correspondence
 - a. Agenda A (Information Only)
 - b. Agenda B
- 5) General Manager's Report
 - 5.1 General Manager's Report
 - 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 February, 2018.
- 7) Reports: Delegates/Mayor/Councillors.
- 8) Minutes of the Noxious Weeds Meeting of Coolamon, Junee & Temora held 5th December, 2017.

PRESENT: Clrs John Seymour, Bruce Hutcheon, David McCann, Alan White, Jeremy Crocker, Steven Jones and Colin McKinnon.

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

APOLOGIES: Clr Kathy Maslin and Clr Kerrilee Logan.

This is Page No. 1 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th February, 2018.

.....  MAYOR  GENERAL MANAGER.

1) APOLOGIES

RESOLVED on the motion of Clr Hutcheon and seconded by Clr McKinnon that the apologies of Clr Maslin and Clr Logan be accepted. 01/02/2018

2a) CONFIRMATION OF MINUTES OF THE MEETING HELD 14TH DECEMBER, 2017.

RESOLVED on the motion of Clr Crocker and seconded by Clr McCann that the Minutes of the Meeting held 14th December, 2017 as circulated be confirmed and adopted. 02/02/2018

2b) MATTERS ARISING OUT OF THE MINUTES

There were no matters arising out of the Minutes.

3) MAYORAL MINUTE

ORDER OF AUSTRALIA MEDAL – ROBERT MENZIES AND MEL MAYER (A.14-01, SC42)

I would like to take this opportunity to congratulate and formally acknowledge two of our local Shire residents who have been acknowledged in this year's Australia Day Honours.

Both Robert Menzies and Mel Mayer have been awarded the OAM.

Robert, the previous former Mayor of Coolamon Shire was acknowledged for his civic service with Local Government and his work with other Organisations.

Mel was acknowledged for his lifelong commitment to the Music Industry and his community work.

It is with great pride that we get to acknowledge and honour two of our locals, for the work they have done to achieve this prestigious honour.

RESOLVED that the Mayoral Minute be noted. 03/02/2018

In addition to the Mayoral Minute, it was RESOLVED on the motion of Clr Hutcheon and seconded by Clr McCann that letters of congratulations be forwarded to Robert Menzies and Mel Mayer and that they be invited to afternoon tea at the next Council meeting. 03a/02/2018

4) CORRESPONDENCE

AGENDA A (FOR INFORMATION ONLY)

1a) 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. Attachment No. 1

- 1) Minutes of the Advance Marrar Committee Meeting held 10th October, 2017.
- 2) Minutes of the REROC Meeting held 11th December, 2017 and Agenda for the Meeting held 1st February, 2018.
- 3) Minutes of the Advance Ardlethan Committee Meeting held 4th December, 2018.
- 4) Minutes of the Advance Ganmain Committee Meeting held 7th February, 2018.

2a) ACTIVITY REPORTS

- 1) Operating Statistics of the Coolamon Shire Library for December 2017 and January 2018.
- 2) Community Development Officer's Report for December 2017 and January 2018.
- 3) Tourism and Business Development Officer's Report for December 2017 and January 2018.

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. Attachment No. 2

3a) MIKE AND VELIA O'HARE (I.06-01, SC262)

Thanking Council for the congratulations and kind thoughts regarding their "NSW Farmer of the Year" Award.

AGENDA B

1b) GOLDENFIELDS WATER (W.01-02, SC433)

Goldenfields Water advises that it was recently provided with a presentation and proposal from Water Utilities Australia in relation to the water supply infrastructure assets owned and operated by Goldenfields Water County Council.

Goldenfields Water have advised Water Utilities Australia that they do not wish to proceed with their proposal as it involves the part or full privatization of Goldenfields Water County Council's assets.

General Manager's Note

- A copy of the letter from Goldenfields Water is distributed with the information papers. Attachment No. 3

2b) KATRINA HODGKINSON (P.06-01, SC310)

Thanking Council for the good wishes following her retirement. She also apologies for not being able to accept the invitation from Council to attend a meeting for afternoon tea due to her being overseas, but would be happy to take a raincheck on the invitation.

General Manager's Note

- A copy of the letter from Katrina is distributed with the information papers. Attachment No. 4

3b) NSW RURAL DOCTORS NETWORK – BUSH BURSARY/CWA SCHOLARSHIP PROGRAM (D.03-01 SC154)

- Council has received a request to participate in the Bush Bursary/CWA Scholarship program. This is an annual request that Council has decided not to participate in previously. Council has focused its energies on providing buildings for doctors to consult from. A copy of the letter is **attached** with the information papers. Attachment No. 5

RESOLVED on the motion of Clr White and seconded by Clr Hutcheon that the Correspondence listed Agenda A and Agenda B be received. 04/02/2018

5) GENERAL MANAGER'S REPORT

5.1 GENERAL MANAGER REPORTS

GM1) COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT GUIDELINES (C.12-05, SC148)

- A Circular has been received from the Office of Local Government advising of changes under the Local Government Act 1993 which saw the inclusion of Councillors now having a responsibility to make more reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor. In support of this change the Office of Local Government have developed guidelines, a copy of which is attached to your report. **Attachment No. 6**

Council are invited to make any submissions in regard to this document and they must be made by the close of business Friday, 16th March, 2018. Coolamon Shire Council has had a long history of providing opportunities to attend Professional Development, both before and after an election of Council. As a result there are no major immediate implications for Council in regard to following these guidelines, however, I must point out that it appears to be heading towards an annual Professional Development requirement for each Councillor.

Council will however, be required to report annually on the professional development undertaken by Councillors.

Whilst this is a good move in principle, it becomes an issue related to time management. Councillors generally have a very busy personal work schedule and the additional implications of an annual Accreditation Programme could cause Councillors to balk at that time investment required.

At this stage there is nothing in the guidelines that would make this mandatory, however, it appears to be implying future requirements.

Recommendation

For Council information.

RESOLVED on the motion of Cllr McCann and seconded by Cllr Hutcheon that a submission be made regarding the development of on-line learning resources that can be accessed by Councillors in their own time. **05/02/2018**

GM2) GENERAL MANAGER'S LEAVE (PY42)

I would like to advise that I will be taking holidays from Monday, 9th April, 2018 and returning to work on Monday, 23rd April, 2018.

Council's Executive Manager, Corporate & Community Services, Mrs Courtney Armstrong will be acting in this position whilst I am on leave.

Recommendation

For Council information.

RESOLVED on the motion of Clr McCann and seconded by Clr McKinnon that the April 2018 Ordinary Meeting of Council be held on Thursday, 26th April, 2018.

06/02/2018

Clr Hutcheon advised he will be an apology at that meeting.

Clr Jones arrived at the meeting at 2.15pm.

GM3) MODEL CODE OF MEETING PRACTICE (L.05-01, SC273)

In accordance with amendments made to the Local Government Act, the Office of Local Government (OLG) has provided a Model Code of Meeting Practice for consultation and comment.

- A copy of this Code has been provided for your information. It must be noted that within this Model Code there are mandatory provisions identified in black font. It also contains non-mandatory provisions as indicated in red font, these may be adopted by Council or varied to suit local circumstances. Attachment No. 7

Councils will be required to adopt their own Code of Meeting Practice as it suits their situation but it must not be less than what has been identified as mandatory in the Model Code being developed by the OLG.

One of the items that has been identified as mandatory is the requirement for the livestreaming of all Council and Committee Meetings.

Council meetings are already open to the public and people may attend in person. It is queried why there is a need to now livestream all of the meetings associated with Council or the Committees of Council. This appears to be a City or large Council issue that the OLG is now requiring of all.

Coolamon Shire Council has a long history of obtaining decision by consensus after free and open discussion of the relevant issue. Sometimes this has not followed strict adherence to meeting process but has resulted in every person being given the opportunity to speak and all points of view heard and respected.

The requirements of livestreaming and potentially Audio recording will require changes to the Council Chambers and costs associated with its provision and ongoing operation. Should any council Committee Meetings be held at alternative locations or rooms to the Council Chambers, then additional resources will need to be provided.

Livestreaming appears to be a response to providing wider public access, or to see how people argue for or against a matter before Council. Coolamon Shire have always taken the opinion that healthy debate is encouraged but after the vote has been held we are united in that decision – a fundamental principle of Democracy. This method of decision making does not require or encourage party politics or grandstanding that can potentially lead to divisive Councils. A move toward livestreaming could alter this situation.

In the same section of the Code, the option of live recording of all Council and Council Committee Meetings is presented.

Audio recordings are to ensure that the Minutes are a true reflection of the Meeting. It should **not** be used to ensure a verbatim record is kept of each debated topic, but rather to ensure the resolution is recorded correctly. To my knowledge this has never been a concern or raised as a problem in the last 15 years at least. Should Councillors wish to have their name recorded against a decision, they have the ability to do so now, and it is included in the Minutes.

The current practice of meetings being open to the public is appropriate for those who deem it important enough to attend. The Agenda and Minutes are a true and accurate record of what was discussed and resolved.

There appears to be no issues that require Council changing to webcast or livestreaming Council or Committee Meetings. Similarly, the need to record such meetings is questionable and involves a cost and logistics impost in addition to record keeping concerns.

Council have until Friday, 16th March, 2018 to make a submission in regard to this document.

Recommendation

That Council make a submission in regard to the issues raised in this report.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr McCann that Council make a submission in regard to the issues raised in this report. 07/02/2018

GM4) 2018 AUSTRALIA DAY (A.13-12, SC943)

The 2018 Australia Day Awards were conducted in Ardlethan and all involved should be congratulated on a great morning. Those of special mention were the MC for the event, Karen Wood and the Ardlethan Community who supported the day. In addition, Mel Mayer was there to make sure the sound system ran efficiently, and with Jess Inch, Council's Community Development Officer, the day ran smoothly.

The Award winners on the day were as follows:

- Citizen of the Year: **Neville & Sylvia Gillett**
- Young Citizen of the Year: **Brodie Jones**
- Shane Till Memorial Award for Sportsperson of the Year: **Kellie Hamblin**
- Young Sportsperson of the Year: **Jessica McCallum**
- Community Event/Community Group of the Year: **Ganmain Quasquicentenary Committee**

➔ It is now Council's role to determine who will hold the event for 2019 and accordingly, I have attached both the location of the previous communities where it was held and the indicative location moving forward. Attachment No. 8

Recommendation

That Council choose a location for the 2019 event.

RESOLVED on the motion of Clr Jones and seconded by Clr Hutcheon that the 2019 Australia Day Awards be conducted in Ganmain. 08/02/2018

GM5) COMMUNITY SAFETY PRECINCT COMMITTEE (P.05-02, SC309)

Coolamon Shire Council has received an invitation from Inspector Robert Vergano the Officer in Charge of Temora and Junee wishing to set up a Community Safety Precinct Committee (CSPC).

Wagga Police District Command, Bob Noble has advised that the newly formed Riverina Police District will be broken into four Senior Leadership roles being: Tumut, Cootamundra, Wagga and Temora.

- ➔ Mr Vergano has advised that the new local Committee will allow a flow of information between the Police and Local Government. The invite has been attached. Attachment No. 9

It is thought appropriate that the previous Coolamon/June Police Community Consultative Committee consisting of Mayor, John Seymour; Deputy Mayor, Bruce Hutcheon; and General Manager, Tony Donoghue with the alternative delegate, Clr David McCann be appointed at the new Community Safety Precinct Committee.

We look forward to meeting Inspector Vergano to continue our positive and healthy relationship with the Local Police Command.

Recommendation

- 1) That Council Representatives attend the Community Safety Precinct Committee (CSPC) meeting at Temora on Friday, 4th May, 2018.
- 2) That Council delegate the following as members of this Committee:
 - Mayor, Clr John Seymour
 - Deputy Mayor, Clr Bruce Hutcheon
 - General Manager, Tony Donoghue
 - Alternative Delegate: Clr David McCann

RESOLVED on the motion of Clr White and seconded by Clr McCann: 09/02/2018

- 1) **That Council Representatives attend the Community Safety Precinct Committee (CSPC) meeting at Temora on Friday, 4th May, 2018; and**
- 2) **That Council delegate the following as members of this Committee:**
 - **Mayor, Clr John Seymour**
 - **Deputy Mayor, Clr Bruce Hutcheon**
 - **General Manager, Tony Donoghue**
 - **Alternative Delegate: Clr David McCann**

GM6) RIVERINA REGIONAL LIBRARY (RRL) (L.03-03, SC269)
- BUDGET ALLOCATION
- SERVICE LEVEL AGREEMENT 2018/19

Coolamon Shire Council has received the Draft Riverina Regional Library Member Contributions for the 2018/2019 financial year. They have been set at \$109,689.00. These contributions have been calculated in accordance with the

agreed formula as specified in the RRL Deed of Agreement (Operational costs varied by Ratepegging and Labour costs varied by Actuals).

- In addition, the proposed RRL fees and charges schedule for 2018/2019 has also been developed. These will be incorporated into the fees and charges of Council. All of these documents are provided for your information. Attachment No. 10

The Riverina Regional Library Service Level Agreements are also made available for Council's signature. These are in line with previous Agreements and Coolamon Shire Council has been happy with the ongoing management of the Riverina Regional Library and the services provided. All of these documents are provided for your information.

Recommendation

- 1) That Council endorse the proposed member contribution for Coolamon Shire Council to the RRL and the amount of \$109,689.00 be allocated in the upcoming Budget.
- 2) That Council sign the Service Level Agreement as provided.

RESOLVED on the motion of Clr Crocker and seconded by Clr McCann: 10/02/2018

- 1) **That Council endorse the proposed member contribution for Coolamon Shire Council to the RRL and the amount of \$109,689.00 be allocated in the upcoming Budget.**
- 2) **That Council sign the Service Level Agreement as provided.**

GM7) RIVERINA JOINT ORGANISATION (R.06-01, SC329)

The REROC Board met on Wednesday, 1st February, 2018 to discuss, in addition to its normal deliberations, the issue of the Riverina Joint Organisation.

- A paper was presented that provide three options to be considered. These options were developed by the REROC Executive and a copy of this paper and the options has been attached. Attachment No. 11.1

Included with this information was the recommendation from the REROC Executive that the most appropriate model for the Joint Organisation would be Option 1.

The reasons given were primarily based on the following:

- Not wishing to lose the existing benefits of the REROC Organisation.
- Financially this is the most cost effective Model.
- Build on the work and brand of REROC.

It was believed appropriate that as this JO Model is a new process with the associated regulations yet to be released by Government, that it would be prudent to undertake a full review of the new Organisation in 18 months. This review would be conducted by an independent body and the findings would be presented to the Board for consideration.

→ Whilst it was robust discussion and diverse views were expressed, the REROC Board voted to recommend Councils proceed with Option 1. Attachment No. 11.2
It should be noted that Wagga Wagga City Council and Snowy Valleys Council voted against this proposal.

It is not mandatory to be in any JO currently and the resolution of the REROC Board is not binding on any individual Council. Coolamon Shire Council should consider whether it wishes to be involved in the Joint Organisation and if it will operate to the benefit of both Coolamon Shire and the Region.

This matter has been going since 2014 and REROC were a Pilot Organisation to trial the Models for the State Government. We believe that the changes to legislation have a reflected REROC's concerns in regard to the structure of a regional body tasked with:

- 1) Advocacy and Lobbying
- 2) Strategic Planning/Regional Strategic priorities
- 3) Intergovernmental co-operation

The following concerns that Local Government has identified need to be considered in relation to joining a Joint Organisation. To date these issues have never been adequately answered but merely advice received that this is not the intention of these Organisations.

- Unfunded mandate
- Fourth Tier of Government
- Amalgamation by deceit

Coolamon Shire Council has been a member since inception and has always seen the benefit of the REROC Organisation and its ability to provide scale and capacity, well before it was the buzz words of the State Government. This was reinforced in Council's resolution at the December Meeting:

"That Council supports a JO that reflects the Riverina Eastern Organisation of Councils".

- As this Joint Organisation is formed by proclamation from the State Government, the wording of any resolution to join the Joint Organisation must be quite specific and in accordance with the legal format. Information has been received from the OLG explaining this resolution process and the importance and time frame around providing this information. Attachment No. 11.3

It is believed that to be within a Joint Organisation, is the appropriate pathway for Coolamon Shire Council and that Option 1 best represents the path forward for Coolamon Shire Council and the Region.

Recommendation

In accordance with Part 7 of Chapter 12 of the Local Government Act 1993, the Coolamon Shire Council resolves:

- 1) That Coolamon Shire Council inform the Minister for Local Government, The Hon Gabrielle Upton MP, of Council's endorsement of the Minister recommending to the Governor the establishment of a REROC Joint Organisation in accordance with this resolution.
- 2) To approve the inclusion of the Coolamon Shire Council area in the Joint Organisation's area.
- 3) That the Joint Organisation be established to cover the Coolamon Shire Council's area and any one or more of the following Council areas:
Bland, Coolamon, Cootamundra-Gundagai, Greater Hume Shire, Junee, Lockhart, Snowy Valleys, Temora and Wagga.
- 4) That, on the expiry of a period of 28 days from the making of this resolution, the General Manager provide the Minister:
 - a) with a copy of this resolution including the date on which Council made this resolution, and
 - b) inform the Minister that this resolution has not been rescinded.

for the purpose of the Minister issuing a certificate under Section 400P of the Act.

RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that in accordance with Part 7 of Chapter 12 of the Local Government Act 1993, the Coolamon Shire Council resolves: 11/02/2018

- 1) That Coolamon Shire Council inform the Minister for Local Government, The Hon Gabrielle Upton MP, of Council's endorsement of the Minister recommending to the Governor the establishment of a REROC Joint Organisation in accordance with this resolution.
- 2) To approve the inclusion of the Coolamon Shire Council area in the Joint Organisation's area.
- 3) That the Joint Organisation be established to cover the Coolamon Shire Council's area and any one or more of the following Council areas: Bland, Coolamon, Cootamundra-Gundagai, Greater Hume Shire, Junee, Lockhart, Snowy Valleys, Temora and Wagga.
- 4) That, on the expiry of a period of 28 days from the making of this resolution, the General Manager provide the Minister:
 - a) with a copy of this resolution including the date on which Council made this resolution, and
 - b) inform the Minister that this resolution has not been rescinded.

for the purpose of the Minister issuing a certificate under Section 400P of the Act.

GM8) EVENT FUNDING PROGRAM REVIEW (E.07-01, SC491)

Background

Coolamon Shire Council is committed to supporting events and promoting the development of new events for the Shire. The aim of this funding is to provide social and economic benefits to the community and our visitors.

The purpose behind the fund was to improve on or increase existing events by supporting them to extend to the next level of success.

The event funding program commenced in 2015 and is aimed for local events and festivals to achieve financial assistance. This funding supports locally based organisations and community groups by providing help with marketing, media and advertising campaigns. During this time Council has provided funding to 13 events totalling to \$23,000.

Every year Council sets aside a budget allocation of \$6,000 to support festivals and events. This funding is allocated based on the events ability to satisfy an assessment criteria.

Events could include:

- Cultural (historical and heritage) events
- Events highlighting local produce
- Arts (music, theatre, visual) events
- Indoor and outdoor events within the criteria
- Tourism related sporting and recreational events
- Conferences and seminars conducted over more than one day
- Local community events

As the program has been in place for four years, this review provides an overview of the program, current process and possible recommendations for future improvement.

Aims and Objectives

The event-funding program is to assist Coolamon Shire to increase levels of visitation by travellers, residents and business people. The overarching objective of the investment by Coolamon Shire is to increase market awareness for the Shire, promoting it as a vibrant and friendly place to live and visit.

The aim of the event funding is:

- To provide support to community groups and organisations to hold events
- To maximise the economic and social benefits of hosting events and festivals
- To ensure that all events funding is administered in a fair and equitable manner
- To assist the development of existing events and awareness of creating new events

Previous Funding Recipients

2015: Ganmain Show - \$3000
Ardlethan Country Music Festival - \$3000
(Applications received in total - 6)

2016 Ganmain Public School P&C Triathlon - \$2000
Ardlethan Country Music Festival & Talent Quest - \$2000
Ganmain Agricultural Show - \$2000
(Applications received in total - 3)

2017 Up2Date Art Exhibition - \$3000
Ganmain Historical Society Open Day - \$3000
(Applications received in total - 2)

2018 Ganmain Historical Society Open Day - \$2000
Ganmain P&C Public School Triathlon - \$3000
(Applications received in total - 2)

Total applications – 13
Total amount funded - \$23,000

Current Process

The current event funding application process is outlined below:

Amount Available

- Applicants can apply for funds from a pool of \$6,000 (\$1,500 minimum - \$3,000 maximum), which will be allocated as per the program guidelines
- A consultation meeting with Coolamon Shire Council Staff (Tourism & Business Development Officer) to discuss event priorities including; marketing, promotion, risk management, sustainability, finance and approvals
- Support if required from Coolamon Shire Council staff member in the lead up to the event
- The event will be recognised as a significant event within Councils seasonal marketing campaigns

Eligible for Funding:

The applicant must be a community based not-for-profit organisation (or an individual). The project must seek to primarily benefit residents and/or service organisations/advance committees within the Coolamon Local Government Area. The organisation seeking funding must have been operating successfully for at least a minimum of two (2) years and must have one of the following:

- Certificate of Incorporation
- A letter of support from an incorporated organisation willing to sponsor the event/project; or
- Other documentation verifying the organisation (eg: bank statements, insurance documents, minutes of meetings)

Not Eligible for Funding

- Organisations that are currently subsidised by Council through existing service level agreements.
- Any organisation that has not acquitted any prior grant from Council.
- Projects requesting retrospective funding for monies that have already been spent.
- Funding towards any unlawful or irresponsible purpose.
- Applications that have not enclosed all required application documentation.
- Funds that will be distributed to other persons in the form of a donation or gift.
- Works that are the responsibility of another government body and/or are eligible to be funded by other government programs.

Current Timeline

- August/September - Event Funding Program Opens – Advise for 8 weeks
- November – Applications Close, Committee Evaluation, Report to Council
- December – Advise successful and unsuccessful applicants
- Event to be held in next calendar year – January to December

Review

Positives:

- The results from funding have increased visitation to the Shire
- Coolamon Shire Council supports local organisations and community groups
- Increased amount of events and Shire exposure
- Ability for organisations and community groups to expand, improve and grow their event
- Strategic approach (long term vision) by both Council and the applicant

Issues and concerns:

- Number of applications have decreased over the duration of the program
- Feedback received that community groups, committees and organisations are not aware when the application process opens
- Community Groups, Committees and Organisations continue to seek event assistance outside of the Event Funding Program from Council
- Retrospective invoicing – Funds are paid at the completion of the event and acquittal process. Some applicants would prefer funding upfront.

Recommendations – Future Options

Option 1 – Remain as is

- Process and current pool of funds remain the same with increased advertising to promote that funding is available.
- Funds would remain to provide help with media, marketing and advertising campaigns.

Option 2 – Remain as is with flexible amounts

- Pool of funds remain the same with removal of minimum amounts to allow for smaller events to apply for funding. Maximum amount would remain.
- This would allow for more events to be supported over the yearly period.
- Funds would remain to provide help with media, marketing and advertising campaigns.

Option 3 – Ongoing yearly funding until exhausted

- Pool of funds remain the same with removal of closing date and minimum amount requirements. Maximum amount would remain.
- This would mean that the funding application process would remain open until all funds are allocated. Applications would be accepted and assessed by the sub-committee once received (Prior to each Council Meeting).
- Applications would be accepted until all funds are allocated.
- This would allow for events and festivals to apply throughout the year and it would remove the 8 week application timeframe and would address ad hoc requests to Council.
- Funds would remain to provide help with media, marketing and advertising campaigns.
- For example, the funding would open in November for the next January to December period and would remain open until all funds are allocated. This could be 3, 6 or 9 months.
- Application for funding would need to be lodged two months prior to the event to seek approval.
- *Optional – Two rounds could be incorporated into this option, round one could be from January to June and round two from July to December.*

Option 4 – Remove funding

- Remove funding and revert to an assessment and division upon individual request to Council

A full update will be carried out following this review, this would include the guidelines, criteria, timing, application process and acquittal.

Staff Recommendation

Coolamon Shire Council staff recommend to explore 'Option 3 - Ongoing yearly funding until exhausted'. Staff believe that this option would eliminate a number of the current issues and concerns while continuing to raise the funding profile and supporting community events.

By exploring option 3, staff recommend:

- Applicants would continue to complete an application process (and would be required to submit at least two months in advance of event).
- Funds would continue to provide assistance with media, marketing, promotion and advertising campaigns.
- Review event funding guidelines and requirements - Strengthening funding guidelines will assist in allocating funds to events.
- Remove the sub-committee and have a regular report to Council addressing applications.
- Increase advertising in the lead up to funding opening dates – Newspaper, website, social media, email distribution.
- Funding pool would remain the same amount of \$6000. If funds are not exhausted within the year they would carry over to the following year.
- Funding would open in November, for the next calendar year of events (January to December). Funding would be available until exhausted.
- Minimum amount would be removed and maximum amount of \$3000 would remain. Council staff would determine and recommend if amount would be granted or altered from application. By removing the minimum amount, this would allow smaller events to apply and for Council to support more events.
- Successful funding applications would continue to complete an acquittal process at the completion of the event.
- Applicants would continue to receive a lump sum after the event and acquittal, funds won't be provided prior to acquittal and invoice. This will allow Council staff to audit quotes and funding amounts. Any concerns regarding this, can be discussed with Council staff.

Recommendation

For Council decision.

RESOLVED on the motion of Clr McCann and seconded by Clr Jones that the Event Funding Program be redeveloped along the lines of Option 3. 12/02/2018

Option 3 – Ongoing yearly funding until exhausted

- Pool of funds remain the same with removal of closing date and minimum amount requirements. Maximum amount would remain.
- This would mean that the funding application process would remain open until all funds are allocated. Applications would be accepted and assessed by the sub-committee once received (Prior to each Council Meeting).
- Applications would be accepted until all funds are allocated.
- This would allow for events and festivals to apply throughout the year and it would remove the 8 week application timeframe and would address ad hoc requests to Council.
- Funds would remain to provide help with media, marketing and advertising campaigns.
- For example, the funding would open in November for the next January to December period and would remain open until all funds are allocated. This could be 3, 6 or 9 months.
- Application for funding would need to be lodged two months prior to the event to seek approval.
- *Optional – Two rounds could be incorporated into this option, round one could be from January to June and round two from July to December.*

GM9) COMMUNITY FUNDED SOLAR PROJECT (LD241, LF551)

Coolamon Shire Council has been holding discussions with Repower Shoalhaven in regard to the opportunity to roll out a community solar investment at the Coolamon Health Precinct. This would include providing solar power to Allawah Lodge, Community Centre and the Aitken Logan Wing.

These negotiations have been underway for some time after the Workshop conducted in conjunction with Coolamon Shire Council, REROC and the OEH, titled Public Energy No. 1. This meeting was held in May 2017 at the Council Chambers whereby various options were discussed, one being where community investment is sourced to provide solar infrastructure on a building. A model presented by one of the speakers – Repower Shoalhaven was considered.

- This approach relates to Council facilities and provides a model that enables Council to expand their solar power utilising community investment. It is based on the successful model created and operated by Repower Shoalhaven. Further details can be found on their website: www.repower.net.au **Attachment No. 12**

The basic principle is:

- The community investors would receive an annual return on their money with a defined percentage rate for the 10 years of the investment.

- Coolamon Shire Council's Health Precinct would receive solar infrastructure and after 10 years this infrastructure will be gifted to Council.
- Council would also receive a reduced power bill for the 10 year period and would receive the total benefit upon completion.

What this means for Council is that at no cost Council will receive the solar infrastructure whilst the community has the option of investing in green power that would return an investment to them.

Repower Shoalhaven would gain a foothold in this district with opportunities to continue rolling out green infrastructure based on community support.

Repower Shoalhaven would use local contractors where possible to construct and maintain the facilities during their 10 year ownership of the asset.

The benefits that Coolamon Shire Council would receive are the reduced power bills which would be reinvested back into the community asset of our aged care infrastructure to continue improvements to how we deliver the service.

It should be noted that Allawah Lodge received a significant upgrade in heating and cooling this summer with an expectation in power costs rising accordingly.

Repower Shoalhaven have indicated that they would like to get this project underway as soon as possible to take advantage of the summer months and the next round of community funding consultation.

Accordingly, Coolamon Shire have entered into this Agreement with Repower Shoalhaven.

Recommendation

For Council information.

RESOLVED on the motion of Clr McCann and seconded by Clr Jones that the report be received. 13/02/2018

GM10) STRONGER COUNTRY COMMUNITIES FUND (G.03-01, SC201)

- ➔ Council has received correspondence from the Hon John Barilaro MP, the Deputy Premier advising of Round 2 of the Stronger Country Communities Fund. This Fund will open in mid March with applications closing in May 2018. A copy of the correspondence has been attached. Attachment No. 13

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH FEBRUARY, 2018.

In addition, it has been advised that the successful Tranche B and C projects will be announced in early March 2018.

Council will need to commence consultation with the community and will run a similar programme to the Round 1 funding.

Recommendation

For Council's information.

RESOLVED on the motion of Clr McCann and seconded by Clr Crocker that the report be received. 14/02/2018

.....
J. J. Seymour
..... MAYOR

.....
Angela Douglas
..... GENERAL MANAGER.


5.2 EXECUTIVE MANAGER, CORPORATE & COMMUNITY SERVICES' REPORTS

CS1) FINANCE REPORT

RESOLVED on the motion of Clr White and seconded by Clr Jones that the report be noted. 15/02/2018

DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
1/02/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.90%	1/02/2018
1/12/2017	NAB	A1+/AA-	Term Deposit	\$ 1,000,000	90	2.40%	1/03/2018
2/05/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.80%	2/05/2018
8/05/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.80%	8/05/2018
15/06/2017	AMP	A1/A	Term Deposit	\$ 2,000,000	365	2.60%	15/06/2018
19/06/2017	AMP	A1/A	Term Deposit	\$ 1,000,000	365	2.60%	19/06/2018
8/08/2017	AMP	A1/A	Term Deposit	\$ 1,000,000	273	2.60%	8/05/2018
9/09/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.70%	9/09/2018
14/09/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.70%	14/09/2018
26/09/2017	AMP	A1/A	Term Deposit	\$ 500,000	273	2.60%	26/06/2018
23/09/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.50%	23/09/2018
24/10/2017	NAB	A1+/AA-	Term Deposit	\$ 1,000,000	365	2.50%	24/10/2018
10/11/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 2,000,000	365	2.70%	10/11/2018
21/12/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,700,000	365	2.75%	21/12/2018
TOTAL INVESTED				\$ 16,200,000			

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 2005* and Council's Investment Policies.


(Samantha Jennings, Finance Manager)

RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS

EXTERNAL RESTRICTIONS AS AT 30TH JUNE, 2017

Allawah Lodge - Accommodation Bonds/Payments	\$ 3,706,673.19
Allawah Village - Loan-Licence	\$ 2,977,399.15
Section 94 Contributions	\$ -
Specific Purpose Unexpended Grants & Contributions & Other Funding	\$ 305,461.01
Sewerage Fund	\$ 1,879,720.20
Waste Management	\$ 944,034.25
	<u>\$ 9,813,287.80</u>

INTERNAL RESTRICTIONS AT 30TH JUNE, 2017

Asset/Plant Replacement	\$ 1,000,000.00
Employees Leave Entitlements	\$ 970,000.00
Deferred Works	\$ 739,000.00
Ardlethan Preschool	\$ 17,791.45
Asset Management (inc. unrestricted cash)	\$ 1,110,298.78
Allawah Lodge Asset Mgt Reserve	\$ 602,759.22
Allawah Village Asset Mgt Reserve	\$ 260,407.31
CECC Asset Mgt Reserve	\$ 203,907.81
Financial Assistance Grant	\$ 1,683,001.00
Swimming Pools	\$ -
Rehabilitation of Gravel Pits	\$ 152,000.00
	<u>\$ 6,739,165.57</u>
	<u>\$ 16,552,453.37</u>

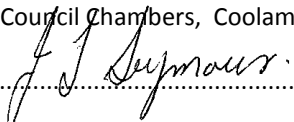
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH FEBRUARY, 2018.

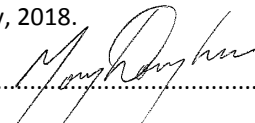
COOLAMON SHIRE COUNCIL
INCOME STATEMENT

for the period 1st July 2017 to 30th June 2018

	JANUARY 2018	DECEMBER 2017	NOVEMBER 2017	2017/2018 BUDGET	2016/2017 ACTUAL
Income from continuing operations					
Revenue:					
Rates & annual charges	3,420,395.26	3,420,226.51	3,419,608.99	3,410,000.00	3,342,541.82
User charges & fees	1,991,951.86	1,732,392.92	1,436,203.58	2,813,000.00	2,931,783.71
Interest and investment revenue	74,980.20	72,360.70	20,950.65	404,000.00	448,073.57
Other revenues	488,808.87	434,891.55	313,650.00	491,000.00	771,690.93
Grants & contributions provided for operating purposes	2,411,805.46	2,326,981.03	2,174,475.18	4,122,000.00	8,416,616.93
Grants & contributions provided for capital purposes	612,989.27	486,498.65	404,198.65	3,429,000.00	1,354,954.49
Internals	0.00	0.00	0.00		
Other income:					
Net gain from the disposal of assets	684,679.48	684,679.48	655,317.76	190,000.00	0.00
Total revenues from continuing operations	9,685,610.40	9,158,030.84	8,424,404.81	14,859,000.00	17,265,661.45
Expenses from continuing operations					
Employee benefits and on-costs	3,155,125.70	2,722,165.56	2,213,216.94	5,043,000.00	5,348,989.28
Borrowing costs	2,811.94	2,783.20	0.00	30,000.00	70,026.65
Materials & contracts	1,656,260.76	1,369,198.93	1,139,234.64	2,397,000.00	3,300,065.85
Depreciation, amortisation & impairment	1,793,853.18	1,539,640.40	1,282,488.18	3,022,000.00	2,790,897.03
Other expenses	946,312.34	847,472.46	736,426.62	1,578,000.00	1,390,196.61
Net loss from the disposal of assets					222,922.14
Total expenses from continuing operations	7,554,363.92	6,481,260.55	5,371,366.38	12,070,000.00	13,123,097.56
Operating result from continuing operations	2,131,246.48	2,676,770.29	3,053,038.43	2,789,000.00	4,142,563.89
Net operating result for the year before grants and contributions provided for capital purposes	1,518,257.21	2,190,271.64	2,648,839.78	-640,000.00	2,787,609.40

This is Page No. 23 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th February, 2018.


..... MAYOR

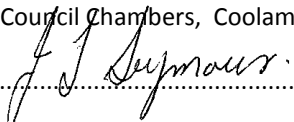

..... GENERAL MANAGER.

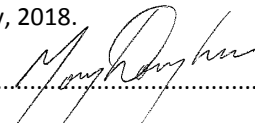
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH FEBRUARY, 2018.

COOLAMON SHIRE COUNCIL
INCOME STATEMENT BY FUND

	January 2018		TOTAL
	GENERAL FUND	SEWERAGE FUND	
Income from continuing operations			
<i>Revenue:</i>			
Rates & annual charges	2,903,517.17	516,878.09	3,420,395.26
User charges & fees	1,983,815.86	8,136.00	1,991,951.86
Interest and investment revenue	73,607.73	1,372.47	74,980.20
Other revenues	483,300.77	5,508.10	488,808.87
Grants & contributions provided for operating purposes	2,333,638.51	78,166.95	2,411,805.46
Grants & contributions provided for capital purposes	591,118.03	21,871.24	612,989.27
Internals	0.00	0.00	0.00
<i>Other income:</i>			
Net gain from the disposal of assets	684,679.48	0.00	684,679.48
Total revenues from continuing operations	9,053,677.55	631,932.85	9,685,610.40
Expenses from continuing operations			
Employee benefits and on-costs	3,068,755.71	86,369.99	3,155,125.70
Borrowing costs	2,811.94		2,811.94
Materials & contracts	1,540,617.76	115,643.00	1,656,260.76
Depreciation & amortisation	1,790,580.68	3,272.50	1,793,853.18
Other expenses	921,521.88	24,790.46	946,312.34
Total expenses from continuing operations	7,324,287.97	230,075.95	7,554,363.92
Operating result from continuing operations	1,729,389.58	401,856.90	2,131,246.48
Net operating result for the year before grants and contributions provided for capital purposes	1,138,271.55	379,985.66	1,518,257.21

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..... MAYOR

..... GENERAL MANAGER.

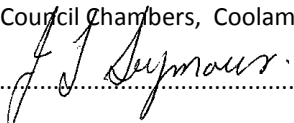
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH FEBRUARY, 2018.

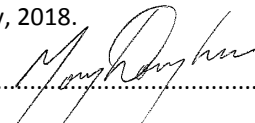
COOLAMON SHIRE COUNCIL
BALANCE SHEET

for the period 1st July 2017 to 30th June 2018

	JANUARY 2018	DECEMBER 2017	NOVEMBER 2017	2017/2018 BUDGET (ADJ FOR OPENING BALS)	2016/2017 ACTUAL
ASSETS					
Current assets					
Cash and cash equivalents	(329,533.60)	690,353.71	2,543,747.76	1,807,816.66	1,352,453.37
Investments	16,200,000.00	16,200,000.00	15,200,000.00	15,900,000.00	15,200,000.00
Receivables	1,688,026.06	1,730,267.35	1,831,301.98	438,603.96	938,409.07
Inventories	1,308,009.85	1,298,939.03	1,299,516.46	368,169.98	1,383,565.16
Other					
Total current assets	18,866,502.31	19,919,560.09	20,874,566.20	18,514,590.60	18,874,427.60
Non-current assets					
Investments					
Receivables	3,925.13	3,925.13	3,925.13	326,297.13	3,925.13
Inventories	102,397.55	102,397.55	102,397.55	2,000.00	1,941.00
Infrastructure, property, plant & equipment	215,573,249.01	214,892,796.65	214,669,072.84	228,691,172.68	212,611,209.09
Accumulated Dep'n - Infrastructure, PP&E	(44,656,764.14)	(44,402,551.36)	(44,306,795.45)	(49,374,774.74)	(43,473,384.70)
Accumulated Imp't - Infrastructure, PP&E	(1,456,499.18)	(1,456,499.18)	(1,456,499.18)	(156,499.18)	(1,456,499.18)
Other					
Total non-current assets	169,566,308.37	169,140,068.79	169,012,100.89	179,488,195.89	167,687,191.34
Total assets	188,432,810.68	189,059,628.88	189,886,667.09	198,002,786.49	186,561,618.94
LIABILITIES					
Current liabilities					
Payables	6,943,121.79	7,016,877.24	7,455,614.26	7,585,387.96	7,191,922.68
Overdraft					
Interest bearing liabilities	1,157.00	1,157.00	1,157.00	1,846.00	1,157.00
Provisions	1,562,020.18	1,569,529.12	1,581,592.17	1,557,596.01	1,573,274.03
Total current liabilities	8,506,298.97	8,587,563.36	9,038,363.43	9,144,829.97	8,766,353.71
Non-current liabilities					
Payables	990.91	990.91	990.91	798.98	990.91
Interest bearing liabilities	1,448.86	1,448.86	1,448.86	(2,179.14)	1,448.86
Provisions	1,095,890.93	1,095,890.93	1,095,890.93	1,099,682.86	1,095,890.93
Total non-current liabilities	1,098,330.70	1,098,330.70	1,098,330.70	1,098,302.70	1,098,330.70
TOTAL LIABILITIES	9,604,629.67	9,685,894.06	10,136,694.13	10,243,132.67	9,864,684.41
Net assets	178,828,181.01	179,373,734.82	179,749,972.96	187,759,653.82	176,696,934.53
EQUITY					
Retained earnings	86,833,721.27	87,379,245.08	87,755,513.22	89,685,581.01	84,702,474.79
Reserves	91,994,459.74	91,994,459.74	91,994,459.74	98,074,072.81	91,994,459.74
Internal Assets/Liabilities	0.00	0.00	0.00	0.00	0.00
Total equity	178,828,181.01	179,373,704.82	179,749,972.96	187,759,653.82	176,696,934.53

This is Page No. 25 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th February, 2018.

..... MAYOR

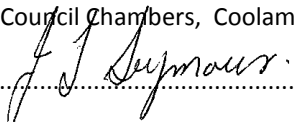
..... GENERAL MANAGER.

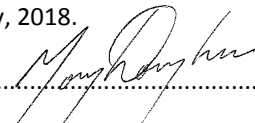
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH FEBRUARY, 2018.

COOLAMON SHIRE COUNCIL
BALANCE SHEET BY FUND

January 2018			
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	COOLAMON SHIRE TOTAL
ASSETS			
Current assets			
Cash and cash equivalents	(2,363,155.62)	2,033,622.02	(329,533.60)
Investments	16,200,000.00		16,200,000.00
Receivables	1,460,540.79	227,485.27	1,688,026.06
Inventories	1,308,009.85		1,308,009.85
Other			0.00
Total current assets	16,605,395.02	2,261,107.29	18,866,502.31
Non-current assets			
Investments			0.00
Receivables	3,925.13		3,925.13
Inventories	102,397.55		102,397.55
Infrastructure, property, plant & equipmen	199,343,208.35	16,230,040.66	215,573,249.01
Accumulated Depreciation	(38,753,196.62)	(5,903,567.52)	(44,656,764.14)
Accumulated Impairment	(1,456,499.18)		(1,456,499.18)
Other			0.00
Total non-current assets	159,239,835.23	10,326,473.14	169,566,308.37
Total assets	175,845,230.25	12,587,580.43	188,432,810.68
LIABILITIES			
Current liabilities			
Payables	6,943,121.79	0.00	6,943,121.79
Interfunding			0.00
Interest bearing liabilities	1,157.00		1,157.00
Provisions	1,562,020.18		1,562,020.18
Total current liabilities	8,506,298.97	0.00	8,506,298.97
Non-current liabilities			
Payables	990.91		990.91
Interest bearing liabilities	1,448.86		1,448.86
Provisions	1,095,890.93		1,095,890.93
Total non-current liabilities	1,098,330.70	0.00	1,098,330.70
TOTAL LIABILITIES	9,604,629.67	0.00	9,604,629.67
Net assets	166,240,600.58	12,587,580.43	178,828,181.01
EQUITY			
Retained earnings	80,243,711.13	6,590,010.14	86,833,721.27
Reserves	85,996,889.45	5,997,570.29	91,994,459.74
Internal Assets & Liabilities	0.00		0.00
Total equity	166,240,600.58	12,587,580.43	178,828,181.01

This is Page No. 26 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th February, 2018.

..... MAYOR

..... GENERAL MANAGER.

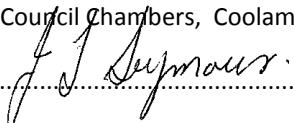
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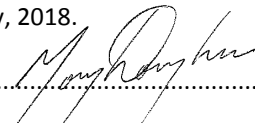
COOLAMON SHIRE COUNCIL
INTERNAL & EXTERNAL RESTRICTIONS

for the period 1st July 2017 to 30th June 2018

	JANUARY 2018	DECEMBER 2017	NOVEMBER 2017	2017/2018 BUDGET (ADJ FOR OPENING BALS)	2016/2017 ACTUAL
GENERAL FUND					
<i>EXTERNALLY RESTRICTED</i>					
Grants & Susidies & Other	236,541.35	219,906.78	208,085.22	305,461.01	305,461.01
Waste Management	1,099,815.62	1,115,348.86	1,107,636.74	970,303.67	944,034.25
Allawah Lodge Accommodation Payments	3,367,638.56	3,525,913.56	3,775,913.56	3,799,148.19	3,706,673.19
Allawah Village Loan-Licence	3,123,852.00	3,365,648.15	3,365,648.15	3,087,162.15	2,977,399.15
	7,827,847.53	8,226,817.35	8,457,283.67	8,162,075.02	7,933,567.60
<i>INTERNALLY RESTRICTED</i>					
Plant Replacement Reserve	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Employees Leave Entitlements Reserve	970,000.00	970,000.00	970,000.00	980,000.00	970,000.00
Stormwater Management Reserve				-32,725.00	
Swimming Pools Reserve				0.00	
Deferred Works Reserve	120,000.00	120,000.00	120,000.00	679,000.00	739,000.00
Ardlethan Preschool	55,087.11	57,869.02	34,375.33		17,791.45
Financial Assistance Grant				0.00	1,683,001.00
Community Housing Programme Reserve				0.00	
Allawah Lodge Asset Mgt Reserve	664,401.50	646,139.35	658,423.49	714,334.75	602,759.22
Allawah Village Asset Mgt Reserve	248,093.43	234,903.26	226,892.76	371,162.15	260,407.31
CECC Asset Mgt Reserve	264,098.41	271,222.80	276,017.51	212,964.81	203,907.81
Gravel Pits Rehabilitation Reserve	152,000.00	152,000.00	152,000.00	167,000.00	152,000.00
	3,473,680.45	3,452,134.43	3,437,709.09	4,091,736.71	5,628,866.79
Asset Management/Available for Working Funds	2,535,316.40	3,162,513.66	3,867,700.40	953,450.52	1,110,298.78
Total Cash Balance - General Fund	13,836,844.38	14,841,465.44	15,762,693.16	13,207,262.25	14,672,733.17
SEWERAGE FUND					
Sewerage Fund	2,033,622.02	2,048,888.27	1,981,054.60	1,937,371.83	1,879,720.20
	2,033,622.02	2,048,888.27	1,981,054.60	1,937,371.83	1,879,720.20
Total Cash Balance - Sewerage Fund	2,033,622.02	2,048,888.27	1,981,054.60	1,937,371.83	1,879,720.20
TOTAL CONSOLIDATED CASH	15,870,466.40	16,890,353.71	17,743,747.76	15,144,634.08	16,552,453.37

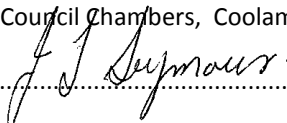
This is Page No. 27 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th February, 2018.

 MAYOR

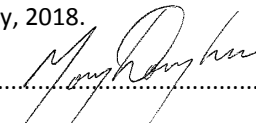
 GENERAL MANAGER.

RATE COLLECTIONS

	ARREARS B/FWD	LEVIES INC. INTEREST	TOTAL	COLLECTIONS TO DATE	% TO TOTAL	ADJUSTMENTS INC. PENS CONCESSIONS	ADJ TOTAL	% TO TOTAL	COLLECTABLE BALANCE
31/01/2004	280,098.47	2,038,863.52	2,318,961.99	1,262,114.26	54.43%	102,495.38	2,216,466.61	56.94%	954,352.35
31/01/2005	181,374.69	2,104,337.22	2,285,711.91	1,258,569.85	55.06%	107,103.03	2,178,608.88	57.77%	920,039.03
31/01/2006	163,566.58	2,165,474.95	2,329,041.53	1,278,687.89	54.90%	107,525.68	2,221,515.85	57.56%	942,827.96
31/01/2007	185,519.90	2,256,574.24	2,442,094.14	1,286,131.54	52.67%	107,745.97	2,334,348.17	55.10%	1,048,216.63
31/01/2008	236,912.33	2,417,978.98	2,654,891.31	1,421,584.70	53.55%	122,118.92	2,532,772.39	56.13%	1,111,187.69
31/01/2009	277,343.62	2,500,042.11	2,777,385.73	1,434,257.81	51.64%	120,754.39	2,656,631.34	53.99%	1,222,373.53
31/01/2010	239,371.45	2,604,207.38	2,843,578.83	1,481,885.68	52.11%	121,526.61	2,722,052.22	54.44%	1,240,166.54
31/01/2011	309,194.09	2,727,260.28	3,036,454.37	1,591,018.64	52.40%	170,684.21	2,865,770.16	55.52%	1,274,751.52
31/01/2012	239,162.46	2,872,136.49	3,111,298.95	1,707,518.03	54.88%	128,328.62	2,982,970.33	57.24%	1,275,452.30
31/01/2013	207,935.41	3,039,030.53	3,246,965.94	1,785,058.35	54.98%	127,676.03	3,119,289.91	57.23%	1,334,231.56
31/01/2014	230,807.22	3,146,217.89	3,377,025.11	1,833,571.94	54.30%	124,098.48	3,252,926.63	56.37%	1,419,354.69
31/01/2015	263,562.88	3,299,613.19	3,563,176.07	1,923,354.96	53.98%	122,124.24	3,441,051.83	55.89%	1,517,696.87
31/01/2016	335,520.44	3,415,118.68	3,750,639.12	2,082,168.57	55.52%	124,157.23	3,626,481.89	57.42%	1,544,313.32
31/01/2017	300,944.76	3,502,917.40	3,803,862.16	2,161,576.14	56.83%	123,399.10	3,680,463.06	58.73%	1,518,886.92
2017-2018									
31/07/2017	303,728.87	3,573,820.19	3,877,549.06	172,064.39	4.44%	114,532.52	3,763,016.54	4.57%	3,590,952.15
31/08/2017	303,728.87	3,567,981.97	3,871,710.84	1,194,571.78	30.85%	116,519.77	3,755,191.07	31.81%	2,560,619.29
30/09/2017	303,728.87	3,557,918.45	3,861,647.32	1,379,589.62	35.73%	116,266.64	3,745,380.68	36.83%	2,365,791.06
31/10/2017	303,728.87	3,562,633.59	3,866,362.46	1,444,201.69	37.35%	117,122.89	3,749,239.57	38.52%	2,305,037.88
30/11/2017	303,728.87	3,565,800.57	3,869,529.44	1,927,430.49	49.81%	117,922.80	3,751,606.54	51.38%	1,824,176.05
31/12/2017	303,728.87	3,567,187.50	3,870,916.37	2,074,337.04	53.59%	117,732.28	3,753,184.09	55.27%	1,678,847.05
31/01/2018	303,728.87	3,571,577.54	3,875,306.41	2,121,682.19	54.75%	117,563.53	3,757,742.88	56.46%	1,636,060.69



MAYOR



GENERAL MANAGER.

CS2) DELIVERY PLAN REVIEW (S.11-06, SC516)].

- Under the Integrated Planning and Reporting requirements the General Manager is required to provide progress reports to the Council with respect to the principal activities in the Delivery Program on a six monthly basis. In the past staff have prepared this as part of a report to Council. To make this report a more identifiable document, a separate “Progress Report” has been prepared for the reporting period 1 July 2017 to 31 December 2017. **Attachment No. 14**

Recommendation

For Council information.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Crocker that the report be noted. **16/02/2018**

CS3) POLICY REVIEW (P.12-01, SC316)

- As part of Council’s ongoing policy review, the following policies are presented by staff for adoption/re-adoption: **Attachment No. 15**

- Illegal Entry to Council Property Policy
- Sale of Surplus Plant & Materials Policy
- Signs as Remote Supervision Policy
- Street Stall & Raffles Policy
- Work Health & Safety Policy
- Footpath Inspection & Maintenance Policy

Of the above policies it is thought unnecessary to continue with an Illegal Entry to Council Property Policy specific to one of Council’s locations. Any illegal entry onto Council property would be deemed inappropriate and Council has legal avenues to pursue any offenders. Therefore it is thought this policy is unnecessary and can be removed from Council’s Register.

All other policies continue to operate and are appropriate to the operation of Council.

Recommendation

- 1) That the following policies be adopted:
 - Sale of Surplus Plant & Materials Policy
 - Signs as Remote Supervision Policy

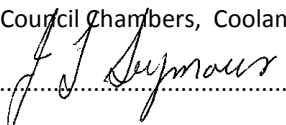
- Street Stall & Raffles Policy
- Work Health & Safety Policy
- Footpath Inspection & Maintenance Policy

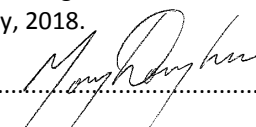
2) That the Illegal Entry to Council Property Policy be deleted.

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

17/02/2018

- 1) **The following policies be adopted:**
 - **Sale of Surplus Plant & Materials Policy**
 - **Signs as Remote Supervision Policy**
 - **Street Stall & Raffles Policy**
 - **Work Health & Safety Policy**
 - **Footpath Inspection & Maintenance Policy, and that**
- 2) **The Illegal Entry to Council Property Policy be rescinded.**

..... MAYOR

..... GENERAL MANAGER.



COOLAMON SHIRE COUNCIL

**SALE OF SURPLUS PLANT AND
MATERIALS POLICY**

Date Adopted	February 2018		
Council Minute	17/02/2018		
Version	Version 3		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	4 Years		
Last Review Date	February 2018	Next Scheduled Review Date	February 2020

Any surplus used plant, machinery, equipment or other materials whose estimated individual value exceeds \$500 shall be sold by tender, quotation or public auction.

Items with estimated value of less than \$500 may be sold by the appropriate Executive Manager after consultation with the General Manager.

REVIEW

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

- Version 3 Re-adopted: Council Meeting held 15 February 2018 (Minute No. 17/02/2018)**
- Version 3 Re-Adopted: Council Meeting 19 September 2013 (Minute No 232/09/2013)**
- Version 3 Adopted: Council Meeting held 20 November 2008 (Minute No.328/11/2008)**
- Version 2 Adopted: Council Meeting held 19 July 2007 (Minute No. 229/7/2007)**
- Version 1 Adopted Council Meeting held 19 August 2004 (Minute No. 277/8/2004)**



COOLAMON SHIRE COUNCIL

SIGNS AS REMOTE SUPERVISION POLICY

Date Adopted	15 February 2018		
Council Minutes	17/02/2018		
Version	Version 3		
Policy Responsibility	Engineering and Technical Services		
Review Timeframe	2 years		
Last Review Date	February 2018	Next Scheduled Review Date	February 2020

OBJECTIVE

This Policy recognises the importance of using signs as remote supervision (SARS) to warn users of Council owned, operated or controlled land within the Coolamon Shire Council Local Government Area (LGA) of the risk and nature of any hazards in the area.

Users of Council owned, operated or controlled land are exposed to varying degrees of risk associated with the hazards which exist on the land - both natural hazards and hazards related to developed facilities. As it is not always possible to eliminate the risk from these hazards, it is desirable to provide a warning to land users about the risk and nature of any hazards. Signs can be an effective way to provide this risk warning.

Using signs as remote supervision also helps Council achieve the community objective in meeting the needs of the Coolamon Shire community and its visitors.

POLICY STATEMENT

This policy aims to

- promote an integrated risk management framework including use of signs as remote supervision;
- ensure consistency and fairness in the manner in which Council deals with signage;
- promote awareness and ensure compliance with legislative requirements under the *Local Government Act 1993* and the *Civil Liability Act 2002*;
- take such steps as are appropriate to ensure that signs are effective and meet current risk management best practice and Australian Standards; and
- make Council's policy and requirements for signs as remote supervision readily accessible and understandable to the public.

Application

This Policy applies to signs used for remote supervision on Council owned or controlled land and facilities in the Coolamon Shire Local Government Area (LGA).

Use of Signs for Remote Supervision (SARS)

Areas of recreational risk exposure at Council owned or controlled facilities such as, swimming pools, reserves, parks, recreational areas and Quarries, will be assessed with a view to mitigating the risk by using signs as remote supervision.

Remote supervision signage will be used to advise or warn people of inherent dangers in the environment in which they are operating.

Council's *Signs as Remote Supervision Code of Practice* includes procedures in relation to its signs used as remote supervision, based on current best practice manual issued by StateWide Mutual.

Risk Management

Council will conduct a regular site risk audit for all Council owned areas annually.

The site risk audits will include inspection and assessment of defects and appropriateness of existing remote supervision signage, and make recommendations regarding any maintenance, installation or changes to signs.

Installation and Replacement

Signs as Remote Supervision (SARS) shall be provided as resources permit, based on a priority rating.

SARS signs in existence currently not meeting the current best practice and/or Australian Standards shall be replaced as resources permit, in priority order.

IMPLEMENTATION

Procedure

This Policy will be implemented by following Council's *Signs as Remote Supervision Procedure*, which specifies in detail the procedures and rating formula for facilities. A rating formula will be used to assess all Council's facilities and allocate a Facility Visitation Rating (FVR) based on public usage.

$$\text{Facility Visitation Rate} = (\text{Development} \times \text{Population}) + \text{Frequency}.$$

The value of the FVR is an indication of the risk that Council is exposed to related to the activities that occur in each facility. This value will allow Council to decide on the most appropriate sign which in turn will act as the most suitable form of remote supervision. Once the FVR has been determined and the hazards for each facility identified, appropriate SARS signs will be installed as warranted.

Staff

Under supervision, and once appropriate training has been received, relevant Council staff will be responsible for ensuring that this Policy is implemented within their work area.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
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Concerns

Public concerns communicated to Council in relation to this Policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints Policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.

Consultation

Any consultation deemed necessary will occur as required with key stakeholders, as per Coolamon Shire Council's Consultation policy.

ASSOCIATIONS & RELATIONSHIPS

Related Legislation	<i>Local Government Act 1993, The Civil Liability Act 2002 (CLA) and relevant Australian Standards. WHS Act 2011 WHS Regulations 2017</i>
Related Policies	<i>Risk Management</i>
Related Procedures/Protocols, Statements, Documents	<i>Signs as Remote Supervision Procedure Statewide Mutual – Best Practice Manual; Signs as remote supervision AS 2342 Development, testing and Implementation of information and safety symbols and symbolic signs AS/NZS 2416 Standard for Water Safety</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 every two years.

Version 3 Adopted: *Council Meeting held 15 February 2018 (Minute No. 17/02/2018)*
Version 2 Adopted: *Council Meeting held 14 February 2012 (Minute No. 022/02/2012)*
Version 1 Adopted: *Council Meeting held 19 February 2009 (Minute No.26/02/2009)*



COOLAMON SHIRE COUNCIL
STREET STALLS / RAFFLES POLICY

Date Adopted	15 February 2018		
Council Minute	17/02/2018		
Version	Version 6		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	4 years		
Last Review Date	February 2018	Next Scheduled Review Date	February 2022

Objective:

To ensure that all community organisations have fair and equitable access to raise money, mindful of the fact that communities should not be over burdened with the implied requirement of continually being subject to fundraising activities.

That authority be delegated to the General Manager to approve of applications for street stalls / raffles subject to the following conditions:-

- 1) Only one organisation shall be permitted to conduct a street stall or raffle on the same day.
- 2) The principle organisation may only have one future booking at any one time in advance.
- 3) The definition of principle organisation and sub units of that organisation be left to the General Manager's discretion.
- 4) Stallholders are required to hold all appropriate Insurances.
- 5) That approvals for Street Stalls and Street Raffles be restricted to Organisations from within the Shire or alternatively to Organisations that deliver services within the Shire (subject to General Manager's approval) and that each Organisation should ensure that they have adequate identification signs displayed.
- 6) **COOLAMON**
Combined Street Stall and Raffle to be held on Friday and a Raffle may also to be held on Saturday. The bookings are to be held by different organisations. Bookings are administered by Council.
- 7) **GANMAIN**
A combined Street Stall and Raffle to be held by a single Organisation per week (commencing Monday and concluding Sunday). The choice of day is at the discretion of the Organisation but only one event shall be conducted per week. Bookings are administered by Council.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
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8) **ARDLETHAN**

A combined Street Stall and Raffle to be held by a single Organisation per week (commencing Monday and concluding Sunday). The choice of day is at the discretion of the Organisation but only one event shall be conducted per week.

The bookings arrangements for Ardlethan are administered by the Ardlethan Central School.

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 February 2018 (Minute No. 17/02/2018)

Version 5 Adopted: Council Meeting held 21 July 2016 (Minute No. 151/07/2016)

Version 4 Adopted: Council Meeting held 19 February 2009 (Minute No.26/02/2009)

Version 3 Adopted: Council Meeting held 16 December 2008 (Minute No.359 /12/2008)

Version 2 Adopted: Council Meeting held 16 August 2007 (Minute No. 261/8/2007)

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



COOLAMON SHIRE COUNCIL

WORK HEALTH AND SAFETY POLICY

Date Adopted	15 February 2018		
Council Minute	17/02/2018		
Version	Version 7		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	4 years		
Last Review Date	February 2018	Next Scheduled Review Date	February 2022

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.

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- 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.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
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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 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 Adopted: Council Meeting 15 February 2018 (Minute No 17/02/2018)

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



COOLAMON SHIRE COUNCIL

FOOTPATH INSPECTION AND MAINTENANCE

Date Adopted	15 February 2018		
Council Minute	17/02/2018		
Version	Version 2		
Policy Responsibility	Engineering and Technical Services		
Review Timeframe	Every 2 Years		
Last Review Date	February 2018	Next Scheduled Review Date	February 2020

POLICY STATEMENT

Coolamon Shire Council applies with best practices and aims to provide a managed network of footpaths and cycleways for pedestrians and cyclists to utilise.

The policy, together with the procedures, provides the guidelines for managing the footpaths and cycleways.

SCOPE

- In order to minimise the potential for 'slip, trip and fall' injuries to occur, Council has developed a risk management approach to Council's footpath and cycleway networks.
- Council has recognised that 'slips, trips and falls' associated with footpath and cycleway networks form a significant percentage of public liability claims received by councils within NSW.
- The procedures developed for this purpose are derived from industry best practice as documented in the "Statewide Mutual Best Practice Manual – Footpaths, Nature Strips and Medians".
- This policy applies to footpaths and cycleways surfaced with concrete, asphaltic concrete, bitumen seal or pavers.
- This policy does not apply to turfed, gravel surfaced or unformed footpaths, boardwalks, walkways or walking trails.

OBJECTIVE

To support procedures for the inspection, evaluation and maintenance of footpaths and cycleways.

PRINCIPLES

- To provide a managed level of public safety for users of the footpath and cycleway networks.
- To extend the life of the footpath and cycleway assets by timely maintenance and rehabilitation.

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ASSOCIATIONS & RELATIONSHIPS

Legislation	State Records Act 1998 Australian Standard AS/NZ 4360:1995 Risk Management.
Policies	Customer Service Policy - TRIM
Procedures/Protocols, Statements, Documents	Coolamon Shire Council's Footpath procedure AUSTRoads design guide StateWide Mutual Best Practice Manual – Footpaths, Nature Strips and Medians. Coolamon Shire Community Strategic Plan Coolamon Shire Council's Operational and Delivery Plans Coolamon Shire Council Disability Access Inclusion Plan

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 every two years.

Version 2 Adopted: Council meeting held 15 February 2018 (Minute No. 17/02/2018)

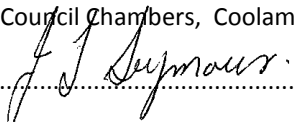
Version 1 Re-Adopted: Council Meeting held 19 March 2009 (Minute No. 64/03/2009)

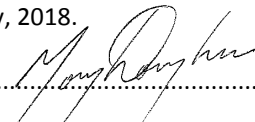
Version 1 Adopted: Council Meeting held 15 May 2008 (Minute No. 129/05/2008)

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in the Council Chambers, Coolamon on the 15th February, 2018.

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..... MAYOR

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..... GENERAL MANAGER.

CS4) QUARTERLY BUDGET REVIEW AS AT 31ST DECEMBER 2017 (F.02-02)

- Enclosed with the attachments is the Quarterly Budget Review Statements to the 31st December 2017 for Council's information. The Review reveals a change in Council's anticipated operating result after capital amounts from a surplus of \$2,788,559 to a surplus of \$2,021,145 [Attachment No. 16](#)

Council's anticipated nett cash position has decreased from a deficit of \$1,320,888 to a deficit of \$1,417,961 being an unfavourable variance of \$97,073

Public Order & Safety

Income

Item	Original Budget	YTD 31/12/17	Amended Budget	Variance (\$)	Variance (%)
Dog Impounding Fees	1,200	5,186	5,186	3,986	332.16 F

- **Dog Impounding Fees** – Council's year to date income has already exceed the original budget.

Environment

Income

Item	Original Budget	YTD 31/12/17	Amended Budget	Variance (\$)	Variance (%)
Container Deposit Scheme Income	46,800	0	0	-46,800	100 U

- **Container Deposit Scheme Income** – as Council is not participating as a collection point no income will be received in the current financial year

Expenditure

Item	Original Budget	YTD 31/12/17	Amended Budget	Variance (\$)	Variance (%)
Garbage Depot Supervision	35,000	37,277	80,000	-45,000	128.5 U
Waste Depot Staff Costs	87,450	0	0	87,450	100 F

- **Garbage Depot Supervision** – Council's contract arrangements for the supervision of the waste depots will continue as a result of not being a collection point for CDS
- **Waste Depot Staff Costs** – as Council is not participating as a collection point staff will not be appointed

Housing & Community Amenities
Income

Item	Original Budget	YTD 31/12/17	Amended Budget	Variance (\$)	Variance (%)
Development Application Fees	15,000	20,842	21,000	6,000	40 F

- **Development Application Fees** – Council’s year to date income has already exceed the original budget.

Sewerage
Expenditure

Item	Original Budget	YTD 31/12/17	Amended Budget	Variance (\$)	Variance (%)
Sundry Expenditure	2,000	54,451	56,500	-54,500	2,725.0 U

- **Sundry Expenditure** – The expenditure relating to the investigations into the upgrading of the Coolamon Sewerage Treatments works were not included in Council’s original budget

Mining, Manufacture & Construction
Income

Item	Original Budget	YTD 31/12/17	Amended Budget	Variance (\$)	Variance (%)
Construction Certificates	15,000	20,655	21,000	6,000	40 F
Building Inspection Fees	10,000	13,190	13,500	3,500	35 F

- **Construction Certificates** – Council’s year to date income has already exceed the original budget.
- **Building Inspection Fees** – Council’s year to date income has already exceed the original budget.

Transport & Communication
Expenditure

Item	Original Budget	YTD 31/12/17	Amended Budget	Variance (\$)	Variance (%)
Urban Roads Dep’n	266,560	169,114	338,228	-71,668	26.88 U
Sealed Local Roads Dep’n	540,600	299,495	598,990	-58,390	10.8 U
Regional Roads Dep’n	459,000	277,449	554,898	-95,890	20.9 U
Unsealed Roads Dep’n	326,400	218,822	437,644	111,244	34.1 U
Road Safety Officer	0		12,000	12,000	U

- **Roads Depreciation** – Based on year to date figures the depreciation allowed in Council’s original budget was understated. This is a non-cash expense but does impact on Council’s operating profit.
- **Road Safety Officer** – Council original budget did not include a contribution for the participation in the Road Safety Officer program with Temora, Junee and Bland Shire Councils and Roads & Maritime Services.

Economic Affairs
Expenditure

Item	Original Budget	YTD 31/12/17	Amended Budget	Variance (\$)	Variance (%)
Tourism/Industrial Promotion	15,000	35,262	35,305	20,305	135.4 U

- **Tourism/Industrial Promotion** – Council has previously considered a report regarding the publicity opportunities that have been taken and resulting in the additional expenditure including the Lifestyle Magazine, Country Change Expo and the remarketing of Council’s Tourism/Business Website.

Capital Incomes & Gains/(Losses)

Item	Original Budget	YTD 31/12/17	Amended Budget	Variance (\$)	Variance (%)
Sewerage Capital Conts	0	0	20,816	20,816	F

- **Sewerage Capital Contributions** – based on year to date income figures

Responsible Accounting Officer Statement

It is my opinion that the Quarterly Budget Review as presented to Council for the quarter ended 31 December 2017 indicates that Council’s projected financial position at 30 June 2018 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Recommendation

That the Quarterly Budget Review Statements as at 31 December 2017 be received and noted and the revised budgeted income and expenditure be voted.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr White that the Quarterly Budget Review Statements as at 31st December 2017 be received and noted and the revised budgeted income and expenditure be voted. 18/02/2018

5.3 EXECUTIVE MANAGER, ENGINEERING & TECHNICAL SERVICES

ES1) SHIRE ROADS RESHEETING, STABILISATION AND MAINTENANCE

The following roads have received maintenance and resheeting attention:

1) MAINTENANCE

- Tooyal Road (Williams to Wagga Road)
- Brushwood North Road (Canola Way to Ardlethan Road)
- Williamsons Lane (Millwood Road to Tooyal Road)
- Boundary Lane (Millwood Road to end)
- Chamberlains Lane (Canola Way to Coolamon Road)
- Bradleys lane (Millwood Road to Lesterfield Lane)
- Lesterfield Lane (Canola Way to boundary)
- Murphys Lane (Brushwood North Road to Dullah Road)
- Armstrongs Lane (Marrar North Road to Seymours Lane)
- Hattys Lane (Dullah Road to gate)
- Curries Lane (Matong North Road to gate)

2) RESHEETING

- Bredins Lane (Bitumen to Bartletts Lane)

ES2) PARKS AND GARDENS

Parks and Gardens Staff have continued general maintenance of Council's open spaces in addition to assisting with preparation of major events such as Coolamon New Year's Eve, Ardlethan and Ganmain Australia Day and Ganmain Triathlon. The shutdown period of the Coolamon Childhood Centre has also permitted staff to refurbish a number of the garden beds and play areas.

ES3) TOWN WORKS

COWABBIE STREET, COOLAMON

Renewal of linemarking has occurred through the main street of Coolamon in addition to installation of a disabled parking bay at the front of the B&B.

RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that the Executive Manager, Engineering & Technical Services Reports (ES1 to ES3) be received. 19/02/2018

ES4) ROADS TO RECOVERY PROGRAMME 2017/2018

1) BITUMEN RESEALING

Resealing works have occurred on the following Rural Local Roads:

- Marrar South Road (6.80-8.37kms) 1.57kms
- Methul Road (7.3-9.05kms) 1.75kms
- Methul Road (15.62-18.53kms) 2.91kms
- Methul Road (18.47-20.42kms) 1.95kms
- Beckom South Road (6.10-6.26kms) 0.16kms
- Beckom South Road (6.58-8.55kms) 1.97kms
- Rannock Road (27.81-28.54kms) 0.735kms
- Matong North Road (15.15-15.48kms) 0.325kms
- Matong North Road (16.32-19.20kms) 2.88kms
- Matong North Road (19.20-20.30kms) 1.1kms
- Yarranjerry Exchange Road (2.97-5.17kms) 2.2kms

2) RANNOCK ROAD (16.75-17.58KMS AND 23.96-24.74KMS) 1.615KMS

Reconstruction works involving stabilization and sealing have now been completed.

3) RANNOCK ROAD (13.86-16.22KMS) 1.74KMS

Reconstruction works have commenced on this section of Council's Local Sealed Network. Formation corrections are to occur with importation of crushed gravel and will be followed by stabilization and sealing. Works are scheduled for completion in early March.

RESOLVED on the motion of Clr Crocker and seconded by Clr White that the report be received. 20/02/2018

ES5) FIXING COUNTRY ROADS (FCR)

1) CROKER GRAIN PROJECT

Works have commenced on the third and final component of the Croker Grain Project. Previous components involved works to Marrar South road, Easticks Lane and Lynne Street, Marrar. This final component involves reconstruction of Canola Way (14.6-17.15kms) 2.55kms which will be split into two manageable sections with an anticipated completion date set for early March.

2) ROUND 3 MARY GILMORE PRODUCTIVITY UPGRADE PROJECT

- Council has received notification from the Minister for Roads, Maritime & Freight, the Hon Melinda Pavey of its FCR Round 3 success. The successful project involves the strengthening of the Smokey Creek Bridge to a standard where it can accept heavy vehicles at higher mass limits. The State Government will provide funding to the value of \$297,798 with Council contributing \$42,552. Council are currently awaiting contact from Transport NSW to have Deeds drafted and signed, once completed Council can then schedule the works. Attachment No. 17

ES6) 2017/2018 REPAIR PROGRAMME

CANOLA WAY – WEST (7.36-9.03KMS) 1.67KMS

Reconstruction works involving formation corrections, culvert repairs, stabilization and sealing have been completed on this section of Council's Regional Road Network.

ES7) RURAL LOCAL SEALED ROADS

1) WALLEROOBIE ROAD

Patch rehabilitation works have commenced on sections of Walleroobie Road where pavement failures have occurred. The majority of sections are over culvert structures which have initially been poorly constructed resulting in pipe separation which will require resetting. Pipe cleaning in addition to inlet and outlet maintenance of all structure along Walleroobie Road will occur.

2) DEEPWATER ROAD

Shoulder grading work identical to those performed recently on Matong North Road has been completed. These works involve the importation of crushed gravel to eliminate the deep bitumen edge drops and prevent extensive edge breaks. The final result will also provide a safer environment for motorists as well as extending the life of the pavement.

RESOLVED on the motion of Clr Jones and seconded by Clr Hutcheon that the Executive Manager, Engineering & Technical Services' Reports (ES5 to ES7) be received. 21/02/2018

ES8) NOXIOUS WEEDS REPORT (N.02-01)

Senior Weeds Officer, Robert Ferguson Reports

- Coolamon: Highway inspections, Newell and Burley Griffin.
- Spiny Burr inspected and treated on London Hill Road, Beckom South, Deepwater, Pamandi Crossing, Brushwood Crossing.
- Silver leaf nightshade treated in Methul, Ganmain and Matong areas.
- Coolatai inspected and treated in Ardlethan and Marrar.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Jones that the report be received. 22/02/2018

ES9) ARDLETHAN SEWERAGE SCHEME – PROJECT STATUS REPORT (S.03-02, SC361)

Project Status

A project inception meeting and site inspections were held with the design consultant on 6 and 7 December 2017. Following the meeting and site inspection, the design consultant has prepared a preliminary concept layout for the gravity reticulation system. The process design and pond sizing for the sewerage treatment plant has been completed. A concept layout and 3D model for the plant have been developed. These will be completed after the results of the geotechnical investigation on the site are available.

A joint inspection was undertaken on 2 February 2018 to determine the viability of the proposed reticulation layout and to make amendments to avoid obstructions and minor refinements to improve the layout from a construction and maintenance perspective.

Amendments to the concept layout are expected to be completed by 9 February 2018. It is anticipated that survey will commence mid to late February and take approximately 4 weeks to complete. Geotechnical investigation is scheduled to commence on 26 February 2018. This will consist of 1 week on site drilling and collecting samples, followed by 2 weeks of laboratory analysis.

Time

The design consultant's current program indicates that the design will be complete and tenders for construction may be called in June 2018. Some time has been lost due to shutdowns over the Christmas and New Year period and unavailability of staff. There is the potential to recover some of the lost time in

the survey component of the project (depending on availability) and in review and feedback of designs and associated documentation. To this end, the focus on a collaborative approach to design development will be increased to ensure that review is undertaken and comments provided progressively to minimise the time associated with review on completion of the concept design.

Quality

The brief for the RFQ referenced the relevant codes, standards and agency requirements, and subsequently forms part of the design contract. The design consultant, Cardno, is extremely experienced in this type of work. They have assembled a highly qualified and experienced team for the project.

Risk

Issues Register	
Issue	S60 Approval
Actions to Date	Contact made with NSW DPI Water Manager Water and Sewerage and Regional Manager Water and Sewerage Nil feedback or input provided to date despite numerous attempts to make further contact S60 approval process requirements incorporated into design brief Relevant NSW DPI Water contact details provided to the design consultant
Further Actions	Ongoing liaison between design consultant, project manager and NSW DPI Water
Issue	Rail Crossing
Actions to Date	Contact made with John Holland Rail regarding requirements for rail line service crossings Engineering standards provided to the design consultant John Holland Rail contact details provided to the design consultant
Further Actions	Obtain 3rd Party Application Form and provide to design consultant for reference Ongoing liaison between design consultant, project manager and John Holland Rail
Issue	Rail Crossing
Actions to Date	Nil
Further Actions	Contact to be made with NSW Roads and Maritime Services to ascertain engineering standards and requirements

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH FEBRUARY, 2018.

Issue	Acquisition of Land for Pump Station
Actions to Date	Critical dates for finalisation of pump station location incorporated into design brief The location of the pump station site has been all but finalised pending the outcome of geotechnical investigation
Further Actions	Confirm site and acquire land
Issue	Bygoo Road Realignment Project
Actions to Date	Design requirements around the road realignment project, including critical dates, incorporated into design brief Image of road realignment plan overlaid on aerial imagery incorporated into the design brief Project deferred due to land acquisition issues
Further Actions	Design to be reviewed progressively during its development to ensure that the sewer is set at a level so that it does not clash with the road or table drains and so that it does not impact unduly on constructability of the road
Issue	Flood Works Approval for Treatment Plant
Actions to Date	Research requirements for flood works approval Local analysis of flood extent and depth at treatment plant location Advice obtained from GHD regarding flood behaviour at treatment plant site (flood fringe low hazard and flood free) Concept process design and layout indicate that the treatment plant can be accommodated on the available land outside of the 1 in 100 year flood extent
Further Actions	Finalise concept layout and confirm that a flood works approval is not required or take steps to mitigate against the requirement for approval and the need to complete and Environmental Impact Statement if the layout encroaches on flood affected land
Issue	Availability of Suitable Contractors
Actions to Date	Contact made with potential design consultants to ascertain interest in bidding for and completing the work Design contract awarded to a suitably qualified and experienced consultant
Further Actions	Contact to be made with potential construction contractors to gauge interest, capability and capacity on completion of the detailed design

Procurement

The scope of work for geotechnical investigation has been finalised. This element of the design project was included in the RFQ as a provisional sum item. The

design consultant's proposal has been critically reviewed and industry advice sought to ensure that the proposal provides value for money.

Activities Since Last Report

- Inception meeting and site inspections held with design consultant
- Information collected and provided to the design consultant on non-residential loading
- FAQs prepared and distributed to the community
- Initial concept layout prepared by design consultant based on electronic imagery and LiDAR data
- Joint inspection of proposed reticulation route to determine viability and amend as required
- Geotechnical investigation regime finalized

Upcoming Activities

- Concept layout to be refined prior to commencement of survey and geotechnical investigation
- Geotechnical investigation
- Survey
- Finalisation of concept design and submission to NSW DPI Water for review and comment
- Acquisition of pump station site

Project Management Hours

Since last report
35.5
Total
138.5

RESOLVED on the motion of Clr Jones and seconded by Clr McCann that the report be received. 23/02/2018

5.4 EXECUTIVE MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES REPORTS

HS1) DEVELOPMENT ACTIVITY REPORT THE PERIOD ENDING 31ST JANUARY, 2018

Summary

This report advises of the Development Application activity for the months of December 2017 and January 2018.

Development Activity Table

APPLICATION NUMBER	TYPE	ADDRESS	DETERMINATION	VALUE
DA 2017/81	Cattery to House 12 Cats	26 Doubleday Lane, Coolamon	Approved	\$5,000.00
DA 2017/85	New Carport & Patio	55 Devlin Street, Coolamon	Approved	\$28,485.00
DA 2017/86	New Carport	4 Logan Street, Coolamon	Approved	\$4,500.00
DA 2017/89	New Verandah/Deck	33 Don Street, Marrar	Approved	\$5,200.00
DA 2017/87	New Shed	20 Bruce Street South, Coolamon	Approved	\$12,000.00
DA 2017/70	New Single Dwelling	30 Lewis Street, Coolamon	Approved	\$281,500.00
DA 2017/71	New Single Dwelling	32 Lewis Street, Coolamon	Approved	\$281,500.00
DA 2017/90	Plant Roof Cover	87-89 Cowabbie Street, Coolamon	Approved	\$7,000.00
DA 2017/88	New Single Dwelling	53-55 Loch Street, Ganmain	Approved	\$90,000.00
DA 2018/1	Subdivision of 1 Lot into 3 Lots (Residential)	Corner of Dunrobin and Cowabbie Street, Coolamon	Approved	N/A
DA 2018/3	Installation of Solar Panels	Lewis Street North, Coolamon	Approved	\$17,000.00
DA 2018/4	Shed Extension	33 Ford Street, Ganmain	Approved	\$4,000.00
TOTAL: 12			12	\$736,185.00

Financial Implications

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

Consultation

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

Recommendation

That Council receive and note this report on development activity for the period up to 31st January, 2018.

RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that Council receive and note this report on development activity for the period up to 31st January, 2018. 24/02/2018

HS2) DRAFT LOCAL ANIMAL MANAGEMENT PLAN (A.08-02, SC22)

Summary

This report presents the Draft Local Animal Management Plan and seeks Council's endorsement for the public exhibition of the strategy.

Background

Coolamon Shire Council has identified the need to develop a Local Animal Management Plan to improve outcomes in the area of companion animal's management within the Shire. New legislation and changing community expectations mean new approaches are now required. In addition, there is increasing recognition that enforcement approaches will not, on their own, result in lasting changes in human behaviour. They need to be supplemented by a range of other tools that focus on passive and voluntary approaches to achieving responsible pet ownership.

Local Animal Management Plan

The Companion Animals Act 1998 introduced changes to the way dogs were managed by local authorities and, for the first time, introduced controls over domestic cats.

A Local Companion Animals Management Plan (LCAMP) is a document, which provides a means to assist Council to fulfil its responsibilities under the Companion Animals Act 1998 by determining relevant objectives and priorities along with a clear program of implementation.

The LCAMP is divided into two parts:

- Part 1 (Sections 1-4) is titled Strategic Framework. It examines relevant issues and responsibilities in relation to companion animal management. It culminates in a goal and aims of the LCAMP.
- Part 2 (Section 5) is entitled Action Plans. It outlines the actions necessary for Council to reach and achieve the goal and aims as outlined in the Strategic Framework.

This Plan integrates the developing of expertise in companion animal management around Australia, to create a program of future strategic actions to be considered and implemented by Council.

Relevant issues include those prescribed under relevant legislation as well as the generally understood notion of socially responsible pet ownership. The plan is confined to an examination of domestic dogs and cats.

Financial Implications

There are minimal financial implications resulting from the development and subsequent implementation of the plan. The most significant financial implication resulting from the plan is the proposed review and redevelopment of the existing pound facility however associated costs for such a project have been catered for in Council's budget.

Consultation

Internal consultation has occurred with relevant staff members.

It is proposed that the Draft plan be publicly exhibited for a period of 28 days.

It is further proposed that at the expiration of the exhibition period a report on any submissions and amendments to the plan would be tabled for Council's further consideration.

Attachments

- ➔ Draft Local Companion Animals Management Plan (LCAMP). [Attachment No. 18](#)

Recommendation

That Council note the report on the Draft Local Companion Animals Management Plan (LCAMP) and endorse the public exhibition of the Plan for a period of 28 days.

RESOLVED on the motion of Clr McCann and seconded by Clr Jones that Council note the report on the Draft Local Companion Animals Management Plan (LCAMP) and endorse the public exhibition of the Plan for a period of 28 days.

[25/02/2018](#)

HS3) DRAFT AWNINGS POLICY (P.12-01, SC316)

Summary

This report presents the Draft Coolamon Shire Council Awnings Policy and seeks Council's endorsement for the public exhibition of the draft Policy.

Background

The Coolamon Shire Council Local Government area has many shops and commercial buildings that have awnings which project over public footways. A recent land use survey undertaken by Council staff has confirmed that there are 90 awnings located within the Shire.

It is not compulsory for shops and commercial buildings to have awnings. However, they provide many benefits to the public, including protection from heat and rain, shading the premises and providing opportunities for advertising.

Some awnings are supported by steel tension rods connected to the building's fascia. These rods can fail over time for various reasons including corrosion, adverse wind and weather conditions, poor maintenance, illegal use and loading, build-up of debris inside the structure, failure at the façade or awning connection, impact by a motor vehicle, demolition of an adjoining building or awning and other reasons. The failure of a tension rod can result in an awnings collapse which can cause property damage, personal injury or death.

Many modern awnings are constructed with cantilevered beams which are integral to the structure of the building. Cantilevered awnings are much less likely to suffer catastrophic collapse. However, the legal obligations of the owner are identical to those of awnings with tension rods.

Objectives

The objectives of this policy are to:

- raise awareness of the need for owners to regularly monitor the safety of their awnings;
- implement an awnings awareness program framework for owners of awnings within the Coolamon Sire Local Government Area;
- promote an increased level of protection of public health and safety by reducing the risk of harm, injury or death which may result from the failure of an awning overhanging the Council's footways.

General Policy Provisions

The general provisions of the draft policy are as follows:

General

The owner of an awning is **encouraged** to obtain and provide to Council a structural engineering report from a suitable engineering expert demonstrating that the awning is structurally sound and safe:

- Upon adoption of this policy;
- on a recurrent five (5) year basis; and
- for all awnings more than 10 years old.

Council may require an owner to obtain structural certification from a suitably qualified engineering expert following a severe storm event, flood, fire or accident which damages the awning and in the opinion of the Council is likely to be unsafe.

Awnings owners are **encouraged** to comply with Practice Note 18 'Inspection and Assessment of Existing Tied Awnings' issued in July 2008 by the Association of Consulting Structural Engineers of NSW.

Council recommends that the gutters and downpipes of awnings be cleaned of all leaf debris on a regular basis. The most appropriate time for removal of such debris is between May to August each year. During May to August of each year, awning owners will not be required to obtain a hoarding permit for the explicit activity of cleaning the gutters/downpipes of awnings. Awning owners should reference the Safe Work Australia publication entitled "Managing the Risk of Falls at Workplaces" prior to undertaking any work at height in association with the cleaning of awnings.

The owner of an awning is to bear the cost of any inspection of the awning for the purposes of this policy.

Council will make a notation on section 149(5) planning certificates for those properties that contain an awning, noting that:

- Awnings owners are encouraged to comply with Practice Note 18 'Inspection and Assessment of Existing Tied Awnings', issued in July 2008 by the Association of Consulting Structural Engineers of NSW; and
- all owners must comply with the provisions of this policy.

Implementation

The Council:

- intends to establish a 'base-date' record (Register) of all awnings over public roads;
- will identify the location and ownership of all existing awnings by searching the available records and undertaking street and other inspections where necessary or desirable; and
- will send a letter to all awning owners on an annual basis advising owners of their responsibility to maintain their awnings and have inspected those awnings for structural suitability on a regular basis.

Specific Provisions

Public liability insurance

The owner of an awning which overhangs a public footway/road reserve or space is required to ensure that they hold appropriate insurance to the value of \$20 million in respect of an awning noting the Council's interest as party on the certificate of currency.

Access to premises

The Council may enter premises supporting an awning in order to inspect and make an assessment of the structural adequacy and safety of the awning. The Council has the power to enter premises for this purpose under s 191 and 192 of the Local Government Act 1993.

The Council may authorise persons other than Council officers for this purpose.

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 encouraged awnings to be routinely inspected for structural adequacy by qualified structural engineers, it would reduce the likelihood of death or injury to members of the community who use Council's road reserve over which awnings are located and thus reduce financial liability issues for Council.

Consultation

Internal consultation has occurred with relevant staff members.

It is proposed that the Draft plan be publicly exhibited for a period of 28 days.

It is further proposed that at the expiration of the exhibition period a report on any submissions and amendments to the plan would be tabled for Council's further consideration.

Attachments

- Draft Coolamon Shire Council Awnings Policy. Attachment No. 19

Recommendation

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

RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that Council note the report on the Draft Coolamon Shire Council Awnings Policy and endorse the public exhibition of the Plan for a period of 28 days. 26/02/2018

HS4) MATONG HOTEL UPDATE REPORT (RT1000942)

Summary

This report provides an update to Council regarding the compliance matters and Land and Environment Court Proceedings associated with the building known as the Matong Hotel, located in Matong Street, Matong.

The Site

The site is known as the Matong Hotel and is located at Lot 4, Section 6, DP 758657, Matong Street, Matong.

Background

As Council may recall, a number of reports on the Matong Hotel were presented to Council in 2017, the most recent of which was the report tabled to the December 2017, Council Meeting titled MATONG HOTEL DEMOLITION ORDER UPDATE REPORT (RT1000942). The report resulted in the following Council resolution (263/12/2017):

That Council:

- 1) Note the Report on the 'Matong Hotel Demolition Order Update Report';**

- 2) **Note that the owner of the premises has lodged a Class 1 Application with the NSW Land and Environment Court against Council, requesting that the Court revoke the Council issued Demolition Order and consider issuing an alternate order if required;**
- 3) **Note that Marsden's Law Group has been engaged to represent Council in the Class 1 Land and Environment Court proceedings;**
- 4) **Note that a Structural Engineer will be engaged to review the Engineers Report prepared by Rob Jones Consultancy P/L and inspect the premises; and**
- 5) **Await initiating any further compliance/enforcement action in regards to the non-compliance with the Council Demolition Order for the premises known as the Matong Hotel, located at Lot 4, Section 6, DP 758657, Matong Street, Matong, until Class 1 Land and Environment Court Proceedings have been finalised.**

This report provides information and update to Council on the following matters:

- Land and Environment Court Proceedings
- Insurance Claim
- Future Actions.

Land and Environment Class 1 Proceedings

As previously identified, on 30 November 2017 Council received notice that the owner had filed a Class 1 Application in the NSW Land & Environment Court which was listed for 22 January 2018 (first directions hearing).

The application sought the following:

- An order pursuant to s 121ZK(a) of the Environmental Planning and Assessment Act 1979 that the Respondent's s121B order for demolition of the premises known as Farmer's Home Hotel located at 1 Matong Street, Matong NSW (Lot 4 Section 6 in Deposited Plan 758657) issued on 25 October 2017 be revoked.
- Any further or other order as the Court thinks fit pursuant to s 121 ZK (f) of the Environmental Planning and Assessment Act 1979.
- Costs pursuant to cl 3.7 of the Land and Environment Court Rules 2007.

Council engaged Marsden's Law Group to represent Council in proceedings.

At the first directions hearing held on the 22 January 2018, the Court was informed that the parties were having ongoing discussions in relation to the matter to ascertain whether the proceedings could be resolved by an agreement.

The applicant requested a two (2) week adjournment of the proceedings to allow the applicant to consider its position in the appeal.

The Court adjourned the proceedings to a second directions hearing that was set down for the 6 February 2018.

Without prejudice discussions well held between Council's and applicants solicitors between the 22 January and 6 February 2018 in efforts to resolve the court matter prior to the second directions hearing. The discussions resulted in correspondence being forwarded to the applicant's solicitor which reiterated Council's concerns regarding the structural adequacy of the premises and outlined steps that would need to be undertaken before Council would consider revoking the demolition order. The steps are listed are as follows:

1. To allow a structural engineer retained by Council to attend and enter the Matong Hotel to carry out an inspection on behalf of Council.
2. To submit to Council a development application to obtain the development consent of Council to carry out the further works that are required to repair the cracking and associated damages referred to by Robert Jones (Engineers Report) and to allow for the reinstatement of the building to make it fit for purpose.

The applicants solicitor, in correspondence dated 24 January 2018, confirmed their clients agreeance to the abovementioned points in addition to participating in a without prejudice meeting with Council to discuss a way forward and that each party pay their own costs associated with legal proceedings to date.

On 31 January 2018, Council revoked the demolition order in writing.

Stormwater Issues Raised by the Owner

As advised to Council previously, the owner of the premises has conveyed on numerous occasions, that the structural issues occurring at the premises are the result of stormwater drainage matters that Council has not addressed.

Noting that as a result of previous compliance actions instigated by Council in response to unauthorised works and structural adequacy issues at the premises in 2008, proceedings were brought against the owner in the NSW Land and Environment Court. One of the findings / judgments (6 October 2009) from those proceedings was that the owner would undertake a number of actions, one of those being that they would provide Council with:

'a report from a suitably qualified practicing structural engineer certifying that:

- i) *the building in its entirety is structurally adequate including the existing building and new works*
- ii) *any proposed additional works do not affect the structural adequacy of the building’.*

Council notes, as agreed to in the Land and Environment Court Judgement, that once the above items were satisfied that it would:

‘Repair the footpath, kerb, gutter and road verge at the northern elevation of the building at the footpath works to the satisfaction of the Executive Manager Engineering and Technical Services and such footpath works shall be undertaken as soon as practical and reasonably after all works required in the vicinity of the footpath, kerb, gutter and road verge to make the building, balcony and veranda stable had been completed’.

Given that the owner has not fulfilled its obligation(s) under this undertaking, Council has no requirement to complete any of the works. There would clearly be no benefit in Council undertaking any repair works prior to the owner of the building undertaking identified structural repair works. Any works that Council may need to carry out on the footpath and kerb/gutter etc. may be damaged or may interfere with the works required to be undertaken on the building by the owner, it also makes no sense for Council to undertake repair works given the potential for the building being demolished if works are not carried out by the owner.

The most recent demolition order process is separate and should be treated as such, to the previous Land and Environment Court proceedings and associated findings/judgement. Accordingly, Council has always encouraged the owners of the premises to lodge a formal claim outlining the details of any claim which Council would then be required to forward to its insurer for investigation.

Council received a detailed insurance claim from the owners on the 20 January 2018. The claim was forwarded to Councils insurers for investigation and will be dealt with accordingly. At the time of writing this Council report no advice on the matter from Council’s insurers had been received.

Future Actions

Council through its solicitors, Marden’s Law Group are currently or will soon be undertaking the following actions:

- Engaging a practicing structural engineer to inspect premises on Councils/community behalf;

- Arranging inspection of the premises with Engineer (Council appointed consulting engineer);
- Convene a meeting with the owner of the premises to discuss findings of report and lodgement of required development and associated applications;
- Monitoring the above to ensure that the matter is fully resolved to Council's satisfaction in a reasonable timeframe.

If any of the above 'future actions' are not undertaken in a reasonable timeframe and to Council's satisfaction, Council retains the ability to initiate further compliance action against the owner of the premises in the form of issuing Order No. 4 under Table 121 B of the Environmental Planning and Assessment Act 1979 (To repair or make structural alterations to a building) which will be fully informed by the Council engaged engineers report. The timeframe referred to above will be determined at the meeting with Council and the owner.

Consultation

Consultation has been undertaken with internal Council Staff and externally with Council's Solicitor with regards to the compilation of this report.

Financial Implications

Financial implications associated with this report include the estimated cost of legal representation by Marsden's Law Group in the vicinity of \$7,500 - \$15,000 and the cost of the consultant engineers report \$5,000.00 to \$6,000.00.

Recommendation

That Council note the 'Matong Hotel Update Report'.

RESOLVED on the motion of Clr McCann and seconded by Clr McKinnon that Council note the 'Matong Hotel Update' Report. 27/02/2018

† ADJOURNMENT

RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon 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. 28/02/2018

Council adjourned at 4.18pm into Committee of a Whole and reconvened at 4.31pm.

**6) RECOMMENDATIONS OF A COMMITTEE OF A WHOLE MEETING HELD
15TH FEBRUARY, 2018.**

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Jones that the Recommendations of a Committee of a Whole Meeting held 15th February, 2018 be adopted. 29/02/2018

7) REPORTS: DELEGATES/MAYOR/COUNCILLORS

Clr Hutcheon highlighted the problems that operators are experiencing with heavy vehicle permits and the duplication required with consents required from multiple Local Government Authorities.

RESOLVED on the motion of Clr McCann and seconded by Clr McKinnon that Council make representations to Melinda Pavey MP, Minister for Roads and to the National Heavy Vehicle Regulator on the concerns of both Industry and Local Government on the National Heavy Vehicle Regulation Scheme. 30/02/2018

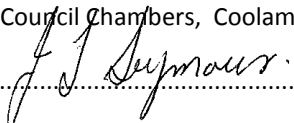
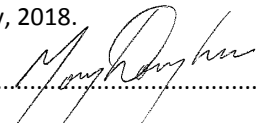
8) MINUTES OF THE NOXIOUS WEEDS MEETING OF COOLAMON, JUNE & TEMORA HELD 5TH DECEMBER, 2017.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr White that the Recommendations of the Noxious Weeds Meeting of Coolamon, June & Temora held 5th December, 2017 be adopted. 31/02/2018

Meeting Closed at 4.43pm.

Confirmed and signed during the Meeting held this 15th day of March, 2018.

.....
MAYOR

.....  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 FEBRUARY, 2018.

MINUTES OF THE NOXIOUS WEEDS MEETING OF COOLAMON, JUNE & TEMORA HELD AT
JUNEE SHIRE COUNCIL ON TUESDAY, 5 DECEMBER 2017 AT 2.00PM.

BUSINESS:

- 1) Present and Apologies.
- 2) Confirmation of the Minutes of the Meeting held 9th May, 2017.
- 3) Matters arising from Previous Minutes.
- 4) Correspondence
- 5) Agenda Items
 - 5.1) Rob Ferguson Management Pty Ltd – Quarterly Report
 - 5.2) Project Officer Status
 - 5.3) WAP – Report and 17/18 Funding Distribution
 - Current & Future Management Structures (LLS, Project Officers & LG)
 - 5.4) Inspection Areas
 - 5.5) General Business
 - 5.6) RENWA Contract
 - 5.7) Next Meeting

PRESENT: Tony Kelly, Coolamon Shire Council
David Carter, Junee Shire Council
Robert Ferguson, Robert Ferguson Management Pty Ltd
Kris Dunstan, Temora Shire Council
Clr Colin McKinnon, Coolamon Shire Council
Clr Jeremy Crocker, Coolamon Shire Council
Will Barton, Junee Shire Council
Graham Sinclair, Temora Shire Council

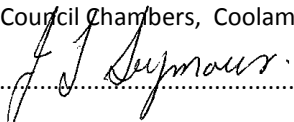
APOLOGIES: Clr John Seymour, Coolamon Shire Council

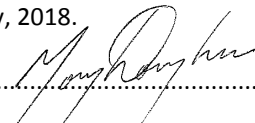
1) **APOLOGIES**

RESOLVED that the apologies of Clr John Seymour be received and accepted.

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This is Page No. 64 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held
in the Council Chambers, Coolamon on the 15th February, 2018.


..... MAYOR


..... GENERAL MANAGER.

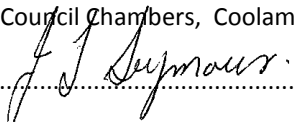
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH FEBRUARY, 2018.

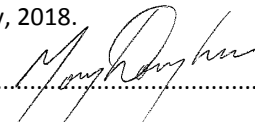
MINUTES OF THE NOXIOUS WEEDS MEETING OF COOLAMON, JUNEE & TEMORA HELD AT
JUNEE SHIRE COUNCIL ON TUESDAY, 5 DECEMBER 2017 AT 2.00PM.

- 2) **CONFIRMATION OF THE MINUTES OF THE MEETING HELD 26 September, 2017.**
RESOLVED that the Minutes of the Meeting held 26 September, 2017 be received.
- 3) **MATTERS ARISING FROM THE MINUTES HELD 26 September, 2017.**
There were no matters arising.
- 4) **CORRESPONDENCE**
Nil.
- 5) **AGENDA ITEMS**
- 5.1) **Rob Ferguson Management Pty Ltd – Quarterly Report**
- Biosecurity Act legal training complete and current for all RENWA staff.
 - Biannual Weeds Conference attended.
 - All RENWA staff meet or exceed the qualifications required to be appointed as an Authorised Officer under the NSW Biosecurity Act 2015.
 - Inspections as noted in 5.4.
- 5.2) **Project Officer Status**
- The current Weeds Project Officer will stay in place until June 30 2018. She will manage all aspects of the WAP. Both Murray and Riverina LLS will provide a part time staffer to carry out additional duties to satisfy implementation of the Regional Strategic Weed Management Plan. (RSWMP)
 - At this time, it is proposed that from July 1 2018, LLS will absorb the Weeds Project Officer position and all WAP management and reporting functions as well as RSWMP and Regional Weed Committee activities will be coordinated by LLS.
 - The WAP Project Co-ordination Team favours a continuation of the current management system and project officer at least for the remainder of the 1520 WAP.
- The existing project officer is unlikely to reapply and work under the Local lands Services model and with 17 years' experience in the area of noxious weeds a great deal of experience, expertise and knowledge will be lost. The project officer performs a considerable amount of administrative duties for the respective LCA's permitting them to concentrate efforts with on-ground duties. Suitably qualified staff in this field are difficult to find and it is yet to be seen how the project officers position within the LLS will be structured and the implications to the LCA's (practically and financially).

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This is Page No. 65 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th February, 2018.

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..... 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 FEBRUARY, 2018.

MINUTES OF THE NOXIOUS WEEDS MEETING OF COOLAMON, JUNEE & TEMORA HELD AT
JUNEE SHIRE COUNCIL ON TUESDAY, 5 DECEMBER 2017 AT 2.00PM.

5.3) Weed Action Plan

- Robert Ferguson resigned from Regional Weeds Committee Chair person. Continuing as Riverina representative on WAP Project Co-ordination Team (PCT).
- LLS has approved grant funds dispersal in Riverina and Murray regions.
- Riverina agreed with the PCT funds dispersal model after some consideration.
- RENWA will receive \$151,523.59. \$5,822.17 less than our request of \$157,345.76.
- RENWA Councils have a commitment of \$197,989.98. \$65,966.66 each.
- Local Control Authorities will have a representative on the Regional Weeds Committee.

LCA's are the only legislative group under the Biosecurity Act but have little to no control over funding distribution as all weed action plan funding is directed through the LLS with funds held and distributed as they see fit.

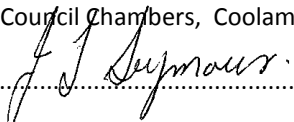
5.4) Inspection Areas

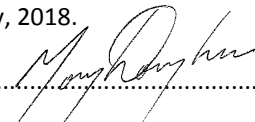
- Inspections private property – 190 to date in the current plan period, 300 required, plus high-risk pathways and sites.
- Currently we are inspecting in the Grogan area of TSC adjoining Hill Tops Council area.
- RENWA is endeavouring to cover a broad spectrum of property sizes in the inspection process.
- No high risk invasive species have been found during these private property inspections to date.
- Land managers have been generally co-operative in the inspection process.
- Our next inspection phase will take place in the Ardlethan area, covering general and high-risk property adjoining the highway and rail lines.
- Currently carrying out St Johns Wort control activities. Silverleaf Nightshade will be an issue. In the urban areas and some roadside Khaki weed and cat heads will be a problem for Councils.

The Biosecurity Act and DPI have stipulated that every property is to be inspected once in every five years. Despite staff working hard to achieve the standard limited funds have restricted resourcing and a one in five year interval is unrealistic. Priority areas are being targeted within the funds available.

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This is Page No. 66 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th February, 2018.

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..... 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 FEBRUARY, 2018.

MINUTES OF THE NOXIOUS WEEDS MEETING OF COOLAMON, JUNEE & TEMORA HELD AT
JUNEE SHIRE COUNCIL ON TUESDAY, 5 DECEMBER 2017 AT 2.00PM.

5.5) General Business

The issue of thistles have been raised as a noxious weed and it should be noted that the new Biosecurity Act has moved away from a dedicated list of noxious weeds and to a more risk based system. Infestations are assessed on a case by case scenario taking into consideration the level and impact on others.

The question was raised regarding treatment of noxious weeds on Crown Lands – Rob Ferguson advised that Crown Lands have no budget for such treatment, they know about the issue but nothing is happening.

John Holland Rail and ARTC have reacted to the new legislation and have been addressing issues within the rail corridor.

Rob Ferguson previously provided a number of concerns surrounding noxious weeds and Councils are encouraged to continue pursuing political avenues to have them addressed.

5.6) RENWA Contract

The current RENWA contract expires on 1 April 2018 and was decided by RENWA LCA's to structure the new contract in line with Weed Action Plan funding. It was decided to advertise for a 2 year term which will bring it to the end of the current Weed Action Plan term with the option to extend for an additional 5 years at the discretion of the LCA's. This will bring it to the end of the next Weed Action Plan funding term. Clauses are to be incorporated into the contract permitting the LCA's to terminate or change the service levels if Weed Action Plan funding arrangements change considerably in the future.

Temora Shire Council are to draft the contract arrangements, seek approval from other LCA's and once satisfactory advertise.

6) NEXT MEETING

RESOLVED that the next Meeting be held on Tuesday, 6 March 2018 at 2.00pm at Temora Shire Council.

Meeting Closed at 3.35 p.m.

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This is Page No. 67 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th February, 2018.

.....
J. J. Seymour
..... MAYOR


.....
Angela Douglas
..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH FEBRUARY, 2018.

MINUTES OF THE NOXIOUS WEEDS MEETING OF COOLAMON, JUNEE & TEMORA HELD AT
JUNEE SHIRE COUNCIL ON TUESDAY, 5 DECEMBER 2017 AT 2.00PM.



NEW SOUTH WALES
WEEDS ACTION PROGRAM



WAP Budget Table - Murray & Riverina WAP Components
extracted from NSW DPI version presented 15/9/15

2015-16				
State allocation - \$9,600,000				
LLS Region	2015-16 requested	2015-16 allocation	Variation Request	% reduction
Murray	\$599,103	\$539,720	-\$59,383	9.91%
Riverina	\$792,655	\$781,292	-\$11,363	1.43%

2016-17				
State allocation - \$9,984,000				
LLS Region	2016-17 requested	2016-17 allocation	Variation Request	% reduction
Murray	\$614,081	\$468,131	-\$145,950	23.76%
Riverina	\$812,478	\$717,978	-\$94,500	11.63%

2017-18				
State allocation - \$11,733,600				
LLS Region	2017-18 requested	2017-18 allocation	Variation Request	% reduction
Murray	\$629,433	\$537,621	-\$91,812	14.58%
Riverina	\$884,064	\$883,846	-\$218	0.025%

2018-19				
State prediction - \$9,600,000				
LLS Region	2018-19 requested	2018-19 prediction	Variation Request	% reduction
Murray	\$645,169	\$426,073	-\$219,096	33.96%
Riverina	\$853,620	\$748,092	-\$105,528	12.36%

2019-20				
State prediction - \$9,600,000				
LLS Region	2019-20 requested	2019-20 prediction	Variation Request	% reduction
Murray	\$661,298	\$394,803	-\$266,495	40.30%
Riverina	\$874,967	\$747,442	-\$127,525	14.57%

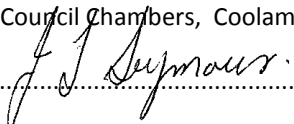
PAULA BOSSE
Regional WAP Project Officer
(Murray & Riverina WAP)

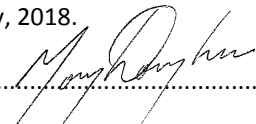
PO Box 382 JINDERA NSW 2642
T 02 6036 0198 F 0428 684 264 T 02 6026 3899
pbosse@greaterhume.nsw.gov.au

Global Budget Murray & Riverina WAP
1 of 1
4/12/2017

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.....  MAYOR

.....  GENERAL MANAGER.

**ATTACHMENTS FOR THE MEETING HELD
15TH FEBRUARY, 2018**

ITEMS DISTRIBUTED WITH THE AGENDA

1) INFORMATION PAPERS

- 1) Minutes of the Advance Marrar Committee Meeting held 10th October, 2017.
- 2) Minutes of the REROC Meeting held 11th December, 2017 and Agenda for the Meeting held 1st February, 2018.
- 3) Minutes of the Advance Ardlethan Committee Meeting held 4th December, 2018.
- 4) Minutes of the Advance Ganmain Committee Meeting held 7th February, 2018.

Refer Correspondence Item (1a).

2) ACTIVITY REPORTS

- 1) Operating Statistics of the Coolamon Shire Library for December 2017 and January 2018.
- 2) Community Development Officer's Report for December 2017 and January 2018.
- 3) Tourism and Business Development Officer's Report for December 2017 and January 2018.

Refer Correspondence Item (2a).

- 3) Correspondence from Goldenfields Water regarding the proposal from Water Utilities Australia.

Refer Correspondence Item (1b), [File No. W.01-02].

- 4) Correspondence from Katrina Hodgkinson.

Refer Correspondence Item (2b), [File No. D.03-01].

- 5) A copy of the letter from the NSW Rural Doctors Network regarding the 2018 bush bursary/Country Women's Association Scholarship Programme.

Refer Correspondence Item (3b), [File No. P.06-01].

- 6) A copy of the Circular from the Office of Local Government regarding Consultation on the proposed Councillor Induction and Professional Development Guidelines.

Refer General Manager's Report (GM1), [File No. C.12-05].

- 7) A copy of the Model Code of Meeting Practice from the Office of Local Government.

Refer General Manager's Report (GM3), [File L.05-01].

- 8) A copy of the previous and current Australia Day Event locations.

Refer General Manager's Report (GM4), [File No. A.13-12].

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH FEBRUARY, 2018.

- 9) Correspondence from Inspector Robert Vergano regarding the Community Safety Precinct Committee Meeting.
Refer General Manager's Report (GM5), [File No. P.05-02].
- 10) Correspondence in regard to the report on the Riverina Regional Library.
Refer General Manager's Report (GM6), [File No. L.03-03].
- 11) Correspondence in regard to the report on the Riverina Joint Organisation.
Refer General Manager's Report (GM7), [File No. R.06-01].
- 12) Correspondence regarding Repower Shoalhaven.
Refer General Manager's Report (GM9), [File No. LD241].
- 13) A copy of the letter from The Hon John Barilaro MP regarding the Stronger Country Communities Fund.
Refer General Manager's Report (GM10), [File No. G.03-01].
- 14) A copy of the 2017/2018 Delivery Program Progress Report for the Period 1st July 2017 to 31st December 2017.
Refer Executive Manager, Corporate & Community Services Report (CS2), [File No. S.11-06]
- 15) A copy of the Policies in regard to the Policy Review Report.
Refer Executive Manager, Corporate & Community Services Report (CS3), [File No. P.12-01]
- 16) A copy of the Quarterly Budget Review as at 30 September 2017.
Refer Executive Manager, Corporate & Community Services Report (CS4), [File No. F.02-02]
- 17) Correspondence from The Hon Melinda Pavey MP regarding funding for the Mary Gilmore Productivity Upgrade Project under the Fixing Country Roads Programme.
Refer Executive Manager, Engineering & Technical Services' Report (ES5), [File No. R.07-10].
- 18) A copy of the Draft Local Companion Animals Management Plan (LCAMP).
Refer Executive Manager, Development & Environment Services Report (HS2), [File No. A.08-02].
- 19) A copy of the Draft Coolamon Shire Council Awnings Policy.
Refer Executive Manager, Development & Environment Services Report (HS3), [File No. p.12-01].